

Manual for Volunteer Faculty

SCHOOL OF HEALTH PROFESSIONS
SCHOOL OF MEDICINE - KANSAS CITY
SCHOOL OF MEDICINE - SALINA
SCHOOL OF MEDICINE - WICHITA
SCHOOL OF NURSING
SCHOOL OF NURSING - SALINA

APRIL 27, 2018

**KU MEDICAL CENTER FACULTY
AFFAIRS**

EMAIL

kumcfacultyaffairs@kumc.edu

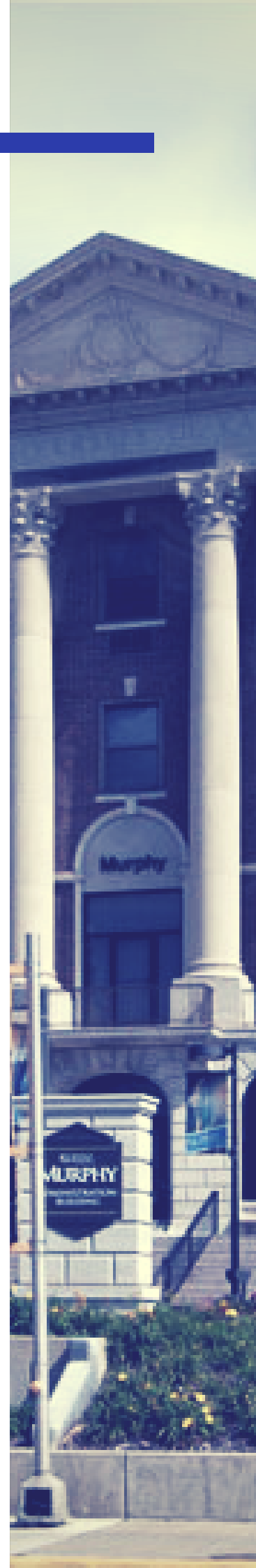
PHONE

913.588.1381



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WELCOME!

A word from Robert Klein, PhD

Vice Chancellor for Academic and Student Affairs

University of Kansas Medical Center

Let me begin by saying “thank you” to all volunteer faculty at the University of Kansas Medical Center (KUMC). Volunteer faculty members serve a vital role in our institution and their influence is felt in programs that benefit students, residents, patients, communities, and departments across the Schools of Health Professions, Medicine and Nursing. You help further KUMC’s mission and bring positive change to communities throughout the State of Kansas and beyond.

The activities through which volunteer faculty members contribute to fulfilling the academic mission of KUMC, include but are not limited to:

- teaching learners or other healthcare professionals
- collaborating in academic and research programs
- participating in various departmental and institutional activities
- community service activities

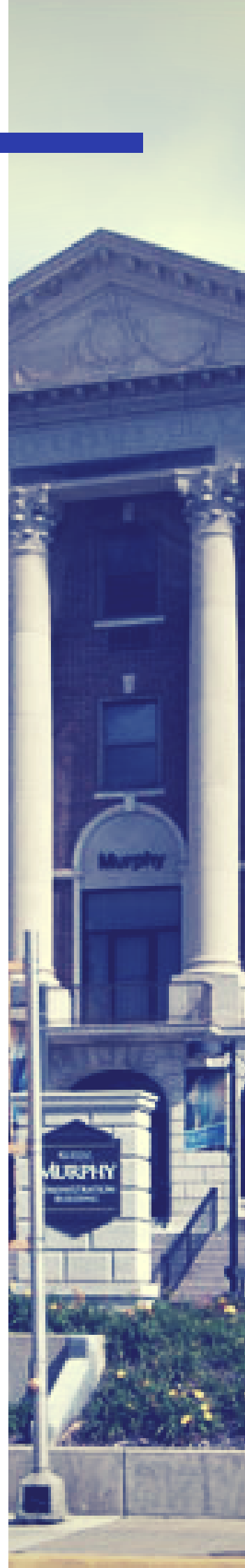
For all of this, the entire KUMC community wishes to express our pride in and gratitude for the important and diverse contributions of the volunteer faculty.

This 2nd edition of the manual for KUMC’s volunteer faculty members describes the criteria and policies regarding appointment and reappointment, as well as the benefits of such volunteer appointment. It is not meant to replace other KUMC policies; rather it summarizes and clarifies policies specific to volunteer faculty members. It is also intended to facilitate rewarding volunteer faculty for their achievements and contributions to the Schools, and to encourage even greater interaction between volunteer faculty members and KUMC.

Robert Klein, PhD

Vice Chancellor for Academic and Student Affairs

University of Kansas Medical Center



OVERVIEW

All volunteer faculty appointments at the University of Kansas Medical Center (KUMC) are offered for specific activities and durations. The conditions for each appointment are stated in writing at the time of appointment, as supplemented by this Manual for Volunteer Faculty and other applicable KUMC and Kansas Board of Regents policies. These faculty appointments automatically terminate three years after the date of appointment, unless renewed in writing by the Department Chair or Associate Dean. When appropriate, volunteer appointments may be offered for fewer than three years and/or terminated by KUMC before the expiration of the three-year term. All faculty members at KUMC, including volunteers, must comply with the policies and procedures of their department, their applicable school (i.e., School of Health Professions, School of Medicine, or School of Nursing), KUMC, Kansas Board of Regents, and with any local, State, and federal laws and regulations that are applicable to their role and activities at KUMC. Volunteer faculty members who also hold faculty appointments at other academic institutions but wish to collaborate in research, submit research grants, or be listed as investigators on research grants at KUMC must have the approval of their home institutions as well as the chair and dean of the appropriate KUMC department and school, respectively. Research activities may also require special arrangements, such as contracts and other agreements.

Volunteer appointments always carry a modifier (either “clinical,” “research,” or “educator,” depending on the situation), unless the volunteer is appointed at an affiliate institution or an affiliated Veterans Administration (VA) Medical Center. Volunteer faculty status is available to clinicians, educators, and basic and clinical scientists.

Titles and correspondence to and from members of the volunteer faculty must reference their appropriate rank of appointment and their modified title [e.g., Clinical Associate Professor (Volunteer)]. Appointments to the volunteer faculty of KUMC require evidence of professional expertise, willingness and ability to perform the proposed activity, and potential as a role model and colleague. For clinicians, current state licensure or equivalent is expected. Individual departments or units may have additional requirements for volunteer faculty appointments. Letters of appointment and systems of regular review must document the expected role of each faculty member.

Each member of the volunteer faculty is appointed through a primary department. Volunteer faculty members may hold secondary appointments in departments in which they have a professional interest. Recommendations for nominating and assigning a faculty rank to new candidates for secondary appointments are made in accordance with the procedures of each School. These regulations require that the chair of the primary department approve and initiate the application for a secondary appointment in another department.

APPOINTMENT TO THE VOLUNTEER FACULTY

Responsibility for recommending the appointment and rank of new candidates to the volunteer faculty resides with the chair of the department in which the appointment will occur. The impetus for such recommendations must meet the needs of the department and the candidate's desire to advance the academic mission of their respective school. Candidates must be appointed to the volunteer faculty on the basis of their commitment to assist with teaching, academic service, patient care, and/or collaborative research at KUMC.

The online Faculty Appointment Form is required to initiate the process of appointment to the volunteer faculty. The form must be accompanied by the faculty member's current curriculum vitae. Additional documents may be required by each School.

Appointments to the volunteer faculty do not provide tenure or tenure-earning status. Members of the volunteer faculty are not considered employees of KUMC, and are not eligible for emeritus status.

In most cases, volunteer faculty members have titles with a prefix indicating their track and suffix, indicating Volunteer status. For example: "Clinical Assistant Professor (Volunteer)." There are exceptions for volunteer faculty members affiliated with the VA or directly involved in the teaching of residents in the Wichita Center for Graduate Medical Education (WCGME) program. Such faculty are not required to use the modifier Volunteer as part of their titles.

Appointments to the faculty (volunteer) may be made at any time during KUMC's fiscal year (July 1st to June 30th). Acceptance of an appointment to the volunteer faculty carries with it the agreement by the faculty member to abide by the policies and procedures of KUMC and Kansas Board of Regents that pertain to this appointment. Acceptance of appointments also denotes agreement to abide by all applicable KUMC policies, including all non-discrimination, sexual harassment and Title IX policies.

To standardize times for reappointment, candidates appointed to the volunteer faculty between July 1st and December 31st will be credited with one full year of service on the following June 30th.

RE-APPOINTMENT TO THE VOLUNTEER FACULTY

Appointments and reappointments to the volunteer faculty are for a maximum of three years. A formal reappointment is required at the end of the appointment period; however, actions for reappointment or non-reappointment may be undertaken by departments and/or the central administration at any time during an appointment. The process of reappointment begins with notification to the department from KUMC's Office of Academic Affairs.

For volunteer faculty undergoing the required reappointment evaluation during their last year of service, the usual termination date is June 30th. For those individuals reappointed to the volunteer faculty, their reappointment term on the volunteer faculty will begin on July 1st of that year.

Reappointment is not automatic and is based on continued contributions to the mission of the department, the volunteer faculty member's respective school and KUMC. Non-reappointment requires no justification. Current academic ranks will be maintained upon reappointment unless promotion is awarded.

It will be the responsibility of each department to maintain an active and current file containing a curriculum vitae for each of its volunteer faculty. Included in this file must be up-to-date information on the status of the professional licenses of any current volunteer faculty. For reappointment of licensed health professionals the number and a copy of the current, active license is required at the time of reappointment.

CONDITIONS OF APPOINTMENT

Members of the Volunteer Faculty are expected to conduct their activities in a professional and collegial manner.

Titles and all KUMC-related correspondence to and from volunteer faculty shall define their appropriate rank and title of appointment.

Appointment as volunteer faculty entitles the individual to identify himself or herself as such and to include his or her volunteer faculty title on stationary, business cards, social media, and websites.

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It is not necessary to use the word "(Volunteer)" when referring to title in scholarly work when the scholarship relates specifically to the volunteer faculty member's KUMC-related duties, activities and responsibilities. Volunteer faculty may not describe themselves in any manner that suggests that they are members of the full-time faculty.

Except as described above, volunteer faculty may not use their KUMC title or KUMC's name or trademarks in advertising their private practice or in any other commercial activity carried out at a site other than KUMC and its affiliate sites. Any use of the KU brand must be used in accordance with KU Visual Identity Standards, which are located at www.identity.ku.edu/standards.

Failure to denote voluntary status or improper use of a Volunteer Faculty's title may result in termination of one's volunteer faculty appointment.

APPOINTMENT OF CLINICAL/RESEARCH/EDUCATION TRACK FACULTY (VOLUNTEER)

Volunteer faculty will be placed on one of three tracks: clinical, research, or educator.

- Clinical track: emphasizes professional service in clinical settings.
- Educator track: intended for faculty members whose primary contributions are to teaching and/or administration. At least 70% of effort should be toward teaching with the expectation of scholarship and/or service as well.
- Research track: emphasizes the conduct of research in all relevant areas such as basic sciences, clinical investigations, health policy and health care outcomes.

ACADEMIC TITLES FOR FACULTY (VOLUNTEER)

- Clinical/Research/Education Teaching Associate (Volunteer)
- Clinical/Research/Education Instructor (Volunteer)
- Clinical/Research/Education Assistant Professor (Volunteer)
- Clinical/Research/Education Associate Professor (Volunteer)
- Clinical/Research/Education Professor (Volunteer)

Faculty at KUMC whose academic ranks contain the modifiers "Clinical/Research/or Education" and "Volunteer" serve in a volunteer capacity without financial compensation. Appointments to the ranks of clinical/research/education instructor through clinical/research/education professor should be reserved for physicians, practitioners, researchers and educators who have completed their graduate health professional education.

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APPOINTMENT TO SPECIFIC RANK (VOLUNTEER)

Each School will define the necessary qualifications and requirements to be named at a specific title and rank.

PROMOTION OF FACULTY (VOLUNTEER)

Volunteer faculty are directed to the promotion guidelines of each individual School.

BENEFITS

Volunteer faculty members are entitled to the following privileges:

- The right to participate in select school and departmental academic activities, such as faculty and departmental meetings;
- Access to the KUMC library services (request must come from the Department); and
- KUMC email address (request must come from the Department)

Departments may supplement these privileges.

TERMINATION

Volunteer faculty status may be terminated at any time during the period of appointment. Such termination requires no justification or advance notice, and such action is not appealable.

INSURANCE

Appointment of individuals to the volunteer faculty in no way implies that KUMC takes upon itself responsibility or liability for the professional services of these individuals. Volunteer faculty members are not covered under the professional liability insurance fund provided to physicians who are dually-employed by a private practice corporation or foundation and hold full-time appointments at KUMC. KUMC does not provide insurance coverage for the professional services of members of the volunteer faculty, nor is KUMC responsible for services rendered by members of the volunteer faculty. It is the individual responsibility of the volunteer faculty member to maintain her or his own professional liability insurance coverage and to comply with applicable state laws.

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Volunteer faculty members in some departments may participate in and/or supervise patient care in outpatient, in-patient and operating room facilities of the University of Kansas Health System. Proof of licensure and appointment to the faculty must be completed prior to the performance of professional services as defined above. In addition, the University of Kansas Hospital has a separate credentialing process for appointment to the medical staff.