

WAYNE STATE UNIVERSITY

ACADEMIC STAFF FACTORS SCHOOL OF MEDICINE

Classification Appointment, Reappointment, Promotion, and Employment Security Status Factors for Academic Services Officer and University Counselor

Preamble:

In consideration of appointment, promotion, or Employment Security Status (ESS) for any of the Academic Staff listed below, mutual respect of collegiality and adherence to generally accepted standards of professional ethics are assumed. Reappointment and advancement in rank depend on the factors outlined herein. These factors are the professional standards developed by Academic Staff that provide the basis on which selective salaries are to be determined and promotion and ESS are to be awarded.

Contract language:

The various classifications of the Academic Services Officer and the University Counselor are established by the collective bargaining agreement between the University and the American Association of University Professors-American Federation of Teachers (AAUP-AFT). They are reviewed here to give an overview of the projected career path of the Academic Services Officer and the University Counselor from initial hire to advanced status. In general, advancement in rank of the Academic Services Officer and the University Counselor may be achieved through performance, experience, continuing education, increased knowledge, and recognized professional achievement.

There are four classification ranks of Academic Services Officer at Wayne State University School of Medicine: Academic Services Officer I, II, III, and IV.

Classifications: [4 Ranks]: Academic Services Officer

Qualifications for Rank I:

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

Qualifications for 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, to make sound decisions and to have constructive/productive interactions with colleagues.
- Continuing record of professional achievement/development and service required.

Qualifications for 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.
- Must have achieved appropriate recognition within the profession (preferably at the state-wide or regional level).

Qualifications for 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.
- Must have 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, III.

Classifications (3 Ranks): University Counselor**Qualifications for Rank I:**

- Degree required from appropriate discipline.
- Demonstrated ability to carry out competently the range of professional duties.
- The ability to work well independently, to make sound decisions and to have constructive/productive interactions with colleagues.
- Continuing record of professional achievement/development and service required.

Qualifications for 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.
- Must have achieved appropriate recognition within the profession (preferably at the state-wide or regional level).

Qualification for 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.
- Must have achieved professional recognition at the statewide and/or regional, and national levels.

Ethical Standards: Academic Services Officer and University Counselor:

In consideration of Academic Staff Members for Employment Security Status-track, reappointment, or promotion, as an Academic Services Officer and University Counselor at Wayne State University School of Medicine, adherence to ethical principles is required. Included are professional best practices and principles that serve as a common foundation for accepted standards of conduct, professionalism, integrity, and HIPPA compliance.

Classification Promotion Factors:

For academic staff not on tenure-track appointment, pursuant to the AAUP-AFT collective bargaining agreement, Article XXIII, section B, "the assessment of a candidate's qualifications shall be based on excellence in job performance. Excellence in professional achievement is also required but is given secondary weight in promotional decisions. Excellence in scholarly achievement, at the option of the academic staff member, will be considered but is not required."

Knowledge and Skills Requirements:

Academic staff members should be undertaking the full scope of job responsibilities. This is not limited to, but includes, the areas of job effectiveness, position efficiency, and self-improvement as well as professional/scholarly development and service to the University/community. At minimum the Academic Services Officer and University Counselor must demonstrate:

a. Job Performance

- Thorough knowledge of your job
- Complete assignments in a timely manner
- Work co-operatively with colleagues
- Creativity and initiative
- Strong communication skills
- Effective organizational skills
- Supervisory skills (as appropriate)

- Problem solve and resolve conflict
- Strong time management skills
- Work with minimal supervision
- Quality of work is consistent with job expectations

b. Professional Achievement/Scholarly Development (2 of the 4) must have item #1 and at least 1 more.

- Keep abreast of changes in guidelines, regulations, etc. in your professional area
- Continue professional development (attend workshops, seminars, conferences, etc. in your field)
- Demonstrate an understanding of the publics/students being served (where applicable)
- Give demonstrations, papers, talks, etc. at professional meetings or other appropriate settings

c. Service

Community Service

- Memberships on community boards or commissions and consultancies that bring his/her professional knowledge to bear on behalf of community, and in support of the university mission.
- 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. Pursuant to Article XI of the collective bargaining agreement, "since the American Association of University Professors has historically been a professional organization, professional participation in Association activities shall be credited as University service in the same manner that other professional service is credited."

Professional Service

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

Classification Factors for Attaining Employment Security Status (ESS)

Assessments of a candidate's qualifications must take into consideration performance to date and prospects for continued excellence based on that performance. These criteria include such factors as reliability in completing work assignments, quality of work performed, and commitment to the School of Medicine.

Pursuant to Article XXI, section C, "employment security status shall be made on the basis of excellence in job performance; excellence in professional achievement is also required, but is given secondary weight. Excellence in scholarly achievement, at the option of the academic-staff member, will be considered but is not required. Applicants may submit evidence of job performance, professional achievement, scholarly achievement, and service which has not been specifically listed among the factors."

The following are examples of job performance and excellence in professional achievement. They are not intended to imply that a candidate is required to document their accomplishments corresponding to all examples cited.

Categories are:

1. Job Performance

- a. **Group 1:** Undertakes full scope of responsibilities in position description with high degree of effectiveness and efficiency; makes vigorous efforts to improve job skills; engages in substantial innovation to improve job performance; performs job responsibilities at or near highest levels of persons in their profession or field at a complex research university.
- b. **Group 2:** Meets same standards as persons in Group 1, except the level of performance not comparable to the very top rank in nation, but meets University standards for promotion to their present rank.
- c. **Group 3:** Those engaged in full range of responsibilities associated with position description but performance of those responsibilities would not be sufficient to meet current University standards for promotion to their present rank.
- d. **Group 4:** Those not presently engaged in full range of responsibilities associated with their position and whose performance of those responsibilities would not be sufficient to meet current University standards for promotion to present rank.

2. Professional Achievement

- a. **Group 1:** Should be those with a record of presentation of papers, talks, demonstrations, workshops, etc., which advance the work of the University and of their professional field and can be subjected to external verification. Involvement in the state, regional, and national professional organizations related to their fields, at a level consistent with their classification level and years of experience in their field and consistent with expectations of a person in equivalent positions in the nation's research universities.
- b. **Group 2:** Should have a record of papers, talks demonstrations, workshops, etc., which would be sufficient to obtain promotion to the rank they presently hold using current standards for promotion being applied in the University, but would not meet the standards of "very highest quality" in the nation's research universities. In addition, there would be involvement in state, regional, and/or national professional organizations.

- c. **Group 3:** Should have a record of presentation of papers, talks, demonstration, workshops, etc., which would not be sufficient in scope to obtain promotion. In addition, there would be involvement in state, regional, and/or national professional organizations.
3. **Scholarly Achievement** (optional, at the discretion of the applicant)
 - a. **Group 1:** Those with a continuing record of publications, scholarly work or presentations in their fields, or where publication is not normal in the professional area, a continuing record of applied studies which advance the work of the University and are susceptible to external review and meet the standards of “very highest quality” in the nation’s research universities.
 - b. **Group 2:** Should have a record of publications, scholarly work or presentations in their fields or, where publication is not normal in their professional area, a continuing record of applied studies, which would be sufficient to obtain promotion to the rank they presently hold using current standards for promotion, in the University, but which would not meet the standards of “very highest quality” in the nation’s research universities.
 4. **University Service.**
 - a. **Group 1:** Engaged in substantial service to their profession and/or community and have in addition, rendered, at a minimum, consistent, high quality service in a responsible role to the University.
 - b. **Group 2:** Engaged in substantial, high quality service in responsible role to the University and have record of responsible contributions to his/her profession and/or community.
 - c. **Group 3:** Has given only modest to their profession, the community, or the University.

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

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