

WAYNE STATE UNIVERSITY ACADEMIC STAFF FACTORS SCHOOL OF MEDICINE

Classification Appointment, Reappointment, Promotion, Selective Salary, and Employment Security Status Factors for Academic Staff Preamble:

WSU is a national research University with an urban teaching and service mission. Within the University, the WSU-SOM is committed to professionalism in all areas of student services provided.

In consideration of appointment, promotion, selective salary, or Employment Security Status (ESS) for any WSU-SOM academic staff, mutual respect and adherence to professional ethics are assumed. Included are professional best practices and principles that serve as a common foundation for professionalism, integrity, and FERPA and HIPAA compliance. Reappointment and advancement in rank depend on the factors outlined herein. These factors, which have been developed by WSU-SOM academic staff, provide the basis on which selective salaries are to be determined and promotion and ESS are to be awarded.

Academic Staff throughout the WSU-SOM are employed to support the work of students and faculty as they pursue the scholarly, educational, and service mission of the WSU-SOM.

Academic Staff within the WSU-SOM are hired as Academic Service Officers, Academic Advisors, or University Counselors. Academic Staff throughout the WSU-SOM are assigned to do very different jobs. Therefore, the factors for WSU-SOM academic staff should be considered as general guidelines.

Evaluation

Promotion, selective salary, and ESS decisions in the WSU-SOM shall be made as outlined below. The job duties as described in the academic staff member's letter of offer or department-approved job description will be considered in the review by the department chair, the dean and academic staff evaluation committees.

For academic staff, the assessments of a candidate's qualifications shall be based on excellence in:

- Job performance
- Professional achievement, but is given secondary weight
- Instructional or non-instructional service to the department, division, college and/or University and/or public and/or professional service that benefits the University
- Scholarly achievement, at the option of the academic staff member, will be considered but is not required

The promotion, selective salary, and employment security status (ESS) factors at the WSU-SOM are as follows:

I. Job Performance

In job performance, the standard of excellence is measured by the demonstrable contribution that the academic staff member makes to the department, SOM, and university in their assigned position. The criteria listed below should be considered.

- A major factor is the academic staff member's effectiveness in relations with students, faculty, and other personnel within the department in the execution of their professional assignments.
- Initiatives and efforts for recruitment and retention for those whose assignments include these responsibilities.
- The academic staff member's anticipation of new developments in their field and the future needs of students and faculty, as well as their initiatives to advance the program through such special efforts.
- Innovations developed to improve teaching, research, or administrative functions. Several of the support services and facilities overseen by WSU-SOM academic staff are resources whose value extends beyond the department to the University community, the public, and the scholarly world at large. For those academic staff charged with responsibility for such services, the candidate's responsiveness to the needs of persons from outside the department would be a point for evaluation.
- For those whose assignments are primarily internal to the University, their ability to manage contacts with students, faculty, and staff external to the department with discretion, tact, and courtesy would be key evaluation criterion.

II. Professional Achievement

The diversity of fields embraced by WSU-SOM necessitates the pursuit of widely disparate areas of knowledge and practice. To be fully effective in servicing the teaching and research programs of WSU-SOM, academic staff must:

- Continue development of professional knowledge that may be demonstrated by the following: professional training, advanced degrees, certificates, or courses, or continuing education for professional licenses or certifications.
- Present papers, talks, demonstrations, and so forth in appropriate settings. Attention should be given to the sponsoring group with respect to the geographic scope and professional reputation or recognition of the institution or association. Consideration should be given to the significance or prominence of the academic staff member's specific role in a professional event and to the method of becoming a participant.

In addition to the above, consideration during the review process will be made for the following:

- Leadership positions on various programs, projects, or other initiatives.
- In some classifications and/or in some University units, there may be an expectation for preparation of applications for external grant funding. These grants would usually be prepared for funding that would enhance the University's ability to more easily meet its goals and objectives.

III. Service

Service to the department, college, university is expected of all academic staff and will be considered in the review process. Academic Staff at WSU-SOM may demonstrate service through the following:

Community Service

- Memberships or evidence of active participation on community boards or commissions and consultancies in support of the University and School of Medicine missions.
- Community encompasses groups, agencies, and institutions in both public and private sectors and is not limited to the Detroit area.

University Service

- Service on department or administrative unit, school/college and university committees.
- Service to University events and programs outside the employee's job expectations.

Professional Service

- Service as an officer or committee member in a professional association or organization.
- Service to professional associations or organizations

IV. Scholarly Achievement

Scholarly achievement is not a requirement, but can be considered at the option of the academic staff member, in conjunction with the other factors.

- Evidence of scholarly achievement includes research, writing, or studies.
- Record of published studies, posters, or presentations.
- In classifications where publication is not the professional norm, academic staff members may be engaged in writing for websites or social media, practitioner magazines, newsletters, bulletins, etc., about new substantive or procedural developments in the field

Promotion

There is a minimum requirement of three years of service at each level prior to eligibility for promotion to the next level. In exceptional circumstances, upon the recommendation of the dean and the approval of the President, a member of the academic staff may receive a promotion in fewer than three years.

Academic Staff Ranks at the School of Medicine:

The various classifications of academic staff at the WSU-SOM are: Academic Services Officer, Academic Advisor, and University Counselor. They are reviewed here to give an overview of the projected career path from initial hire to advanced status. In general, advancement in rank of the Academic Services Officer, Academic Staff, and University Counselor may be achieved through job performance, professional achievement, and service.

There are four classification ranks of Academic Services Officer and Academic Advisor at Wayne State University School of Medicine: Academic Services Officer / Academic Advisor I, II, III, and IV. Rank expectations are defined below:

Academic Services Officer / Academic Advisor:

Rank I:

- Degree required from appropriate discipline
- Potential to begin establishing a record of professional achievement and service required.

Rank II:

- Master's degree from appropriate discipline.
- Demonstrated ability to carry out competently the range of professional duties.
- The ability to work well independently and to make sound decisions.
- Cooperation with colleagues, which may be demonstrated by evidence of the ability to work in collaboration with colleagues, faculty, and administrative personnel.
- Continuing record of professional achievement/development and service required.

Rank III:

- Master's degree from appropriate discipline.
- Demonstrated excellence in job performance.
- Established record of excellence in professional achievement/development and service.
- Appointment at this level is based on the applicant's cumulative professional record rather than on any single accomplishment.
- Achieved appropriate recognition within the profession (preferably at the state-wide or regional level).

Rank IV:

- Master's degree from appropriate discipline.
- Highest level of excellence in job performance with evidence of leadership in addition to demonstrated broad understanding of overall unit operations.
- Professional record reflecting recognition of excellence in professional achievements and contributions to the profession.
- Appointment at this level is based on the applicant's cumulative professional record rather than on any single accomplishment.
- Achieved professional recognition at the statewide and/or regional, and national levels.

There are three classification ranks of University Counselor at Wayne State University School of Medicine: University Counselor I, II, and III.

University Counselor

Rank I:

- Degree required from appropriate discipline.
- Demonstrated ability to carry out competently the range of professional duties.
- The ability to work well independently and to make sound decisions.
- Cooperation with colleagues, which may be demonstrated by evidence of the ability to work in collaboration with colleagues, faculty, and administrative personnel.
- Continuing record of professional achievement/development and service required.

Rank II:

- Master's degree from appropriate discipline.
- Demonstrated excellence in job performance.
- Established record of excellence in professional achievement/development and service.
- Appointment at this level is based on the applicant's cumulative professional record rather than on any single accomplishment.
- Achieved appropriate recognition within the profession (preferably at the state-wide or regional level).

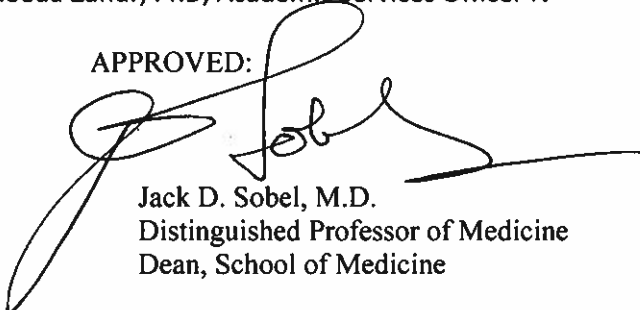
Rank III:

- Master's degree from appropriate discipline.
- Highest level of excellence in job performance with evidence of leadership in addition to demonstrated broad understanding of overall unit operations.
- Professional record reflecting recognition of excellence in professional achievements and contributions to the profession.
- Appointment at this level is based on the applicant's cumulative professional record rather than on any single accomplishment.
- Achieved professional recognition at the statewide and/or regional, and national levels.

This document was updated and respectfully submitted by the following School of Medicine Academic Staff:

Zsa-Zsa Booker, PhD, Academic Advisor II
Simone Brennan, PhD, Academic Advisor III
Michelle Cichon, MS, Academic Services Officer III
Christine Cupps, Academic Services Officer I
Kathleen Connors, LMSW, ACSW, University Counselor III
Gloria Daniel, Academic Services Officer I
Rachael Hone, BS, Academic Services Officer I
Deborah Holland, Academic Services Officer IV
Sonal C. Patel, MA, Academic Services Officer II
Leah Robinson, PhD, Academic Service Officer III, ESS
LaToya Sherman, MBA, Academic Officer I
Joseph Weertz, Academic Officer II
Michael Webber, PhD, University Counselor III, ESS
Rasheeda Zaffar, PhD, Academic Services Officer IV

APPROVED:



Jack D. Sobel, M.D.
Distinguished Professor of Medicine
Dean, School of Medicine

Date: 8/12/2019