



School of Medicine

**MEMORANDUM**

**TO:** Deans, Directors, Chairs, Departmental Administrators, AAUP-AFT Represented Faculty and FTA (Full-time Affiliate) Faculty in the School of Medicine

**FROM:** Virginia Delaney-Black, MD, MPH  
Vice Dean for Faculty Affairs and Professional Development

**SUBJECT:** 2017 AAUP-AFT MANDATED PROGRAM FOR ANNUAL REVIEW of ACADEMIC STAFF and TERM-APPOINTED FACULTY (See Article XX Sections A-C) and ANNUAL REVIEW OF FTA (Full-time Affiliate) FACULTY

**DATE:** January 26, 2017

The Annual Review and Selective Salary are both AAUP-AFT contract-mandated review programs for academic staff and FTE faculty. FTA faculty at the SOM must also undergo periodic reviews. This memo addresses only the **Annual Review Process** for all term (non-tenured) academic staff and faculty. For this process only documentation that the review has taken place is submitted to OFAPD. The Annual Review documents themselves remain in the academic staff or faculty member's personnel file in the department (not the SOM).

While not contract mandated, departments and faculty are also reminded that the SOM-required regular review of FTA appointed faculty is an LCME requirement. Additionally, the University requires re-appointment of FTA faculty at least every two years. Your Annual Review of the FTA faculty member meets the University's requirement for re-appointment and will also meet LCME expectations.

Please note that for AAUP-AFT represented term appointed faculty, the **department tenure committee (constituted only by tenured faculty)** provides a detailed review of the prior **ONE** year's activities detailed in Article XX of the WSU/AAUP-AFT Agreement. In large departments the Chair may delegate the responsibilities to a Division Chief. In departments without a promotion and tenure committee, the chair provides the annual review. In all other departments, the chair may add his/her comments to those of the Committee. Article XX.C.1 describes the process for allowing the term appointed faculty access to the document prior to the annual review meeting and steps for adding additional supporting/dissenting material. Unlike the Selective Salary process there is no numerical scoring associated with the Annual Review of term-appointed academic staff and faculty.

Review of FTA (Full-time Affiliate) Faculty is required for SOM accreditation, though not mandated by the AAUP-AFT contract, and follows the same general procedure as that mandated for FTE faculty with the following exception. The one year Annual Review may be initiated by the unit's Promotion and Tenure Committee, or, in departments without a P & T committee, the chair. Discussion (which may be conducted by electronic means) with the FTA faculty member is required. **FTA faculty who decline an annual review two years in a row will not be re-appointed as an FTA. OFA will contact the faculty and advise them that they may convert their appointment to a voluntary appointment, if they meet the service/teaching requirements for a voluntary faculty appointment. The faculty member can then request a renewal renew via the electronic process that OFA has instituted for all voluntary (not FTA) faculty.**

**DOCUMENTATION AND DEADLINE FOR SUBMISSION TO OFA:**

**Please submit the completed departmental Annual Non-Tenured Registry and the faculty or academic staff members individually signed signature pages with all appropriate signatures to the Office of Faculty Affairs Annual Review SharePoint site. One file should be uploaded per department per due date.**

Per the request of Dean Sobel, **FTE FACULTY AND FTA FACULTY PAID BY A SOM PRACTICE PLAN must be reviewed within their department by MARCH 31, 2017. Departments must upload documentation to SharePoint by APRIL 5, 2017.**

**ALL OTHER FTA FACULTY must be reviewed and departments must upload documentation to SharePoint by JUNE 30, 2017.**

The link to the Office of Faculty Affairs SharePoint site and supplementary instructions will be sent to administrators in an individual email. Additional information and general use forms can be found at: [http://facaffairs.med.wayne.edu/annual\\_review.php](http://facaffairs.med.wayne.edu/annual_review.php)