

Faculty Council Minutes
1/20/09

Members present: Hubert Ballard, Jennifer Brueckner, Thomas Curry, Charles Griffith, Thomas Getchell, Davy Jones, Catherine Martin, Martha Peterson

Members absent: Jayakrishna Ambati, Greg Davis, William Maragos, Nancy Schoenberg

Guests: Dean Perman and Pete Gilbert

- I. Policies and procedures for conducting reviews of dept chairs/directors (Perman)
 - a. Review list of questions the Dean sends out for Chair reviews (see **Attachment A**)
- II. College of Medicine clinical department shift (Perman and Gilbert)
 - a. Basically we are shifting to a Health Care designation as opposed to earlier subdivisions
- III. Kronos electronic timekeeping system (Gilbert):
 - a. The College of Medicine and UK HealthCare are evaluating a centralized payroll process designed to provide enhanced quality, efficiency, service to the faculty, staff and departments. One component of that process may include further use of an electronic timekeeping system for tracking of staff time. Faculty and residents would not participate in such a process. At the current time, the College is conducting a pilot study for that timekeeping system in the Dean's Office, and the Departments of Pathology and Laboratory Medicine, and Psychiatry. It is believed that this system reduces manual entry and double work, by loading time and attendance data directly into the system. This and other initiatives will be evaluated as part of the payroll centralization process. Function of faculty evaluations (Martin) and Clarification on contact hours with students (Brueckner)
 - b. Faculty productivity measures are being examined in detail with plan for revision to more accurately and universally reflect actual productivity
- IV. Exit interviews...do we want to divide and conquer?? (Martin)
 - a. Tom Curry will discuss in detail next meeting
 - i. Approximately 80 faculty exits per year
 - ii. Exit interviews are informative and can be a powerful tool for change
 - iii. See Survey **Attachment B**
- V. The Faculty Satisfaction Survey (see 2006 questionnaire; **Attachment C**); happens every 3 years. Brandy Lawson will ask Stephen Welsh to plan to launch the survey August 2009 unless there are other suggestions.
- VI. Toxicology course review (Martin) Approved
 - a. Elegant course addressing unique issues related to grant writing
- VII. Notes from Council of Chairs and Center Directors (Martin)
 - A. Student Behavior Code
 - B. Drug Vendor Policy
 - C. Internationalization Task Force
- VIII. Add P and T, Area Committee membership to webpage
 - a. Faculty Council is on COM webpage!!
- IX. Dean Perman State of the Medical Center Faculty Meeting 2.11.09 at noon
- X. Jones Minute...deferred

Attachment A

College of Medicine Faculty Evaluation of Chairperson Chair's Name

In accordance with Governing Regulations, departmental chair reviews are to be completed by faculty and staff on a regular basis. The purpose of these reviews is to provide Dr. Perman with constructive feedback to be considered during the reappointment process.

Your responses will be kept strictly confidential. Your completed survey will be processed by the Dean's Office, College of Medicine, not the department, and transmitted to Dean Perman for his review. Data will be reported in summary (group) fashion; individual responses will not be identified. Please add commentary beneath any question you wish, and note well the open-ended questions at the end of the survey.

Thank you for your participation.

Ratings

- No Chance to Observe
 - Strongly Agree
 - Agree
 - Neutral
 - Disagree
 - Strongly Disagree
- **Other comments: (for each question)**
- **Questions 28, 29 & 30 – free text only**

Faculty

Questions:

1. The chair takes a leadership role in shaping the department's vision for its future.
2. The chair is willing to make tough decisions.
3. The chair recognizes and rewards faculty in accordance with their contributions.
4. The chair provides appropriate guidance to tenured and untenured faculty.
5. The chair allocates faculty duties and workloads fairly.
6. The chair is fair in working with departmental faculty.
7. The chair makes effective use of departmental committees.
8. The chair seeks input from faculty and is open to feedback.
9. The chair keeps faculty informed of importance university and college policies affecting the department.
10. The chair is prompt in handling routine matters.
11. The chair allocates funds and other resources to the faculty in a fair and equitable manner.
12. The chair makes decisions in a timely manner.
13. The chair is an effective spokesperson for the needs of the department.
14. Shares decision making, where appropriate, with faculty
15. Supports excellence in research in the department.
16. Supports excellence in clinical care in the department.
17. Supports excellence in public service in the department
18. Is responsive to faculty concerns.
19. Keeps faculty well informed.
20. Resolves conflicts well.
21. Has my support.

22. Is accessible
23. Is credible and exhibits integrity
24. Encourages faculty initiative
25. Stimulates research and scholarly activity in the department
26. Facilitates obtaining grants and contracts from external sources.
27. Encourages teamwork among members of the faculty.
28. At what three activities is the chair most successful?
29. At what three activities is the chair least successful?
30. Please provide any additional comments you wish to be considered.

Thank you for participating.

College of Medicine Staff Evaluation of Chairperson

Chair's Name

In accordance with Governing Regulations, departmental chair reviews are to be completed by faculty and staff on a regular basis. The purpose of these reviews is to provide Dr. Perman with constructive feedback to be considered during the reappointment process.

Your responses will be kept strictly confidential. Your completed survey will be processed by the Dean's Office, College of Medicine, not the department, and transmitted to Dean Perman for his review. Data will be reported in summary (group) fashion; individual responses will not be identified. Please add commentary beneath any question you wish, and note well the open-ended questions at the end of the survey.

Thank you for your participation.

Ratings

- No Chance to Observe
 - Strongly Agree
 - Agree
 - Neutral
 - Disagree
 - Strongly Disagree

Other comments: (for each question)

Questions 18, 19 & 20 – free text only

Staff

Questions:

1. The chair is fair in working with department staff.
2. The chair is receptive to and acts on student concerns.
3. The chair is receptive to advice and criticism.
4. The chair keeps staff informed of important university and college policies affecting the department.
5. The chair meets regularly with the staff to hear their concerns and needs.
6. The chair defends the staff against unnecessary or unrealistic demands of the faculty.
7. The chair demonstrates advocacy for equal opportunity and affirmative action.
8. The chair is effective in supervising department staff and overseeing office operations.
9. The chair delegates authority well.
10. The chair is prompt in making decisions and handling routine matters.
11. Provides effective leadership for the department
12. Is a good administrator of the department
13. Represents the department effectively.
14. Is responsive to staff concerns.
15. Is fair and equitable
16. Keeps staff well-informed.
17. Resolves conflicts well.
18. At what three activities is the chair most successful?
19. At what three activities is the chair least successful?
20. Please provide any additional comments you wish to be considered.

Thank you for participating.

Attachment B

**UNIVERSITY OF KENTUCKY COLLEGE OF MEDICINE
FACULTY EXIT SURVEY**

DIRECTIONS

Please indicate the degree to which you agree or disagree with the following statements.

RATING SCALE

Strongly Agree (SA)

Agree (A)

No Opinion or Mixed Opinion (N/O)

Disagree (D)

Strongly Disagree (SD)

Not Applicable (N/A)

PROFESSIONAL RELATIONSHIPS

- | | | | | | | | |
|---|--|-----|---|---|----|---|-----|
| (1) | I get along well with colleagues <u>from my department</u> . | - | - | - | SA | A | N/O |
| D | SD | N/A | | | | | |
| (2) | I get along well with colleagues <u>throughout the COM</u> . | - | - | - | SA | A | N/O |
| D | SD | N/A | | | | | |
| At the present time, there is a sense of cooperation among the COM faculty in terms of: | | | | | | | |
| (3) | a. Research | - | - | | SA | A | N/O |
| D | SD | N/A | | | | | |
| (4) | b. Clinical Duties | - | - | | SA | A | N/O |
| D | SD | N/A | | | | | |
| (5) | c. Service | - | - | | SA | A | N/O |
| D | SD | N/A | | | | | |
| (6) | d. Teaching | - | - | | SA | A | N/O |
| D | SD | N/A | | | | | |

Comments:

PROFESSIONAL STATUS

- | | | | | | | | |
|-----|---|-----|---|---|----|---|-----|
| (7) | I am well respected by the local medical community. | - | - | - | SA | A | N/O |
| D | SD | N/A | | | | | |
| (8) | As a whole, <u>COM faculty</u> are well respected by the local community. | - | - | - | SA | A | N/O |
| D | SD | N/A | | | | | |
| (9) | The COM has a positive national reputation. | - | - | - | SA | A | N/O |
| D | SD | N/A | | | | | |

Comments:

PROFESSIONAL ADVANCEMENT

- (10) I understood the requirements for promotion in my title series. - - - SA A N/O
D SD N/A
- (11) I was given appropriate department support to advance in my title series. - - - SA A N/O
D SD N/A
- (12) I was given appropriate COM support to advance in my title series. - - - SA A N/O
D SD N/A
- (13) I was provided the resources (e.g., space, time allocation, startup funds) outlined in my initial offer letter. - - - - - SA A N/O
D SD N/A
- (14) I was given useful advice in my 2 year review. - - - - - SA A N/O
D SD N/A
- (15) I was given useful advice in my 4 year review. - - - - - SA A N/O
D SD N/A

Comments:

COMPENSATION

- (16) My salary was comparable to that of colleagues in benchmark institutions. SA A N/O
D SD N/A
- (17) My benefits package was comparable to that of colleagues in benchmark institutions. - - - - - SA A N/O
D SD N/A
- (18) I was well paid for the amount of work that I did. - - - - - SA A N/O
D SD N/A
- (19) Compensation was distributed equitably within my department. - - - SA A N/O
D SD N/A
- (20) (FOR CLINICAL FACULTY ONLY): Compensation was distributed equitably within my clinical division. - - - - - SA A N/O
D SD N/A

Comments:

INSTITUTIONAL GOVERNANCE

- (21) I had sufficient opportunities for input into COM policy development. - - - SA A N/O
D SD N/A
- (22) At the present time, the UK administration is responsive to COM faculty concerns. SA A N/O
D SD N/A
- (23) At the present time, the COM administration is responsive to COM faculty concerns. SA A N/O
D SD N/A
- (24) At the present time, faculty concerns are considered before the COM adopts new policies and procedures. - - - - - SA A N/O
D SD N/A

Comments:

DEPARTMENTAL GOVERNANCE (Note that the next section deals with clinical division governance)

- (25) I had sufficient opportunities for input into departmental decision-making. - SA A N/O
D SD N/A
- (26) The department chair responded to faculty concerns. - - - - SA A N/O
D SD N/A
- (27) The department chair distributed resources (e.g., space, staff support, discretionary funds, protected time) equitably. - - - - - SA A N/O
D SD N/A
- (28) The department chair distributed responsibilities (e.g., committee work, teaching, clinical work) equitably. - - - - - SA A N/O
D SD N/A
- (29) The department chair treated me as a colleague. - - - - SA A N/O
D SD N/A

Comments:

UNIT/DIVISION GOVERNANCE ***(FOR CLINICAL FACULTY ONLY)*******

- (25) I had sufficient opportunities for input into unit/division decision-making. - SA A N/O
D SD N/A
- (26) The division chief responded to faculty concerns. - - - - SA A N/O
D SD N/A
- (27) The division chief distributed resources (e.g., space, staff support, discretionary funds, protected time) equitably. - - - - - SA A N/O
D SD N/A
- (28) The division chief distributed responsibilities (e.g., committee work, teaching, clinical work) equitably. - - - - - SA A N/O
D SD N/A
- (29) The division chief treated me as a colleague. - - - - SA A N/O
D SD N/A

Comments:

CLINICAL RESOURCES AND ACTIVITIES*** (FOR CLINICAL FACULTY ONLY)*******

- (30) The clerical/administrative staff of my department effectively managed our operations. - - - - - SA A N/O
D SD N/A
- (31) The clerical/administrative staff of my division effectively managed our operations. SA A N/O
D SD N/A
- (32) I got the help I needed from ancillary support staff (e.g., nursing, PT, etc.) in:
(a) the clinic and hospital. SA A N/O
D SD N/A
(b) my division SA A N/O
D SD N/A

(33)	KMSF effectively managed our billings and collections.	-	-	-	-	SA	A	N/O
D	SD	N/A						
(34)	I had the equipment and supplies needed in the clinic.	-	-	-	-	SA	A	N/O
D	SD	N/A						
(35)	I had enough time to provide my patients with quality care.	-	-	-	-	SA	A	N/O
D	SD	N/A						
(36)	Colleagues in other specialties were readily accessible to help me manage my patients.	-	-	-	-	-	-	-
D	SD	N/A						
(37)	My "on call" duties were reasonable.	-	-	-	-	-	-	-
D	SD	N/A						
(38)	I had sufficient opportunities to update or develop new clinical knowledge/skills.	-	-	-	-	SA	A	N/O
D	SD	N/A						
(39)	My DOE accurately reflected my clinical workload.	-	-	-	-	SA	A	N/O
D	SD	N/A						
(40)	The patient/physician ratio <u>in my clinical division</u> is reasonable.	-	-	-	-	SA	A	N/O
D	SD	N/A						
(41)	Taxation on clinical revenue is fair and equitable.	-	-	-	-	SA	A	N/O
D	SD	N/A						

Comments:

TEACHING ACTIVITIES

(42)	My DOE accurately reflected my teaching workload.	-	-	-	-	SA	A	N/O
D	SD	N/A						
(43)	I had the opportunity to develop my teaching skills.	-	-	-	-	SA	A	N/O
D	SD	N/A						
(44)	I enjoy teaching.	-	-	-	-	SA	A	N/O
D	SD	N/A						
(45)	I was rewarded appropriately for my teaching activities.	-	-	-	-	SA	A	N/O
D	SD	N/A						
(46)	My teaching activities interfered with other work assignments that are more highly rewarded.	-	-	-	-	-	-	-
D	SD	N/A						

Comments:

SERVICE TO COM/COMMUNITY

(47)	My DOE accurately reflected my service workload.	-	-	-	-	SA	A	N/O
D	SD	N/A						
(48)	I served on too many committees.	-	-	-	-	SA	A	N/O
D	SD	N/A						
(49)	Clinical outreach was encouraged.	-	-	-	-	SA	A	N/O
D	SD	N/A						

Comments:

RESEARCH ACTIVITIES

- (50) My DOE accurately reflected my research time. - - - - SA A N/O
D SD N/A
- (51) I had enough time to do my scholarly work (e.g., data collection, grants, publications) SA A N/O
D SD N/A
- (52) I had the opportunity to develop my research skills. - - - - SA A N/O
D SD N/A
- (53) I had the opportunity to supplement my salary based on my ability to obtain grant funding. - - - - SA A N/O
D SD N/A

Comments:

INFRASTRUCTURE ISSUES

- (54) I had research space equivalent to colleagues at benchmark institutions. - SA A N/O
D SD N/A
- (55) I had research space equivalent to colleagues at UK with similar levels of funding.- SA A N/O
D SD N/A
- (56) Research equipment and maintenance was given adequate priority at UK. - SA A N/O
D SD N/A
- (57) Hospital equipment and maintenance was given adequate priority at UK. - SA A N/O
D SD N/A
- (58) Clinic equipment and maintenance was given adequate priority at UK. - SA A N/O
D SD N/A
- (59) The patient care environment met the standards for quality patient care in the:
- - - - (a)-clinic SA A N/O
D SD N/A
- (b) hospital SA A N/O
D SD N/A
- (c) OR SA A N/O
D SD N/A

Comments:

DEMOGRAPHICS

- (60) Gender: ----- M F
- (61) Race: ----- African American Asian American/Pacific Islander
Latino/Latina Native American/Alaskan Native Caucasian (non-Latino/a) Other:
- (62) Marital Status: ----- Married Single Divorced Separated
Widowed
- (63) Are there children in the home? Y N
- (64) Department Type: Basic Science Clinical
- (65) Academic Rank: ----- Instructor Asst. Professor Assoc. Professor Full
Professor

- (66) # years at above rank: _____
 (67) Title series: ----- Regular Special Research Clinical
 (68) # years on faculty: _____
 (69) Department: _____ (If applicable, Unit: _____)
 (70) Degree(s): ----- MD PhD DVM DMD PharmD
 Other: _____

TELL US MORE ABOUT YOURSELF AND YOUR SITUATION:

- (71) Are you retiring? ----- Y N
 (72) If #71 is YES, do you plan on continuing to work in medically/acadmically related position? Y
 N

THOSE RETIRING PLEASE SKIP TO QUESTION # 80.

- (73) Can you cite one overriding reason for your leaving? Y N
 (74) If YES, what is it?

- (75) Are you leaving for another academic institution? ----- Y N
If NO, what type of position are you taking?

Do any of the following issues figure in your decision to leave UK-COM? (Circle all that apply)

- (76) Family issues
 (77) Gender issues
 (78) Racial issues
 (79) Illness/disability
 (80) Other (please specify): _____

- (81) Do you currently have extramural funding? ----- Y N
 (81-82) If YES, what is the funding source(s)? (e.g., NIH, NSF, etc.)

- (83) How many peer reviewed publications have you had in the past 3 years?
 None 1-3 4-10 11-15 > 15

- (84) Do you have a partial administrative appointment? ----- Y N
 (85) If YES, what percentage of your effort is administrative? _____ %

- (86) Is there a single, overriding thing that could have been done to prevent your leaving UK-COM? ----- Y
 N
 (87) If YES, can you tell us what could have been done?

COMMENTS SECTION:

Are there any comments you'd care to make regarding this survey, your departure, or UK-COM?

THANK YOU KINDLY FOR YOUR TIME AND INPUT!

Attachment C

FALL 2006 COLLEGE OF MEDICINE FACULTY SURVEY

This survey is a follow-up to the one conducted by the Faculty Council of the College of Medicine in 2003. Please take a few moments and respond to the following brief questions. **Your responses will be anonymous.** Surveys are due **September 12.**

1. Please assign a “grade” to each dimension using an A B C D F grading scale.

a) Rate the quality of the environment for **research** A B C D F

During the next year, do you think the environment for **research** will:

_____ Improve _____ Stay about the same _____ Worsen

b) Rate the quality of the environment for **teaching** A B C D F

During the next year, do you think the environment for **teaching** will:

_____ Improve _____ Stay about the same _____ Worsen

c) Rate the quality of the environment for **clinical service** A B C D F

During the next year, do you think the environment for **clinical service** will:

_____ Improve _____ Stay about the same _____ Worsen

2. Circle the response that best characterizes your overall morale as a UK College of Medicine faculty member:

Excellent Very Good Good Fair Poor Very Poor

3. Circle the response that best characterizes what you think is the morale of the average UK College of Medicine faculty member:

Excellent Very Good Good Fair Poor Very Poor

4. Please describe the two most positive things about being a UK College of Medicine faculty member.

a.

b.

5. Please describe two things about being a UK College of Medicine faculty member that are most in need of improvement.

a.

b.

6. Are you in a: _____ Basic Science Department _____ Clinical Department

7. Are you in a: _____ Tenure Track Series _____ Research Title Series _____ Clinical Title Series

8. Are you an: _____ Instructor _____ Assistant Professor _____ Associate Professor _____ Professor

9. Are you: _____ Male _____ Female

10. The College of Medicine's goals focus on teaching, research, and clinical service. Please give us your thoughts on the most important challenges to address in each of these areas:

A. What are the two most important challenges facing the College of Medicine in regard to our teaching mission?

1.

2.

B. What are the two most important challenges facing the College in regard to our **RESEARCH** mission?

1.

2.

C. What are the two most important challenges facing the College in regard to our **CLINICAL SERVICE** mission?

1.

2.

Please make any additional comments below.