Policy Title: Academic Assignments and Responsibilities

Policy & Procedure Statement:

FACULTY ASSIGNMENTS

Full-time Faculty

Full-time faculty status may be granted to faculty working a minimum of twenty (20) work hours per week and who hold academic ranks of instructor, assistant professor, associate professor and professor. Unless expressly agreed to in writing, full-time faculty status shall in no event apply to temporary or contract positions. Full-time faculty members have duties and responsibilities that include teaching, scholarship and service and are contracted to further ICOM’s academic mission through administration, teaching, scholarly activity, service, and/or clinical efforts as stipulated by the ICOM Dean consistent with the requirements of the college, the President, and the Board of Trustees, as set forth in the administrative policies and regulations of the college currently in force and as amended in the future and outlined in the Employee Handbook and their employment contract. Full-time faculty may also participate in the college's program of fringe benefits for employees as set forth in the ICOM Benefits Package as may be amended from time to time. Terms of employment and benefits are defined in the employment agreement.

Faculty performance is subject to annual review (see Appendix A of the Employee Manual). The Dean, appropriate Associate Dean, and the Department Chair negotiate the specific duties for teaching, research, scholarly activity, clinical activity and service.
Full-time faculty status will not be granted to those persons who incidentally contribute to the academic programs of ICOM in the course of performing other duties. Voting privileges at ICOM Faculty Senate meetings will be afforded to those with full-time faculty status possessing a rank of instructor or higher. Full-time status is not granted to visiting faculty. ICOM does not allow other outside activities that substantially interfere with the faculty member’s classroom teaching schedule, student interviewing and counseling role, scholarly activities or other teaching responsibilities unless approved by the Dean for those faculty members who are employed by ICOM as full-time faculty. Clinical salaries and duties paid from a clinical site are not considered outside employment, as ICOM students are at the site for educational purposes. When full-time faculty members who are employed by ICOM are invited to provide their academic expertise to outside institutions, or to provide precepting for outside students, prior approval for such activities must be provided by the Dean.

**Part-time Faculty**

Part-time faculty include faculty who have special contractual relationships with ICOM and are appointed for a specified time period at less than full-time. These faculty members have term contracts with ICOM and are contracted to further ICOM’s academic mission through administration, teaching, scholarly activity, service, clinical efforts and or research. Part-time academic faculty must provide significant contributions in order to qualify as faculty. Part-time academic faculty will have a written contract or agreement and are held responsible to an academic discipline and department to perform those duties. The process for faculty appointment of part-time faculty follows the same process as for full-time faculty. Part-time faculty members may attend the Faculty Senate meetings but do not have voting privileges.

Part-time faculty include, but are not limited to, adjunct faculty. Under special circumstances approved by the ICOM Dean, and for a specified time period, a faculty member may be appointed to a ranked position at less than full-time. Faculty members in this category are on a salaried contract and their terms of employment, including rank and benefits are defined in the employment agreement which, in accordance with all applicable laws rules and regulations, may supersede, modify, or eliminate policies and benefits as set forth in this Handbook.

**Adjunct Faculty**

Adjunct faculty members are fully qualified professionals who contribute to the education of students through episodic contributions to the academic, clinical, and/or research programs of ICOM. Adjunct faculty members are hired by the Dean on a per
Adjunct faculty who perform other services and/or work in addition to their teaching load will be permitted to work only hours which, in addition to their teaching load hours, total no more than 27 hours in any work week. Additionally, adjunct faculty are not permitted to work more than 900 hours per year including special terms and summer sessions. ICOM strictly enforces this load limit policy. Please note, currently there are no exceptions permitted to this policy. Criteria for the evaluation of adjunct faculty are the same as for full faculty.

**Visiting Faculty Member**

Time served, as a visiting faculty member at ICOM shall not constitute a year or years of service for purposes of this policy.

**FACULTY RESPONSIBILITIES**

The faculty workload will be designed and adjusted to ensure each faculty member will make meaningful and significant contributions to the mission of the institution. It will also provide flexibility to emphasize faculty strengths and interests. Faculty workload is divided into three (3) broad categories: Teaching, Scholarly Activities and Service.

**Teaching**

Faculty teaching activities will include development and delivery of didactic content, laboratory-based instruction, facilitation of small group activities, writing and grading examinations and other complementary educational efforts.

Each member of the faculty will meet classes at the scheduled times and be adequately prepared. Classes should not be postponed for personal convenience, and when postponement is required, the faculty member shall post appropriate notice.

*Scholarly Activities*
Faculty will be expected to engage in scholarly activity. Biomedical science research, clinical research, research of osteopathic principles and practice, medical education and health policy research are particularly encouraged.

Contributing to the existing body of knowledge in the biomedical sciences, clinical medicine and osteopathic principles and practice is recognized as an important component of effective osteopathic medical education. To this end, ICOM provides opportunities to support faculty and student research whenever possible. Faculty members should make reasonable use of these opportunities by engaging in and completing projects of scholarly research.

Service

Faculty members are expected to actively participate in both curricular and co-curricular activities of ICOM. This includes, but is not limited, to the following responsibilities:

- Accept and carry out committee assignments;
- Attend the White Coat Ceremony;
- Attend graduation exercises of ICOM in full academic regalia;
- Complete monthly reports and an annual Professional Performance Record or Activity Report as directed by the Department Chair;
- Submit an annually updated curriculum vitae to the Dean’s office (see Appendix B of the Employee Manual);
- Serve as Course Director or Course Medical Director as assigned;
- Cooperate fully with colleagues, staff and students so as to contribute to the advancement of the educational and administrative affairs of the institution.

Membership, participation, and leadership in ICOM committees will be required. Faculty will be encouraged to advise student organizations, participate in community activities and medical mission trips, and be active in professional organizations at both the local and national level.

One of the most important activities of faculty will be to assist in the recruitment and selection of future students. Faculty will be expected to interview prospective students as necessary.

ICOM interviews a substantial number of applicants in order to assess their personal and professional qualities in addition to their academic qualifications for admission. All faculty and staff members are expected to participate in the applicant interview process.
Academic counseling and individual attention to student needs are an important component of the teaching mission of ICOM. Faculty members should post office hours to facilitate meeting with students. Providing guidance to students during all four years of their education will be an essential role of ICOM faculty. All faculty members will be expected to serve as student advisors.

Approved by:

[Signature]

7/11/17

_____________________________   _______________________
CAO/Dean                          Date