



WAYNE STATE School of Medicine

MEMORANDUM

TO: Deans, Directors, Chairs, Departmental Administrators, AAUP-AFT Represented Faculty, Academic Staff 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: 2019 AAUP-AFT MANDATED PROGRAM FOR ANNUAL REVIEW of TERM-APPOINTED FACULTY, ACADEMIC STAFF (See Article XX Sections A-C) and ANNUAL REVIEW OF FTA (Full-time Affiliate) FACULTY

DATE: February 14, 2019

Annual Review is an AAUP-AFT contract-mandated review program for FTE faculty and academic staff. 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.

Please note that for AAUP-AFT represented term appointed faculty and academic staff, an annual review is required. Points to remember:

- Unlike the Selective Salary process there is no numerical scoring associated with the Annual Review of term-appointed faculty.
- Faculty/Academic Staff must be given two week's notice prior to their appointment to discuss their review
- Faculty/Academic Staff must receive their written review at least five days in advance of their appointment.
- The written reviews are to be placed in the bargaining unit member's personnel file along with supporting or dissenting material provided by the bargaining-unit member and the unit committee.
- All annual reviews must be submitted to the Office of Faculty Affairs

Information Specific to 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 a department without a tenure committee (e.g., there are fewer than three tenured faculty), the unit administrator has the authority and functions of the committee but must consult with the department's tenured faculty,

For bargaining-unit members with joint appointments, the annual review is to be carried out by the unit in which the major activity is carried out following the above procedures. The director/chair of the other unit(s) must contribute to the review conducted by the primary unit.

In those departments where there is a tenure committee, the chair/unit director may either concur with the committee's review or provide his/her comments.

At the option of the chair, the designated spokesperson of the committee may also be present at the discussion with the faculty member. If the unit contains more than fifteen (15) persons requiring annual written reviews, the chair may select a designee to conduct some of these discussions. In cases where the bargaining-unit member is not satisfied with the review performed by a designee, s/he may request review by the appropriate unit administrator. The written reviews are to be placed in the bargaining unit member's personnel file along with supporting or dissenting material provided by the bargaining-unit member and the unit committee.

Information specific to Academic Staff at the SOM:

As there are as yet no units with the appropriate committee, the unit administrator performs the review with consultation with the employment-security-status-academic staff from that unit.

Information Specific to FTA Faculty at the SOM:

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, academic staff, and FTA FACULTY must be reviewed and departments must email a copy of the signed annual review to Charlene Brain (cbrain@wayne.edu) by JUNE 30, 2019.

Supplementary instructions and rosters will be sent to administrators in an individual email. Additional information can be found at: <https://facaffairs.med.wayne.edu/review>