

MINUTES OF THE EXECUTIVE COMMITTEE OF THE FACULTY SENATE

September 14, 2017

Present: Drs. Ackerman, Ang, Finley, Granneman, Kim, Klein, O'Leary, Philip, Puscheck, Rowley, Shekar, Sood, and Wozniak

Absent: Drs. Ellis, Levine, Strickler, and Tancer

Also Present: Dr. V. Delaney-Black and C. Brain

Call to Order: The meeting was called to order by Dr. Finley at 3:06 p.m.

1. Approval of the Minutes of August 24, 2017:

The minutes of the meeting of August 24, 2017 were approved as revised.

2. Personnel Actions:

The proposed appointment of Wajd Al-Holou, MD as Assistant Professor of the Department of Neurosurgery (Clinician Educator, non-tenure track) was approved.

The proposed appointment of Neena Marupudi, MD as Assistant Professor of the Department of Neurosurgery (Clinician Educator, non-tenure track) was approved.

The proposed appointment of Marc Moisi, MD as Assistant Professor of the Department of Neurosurgery (Clinical Educator, non-tenure track) was approved.

The proposed appointment of Bahig Shehata, MD as Professor of the Department of Pathology (Clinical Educator, non-tenure track) was approved.

3. Report from the Office of Faculty Affairs (reported by Dr. Delaney-Black):

- a. Academic Faculty Data Management Software: After investigating the fee-based, academic credential management services offered by three leading companies, the School of Medicine has chosen Interfolio's online platform for faculty activity reporting. Pending approval by the general counsel, the contract with Interfolio will be purchased with FY2017 funds and the arduous task of loading the data for all of the SOM's FTE faculty will begin. Past the initialization phase, the interfacing capabilities of Interfolio's software will automatically update faculty profiles with information from global sources (e.g. Scopus, Pubmed) as well as local databases including SPA, the offices of medical and graduate education, and University, School, and Departmental service categories. The central management of faculty data is anticipated to streamline the preparation of documents for selective salary review, P&T, and departmental reviews, and will provide a single access point for faculty CVs.
- b. Standardized faculty CVs: A vendor has been contracted to convert the CVs of all SOM faculty members to a standard format at the cost \$39 per CV.
- c. OFA personnel changes: Charlene Brain has been put in charge of setting up the faculty data management services with Interfolio and her responsibilities to the Executive Committee will end shortly. In her place, Renee Cooper will attend EC meetings and Kathy Robbins will be

the primary email contact. Mary Cerulla from Internal Medicine will assume the office duties formerly held by Fadi Jirjees, who left his position to attend medical school. Congratulations Fadi!

- d. Faculty Senate Meeting: The meeting of the Faculty Senate has been rescheduled for October 18, 2017 at 3:30 pm in the merged classroom 240/241 of the Mazurek Educational Commons (MEC) building. Provost Keith E. Whitfield will be in attendance.
- e. Promotion and Tenure: EC deliberations for P&T will take place in the Stapleton room of the Schiffman medical library on October 26, 2017. The P&T packets (~46 expected) will be available to EC members *via* the Share Point web platform by the end of September. Dr. Ellis graciously assumed the responsibility of assigning the primary and secondary reviewer for each candidate. Both reviewers are expected to upload their comments a week prior to the meeting for review by each other and by OFA personnel, who will fact check. Primary reviewers are instructed to provide the President of the EC (Russ Finley) with their letter the day after the meeting (Friday, October 27th); postponement until the following Monday is acceptable for cases in which the discussion of the candidate's credentials during the meeting necessitates extensive revision of the letter. The EC meeting on December 14, 2017 is designated for reconsideration hearings that are requested.

6. New Business:

- a. Replacement for EC tenured member-at-large in clinical department. Dr. Tancer had to vacate his position on the EC to assume leadership of the University's IRB committee as Assistant Vice President for Research. The first-choice candidate to replace him is Milton Mutchnick, MD, who received the next highest number of votes during the election cycle that brought Dr. Tancer to the EC. Should Dr. Mutchnick decline the invitation, EC membership will be offered to the next highest voted candidate, Yuchuan Ding, MD PhD.

Adjournment: The meeting was adjourned at 4:24 pm.

Respectfully submitted by Sharon H. Ackerman, Ph.D., Secretary, Executive Committee of the SOM Faculty Senate