FACULTY HANDBOOK





We are committed to educating competent, compassionate physicians, who are ready to confront the current health care challenges and are prepared to take on whatever tomorrow brings.

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Introduction

The Tilman J. Fertitta Family College of Medicine grew out of the University of Houston's desire to play a greater role in improving the overall health and health care resources of this city and this state. We intend to accomplish this bold undertaking by establishing a medical school that will produce a group of graduates with a deep understanding of the social determinants of health and a commitment to providing compassionate, high-value care to underserved populations.

Mission

The Tilman J. Fertitta Family College of Medicine is accountable to society for improving the overall health and health care of the population of Greater Houston, Texas and beyond by educating a group of physicians who will provide compassionate, high value (high quality at a reasonable cost) care to patients, families, and communities, with a focus on primary care and other needed specialties. The Fertitta Family College of Medicine will conduct interdisciplinary research to find innovative solutions to problems in health and health care. We will provide integrated, evidence-based, high value care delivered to patients by interprofessional teams. We will engage, collaborate with, and empower underserved patient populations and community partners to improve their health and health care.

Vision

By 2030, the Tilman J. Fertitta Family College of Medicine will be recognized nationally for:

- Educating physicians who have a deep understanding of the social determinants of health, health disparities, and how to work with communities to improve their health and health care.
- Educating physicians who are experts in providing high value health care, managing the health of patient populations, and continuously improving health care delivery.
- Graduating physicians who choose to practice primary care and other needed physician specialties in underserved (urban or rural) communities.
- Educating physicians including those from underrepresented groups, beginning with K-12 and college pre-medical pathway programs.
- Conducting high impact, interdisciplinary research that contributes to improving health and health care, capitalizing on the breadth of talent and expertise present across our Tier One research university.
- Providing inter-professional, team-based care to patients in surrounding communities and beyond that is integrated, evidence-based, safe, and of measurable high value.
- Engaging, collaborating with, and empowering patient populations and community partners to achieve measurable improvements in health and health care.
- Contributing to measurable improvements in the health of the underserved populations in surrounding geographic communities that are currently socioeconomically disadvantaged and have significant health disparities.

Values

 $\underline{\mathbf{R}}$ espect, $\underline{\mathbf{I}}$ ntegrity, $\underline{\mathbf{S}}$ ervant Leadership and $\underline{\mathbf{E}}$ quity. We aspire to RISE together as we apply our values to the daily pursuits of our mission and vision.

- **Respect:** develop a culture of respect where compassion, active listening, appreciation and constructive collaboration are foremost.
- Integrity: be mindful and reflective about our behavior while maintaining honest and authentic professional relationships. Maintain a standard that supports ethical, moral and evidence-based decisions. Hold oneself and others accountable to the continuous pursuit of excellence.
- **Servant Leadership:** lead with compassion, humility, openness and supportive behaviors.
- Equity: our commitment to fostering an inclusive and unbiased environment.

Letter from the Dean



Thank you for joining the Power House Faculty team at the Tilman J. Fertitta Family College of Medicine. We are taking a bold and fresh new approach to medical education. The status quo hasn't improved the nation's health. We spend more on health care in the U.S. than any other developed nation, yet we still have some of the poorest health outcomes among the wealthy nations of the world.

To end this downward trend, we are tackling a key contributor to poor health – a critical shortage of primary care doctors. We are grooming students to become primary care physicians who will deliver compassionate, high-value care to underserved communities in Houston, and around the state. Even with that goal

in mind, we prepare all our students to enter into the specialty of their choice, and match to a topquality residency program.

At the College of Medicine, our focus is on preventing and improving poor health – not simply treating it. Students receive the highest quality medical training to provide comprehensive health care. By teaching students to address non-medical drivers that affect their patients' health – such as food insecurity, the environment and housing – we can help eliminate health disparities in our urban and rural areas. Together, we will accomplish this by:

- Educating a diverse group of physicians who will provide compassionate, high-value care to patients, families, and communities, with a focus on primary care and other needed physician specialties.
- Conducting interdisciplinary research to find innovative solutions to problems in health and health care.
- Providing integrated, evidence-based, high-value care delivered to patients by interprofessional teams.
- Engaging, collaborating with, and empowering underserved patient populations and community partners to improve their health and health care.

The future of medicine is here. You have joined us to help shape a better tomorrow, on our mission to improve health.

Stephen J. Spann, M.D., M.B.A.
Founding Dean | Vice-President for Medical
AffairsHumana Endowed Dean's Chair in Medicine
Tilman J. Fertitta Family College of Medicine
University of Houston
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Administrative Structure

ADMINISTRATIVE STRUCTURE OF THE TILMAN J. FERTITTA FAMILY COLLEGE OF MEDICINE

Bylaws

The Tilman J. Fertitta Family College of Medicine Bylaws establish the policies and procedures for the governance of the College. The current document is available online.

Dean

The Dean of the Tilman J. Fertitta Family College of Medicine is the chief academic, administrative, and financial officer of the college, and is responsible for its operation and for the implementation of its overall policies. The dean also serves as the Vice President for Medical Affairs at the University of Houston. The dean is the primary representative of the Fertitta Family College of Medicine to the University and external partners. The dean makes all leadership appointments in the College of Medicine for individuals who assist in the discharge of the dean's duties. The dean is appointed by the Provost of the University of Houston and approved by the Board of Governors.

Founding Dean:

Stephen J. Spann, M.D., M.B.A. 2018 – Present check on date he became founding

Senior Associate Dean/Associate Deans/Assistant Dean

The Senior Associate Dean of Education oversees all educational endeavors of the College of Medicine, including undergraduate, graduate, and continuing medical education, as well as faculty affairs, assessment and learning resources.

Associate deans manage specific mission units of the College of Medicine. These currently include:

- Medical Education
- Research
- Community Health
- Graduate Medical Education and Faculty Affairs

Assistant deans include the Offices of:

- Admissions
- Student Affairs
- Assessment and Quality Improvement
- Outreach and Student Pathways

Chairs/Academic Departments

The Fertitta Family College of Medicine consists of four departments, each lead by a chair, who is responsible for the organization and implementation of its programs, and who reports directly to the dean.

- Behavioral and Social Sciences
- Health Systems and Population Health Sciences
- Clinical Sciences
- Biomedical Sciences

Administrative Positions/Offices

Administrative units of the College of Medicine report to the Associate Vice President for Business Operations, and include:

- Marketing
- Information Technology
- Business Office

The dean will charge and appoint the Dean's Executive Committee. The Dean's Executive Committee has the primary responsibility for advising the dean on major operational and management issues, as well as educational and strategic planning. The executive committee implements effective strategies across the institution that transform the mission, vision and values into the day-to-day operations. The committee members assist with the dissemination of information to their relevant faculty and staff in their reporting lines. The Dean's Executive Committee shall be composed of the dean, those who have a direct reporting relationship with the dean, and members of the College of Medicine faculty and staff as determined by the dean. Leadership of the Faculty Council or other attendees shall be on an as-needed basis, with invitations extended by the dean for the portion(s) of the meeting appropriate to their expertise.

The executive committee shall be chaired by the dean or his/her designee and shall meet on a regular basis as determined by the dean to discuss the matters set forth on the agenda, as well as any matters properly brought before it by any of its members, Standing Committees of the College, or the Faculty Council. The executive committee may, by majority vote, make recommendations to or advise the dean on these matters. The role of the executive committee is advisory in nature.

Special meetings of the executive committee may be called by the dean, or by written request to the dean by a minimum of five of its members; said request shall include the agenda. A quorum of the executive committee shall be a majority of its members.

Faculty Governance and Participation

The Fertitta Family College of Medicine encourages faculty participation and sets an expectation of individual service to the college and University of all members.

Voting members of the College of Medicine Faculty are those who have greater than half-time appointments at the level of instructor, assistant professor, associate professor, or professor and are paid by the college for greater than .49FTE. Voting members of the faculty are encouraged to attend and participate in all matters which require faculty approval.

Non-voting members of the faculty are those at the level of instructor, assistant professor, associate professor, or professor who have appointments less than .50 FTE, and with faculty designations other than those above. Non-voting members of the faculty are still encouraged to attend Faculty Council and other meetings, and to participate in discussions.

Voting faculty members shall be empowered to vote on any proposal, resolution, election, or referendum presented to the faculty, which requires a vote. Each voting faculty member shall be entitled to one vote.

At times, non-voting members of the faculty may be appointed to standing committees, ad hoc committees or work groups by the dean or his designee for their expertise in a critical mission area. In these circumstances, these faculty will have the ability to vote within the course and scope of that assignment. However, they will still not have the right to vote for College of Medicine matters outside the parameters of that assignment, including discussion of the assignment at other meetings of the faculty.

All full-time Fertitta Family College of Medicine faculty may serve on internal committees and on University of Houston bodies to which the College of Medicine contributes representatives. Part-time or voluntary faculty may be included on certain committees, ensuring a wide range of constituent input and recognizing the unique role of voluntary and community preceptors, at the discretion of the dean or designee.

Faculty Council and Other Governance Meetings

The Faculty Council shall serve to represent the faculty at large of the College of Medicine and advise the dean in the following matters:

- College of Medicine issues and policies that transcend the responsibility of individual committees;
- Oversight of the College of Medicine Faculty Council election process;
- · Approval of candidates for the receipt of the MD degree;
- Setting agendas for the meetings of the Faculty of the College of Medicine;
- Other decisions which are considered by the dean to warrant a vote of the Faculty of the College of Medicine.

The Council shall meet a minimum of four (4) times per year, but may meet as often as needed, to conduct matters relating to the business of the college. Written notice of standing meetings will be sent to the faculty and dean in advance of the date of the scheduled meeting, including the time, location and working agenda. Meetings called for urgent matters will provide such notice as far in advance as reasonable, per the situation.

The Faculty Council may vote on any proposal, resolution, or referendum presented to the council which requires a vote. Each member is entitled to one (1) vote. A quorum is present if over 50% of membership is present in person, or by a virtual method that allows real-time interaction. If a quorum is not present, electronic voting will be utilized. Votes made through electronic voting will be decided by a simple majority of those voting within the allotted period.

The faculty of the College of Medicine shall meet at least once a semester during the academic year. The schedule for these meetings will be set and published in advance. Notice of the meetings will be sent to the members of the faculty of the College of Medicine prior to the meetings. The chair of the Faculty Council shall preside at all Faculty of College of Medicine meetings. An agenda will be provided in advance of the meeting.

Appropriate business within the purview of the faculty includes College of Medicine Faculty Bylaws. Amendments to the bylaws will be presented and discussed at a meeting of the faculty of the College of Medicine prior to a vote on the matter. Following the meeting, the information provided shall be published and disseminated to the entirety of the faculty of the College of Medicine electronically a

week prior to any vote conducted. The vote may be conducted electronically. Any action will be decided by a simple majority of the faculty of the College of Medicine who participate in the voting process.

A special meeting of the faculty of the College of Medicine can be called by 51% of the faculty putting forth a request to the dean.

College of Medicine Standing Committees

For more information on the Tilman J. Fertitta Family College of Medicine Standing Committees, please review the College of Medicine Bylaws.

Standing committees will create and maintain specific processes and procedures within the course and scope of their committee charge, as authorized below. Any modifications or additions to the College of Medicine committee charges will be entered into the charge, once approved by the Executive Committee. Changes will also be distributed to all faculty for a review and comment period of no less than then ten (10) working days. The Dean's Executive Committee will maintain the final approval of standing committee charges. All standing committees will submit an annual report to the Executive Committee.

Faculty Roles

Appointment as a faculty member at the Tilman J. Fertitta Family College of Medicine confers the privilege and obligation to pursue teaching, scholarship, clinical endeavors and service as appropriate for the individual's position and responsibilities.

For specific information on the responsibilities of all Fertitta Family College of Medicine faculty, please refer to the Bylaws.

Teaching

All faculty are expected to contribute to the educational mission of the College of Medicine, providing high-quality educational experiences for students, residents, colleagues, and other audiences, utilizing teaching styles appropriate for the goals and objectives of the work. Faculty are responsible for fostering an environment that stresses learning and collaboration, as well as ensuring the academic environment is safe for all. Faculty must commit to upholding these principles and dedicate their efforts to the training of the physicians of tomorrow. For further details, please view the <u>Tilman J. Fertitta Family College of Medicine Compact Between Teachers and Learners</u>.

Educational contributions may also include faculty development, administrative leadership of the educational programs, assessment of teaching through peer observation, contributions to pathway programs, significant contributions to the clinical or non-clinical learning environment beyond that expected in routine clinical practice, or other activities. These contributions must be reflected in a faculty member's CV.

Teaching includes providing learners with timely, formative feedback in a professional and respectful manner. This shall be conducted through constructive feedback and opportunities for improvement and remediation, as well as assessing learners equally and objectively, based on performance and without the influence of conflicts of interest or commitment.

Faculty who are involved in treating a learner for a medical condition or providing counseling for a mental health issue or serving as the student's private mentor must recuse themselves from involvement in the academic assessment or consideration for advancement or graduation of the learner. (See the <u>Conflict of Interest in Education Policy</u>)

Achievement in education may be demonstrated through student performance, systematic and standardized student/resident evaluations of instruction, review of instruction, and instructional material and methodology, among others.

Scholarship

Contributions to scholarship are expected of all COM faculty, regardless of role. The COM does support a broad-based definition of scholarship, which can be defined using Boyer's Model of Scholarship including 1) discovery (i.e. traditional research), 2) integration, 3) application and 4) teaching:

- **Scholarship of discovery** may include fundamental discoveries in population science, basic science, biostatistics, health policy, bioinformatics, epidemiology, and clinical trials, among others.
- Scholarship of integration may include synthesis of knowledge from disparate disciplines to create new, integrated resources for science, learning and clinical guideline development, leveraging novel platforms and tools to disseminate existing findings. This also includes preparation of review articles, chapters and books that draw upon and integrate original research by others.
- **Scholarship of application** may include interpreting new knowledge in such a way that is applicable to clinical environments, implementation science, quality improvement, comparative effectiveness research and dissemination of innovative health practices.
- **Scholarship of teaching** may include the development of new courses, curricula, educational models, approaches to interprofessional education, and ways to merge educational processes with service-learning and aid to communities.

Scholarship may take the form of: peer-reviewed publications, invited publications in journals, books (or chapters of books), reports for agencies or organizations, significant public communications for education or advocacy, inventions or patents, laws or regulations, institutional or professional policies, clinical or professional guidelines, curricula, syllabi, or any equivalent online or information technology-based materials, support for scholarship, presentations at scholarly meetings and conferences, appointments to editorial boards of professional journals, invited seminars, service on national professional advisory boards, election/appointment to office in national professional organizations, among others. Scholarly contributions must be reflected in a faculty member's CV.

Clinical Endeavors

Tilman J. Fertitta Family College of Medicine physicians and other faculty who engage in patient care are expected to maintain appropriate licensure in the state of Texas, as well as PLI and other required authorizations. Clinical care should be delivered following the RISE values of the College of Medicine, ensuring a respectful and caring environment.

Achievement in clinical endeavors may be demonstrated through:

- Documented evidence of peer recognition in the community as a consultant or a primary provider by independent letters from colleagues in the community and other relevant indicia.
- Membership or advisory committees, and acting as a consultant to hospitals, educational, clinical, or other similar institutions.
- Programs of national, state, or local professional organizations that the candidate organized or in which he/she participated.
- Clinical care that exceeds internal norms and national standards. Clinical competencies and demonstrated potential for excellence in area of expertise.
- Contributions to collaborative team efforts in clinical, public health, or scientific activities.
- Expanded referral network. Consulting on a regional, national or international basis, referral of complicated patients.
- Responsibility for building a clinical, research, or educational program.
- Awards or other recognition as an outstanding regional, national or international clinician.
- Innovations that improve delivery of care, such as developing new techniques, implementing new technology and better patient engagement.
- Leadership role/chair of major regional committees at professional medical organizations related to the conduct of research.
- Spokesperson for the College of Medicine on areas of expertise; in the form of Grand Rounds, clinical practice guidelines, seminars, podcasts, websites, small group activities with peerreviewed data and internal benchmarking.

Service

All Tilman J. Fertitta Family College of Medicine faculty are expected to engage in service to community and society. These activities may be clinically based or otherwise provide time and care to those individuals and organizations in need.

Citizenship

Faculty are expected to participate in the efficient administration of the Fertitta Family College of Medicine and University, as evidenced by attendance at meetings, participation in standing and other committees, contributions to the admissions process, serving on faculty search committees, mentoring medical students, residents, and other learners, assisting student and resident organizations, and fulfilling other responsibilities. Faculty should document these contributions on their CV.

Participation in administrative duties and other academic requirements is expected to occur in a consistent and timely manner.

Faculty Policies

COLLEGE OF MEDICINE FACULTY POLICIES

As part of the University of Houston, Tilman J. Fertitta Family College of Medicine will adhere to <u>UH</u> policies and procedures and <u>Systems policies</u>.

In addition to the overarching University policies and procedures, the College of Medicine has adopted the following policies and procedures specific to medical school faculty.

- Annual Performance Review Policy
- Appointment/Reappointment Policy
- Faculty Maintenance of Professional Standards and Licensure Policy
- Faculty Professional Development Policy

COLLEGE OF MEDICINE VOLUNTARY FACULTY POLICIES

- Voluntary Faculty Appointment Policy
- Voluntary Faculty Reappointment Policy

COLLEGE OF MEDICINE-SPECIFIC PROMOTION PROCEDURES

- Fertitta Family College of Medicine Promotion Policy
- Assembling the NTT Promotion Review Packet

Teacher/Learner Policies

COLLEGE OF MEDICINE TEACHER/LEARNER POLICIES

- Academic Program Continuity/Contingency Planning Procedure Policy
- Academic Standing Policy
- Access to Student Files Policy
- Admissions Policy
- Advanced Standing and Transfer Policy
- Attendance and Absence Policy
- Blood Borne Pathogen Infection Policy for Medical Students
- Challenging Student Grades Policy
- <u>Clinical Assignment Policy</u>
- Clinical Duty Hours Policy
- <u>Clinical Supervision Policy</u>
- Code of Professional Conduct & Academic Honesty Policy
- Conflict of Interest in Education Policy
- Criminal Background Check Policy
- Curricular Guidelines Pre-Clerkship Policy
- <u>Drug Screening Policy</u>
- Grading Criteria in Pre-Clerkship Courses Policy
- Grading Policies (Student Performance and Advancement Committee)
- Leaves of Absence Policy
- Missed Examination Policy
- Narrative Assessment Policy
- Policy Regarding Student Mistreatment and the Learning Environment
- Pre-Clerkship Scheduled Time Policy
- Residents/Fellows Participating in Medical Student Teaching and Evaluation Policy
- Student Dress Code Policy
- <u>Student Electives Policy</u>
- <u>Summative Examination/Assessment Procedures Policy</u>
- <u>Technical Standards: Essential Abilities and Characteristics Required for Completion of the MD Degree</u>
- Tilman J. Fertitta Family College of Medicine Compact between Teachers and Learners
- Timely Grade Reporting and Mid-Course/Clerkship Formal/Formative Feedback

Graduate Medical Education Policies

COLLEGE OF MEDICINE GRADUATE MEDICAL EDUCATION POLICIES

The Tilman J. Fertitta Family College of Medicine is a Sponsoring Institution, and offers Accreditation Council for Graduate Medical Education (ACGME)-accredited residency and fellowship programs, based at our clinical partners. Policies related to the administration of these programs are included here.

- GME Accommodation for Disabilities Policy
- GME Clinical and Educational Work Hours Policy
- GME Closures and Reduction Policy
- GME Disasters and Disruptions to Training Policy
- <u>GME Discrimination Policy</u>
- GME Financial Management Policy
- GME Harassment Policy
- GME Moonlighting Policy
- GME Non-Academic Grievances Policy
- GME Physician Impairment Policy
- GME Resident Promotion, Appointment, Renewal, and Dismissal Policy
- GME Resident Recruitment, Selection, Eligibility, and Appointment Policy
- GME Resident, Fellow, and Faculty Member Well-Being Policy
- <u>GME Supervision Policy</u>
- GME Vacations and Leaves of Absence Policy
- <u>GME Vendor Interactions Policy</u>

Continuing Medical Education Policies

COLLEGE OF MEDICINE CONTINUING MEDICAL EDUCATION POLICIES

Tilman J. Fertitta Family College of Medicine is committed to providing the highest quality continuing medical education (CME) activities to our full-time faculty, voluntary faculty and community physicians. The Tilman J. Fertitta Family College of Medicine is currently pursuing provisional accreditation from the Accreditation Council for Continuing Medical Education (ACCME). In the interim, the Tilman J. Fertitta Family College of Medicine has entered a continuing medical education Joint Providership agreement with Steward/St. Joseph Medical Center who is accredited by the Texas Medical Association.

- CME Accreditation Statements Policy
- CME Accredited Events/St. Joseph Policy
- CME Activity Records Retention Policy
- CME Attendance Records Retention Policy
- CME Content Validation Policy
- CME Costs for CME Services Policy
- CME Designation Statement Policy
- CME Joint Providership Policy
- CME Prevent Commercial Bias and Marketing in Accredited CME Activities Policy
- CME Staff Responsibilities Policy

Resources

COLLEGE OF MEDICINE FACULTY RESOURCES

- New Faculty Orientation
- Fertitta Family College of Medicine Bylaws
- CV Template
- Fertitta Family College of Medicine Student Handbook

UH FACULTY DEVELOPMENT RESOURCES

• Faculty Engagement and Development - University of Houston (uh.edu)

UNIVERSITY OF HOUSTON POLICIES AND RESOURCES

- <u>UH Faculty Handbook</u>
- UH History and Traditions
- <u>UH Statutorily Required Reports</u>
- <u>UH Board of Regents</u>
- <u>UH System Administration</u>
- UH Academic Structure
- <u>UH System Administrative Memoranda (SAMs)</u>
- UH Manual of Administrative Policies and Procedures (MAPPs)
- UH Consulting Policy (ref p. 125-126 of the UH Faculty Handbook)
- UH Annual Reporting of Consulting and Paid Professional Activities (ref p. 126 of the <u>UH Faculty Handbook</u>)
- <u>UH Travel Policy State Sponsored</u>
- <u>UH Travel Policy Non-State Sponsored</u>
- UH Cougar Card
- UH Faculty Appointments Policy (ref p. 23 of the UH Faculty Handbook)
- <u>UH Non-Tenure Track (NTT) Positions Policy</u>
- <u>UH Policy on Academic Freedom</u>
- <u>UH Faculty Grievance Policy</u>
- **UH Faculty Senate**
- UH Compliance and Ethics Hotline
- UH Title IX Office

Marketing Information

FERTITTA FAMILY COLLEGE OF MEDICINE MARKETING INFORMATION

For logos, wordmarks, intellectual properties, etc. please email uhcomcom@central.uh.edu.

Reference and Forms

<u>Tilman J. Fertitta Editorial Guide</u>

<u>Project Request Form</u>

<u>Services Lead Times</u>

Resources

College of Medicine PowerPoint Presentation Template

Research Poster Templates:

- PowerPoint College of Medicine Branded
- Canva College of Medicine Branded
- PowerPoint College of Medicine and Humana Branded
- Canva College of Medicine and Humana Branded

Zoom Backgrounds

- <u>Teal</u>
- Brick
- <u>Gray</u>

University of Houston - Related Resources

Additional UH Branding information can be found below.

- UH Brand Center
- <u>UH Master Brand Logos and Marks</u>
- UH Brand Style Guide
- <u>UH Editorial Style Guide</u>
- UH Email Signature Guidelines
- **UH Guidelines and Policies**

Other Questions?

Contact your Tilman J. Fertitta Family College of Medicine Marketing Team:

<u>uhcomcom@central.uh.edu</u>.

Provost Policies, Programs and Resources

OFFICE OF THE PROVOST POLICIES

- Promotion and Tenure
- Enhanced Performance Evaluation of Tenure Faculty Policy
- Faculty Annual Performance Review
- Academic Honesty Policy FAQs
- Faculty Grievance Policy
- Non-Tenure Track Faculty Policy
- Textbook and Educational Materials Policy
- Faculty Related Activities Involving External Entities

UNIVERSITY OF HOUSTON OFFICE OF THE PROVOST PROGRAMS

- <u>Dual-Career Program</u>
- Promotion Eligible Non-Tenure Track Faculty

UNIVERSITY OF HOUSTON OFFICE OF THE PROVOST RESOURCES

- Benefits and Resources at UH
- FERPA Resources
- Rules and Responsibilities of Department Chairs

Other Resources

OTHER RESOURCES

- AAMC
- LCME
- ACGME
- Texas Medical Board
- American Board of Family Medicine
- American Board of Internal Medicine
- American Board of Surgery
- American Board of Obstetrics and Gynecology
- American Board of Pediatrics
- American Board of Psychiatry



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