### Differences Between Annual Review and Selective Salary Review

<table>
<thead>
<tr>
<th>ANNUAL REVIEW</th>
<th>SELECTIVE SALARY</th>
</tr>
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<tbody>
<tr>
<td>See Article XX.C.1-3*</td>
<td>See Article XIX.B.5.a-c</td>
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<tr>
<td>Reviews only 1 year</td>
<td>Reviews last three years</td>
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<td>Performed by the department’s elected P &amp; T Committee (tenured faculty only)</td>
<td>Performed by the department’s elected Salary Committee (not less than 3 tenured faculty from department’s P &amp; T Committee and other elected faculty (but predominance of tenured members).</td>
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<td>P &amp; T Committee (or Chair if fewer than 3 tenured members in department) may use the CV; summary of teaching evaluations and summary of faculty member’s activities as submitted for the Selective Salary Program or they may elect to solicit other information from the faculty member to complete the written review.</td>
<td>REQUIRED: Each faculty member’s annual report should consists of (a) an updated CV; (b) a summary of the teaching evaluations for the past three (3) years; (c) a summary of the last three (3) years of the faculty member’s activities, a presentation of current activities.</td>
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<tr>
<td>There is no vote taken.</td>
<td>Department/Unit Chair/Director chairs the committee with a vote.</td>
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<tr>
<td>Department/Unit Chair/Director may provide additional material to the review written by the department P&amp;T Committee.</td>
<td>Only the Salary Committee Statement is submitted which would incorporate Chair’s comment as Chair sits on Committee with vote. No additional statement is to be provided.</td>
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<tr>
<td>There is no numerical scoring.</td>
<td>Numerical scores of 1 (outstanding), 2 (meets expectation), 3 (below expectation), and 4 (substantially below expectation) in increments of 0.5.</td>
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<td>Tenured Faculty and ESS Academic Staff are EXEMPT; FTA Faculty included.</td>
<td>All represented Faculty and Academic Staff are REQUIRED to participate.</td>
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<td>Bargaining unit member is provided with a copy of the Annual Review at least 5 days prior to a meeting (between the bargaining unit member and the chair/unit director/division chief or other designee) to discuss the content of the Annual Review; content is intended to be constructively Critical.</td>
<td>The bargaining unit member does not add comments to Selective Salary Review.</td>
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<td>The bargaining unit member may add his/her comments to the Annual Review.</td>
<td>No post-Selective Salary Review meeting of faculty &amp; chair.</td>
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MEMORANDUM

TO: Deans, Directors, Chairs, Departmental Administrators, and AAUP-AFT Represented Faculty in the School of Medicine

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

SUBJECT: 2016 AAUP-AFT SELECTIVE SALARY PROGRAM for WSU PAYROLL FACULTY (FTE) (Reviewing 2015 activities)

DATE: December 1, 2015

Annually the School must complete the AAUP-AFT Selective Salary Program. Information and forms required to successfully complete this program will be made available on the Faculty Affairs web site at http://www.facaffairs.med.wayne.edu/aaup-aft.php.

Please recognize that this preliminary announcement for FACULTY from the SOM precedes the University’s announcement of the final 2016 program and consequently may be adjusted based upon future program changes from the University. This choice is made because we recognize that for many departments the number of faculty to be evaluated is substantial.

Article XXIV of the WSU/AAUP-AFT Agreement REQUIRES that all Represented Faculty and Academic Staff participate in the selective salary program if they were employed by the University on or before August 19, 2015. Those starting their appointment after August 19, 2015 (the beginning of fall term) should be scored as a 0. Faculty or staff required to but failing to participate should be scored as a “DNP” (Did Not Participate).

In 2014-2015 the Executive Committee of the Faculty Senate and the Office of Faculty Affairs collaborated to provide guidelines (http://www.facaffairs.med.wayne.edu/pdfs/faculty_guidelines_2015_final.pdf), based upon the University’s previous assessment of what constitutes the various scores (1-4) as well as the School of Medicine’s Factors and Guidelines for Promotion (http://www.facaffairs.med.wayne.edu/pdfs/som_promotion_factors_03.13.2014.pdf). The document should be used as a guideline in all faculty selective salary evaluations.

- Phase I, the department/unit evaluation phase, is to be completed by each department/unit by March 31, 2016. The faculty evaluation is to be based on the requirements of the tracks as defined in the School of Medicine P&T Factors and Guidelines (also available on the Faculty Affairs web site at http://facaffairs.med.wayne.edu/promotion_tenure2.php).
- Please refer to the 2016 Guidelines for Selective Salary Evaluation of Faculty for an explicit description of assessment procedures (which will also be made available on the Faculty Affairs web site after the University announcement of the 2016 procedures).
- A score of 1-4 (with 1 being the highest) is to be recorded for each category listed on the merit spreadsheet; only half-point increments are acceptable (1.5, 2.5, or 3.5). Faculty should be scored as a 2 if they are meeting but not exceeding SOM factors and guidelines for promotion (e.g. their achievements in 2015 would ensure their promotion if reviewed based upon the past year’s achievements)
- The departmental salary committee, as described in Article XII of the WSU/AAUP-AFT Agreement, is responsible for completing the selective salary recommendation.
- Please note that faculty who were hired in 2015 are expected to be evaluated if their date of hire was before the start of WSU’s Fall Term (in 2015 the Fall Term began on Wednesday, August 19th).
- Phase II, the salary distribution phase, will be completed by the Office of Faculty Affairs by the University mandated due date for entry in mid to late July 2016. The amount and distribution of the pool, if any, will be determined at a later date by the University.
Scholarship

Tenured/Tenure Track Faculty (Research Educator or RE)

Score of 1

- For full professors, placement in Group 1 should indicate a record of scholarship that has gained extensive national recognition for its scope and quality. Scholarship in the forefront of the field is generally required for recognition in Group 1. Professors in this group should compare favorably with leading faculty members in research universities whose national standing in the same discipline is clearly above or equivalent to that of Wayne State University.

- For associate professors, the same high quality of work is required. The scope of the work will be somewhat less because he/she has not been active for as long a period as outstanding full professors in the same field. There should be national recognition that the faculty member's work is very important; it should be favorably and regularly cited. Associate professors in this group should compare favorably with leading faculty members in the same rank in research universities whose rank in the same discipline is clearly above or equivalent to that of Wayne State University.

- For assistant professors, there should be evidence of very high quality work that promises to be in the forefront of his/her field. Ordinarily, consideration of the quality of a doctoral dissertation and of papers delivered but not yet published (or accepted for publication) is appropriate for assistant professors only in the first two years of appointment. Thereafter there should be evidence of high quality work published in selective journals. An assistant professor should be placed in Group 1 if the quality of his/her scholarly work is high enough to promise that, with continued work of the same quality and with a substantially broader record of such work, he/she would have high prospects for becoming a leading scholar in the field among his/her contemporaries.

Score 2

Full professors and associate professors should be placed in Group 2 if their scholarship does not warrant placing them in Group 1, but it would plainly qualify them for promotion to their present rank using current promotion and tenure standards in the University.

Note the School of Medicine 2014 Factors and Guidelines for Promotion and Tenure of faculty on this track indicate the following:

- Professor: "Research accomplishment must be rigorous and original or novel, and with fundamental significance or impact.... "Publication of original investigations in peer-reviewed journals is of greatest importance. Patents also serve as evidence of scholarship, as do reviews and chapters, particularly when the requests to author such publications are indicative of the individual's national or international stature. Publications that include trainees as co-authors are valued for teaching as well as scholarship. Research accomplishment will have resulted in appropriate (e.g., national or international) recognition, leadership stature, and eminence in the peer group that is appropriate for the area of research. Evidence of eminence shall include peer-reviewed publications and competitive external funding, especially on the national or international level. The candidate may be the
Score 2

- **For Full professors** expectation of sustained scholarship which are listed in the 2014-15 Factors and Guidelines for this track: Expectation of sustained scholarship which may include a broad variety of accomplishments, such as publications of original observations, review articles, case reports, letters to the editor, clinical outcomes studies, educational outcomes studies, books, book chapters, and electronically disseminated materials. These activities may involve collaborative efforts, as well as individual activities. Scholarship may also include patents, study protocols, clinical guidelines, and dissemination of curricula or curricular models, evaluation methodologies, faculty development programs, study guides, computer-aided tools, teaching tools, and workbooks. Scholarly activities are valued, not only for scholarship, but also as teaching when conducted with trainees. Although research accomplishment is not required in this track, it is valued.

- **For Associate Professors** evidence of scholarship is required and may include a broad variety of accomplishments, such as publications of original observations, review articles, case reports, letters to the editor, clinical outcomes studies, educational outcomes studies, books, book chapters, and electronically disseminated materials. These activities may involve collaborative efforts, as well as individual activities. Scholarship may also include patents, study protocols, clinical guidelines, and dissemination of curricula or curricular models, evaluation methodologies, faculty development programs, study guides, computer-aided tools, teaching tools, and workbooks. Scholarly activities are valued not only for scholarship but also as teaching when conducted with trainees. Research accomplishment, such as designing clinical trials or carrying out bench research, is not required, in this track.

- **For Assistant Professors** evidence of active participation in scholarly activities as described in the factors and guidelines for this track. In the first two years, preparation of clinical protocols, manuscripts and other scholarly accomplishments may be considered. Activities should progress to include publication of original observations in a broad spectrum of venues as described in the factors and guidelines. Scholarly activities are valued not only for scholarship but also as teaching when conducted with trainees.
ALL TRACKS Requiring Teaching or Service

TEACHING

Score 1

A faculty member placed in Group 1 should have a record of outstanding teaching at the undergraduate and graduate levels (where there are graduate programs). Outstanding teaching should be evidenced by very high levels of performance on all pertinent teaching criteria, by concrete evidence of highly favorable student evaluation, by demonstrably high levels of student learning, and, wherever possible, by past recognition from faculty colleagues for teaching excellence. In general, “outstanding teaching” identifies faculty members who would be in the top quarter of those in their school or college in instructional effectiveness.

Score 2

Faculty members placed in Score 2 should have demonstrated effective teaching on most pertinent teaching criteria. There should be concrete evidence of favorable student evaluation and of high levels of student learning. The standard for placing a faculty member in Score 2 is that he/she must be engaged in teaching that, while not among the very highest group in the school or college, would clearly qualify him/her to meet the current standard for promotion to his/her present professorial rank.

Score 3

Faculty members placed in Group 3 should be engaged in effective teaching on some of the pertinent teaching criteria. Generally such faculty members will receive somewhat mixed reviews of teaching from students and from faculty colleagues and evidence of student learning will be mixed. In general, a faculty member placed in Group 3 is engaged in satisfactory teaching, but his/her teaching would not be sufficient to gain promotion to his/her present rank using current promotion standards.

Score 4

A faculty member placed in Score 4 generally receives substantially less favorable student and peer evaluations of teaching as compared to faculty peers in the same school/college, and the evidence of student learning is mixed. The quality of teaching for faculty members in Group 4 is below that which would be expected to gain promotion to his/her present rank and would not be sufficient to gain appointment to the University in any rank.
WSU SOM ACTIVITY SUMMARY
(Reporting period 1/1/XX – 12/31/XX)

Name ___________________ Department ___________________

Rank ___________________ Track ___________________

Year of appointment/most recent promotion ____________

1. SERVICE

   Indicate the activity, your role, and the total time commitment for the year.

A. Wayne State University
   1. Departmental/Divisional
   2. School of Medicine
   3. University
   4. Other

B. UPG or other physician practice plan (Administrative, not clinical, service)

C. Affiliate medical organizations (e.g., DMC, Karmanos, VA, Oakwood, Crittenton)

D. Professional (e.g., medical or scientific organizations and societies)

E. Community (e.g., presentations for lay audiences, educational outreach, media presentations/interviews)

F. Consulting

G. Scholarly Service
   1. Grant Review Committees
      Indicate whether full member, ad hoc, or telephone reviewer
      a. National/International
      b. Regional/Local
   2. Service for Peer-Reviewed Journals
      a. Editorship
      b. Editorial Board Membership
   3. Review of Manuscripts (List journal titles and numbers of reviews.)
   4. Other Scholarly Service (e.g., Institutional Review Board, Clinical Evaluation Committee, Data and Safety Monitoring Board, moderator for scientific session)
c. Abstracts

d. Other (Please specify)

3. Invited Lectures/Presentations
   a. Invited/Refereed Presentations at International/National Meetings
   b. Invited/Refereed Presentation at Local/Regional Meetings
   c. Invited Seminars and Grand Rounds

E. Recognition of Scholarly Attainment
   1. Honors
   2. Awards

F. Other
Instructions (Updated 12.10.15)

Note: Faculty who are clinical/adjunct instructors or clinical/adjunct assistant professors should refer to http://facaffairs.med.wayne.edu/pdfs/required_cv_components_voluntaryfacappt_05.05.2015.pdf for instructions related to their CV format. All other faculty should use this document.

- CV's should be formatted using at least a 1-inch margin

- Provide page numbers at the top or bottom of the page starting on page 2.

- Remove all instructional information and comments when using the template to create your CV.

- Within each section, list entries in reverse chronological order.

- Move category headings to the next page if located at the bottom of a page with no information following the header.

- Do not split entries between 2 pages.

- Number lists of publications and presentations.

- Use category headings provided in the template. In general, titles should not be changed; however, you may eliminate any heading for which there is no entry and add headings as appropriate to your work.

- Copy and paste the initial row in each section to add an item when using this CV template.

- "Enter" to move down and "Tab" to add dates.

- To hide table gridlines: Highlight entire table by selecting the cross shaped symbol at the top left of the table (for example, above EDUCATION) then hold Ctrl+Alt+U.
**Infant Mortality Reduction Leadership Award**  
March of Dimes, Michigan Chapter  
Lansing, Michigan  
*This award highlights initiatives to reduce risks for premature birth, birth defects, and infant mortality in at-risk populations. One award annually.*

**Service**  
*Indicate the activity and your role. List service in the order specified below, i.e., WSU service should be listed first. Note: If an Affiliate name is included in the service, likely this is NOT WSU Service.*

**Wayne State University**  
Departmental/Divisional  
School of Medicine  
University  
Other

*For all entries below, DO NOT list if you are an organizational member, but have provided no additional service.*

**UPG or other physician practice plan**

**Affiliate medical organizations**  
Examples: Children’s Hospital, DMC, KCI, VA, HFH, St. John Health System, Oakwood, Crittenton.

**Professional**  
*Indicate medical or scientific organizations and societies if you have/had additional responsibilities that extend beyond a general membership. Include items such as abstract reviewer or moderator for a scientific session.*

**Community**  
Examples: Presentations for lay audiences, educational outreach, media presentations/interviews

**Consulting**  
List role, sponsoring institution/organization, location (city/state).

**Scholarly Service**  
*List role, sponsoring institution/organization, location (city/state).*  
*Grant Review Committees  
*Indicate whether full member, ad hoc, or telephone reviewer. Include if you were invited but had to decline because of conflict.*
faculty), brief description of project and/or published work, if applicable.

**Essays/Theses/Dissertations directed**
List students by name, level, and title of project. Indicate dates. If former student’s current position is known, you may wish to include that.

**Course or curriculum development**
Include electronic instruction (e.g., online instruction, course development, and webinars). Include Visiting Professor or Lecturer Positions (e.g., invited short courses or lectures plus interactions with students/trainees).

**GRANTS, CONTRACTS, AND OTHER FUNDING**
Indicate role (PI, Co-PI, Co-I, etc.), percent effort, grant number, title, brief description (1 sentence), source, total period of support, total direct costs. If not the PI for a grant or contract, please list PI name. Note: List dates in the body of each entry, not in a date column.

**Active National/International Grants and Contracts**
Examples:

Role: Principal Investigator, Percent Effort: 20% R01 DA016373
Title: “Evaluating effects of prenatal exposure & teen cocaine use on adult drug use & other risky behaviors.” The major goal of this study is to evaluate the relative contributions of prenatal and/or teen drug use on adult drug use and other risky behaviors.
Source: NIH/NIDA
6/2008-4/2014
Total Direct Costs: $2,315,905

Role: Co-Investigator, Percent Effort: 5%
Group (IMPAACT). Network (NO1-HD-3345)
Site PI: Rongkavilit
Title: International Maternal Pediatric Adolescent AIDS Clinical Trials.
The primary objective is evaluate potential therapies for HIV infection and its related symptoms in infants, children, adolescents, and pregnant women, including clinical trials of HIV/AIDS interventions for and prevention of mother-to-child transmission
Source: NIH/NICHD
6/2010-6/2012
Total Direct Costs: $492,311

**Active Other Grants and Contracts**

**Pending National/International Grants and Contracts**

**Pending Other Grants and Contracts**

**Previously funded Grants and Contracts**
For Clinician Educators: Continue numbering sequence from the original observation section. For all other tracks: Start case report section with a new numbering sequence.

Examples:


Review Articles

Examples:


Editorials/Commentaries

Example:


Letters to the Editor

Book Authorships, Editorships, and Chapters

Example:


Published Abstracts (must have a reference, typically in a journal, that can be looked up)

Non-peer-reviewed publications

Other (please specify)

PRESENTATIONS
List in order as indicated below. You need not be the presenter to list, but you must be an author, not just a mentor to the author.

Podium Presentations (referred)

Poster Presentations (refereed)
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: 2015 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: December 1, 2015

The University has two AAUP-AFT contract-mandated review programs for academic staff and FTE faculty: Annual Review and Selective Salary. In addition, FTA faculty at the SOM must also undergo an annual review. This memo addresses only the Annual Review Process for all term (non-tenured) academic staff and faculty. While not contract mandated, departments and faculty are also reminded that the SOM-required annual review of FTA appointed faculty is an LCME requirement. 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). A separate memo addressing more detail for the Academic Staff is forthcoming.

In an effort to assist with the preparation of documentation for this important activity, Associate Provost John VanderWeg discussed the Annual Review and Selective Salary process at the SOM on October 14, 2015. A recording of his presentation is available on the Office of Faculty Affairs and Professional Development website at: http://facaffairs.med.wayne.edu/workshop.php

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 departments without a promotion and tenure committee, the chair provides the annual review. In all other departments the chair may add their comments to those of the Committee. Article XX.C.1 describes the process for allowing the term appointed faculty and staff member to review their annual review from the committee/chair before a meeting to discuss the reviews. 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 with the FTA faculty member is required.
DEADLINE FOR SUBMISSION TO OFA: 5:00PM TUESDAY, MARCH 31, 2015 Please submit the completed original Annual Non-Tenured Individualized Register with all appropriate signatures (academic staff or faculty and chair) to the Office of Faculty Affairs secured mailbox in Scott Hall.

Attached is your Department’s list of FTE and FTA term-appointed faculty and academic staff who are required to receive an annual review. As previously indicated, the actual annual review document remains in the Department. However, the School of Medicine does need verification that annual reviews were completed and discussed with the academic staff or faculty members.

This verification may be accomplished by having the academic staff or faculty member sign and date an individualized signature pages for faculty or provide email confirmation that their annual review was discussed with the Cahir or his/her designee.
Instructions: WSU SOM Teaching Grid

Find updated information and forms at [http://facaffairs.med.wayne.edu/aaup-aft.php](http://facaffairs.med.wayne.edu/aaup-aft.php)

Teaching data should be provided for the number of years requested in applicable program instructions. Remember to document teaching for each year on a separate grid. In addition to documenting teaching at Wayne State University, you may include teaching at other institutions.

List types of teaching activities in the teaching grid according to effort, from most to least. Consider the following categories:

- Lectures
- Small-group interactive instruction
- Clinical bedside instruction
- Clinical procedure instruction
- Clinical ambulatory instruction
- Laboratory precepting
- Online instruction
- Mentoring/advising (Indicate number of mentees and time commitment for each: medical students, graduate students, postdoctoral fellows, faculty, others)
- Essays/Theses/Dissertations directed
- List students by name, level, title of project.
- Visiting Professor/Lecturer (e.g., invited short courses or lectures plus interactions with students/trainees)
- Other

The last column of the grid should include summary evaluation data or other evaluative or outcome data. Do not submit actual teaching evaluations with your grid, but include meaningful comments from learner evaluations as instructed at the bottom of the grid.

Next, describe your activities in curriculum development and administration of teaching, such as:

- Course/curriculum development and instructional design/development
- Departmental or school educational administration
- Educational committees or task forces (local, regional, national/international)
# QUANTITATIVE TEACHING SUMMARY FOR

From January 1, 20XX to December 31, 20XX

<table>
<thead>
<tr>
<th>Type of Teaching Activity and Type of Learner(s)</th>
<th>Your Role</th>
<th>Total # of contact hours this year</th>
<th>Total # of hours in preparation this year</th>
<th>Total # of learners</th>
<th>Evaluation: Mean, SD (if appropriate and available), scoring scale; other evaluative/outcome data</th>
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Use this space to provide meaningful comments from learner evaluations, identifying the associated teaching activity.

Next, describe your activities in curriculum development and administration of teaching, such as:
- Course/curriculum development and instructional design/development
- Departmental or school educational administration
- Educational committees or task forces (local, regional, national/international)

Revised 11-20-13