

## *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:** 2018 AAUP-AFT MANDATED PROGRAM FOR ANNUAL REVIEW of  
TERM-APPOINTED FACULTY (See Article XX Sections A-C) and ANNUAL REVIEW OF  
FTA (Full-time Affiliate) FACULTY

**DATE:** July 12, 2018

Annual Review is an AAUP-AFT contract-mandated review program for 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) faculty.

While not contract mandated, departments and faculty are reminded that it is an LCME requirement that FTA faculty receive an annual review. Additionally, the University requires re-appointment of FTA faculty at least every two years. Completion of the Annual Review will meet the University's requirement for re-appointment and LCME expectations for FTA faculty.

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 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.**

### **REQUIRED DOCUMENTATION:**

**Copy of signed Annual Review**

**ALL non-tenured FTE and FTA FACULTY must be reviewed and departments must email documentation to Charlene Brain (cbrain@wayne.edu) by OCTOBER 19, 2018.**

Supplementary instructions and faculty rosters 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)