

## FACULTY RESPONSIBILITIES: BUCOM

Policy Information			
Policy# :	COMBOD.1014	Reviewed Date(s):	
Date Created:	8/31/22	Revised Date(s):	
Responsible College Administrator:	Provost / Vice President of Academic Affairs	President Council Approved Date:	9/22/22

### 1. Purpose

- 1.1. To describe responsibilities for faculty working in the Baptist University College of Medicine (BUCOM).

### 2. Policy

- 2.1. Supporting the BUCOM, Baptist Health Science University (BHSU) and Baptist Memorial Health Care Corporation (BMHCC) mission and vision of healing, preaching and teaching is an essential part of who we are at Baptist.
- 2.2. Primary faculty duties involve teaching, service, scholarly activity, clinical practice, and research as assigned, both within the university and through local, regional, national or international service.
- 2.3. Priorities include fair and honest evaluation of learners, peers, and colleagues, contributing to the university community, and mentoring, counseling, advising and instructing learners in BUCOM.
- 2.4. Other important goals include nurturing an environment that permits faculty to meet this mission and vision, advancing medical science, enhancing public wellbeing, and professional development. BUCOM is committed to provide both support and faculty development to help faculty succeed in these duties.
- 2.5. Delineation of faculty duties
  - 2.5.1. Each faculty member's job expectations in terms of teaching, administration, service, research, clinical practice or other activities are defined by BUCOM and communicated annually by means of an appointment letter and job description.
  - 2.5.2. Both the job description and BUCOM administration ensure that faculty are provided a clear description of these duties.
  - 2.5.3. Duties may change as needs arise with determinations made by the dean, senior associate deans or chairs when reassignments/revisions of duties are needed. Faculty members are then notified of these changes.
  - 2.5.4. The annual performance review period serves as a time to discuss individual faculty time allocations between education, service, administration, research, clinical practice and scholarly activity.
- 2.6. Participation in program review/accreditation, curriculum development/quality improvement, institutional effectiveness and strategic planning needs.
  - 2.6.1. Faculty participate in outcome evaluations of BUCOM and/or the University's educational, service, and research programs as requested. Reported outcomes are used for quality improvement process development regarding, but not limited to, curriculum, service, admission standards, and budget and resource allocation.

- 2.6.2. Each department, division, or area provides recommendations as to improving the quality of BUCOM's efforts using input from students, staff, faculty, and community partners. This analysis is forwarded annually from that department directly to the dean.
- 2.7. Participation in BUCOM/BHSU governance and decision making processes:
  - 2.7.1. Both BUCOM and BHSU have established traditions of faculty governance in relation to academic matters.
  - 2.7.2. BUCOM faculty and administration are jointly responsible for evaluating and developing curricula, academic policy, program planning, and other governance functions as appropriate.
  - 2.7.3. Faculty are expected to participate in faculty governance through active and engaged involvement in assigned committees, faculty meetings, or BUCOM Faculty Council. Faculty may also be elected to serve in the BHSU Faculty Senate or other university committees.
- 2.8. Public and community service involvement:
  - 2.8.1. Service to others is an important component of Baptist's mission. Every faculty member makes contributions to the university beyond teaching, administrative or research responsibilities.
  - 2.8.2. Contributions include a wide variety of options, including, but not limited to, participating in BUCOM/BHSU committees, student activities, inter-professional events, service projects, or events that enhance the cultural or intellectual environment of the institution. Some faculty may serve through participation in professional organizations or giving back to the community on a local, regional, national or international basis through mission trips.
  - 2.8.3. While faculty are individuals who possess political rights of citizenship, action, association and speech, these rights may not be exercised in the name of BUCOM, BHSU, BMHCC or any subsidiaries of the Baptist Memorial Healthcare system.
  - 2.8.4. This includes use of university resources such as facilities, forms, official stationary, vehicles, postage, or others.
  - 2.8.5. Faculty must avoid any activities that risk associating BUCOM or BHSU with partisan political activities or controversial topics unless expressed, advance, written permission is obtained from the Dean, Provost and University President.
- 2.9. BUCOM and BHSU committees:
  - 2.9.1. The ability for committees to exercise power is delegated by the dean and faculty. Committee actions serve as recommendations to the dean and faculty. These recommendations are not considered in effect until formally adopted by the faculty and dean.
  - 2.9.2. Committee chairs and members are appointed by the dean based on recommendations from the Faculty Council and individual faculty members. Each committee must have no fewer than three (3) voting members. The dean, senior associate deans, or their designee shall serve in an ex-officio (non-voting) role.
  - 2.9.3. Committee chairs will schedule all meetings, develop meeting agendas, and notify members of time and location. Committees should generally meet no less than twice per semester. Minutes should be kept and forwarded to the Office of the Dean.



- 2.9.4. Unless a meeting is designated as closed, any faculty member may attend to express opinions, but cannot vote unless they are a formal committee member. If a faculty member acts in a manner determined to be disruptive by the chair, the faculty member may be requested to leave the meeting by the committee chair.
- 2.9.5. Student membership on committees is appointed by the dean or senior associate deans considering recommendations from the BUCOM Student Government Association.
- 2.9.6. A list of committees and a description of their responsibilities is available in the BUCOM Faculty Handbook.
- 2.9.7. Membership in the BHSU Faculty Senate follows election rules and policies of that organization.
- 2.10. Legal representation and indemnification:
  - 2.10.1. For actions performed in the ordinary course of university business or for actions taken by a faculty member or administrator based on specific authorization from the dean, provost, president, or board from which claims or judgments arise, the university will defend and indemnify its faculty and administrators.
  - 2.10.2. Faculty must provide immediate (within 3 business days) written notice of any claims or service papers once the faculty or administrator becomes aware of them.
  - 2.10.3. Faculty members and administration agree to cooperate in BUCOM/BHSU's defense against any claim.
  - 2.10.4. Clinical care must be provided in dedicated healthcare facilities where the faculty provider is both credentialed and covered by professional liability insurance.
  - 2.10.5. BUCOM professional liability insurance also indemnifies faculty and students performing osteopathic manipulations performed in the Osteopathic Manipulative Medicine (OMM) labs or classroom educational activities where procedures or simulated patient care is performed.
  - 2.10.6. BUCOM, when indicated, will also provide professional liability coverage for faculty participating in domestic and international outreach events as long as the provider is practicing within their normal scope of practice.

### **3. Definitions**

- 3.1. None.

### **4. Procedure**

- 4.1. None.

### **5. Related Information**

- 5.1. Baptist University College of Osteopathic Medicine Faculty Handbook
- 5.2. Baptist University Health Sciences Center Faculty Senate Handbook