



INSTITUTIONAL POLICY: D 7 0 0 1

Faculty

Category: Faculty and Staff
Subject: Faculty
Effective Date: January 7, 2025
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1. Authority

COCA 7.8

2. Purpose and Applicability

The purpose of this policy is to set forth the rules of the Niazee College of Osteopathic Medicine (“NCOM”) concerning faculty matters, including faculty appointments and categories, evaluations, promotion, sabbatical leave, emeritus status, resignations, non-retention, misconduct, termination of employment for cause, termination of employment due to financial exigency, and faculty grievance procedure. This policy applies to all NCOM faculty members.

3. Faculty Appointments

NCOM faculty will be appointed by the Dean/CAO and approved by the President/CEO. This section officially defines faculty membership. For appointment purposes, faculty members are further subdivided by the Dean/CAO into the following categories:

3.1 Full-time Faculty

3.1.1 Full time physician faculty in the patient care environment must hold an active medical license and board certification/board eligibility.

3.1.2 Regular Full-time Faculty

(i) Regular full-time faculty are 0.75 - 1.0 FTE employees of NCOM.

(ii) Regular full-time faculty appointments can only be used if one or more of the following conditions exists:

(a) Responsibilities of the position are focused on the three evaluation areas and includes significant participation in all three evaluation areas of teaching, professional development/scholarly activity, and service. Such faculty members are Voting Faculty (see Faculty Handbook) and may serve on faculty committees.

(b) The employee is granted a primary appointment as an administrator or to perform other non-instructional duties, with a secondary regular faculty appointment that is instructional in character. Such employees may petition for voting status as described in the Faculty Handbook.

3.1.3 Short-Term Faculty

(i) Short-term full-time (1.0 FTE) faculty possess full voting status and may serve on faculty committees.

(ii) Short-term part-time (less than 1.0 FTE) faculty with appointments equal to or greater than 0.50 FTE possess full voting privileges for purposes of faculty governance and may serve on faculty committees. Short-term part-time faculty with appointments of less than 0.50 FTE are not entitled to vote on issues pertaining to faculty governance but may petition for voting status as described in the Faculty Handbook.

(iii) Short-term faculty appointments can only be used if one or more of the following conditions exists:

(a) The position is funded by a grant, contract or other source that is not part of the regular and ongoing source of operational funding.

(b) The appointment is for the temporary replacement of an individual on sabbatical or other leave of absence. Such appointments may be renewed at the discretion of the Dean/CAO with approval by the President to meet departmental or institutional needs and are subject to annual review.

(c) The position is used to meet temporary instructional or institutional needs. Such appointments may be renewed at the discretion of the Dean/CAO with approval by the President to meet departmental or institutional needs and are subject to annual review.

3.1.4 Adjunct (non-regular) Faculty

(i) Qualified individuals who have been credentialed by NCOM may be given an adjunct faculty appointment and will be issued a certificate of recognition.

(ii) Credentialing requirements:

(a) A current curriculum vitae;

(b) A current license to practice (when applicable);

(c) A current DEA certificate (when applicable);

(d) Board certification document, or evidence of board eligibility; and

(e) A recommendation by the appropriate associate dean

(f) Criminal background check

(g) FCVS (Federation of State Medical Boards) report (if applicable)

(iii) Adjunct faculty appointments shall be for no longer than a three (3) year period, but may be renewed based on continued participation as an adjunct faculty member.

(iv) Adjunct faculty members' medical licenses are verified annually with their board of medical examiners.

(v) Adjunct faculty do not hold voting privileges on matters pertaining to faculty governance and cannot serve on faculty committees.

3.1.5 Clinical Preceptors

(i) Clinical Preceptors are qualified Adjunct Faculty who have been credentialed by NCOM and may serve as teachers to NCOM students on clinical rotations. These Clinical Preceptors may not have yet applied for adjunct faculty appointments or may have chosen not to pursue an adjunct faculty appointment.

(ii) Credentialing requirements:

- (a) A current curriculum vitae;
- (b) A current unrestricted license to practice (when applicable);
- (c) A current unrestricted DEA certificate (when applicable);
- (d) Have terminal degree (DO, MD, DMD, DDS, PhD, etc.) are board certified by ABMS/AOA/RCPSC/CFPC (and participating in MOC) or are board eligible if physician; and
- (e) A recommendation by the appropriate associate dean.

(iii) Clinical Preceptor appointments shall be for no longer than a three (3) year period, but may be renewed based on continued participation as an adjunct faculty member.

(iv) Clinical Preceptor professional licenses and board certification are verified annually with their board of Examiners and specialty certification bodies.

(v) Clinical Preceptors do not hold voting privileges on matters pertaining to faculty governance nor can they serve on faculty committees.

3.1.6 Visiting Faculty

(i) Visiting Faculty are those members of the teaching faculty who are not employed by NCOM but who may be compensated for delivering curricular content to NCOM students.

(ii) These faculty members are accorded the title Visiting Lecturer.

(iii) Visiting faculty do not hold voting privileges on matters pertaining to faculty governance nor can they serve on faculty committees.

3.2 Notification of Terms and Conditions of Faculty Appointments

3.2.1 The faculty appointment shall be in writing and shall include at least the following:

(i) That the appointment is offered in accordance with the provisions of NCOM's

policies, Employee Handbook, and Faculty Handbook;

(ii) The rank, if applicable;

(iii) That the appointment is full-time (1.0 FTE) or part-time with the FTE identified;

(iv) That it is a terminal contract, if applicable;

(v) The beginning and ending dates of the appointment;

(vi) The total salary for the appointment;

(vii) That continued employment is subject to the fulfillment of the duties and responsibilities of the position;

(viii) That the specific assignments of the position will be determined by NCOM;
and

(ix) That acceptance of the appointment will be specified by the faculty member's signing, dating, and returning a copy of the written appointment to the designated NCOM representative within the timeframe listed in the appointment.

3.2.2 Renewal letters need not contain all the information listed above but may refer to the earlier appointment.

4. Supplemental/Proportional Appointments

The primary responsibility of the faculty is to instruct and evaluate the students of NCOM. Faculty may, however, be granted supplemental/proportional appointments to engage in approved research, clinical care, service, or administrative activities, provided their primary responsibilities are being satisfactorily performed.

5. Evaluation

5.1 All faculty shall be evaluated on a regular basis.

5.2 Faculty (full and part time) shall be evaluated under the following areas as applicable:

5.2.1 Teaching performance, including the following:

(i) course content

(ii) course organization

(iii) course presentation

(iv) knowledge base of the faculty member

- (v) rapport with and counseling of students
- (vi) rapport with other faculty members in the course
- (vii) appropriate procedures for evaluation of student performance
- (ix) student performance outcomes

5.2.2 Professional growth and development, including the following:

- (i) maintenance of license, where applicable
- (ii) maintenance of board certification, where applicable
- (iii) meeting current standards of patient care, where applicable
- (iv) participation in original research, scholarly activities or service projects
- (v) participation in outside professional activities

5.2.3 Service to academic and institutional programs, including the following:

- (i) participation in faculty committees and institutional functions
- (ii) participation in programs representing NCOM to outside groups, either on or off campus

5.3 Sources of information for an evaluation must include the following:

5.3.1 A self-assessment discussing the faculty member's past and present contributions and the faculty member's plans and goals for future development in the areas of evaluation.

5.3.2 Peer Evaluations. There must be a minimum of two peer evaluations included. One requested by the faculty member and a second requested by the Chief of the Section or Chair of the Department. Such evaluation should be based upon observation and not upon reputation and should address the areas of evaluation set forth above.

5.3.3 Student Evaluations. To be a broad-based and comprehensive evaluation of the faculty member's teaching abilities, this should include as many classes as possible from among those taught by the faculty member.

5.3.4 Evaluation by Immediate Supervisor. This includes any further documentation that may be required by the Section Chief, Department Chair, the appropriate Associate/Assistant Dean and the Dean/CAO.

6. Promotion

6.1 In order to be considered for promotion, a faculty member must provide information concerning teaching effectiveness, professional development and service to the academic community.

6.2 Promotion from Clinical Instructor to the rank of Assistant Professor constitutes recognition of a faculty member's completion of a terminal academic degree or other special qualifications in the field and having met or exceeded their quantifiable goals since joining the Faculty at NCOM.

6.3 Promotion to the rank of Associate Professor constitutes recognition of significant personal achievement and the promise of continued development in the areas described above. In the area of professional development, these achievements must be commensurate with resources provided by the institution.

6.4 Promotion to the rank of Professor acknowledges a record over several years of excellence in teaching, outstanding professional achievement, and dedicated service to the academic community. In the area of professional development, these achievements must be commensurate with resources provided by the institution.

7. Sabbatical Leave

7.1 Sabbatical leave may be granted to a faculty member so that they may engage in research, writing or other activity calculated to contribute to professional development and their usefulness to the school. A faculty member's institutional position, status and rank shall not be adversely affected solely by their absence while on sabbatical leave.

7.2 Any person holding faculty rank is eligible for sabbatical leave after completion of at least six years of full-time employment in a faculty rank. After completing a sabbatical leave, a faculty member shall not be eligible for another sabbatical leave until the seventh subsequent year (13 total years) of full-time employment.

7.3 A faculty member applying for sabbatical leave must present an application to the Department Chair/Section Chief for initial consideration. Sufficient time shall be allowed by the applicant for processing his/her application so required reviews and recommendations may be thorough and completed prior to the Dean/CAO's review and decision. A minimum of 6 to 12 months is suggested. Applications must be in writing and specify the following:

7.3.1 The applicant's name and date of application;

7.3.2 Location sabbatical is to take place, inclusive dates requested for leave, and where the applicant can be contacted during leave;

7.3.3 Specific value to school and faculty member;

7.3.4 A detailed plan of activity which he/she proposes to follow (i.e., research, service, etc.); and

7.3.5 Budgetary requirement to replace the applicant's teaching, service, etc.

7.4 Review and written recommendations as follows:

- 7.4.1 Department Chair;
- 7.4.2 Section Chief
- 7.4.3 Appropriate Associate Dean;
- 7.4.4 Dean/CAO

7.5 A faculty member on sabbatical leave shall receive full salary for not more than one-half of the academic year or half-salary for no more than the full academic year.

7.6 Obligations of the faculty member:

7.6.1 An applicant for sabbatical leave shall sign a statement indicating that, in accepting a sabbatical leave, they are aware of, and agree to, all conditions of the leave as specified in Section 7 of this policy.

7.6.2 While on sabbatical leave, a faculty member may not accept remunerative employment without the written consent of the Dean/CAO or their designated representative. Fellowships, grants, assistantships, and similar stipends shall not be considered remunerative employment.

7.6.3 A faculty member is obligated to return for a full contract year of service upon completion of the leave. Failure to return will obligate the faculty member to reimburse fully the institution for salary received during the period of leave.

7.6.4 Within six (6) months following termination of a sabbatical leave, the faculty member shall file a written report of all scholarly activities with the Dean/CAO, with copies filed with the appropriate Associate Dean, the Department Chair, and the Section Chief.

7.7 The Dean/CAO shall forward information on approved sabbatical leaves to the President and NCOM Board of Governors on an annual basis.

8. Emeritus Status

Emeritus status is an honorary title that may be awarded to a retiring faculty member or administrator for extended meritorious service.

9. Faculty Resignations

A faculty member desiring to terminate an existing appointment during or at the end of the academic year, or to decline reappointment, shall give a minimum of 90 days' notice. Professional ethics dictate due consideration of NCOM's need to have a full complement of faculty throughout the academic year.

10. Non-Retention of Faculty

10.1 The decision regarding retention or non-retention for the ensuing year shall be made by NCOM's Dean/CAO or designee, and shall be notified in writing of the decision by

letter post-marked and mailed no later than March 1.

10.2 Failure to provide timely notice of non-retention to full-time faculty would lead to the offer of renewal of appointment for an additional year, but would not prejudice further continuation after that additional year.

10.3 Following receipt of the notice of non-retention, the faculty member may appeal such non-retention decision by requesting a statement of reasons and then filing a grievance. The request for a statement of reasons shall be in writing and mailed to the Dean/CAO or designee within ten (10) working days of receipt of the notice of non-retention.

11. Misconduct

11.1 NCOM holds faculty to the highest standard of professionalism at all times. Failure to meet this high standard amounts to faculty misconduct, and includes academic misconduct, research misconduct, or unprofessional behavior.

11.1.1 “Academic misconduct” means any activity that would compromise the academic integrity of NCOM, including, but not limited to, fabrication, falsification, plagiarism, or other activities that seriously deviate from those commonly practiced in academia. Academic misconduct does not include honest error or differences of opinion.

11.1.2 “Research misconduct” means fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Research misconduct does not include honest error or differences of opinion. NCOM Institutional Policy R-03: Research Misconduct more fully sets out the School’s policy regarding research misconduct.

11.1.3 “Unprofessional behavior” means behavior or language that is at variance with the generally accepted professional ethics of the academic community, and includes but is not limited to intimidating or disruptive behavior, harassment, verbal outbursts or physical threats, passive aggressive behaviors such as refusal to perform tasks assigned by supervisors or persistent refusal to answer reasonable questions or return calls or emails without justification, or use of rude or condescending tone or language. Unprofessional behavior does not include honest error or differences of opinion.

11.2 NCOM recognizes the destructive effect that faculty misconduct can have on academic achievement, the scientific process, and on collegial relations. Misconduct by a NCOM faculty member would be recognized as substantially impairing the faculty member’s fulfillment of institutional responsibilities, and is explicitly forbidden therefore. Faculty misconduct may result in progressive disciplinary action, which may include the following steps: oral warning, written warning, suspension without pay, and termination of employment. All federal programs, licensing and specialty boards (if applicable) will be notified as per state and federal law.

11.3 Egregious misconduct, including but not limited to circumstances in which the health or safety of the faculty member or other campus community members is in jeopardy,

may result in immediate suspension upon authorization of the Dean/CAO and/or immediate removal from campus, pending review of further disciplinary action up to and including termination of employment under Section 12 of this policy.

12. Termination of Employment for Cause

12.1 The employment of full or part-time faculty may be terminated as a result of findings of misconduct, as set forth in Section 11 of this Policy.

12.2 A faculty member's employment may be terminated for one or more of the following causes:

12.2.1 Demonstrated incompetence or dishonesty in the performance of professional duties, including but not limited to academic, clinical, or research misconduct;

12.2.2 Conduct which directly and substantially impairs the individual's fulfillment of NCOM responsibilities, including but not limited to verified instances of sexual harassment, or of racial, gender-related, or other discriminatory practices;

12.2.3 Insubordination by refusal to abide by legitimate reasonable directions of administrators;

12.2.4 Substantial and manifest neglect of duty;

12.2.5 Failure to return at the end of a leave of absence or a sabbatical leave;

12.2.6 Outside employment or service which interferes with the performance of regular NCOM duties and responsibilities;

12.2.7 Physical or mental disability for which no reasonable accommodation can be made, and which makes the faculty member unable, within a reasonable degree of medical certainty and by reasonably determined medical opinion, to perform assigned duties;

12.2.8 Refusal to sign or execute an offered contract or notice of appointment or reappointment by the date indicated by NCOM for its execution, or failure to undertake the duties under such document at a reasonable time, shall be deemed abandonment of employment with NCOM and any rights to tenure (if and when it is ever offered within NCOM) or future appointment. (Special circumstances may occur, i.e., vacation, absence from area, etc., and do not constitute refusal to sign when contract terms are not in dispute.) Faculty objecting to terms of such document do not waive their objections to such terms by signing or executing the document.

12.3 Notice of Intent to Terminate Employment for Cause; Right to Appeal.

12.3.1 NCOM shall provide the faculty member with written notice of the intent to terminate the faculty member's employment for cause. The notice, which must be sent to the faculty member by certified mail, return receipt requested, shall contain the following:

- (i) A statement of the charge(s) relied upon as the basis of the intent to terminate employment;
- (ii) The reason(s) for the intent to terminate employment;
- (iii) The proposed effective date of the termination;
- (iv) The right of the faculty member to refute the charges by meeting with the NCOM designee; and
- (v) The deadline by which the meeting with the NCOM designee must occur.

12.3.2 Upon conclusion of the meeting with the NCOM designee or the expiration of the deadline for the meeting, whichever comes first, the NCOM DEAN/CAO shall make a final decision whether to terminate the faculty member's employment for cause. The final decision, which must be sent to the faculty member by certified mail, return receipt requested, shall contain the following:

- (i) A statement of the charge(s) relied upon in the final decision to terminate employment;
- (ii) The reason(s) for the final decision to terminate employment;
- (iii) The effective date of the termination; and
- (iv) A statement that the faculty member wishing to grieve or appeal the final decision may do so with the Illinois Department of Human Rights.

13. Termination of Appointment Due to Financial Exigency

13.1 Any faculty member's appointment may be terminated because of a financial exigency, as determined by NCOM's Board of Governors.

13.2 Notice. NCOM shall provide written notice of termination of appointment to the faculty member due to a financial exigency by certified mail, return receipt requested. The notice shall contain the following:

- 13.2.1 A description of the NCOM Board of Governors' determination of a financial exigency;
- 13.2.2 An explanation of the decision to terminate the appointment of the faculty member; and
- 13.2.3 A statement that the faculty member wishing to grieve or appeal the decision may do so with the Illinois Department of Human Rights noted above.

14. Faculty Grievance Procedure

A faculty member wishing to grieve or appeal an employment decision adverse to the faculty member or a work-related dispute may do so with the Illinois Department of Human Rights.

Signed by:



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Dean/CAO