

SUBJECT	WSU School of Medicine Office of Faculty Affairs Faculty and Academic Staff Policy Creation Policy
EFFECTIVE	June 1, 2017
REVISED	

PURPOSE

To ensure consistency across the School of Medicine, the Office of Faculty Affairs (OFA) is charged with creating, revising or approving all policies and procedures relating to faculty and academic staff.

POLICY

The School of Medicine’s (SOM) Office of Faculty Affairs and Professional Development (OFA) is responsible for the execution of University and SOM policies regarding faculty and academic staff hiring, appointments, renewals, promotion and/or tenure, selective salary programs, endowed chair appointments, appeals and other academic matters involving faculty and academic staff. Requests for exception to policy must be routed through the OFA who will submit the request to the Dean of the WSUSOM for review. Exceptions must be approved by the Dean. Creation of and/or revision of policies pertaining to faculty and academic staff is to be initiated and managed only by OFA. OFA will solicit input from affected vice dean’s offices to develop/revise policies. If an inconsistency should exist between these policies and present or future Board of Governors statutes, other university executive orders, policies or regulations, or university policies that have been duly issued, or any applicable collective bargaining agreements, the latter shall prevail.

To ensure that the most recent OFA policy is cited, when reference to a faculty or academic staff policy is made in writing or on website by WSUSOM faculty, staff, departments, units, institutes, etc., a link to the official OFA policy is to be used rather than providing parts or all of the document.

Approved by Dean: May 30, 2017