

INFORMATION FOR FACULTY



MCW VISION STATEMENT – As a distinguished health sciences university, we will be a leading innovator in transforming healthcare and advancing the health of our citizens.

MCW MISSION STATEMENT – We are a distinguished leader and innovator in the education and development of the next generation of physicians, scientists, pharmacists and health professionals; we discover and translate new knowledge in the biomedical and health sciences; we provide cutting-edge, collaborative patient care of the highest quality; and we improve the health of the communities we serve.

MCW ACADEMIC FREEDOM – In serving our missions we are guided by principles of academic freedom as we seek to advance knowledge and improve health, including the **freedom of faculty to research, investigate and teach** within the law and missions of MCW, **the freedom to publish individual conclusions and ideas** without undue restriction, in conformance with MCW policies and procedures, and the **freedom of students to learn and advance new knowledge** in their chosen fields.

In furtherance of this mission, MCW maintains professionalism expectations set forth in the [Professional Conduct Policy \(AD.CC.060\)](#).

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INTRODUCTION TO THE INFORMATION FOR FACULTY HANDBOOK

The INFORMATION FOR FACULTY HANDBOOK has been prepared to provide the Faculty with important information concerning the operations and management of the missions of the Medical College of Wisconsin (“MCW”). MCW has four missions: education, research, patient care, and community engagement.

Policies and procedures presented in this handbook are not exhaustive. Additional information and policies may be found in other publications of MCW, and reference to such sources should be made when appropriate. MCW may, when necessary, modify or change the policies, procedures, practices or benefits set forth in this Handbook or in any other source. Such changes will be brought to the Faculty’s attention through periodic updates of the Handbook or the other source. Specific website information linked to this Handbook is incorporated by reference.

1.1 HISTORY OF THE MEDICAL COLLEGE OF WISCONSIN

MCW is a private, national, freestanding institution with rich [history](#). MCW was founded in 1893 as the Wisconsin College of Physicians and Surgeons. In 1913, the Wisconsin College of Physicians and Surgeons and the Milwaukee Medical College merged to become the Marquette School of Medicine.

In 1967, Marquette University, due to financial constraints, terminated its sponsorship of the medical school. The school then continued as a private, freestanding institution. Its name was changed in 1970 to The Medical College of Wisconsin. MCW has more than 13,000 alumni.

The Main Campus of MCW is located at 8701 Watertown Plank Road, Milwaukee, Wisconsin 53226-0509.

MCW is accredited to offer graduate and professional degrees and certificates; some are joint degrees with other institutions.

1.2 ACCREDITATION

The programs of MCW are accredited by the following agencies:

Liaison Committee on Medical Education sponsored by the Association of American Medical Colleges and the American Medical Association

Higher Learning Commission of the North Central Association of Colleges and Schools

The Accreditation Council for Graduate Medical Education, through the Residency Review Committee for the specialty

Council on Education in Public Health

Accreditation Council for Continuing Medical Education

Accreditation Council for Pharmacy Education

American Academy of Anesthesiologist Assistants

1.3 UNIVERSITY COMMITTEES

[EXECUTIVE COMMITTEE OF THE FACULTY](#)

[FACULTY COUNCIL](#)

DIVERSITY AND INCLUSION ADVISORY COMMITTEE

UNIVERSITY ASSESSMENT OVERSIGHT COMMITTEE

COUNCIL FOR WOMEN'S ADVOCACY

AD HOC COMMITTEES as appointed by the Provost

1.4 ORGANIZATIONAL CHARTS

The [MCW Organizational Chart](#) is posted on the [Communications Resource Center](#) webpage.

1.4 A Administrative

Board of Trustees: The Board of Trustees manages the affairs of MCW. The Corporate Bylaws provide for up to thirty elected or appointed trustees. Two trustees shall be appointed by the Governor of the State of Wisconsin with the consent of the Wisconsin Senate. Of the remaining trustees one is the President and one is the Executive Vice President and Provost; the remainder are elected by majority vote of all trustees and shall include a representative of the Alumni Association, nominated by the Directors of the MCW Alumni Association, and a faculty representative selected by the Executive Committee of the Faculty. The structure of the Board of Trustees may be changed by vote of the Board; see the most recent corporate Bylaws for current structure. The Board of Trustees of the MCW, through the President, Provost and Deans of the schools, has ultimate responsibility for the operation of MCW's missions and provides budgetary as well as other necessary support.

President and CEO ("President"): The principal executive officer of MCW. The President shall supervise and control all of the affairs of MCW, including the successful implementation of MCW's missions, fiscal, and community policy matters.

Provost & Executive Vice President ("Provost"): The principal academic officer of MCW. Under the direction and leadership of the President, the Provost shall be responsible for the development, accreditation, administration and execution of the academic, professional and clinical programs of MCW.

Executive **Vice President for Finance and Administration:** Responsible for the chief financial officer functions of MCW. The Executive Vice President for Finance and Administration shall have responsibility to the President and the Board for development and operation of an effective system of accounting and budgeting controls over all activities of MCW, and for advising and making recommendations to the Finance Committee in determining overall objectives, policies and plans whenever accounting and budgeting are involved. The Executive Vice President for Finance and Administration shall be responsible to the President for the development and administration of the annual budget, supervision of the Human Resources Department, Physical Plant Management, Central Purchasing, Management Information Systems and such other institutional functions as are required to support MCW's various missions.

Dean of the School of Medicine: The faculty member responsible for administration of the School of Medicine. The Dean of the School of Medicine shall report to the Provost unless the Provost also is a dean of a School and then to the President and shall be responsible for the development, administration, accreditation and execution of the academic and professional programs of the School of Medicine.

Dean of the Graduate School: The faculty member responsible for administration of the Graduate School of Biomedical Sciences. The Graduate School Dean shall report to the Provost unless the Provost is also a dean of a School and then to the President and shall be responsible for the development, accreditation, administration, and execution of the academic and professional programs of the Graduate School.

Dean of the School of Pharmacy: The faculty member responsible for administration of the School of Pharmacy. The School of Pharmacy Dean shall report to the Provost unless the Provost is also a dean of a School, then to the President and shall be responsible for the development, accreditation, administration, and execution of the academic and professional programs of the School of Pharmacy.

Associate Provost for Academic Affairs: The faculty member responsible for the operation of the Office of Academic Affairs which includes Admissions, Registrar, Financial Aid, Student Affairs, Multicultural Student Affairs, Educational Services, and Accreditation, and who works closely with the financial and administrative officers of MCW to ensure that the needs of the students are addressed and meets with students as needed to resolve problems or provide guidance.

Associate Provost for Community Engagement: The faculty member responsible for the development, and administration of programs and activities for public and community health.

Associate Provost for Faculty Affairs: The faculty member who oversees the Office of Faculty Affairs and is responsible for the development and administration of programs and activities to support faculty advancement and wellness.

Associate Provost for Research: The faculty member responsible for the development, administration, and overall well-being of MCW's infrastructure in support of biomedical research.

Associate Provost for Clinical and Translational Research: The faculty member responsible for implementing the activities at the CTSA Program Hub (CTSI).

Associate Provost for Cancer Research: the faculty member responsible for the development, and administration of programs and activities to support cancer research and prevention.

The Associate Provosts shall report to the Provost who shall have the authority to create additional Associate and Assistant Provost positions as needed to serve the missions of MCW.

1.4 B Academic

Academic Unit:

An Academic Unit is a separately budgeted School, Department or Institute.

School:

A School is led by a Dean and offers degree-granting programs in specific disciplines. A School consists of faculty who engage in one or more of MCW's missions. A School may offer primary and secondary faculty appointments. Formation or dissolution of a School requires concurrence of the Executive Committee of the Faculty and approval of the Provost, President and the Board of Trustees.

Department:

A Department is led by a Chair and consists of faculty and staff with mission-based activities that fall largely within a School. A Department may consist of a small number of individuals or may be relatively large with several Divisions. A Department may offer primary and secondary faculty appointments. In most circumstances, a Department contributes to student education. The Chair of a Department is a member of the Executive Committee of the Faculty. Formation or dissolution of a Department requires concurrence of the Executive Committee of the Faculty and approval of Dean of the School, Provost and the President.

Institute:

An Institute is led by an Institute Director and consists of an interdisciplinary effort concerned with one or more areas of mission-based research and with the responsibility for training graduate students or fellows. An Institute functions essentially as a Department, but the research and training activities are more tightly focused. An Institute may offer primary and secondary faculty appointments. The director of an Institute is a member of the Executive Committee of the Faculty. Formation or dissolution of an Institute requires concurrence of the Executive Committee of the Faculty and approval of the Dean of the School, the Provost and the President.

Regional Campus of a School:

A Regional Campus of a School is a branch campus that is geographically separate from the MCW Main Campus. The faculty and staff of a Regional Campus of a School provide teaching within, and community engagement activities on behalf of a School. A Regional Campus of a School is led by a Campus Dean or Associate Dean of a School whom shall serve on the Executive Committee of the Faculty ex officio without vote. A Regional Campus of a School may offer primary and secondary faculty appointments for teaching and community engagement activities in the Educator Path. Faculty members at a Regional Campus of a School that are involved in research or clinical service on behalf of MCW must have a primary faculty appointment in an Academic Unit. Formation or dissolution of a Regional Campus of a School requires concurrence of the Executive Committee of the Faculty and approval of the Dean of the School, Provost, President, and Board of Trustees.

Division:

A Division is a subdivision of a Department or Institute with specific mission-based activities that are a subset of the Department's or Institute's interests that is led by a Division Chief. Formation or dissolution of a Division and appointment of a Division Chief require approval of the Department Chair or Institute Director and concurrence of the Dean of the School and the Provost. The term Section has been used occasionally in place of term Division.

Center:

A Center is led by a Center Director and consists of an interdisciplinary effort focused on specific mission-based activities. Faculty participants in a Center must hold appointments in an existing Academic Unit and students or fellows, if any, must be accepted through an Academic Unit Program. The Center Director is responsible for research or clinical productivity and funding, and may have certain administrative privileges within the institution, such as membership on the Executive Committee of the Faculty, which will be determined on a case-by-case basis by the Provost. Formation or dissolution of a Center requires approval of the leaders of the participating Academic Units and concurrence of the Provost.

Program:

Programs exist in any of MCW's missions. An educational, patient care, and community engagement program consists of a coordinated series of courses and related educational experiences that leads to either a formal degree or certificate of completion. A research program consists of a coordinated group of investigators, post-doctoral trainees, and/or students whose work focuses in a single concentrated area of scientific inquiry. Formation or dissolution of a Program requires approval of the Leaders of the participating Academic Units and the Provost.

1.4 C University Faculty

[Executive Committee of the Faculty:](#)

The representative body composed of the Provost, the President and Senior Vice President of Faculty Council, the President or designee of the Student Assembly, the Deans of each School, Chairs of the separately budgeted

Departments within each School, the Directors of the MCW Cancer Center, the MCW Cardiovascular Research Center, and the MCW Genomic Sciences Precision Medicine Center and the Directors of the separately budgeted Institutes holding primary faculty appointment authority, each of whom shall have one vote, and all Associate Provosts, Campus Deans and Senior Associate Deans each of whom shall serve on the Committee ex officio without vote.

The Executive Committee of the Faculty, together with the Faculty Council, shall have responsibility for recommending to the Board of Trustees through the Provost and the President all policies regarding students and faculty requiring Board of Trustees approval. The Committee shall be advisory to the Provost, who shall consult the Committee regularly to seek its advice and judgment.

Faculty Council:

The representative body of the faculty composed of the Provost, two members of the Executive Committee of the Faculty, School, Department and Institute representatives, chairs of the Standing Committees of the Faculty Council, representatives from the student organizations of each School as detailed in the Rules of the Faculty Council.

1.5 SCHOOL OF MEDICINE

1.5 A Scope and Objectives

The School of Medicine at MCW is committed to preparing medical students and other health professional students so that they can pursue the next level of training to become a physician or other health professional. The School of Medicine strives to prepare students for the needs of our nation by emphasizing the selection of students who will meet the wide range of health care needs of our country, by preparing a workforce that reflects the diversity in our country, and by preparing students for professional disciplines that reflect the needs of our state and nation.

1.5 B Types of Programs

The School of Medicine prepares students for the Doctor of Medicine (MD) degree as well as students in other health professions. As part of the MD training program, the School of Medicine collaborates with the Graduate School of Biomedical Sciences in joint degree programs that allow students to earn both an MD and PhD degree, or an MD and MS or MPH degree synchronously.

1.5 C Administrative Relationships

The School of Medicine's principal officer is the Dean. The Dean has responsibility for the operations of the School of Medicine and all of its attendant missions. Budgetary authority for these missions is held by the Dean as well as oversight of all resources needed to accomplish these missions.

1.5 D Responsibilities of the Dean of the School of Medicine

The Dean of the School of Medicine is the Chief Academic Officer for the School of Medicine programs. The Dean is ultimately responsible for forwarding the names of all successful candidates for degrees conferred by the School of Medicine to the President, or if the President is unavailable to the Provost. The Dean also has authority to appoint all School of Medicine Department Chairs, Institute and Center Directors as well as Deans and other administrative roles that serve the School of Medicine.

1.6 THE GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

1.6 A Scope and Objectives

The Medical College of Wisconsin is committed to the creation of new knowledge through biomedical research and to the application of new knowledge for improved prevention, diagnosis, and treatment of human disease and injury. This commitment is reflected across all educational programs at MCW, including advanced study in the Graduate School of Biomedical Sciences. Programs of the Graduate School provide a solid foundation in the biomedical sciences and the opportunity to specialize in a subject area at the leading edge of biomedical research.

1.6 B Types of Programs

The Higher Learning Commission of the North Central Association of Colleges and Secondary Schools, has accredited the Medical College of Wisconsin for graduate level studies leading to Master and Doctoral level degrees.

Medical Scientist Training Program

The Medical Scientist Training Program (MSTP) is designed for students who have a dual interest in clinical medicine and in research in the biomedical sciences. The program provides an opportunity to complete a course of study leading to both the M.D. and the Ph.D. degrees.

Dual-Degree Programs

For other students who wish to pursue careers as medical scientists, MCW offers programs leading to M.A. or M.S./M.D. degrees or M.D./Ph.D., or to M.D./M.P.H degrees. The graduate level coursework offered and the research programs available make it possible for students to work toward a graduate degree while pursuing studies for the M.D. degree.

Joint-Degree Programs

MCW, in collaboration with affiliated institutions, offers various joint degrees. For a complete list of degrees offered through the Graduate School of Biomedical Sciences refer to the [website](#).

1.6 C Administrative Relationships

The Dean of the Graduate School serves as the chief academic officer of the Graduate School. The Graduate School Dean and the Graduate Studies Council shall act on matters of academic policy and faculty or student welfare as they pertain to graduate education.

1.6 D Responsibilities of the Dean of the Graduate School

The Graduate School Dean shall preside as Chair of the Graduate Studies Council and shall be responsible for scheduling and preparing agendas for meetings of the Council. When absent temporarily, the Graduate School Dean shall appoint a member of the Graduate Studies Council to serve as temporary Chair.

The Graduate School Dean shall transmit the names of candidates recommended for graduate degrees to the MCW President, or if the President is unavailable to the Provost. The Graduate School Dean shall carry out the recommendations of the Graduate Studies Council or shall transmit the recommendations with his comments to the President of MCW.

The Graduate School Dean has the authority to appoint all administrative deans that serve the Graduate School. The Dean also appoints faculty members to all Graduate School committees and approves the selection of the chair of each Graduate School committee.

The Graduate School Dean shall be an ex officio member, without vote, of all standing committees and ad hoc committees of the Graduate School.

Refer to the [Graduate School Handbook](#) for specific information about Graduate Studies Council:

1.7 SCHOOL OF PHARMACY

1.7 A Scope and Objectives

The School of Pharmacy at MCW is committed to preparing the next generation of pharmacists to meet the growing healthcare needs of society in concert with other healthcare professionals. The School of Pharmacy strives to be a destination program that will engage students, practitioners and researchers through the continuum of discovery to care to the community.

1.7 B Types of Programs

The School of Pharmacy prepares students for the Doctor of Pharmacy (PharmD) degree. As part of the PharmD training program, the School of Pharmacy collaborates with the Graduate School of Biomedical Sciences in joint degree programs that allow students to earn both a PharmD and PhD degree, or a PharmD and MS degree synchronously.

1.7 C Administrative Relationships

The principal officer of the School of Pharmacy is the Dean. The Dean has responsibility for the operations of the School of Pharmacy and all of MCW's missions. Budgetary authority for these missions is held by the Dean as well as oversight of all resources needed to accomplish these missions. The Dean and administrators shall meet regularly as the School's Executive Council to conduct business of the School of Pharmacy. The officers, required meetings, and Governing Committees of the Pharmacy Faculty Council are defined in the organizational documents and policies and procedures.

1.7 D Responsibilities of the Dean of the School of Pharmacy

The Dean of the School of Pharmacy is the Chief Academic Officer for the pharmacy school programs. The Dean is ultimately responsible for forwarding the names of all successful candidates for degrees conferred by the School of Pharmacy to the President, or if the President is unavailable to the Provost. In addition to hiring faculty, the Dean also has authority to appoint all administrative deans, chairs, and institute and center directors that serve the School of Pharmacy. The Dean also appoints faculty members to all School of Pharmacy committees (e.g. admissions, academic standing committee, etc.) and approves the selection of the chair of each School of Pharmacy committee.

FACULTY APPOINTMENT AND PROMOTION

2.1 THE FACULTY: DEFINITION AND TITLES

General definition and minimum requirement: Appointments to the faculty are made to a rank and to an Academic Unit. Members of the faculty, above the rank of Instructor, usually are expected to possess the professional degree accepted as the terminal degree in their field. Criteria for Appointment and Promotion shall be developed by the University Rank and Tenure Committee after consultation with the Provost and approved by the Faculty Council and Executive Committee of the Faculty. Each School Rank Committee shall develop Requirements necessary to meet the Criteria for Appointment and Promotion for the School. The School Requirements to meet the Criteria for Appointment and Promotion shall be approved by the University Rank and Tenure Committee and the Provost.

2.1 A Faculty Definitions

Full-Time Faculty

Membership in the full-time faculty is governed by the principle of total professional commitment to MCW and its affiliated programs. In those paths for which there is a maximum time in rank, the time may be extended to accommodate special circumstances, including various medical concerns, disability, pressing family care responsibilities, or active duty military service. A request for consideration of special circumstances should be sent to the Office of Faculty Affairs to be presented to the Dean of the School, whose decision will be final. In addition to the special circumstances described above, for individuals transferring from another academic center or from a non-academic position, relevant prior experiences will be taken into consideration with respect to time frames.

The full-time faculty includes full-time and full professional effort faculty. These faculty members are expected to devote their full professional effort to MCW and its affiliated programs. Notwithstanding this principle, where MCW is responsible for staffing a program at the Zablocki VA paid in eighths, MCW may grant full time faculty appointments to VA employees on 8/8ths or less, as long as the total FTE meets the definition of full time or full professional effort.

MCW also may grant faculty appointments to qualified employees of the Versiti Blood Research Institute, the Milwaukee County and other local affiliates as long as there is MCW leadership approval and an appropriate agreement is in place with regard to the terms and conditions of the full-time faculty appointments. These agreements may abrogate some provisions of the Faculty Handbook, and may provide, for example, that such a full time or full professional effort appointment is co-terminus with employment at the affiliate, or that the appointment is not tenure eligible.

Full Professional Effort Faculty

Academically qualified individuals who devote full professional effort to programs of MCW, working at least 0.5 FTE but not working full-time, are eligible for appointment to this faculty category.

Full Professional Effort faculty differ from part-time or adjunct faculty, who may be partially salaried by MCW but who may devote a portion of their professional effort to activities outside MCW.

Full Professional Effort faculty have the responsibilities of Full-Time Faculty and Full-Time faculty procedures are followed for appointment and promotion of Full Professional Effort faculty. Such appointments may not be considered for Tenure Appointments, regardless of rank.

Part-Time Faculty

The Part-Time faculty consists of individuals who contribute substantially to the mission of MCW through employment with MCW (as full-time or part-time Staff or Staff Physician) and who hold faculty appointments of less than half time (.5 FTE). Individuals appointed to the Part-Time faculty will be expected to contribute to institutional success in one or more of our core missions. Recommendations should include a detailed curriculum vitae and bibliography, and a letter of support from one or more recommending authorities that identifies one or more of the MCW core missions to which the individual is expected to contribute. Part-time faculty members who accept clinical responsibility for patients during the course of their faculty responsibilities are members of the Faculty Practice Plan as a condition of the faculty appointment and are bound by the provisions of the Faculty Practice Plan which apply to the part-time faculty.

Adjunct Faculty

The Adjunct faculty consists of individuals whose primary affiliation is outside of MCW, but who participates in the missions of MCW on a less than half time (.5 FTE) basis. Adjunct Faculty status may also be granted to retired MCW

faculty who continue to engage in MCW's academic missions on a reduced schedule. Adjunct Faculty appointments may be compensated or uncompensated appointments.

Refer to the Office of Faculty Affairs' [website](#) for Criteria for Appointment and Promotions.

All references to the Dean are to the Dean of each School.

2.1 B Faculty Titles

Full-Time, Full Professional Effort, and Part-Time faculty hold the rank of:

- Professor
- Associate Professor
- Assistant Professor
- Instructor

Adjunct faculty hold the rank of:

- Adjunct Professor
- Adjunct Associate Professor
- Adjunct Assistant Professor
- Adjunct Instructor

Other faculty with special appointments may hold the rank of:

- Visiting Professor
- Visiting Associate Professor
- Visiting Assistant Professor
- Emeritus Professor

2.2 THE FOUR PATH SYSTEM

Four parallel paths exist for the faculty of MCW: The Traditional Path, the Clinician Educator/Educator Path, the Research Path, and the Clinician Administrator/Administrator Path. Appointment to one of these paths is determined on the basis of the faculty member's activities and effectiveness in relation to the criteria described below.

The Traditional Path

Full-time faculty appointed to the Traditional Path are expected to make a major commitment to research and other scholarly activities in addition to achieving excellence in teaching, - clinical, administrative service or community engagement. The measures for assessment of appointments to the Traditional Path are weighted in favor of scholarly accomplishment and potential.

The Clinician Educator/Educator Path

Full-time faculty appointed to the Educator Path are expected to place emphasis on teaching excellence and if a clinician, on clinical excellence. Research or other evidence of scholarly activities and/or community engagement is required, although the measures for assessment of appointments are primarily focused on accomplishment and potential in teaching and where applicable clinical service.

The Research Path

Full-time faculty appointed to the Research Path are expected to place major effort on research with minimal requirement for other mission-based activities. The measure for assessment of appointments to the Research Path is almost exclusively research effectiveness, usually in association with a specific project goal of the Department. Faculty appointed to the Research Path are ineligible for tenure and are ineligible to become a Department Chair.

The Clinician Administrator/Administrator Path

Full-time faculty appointed to the Clinician Administrator/Administrator Path are expected to devote their professional effort predominantly to clinical practice and/or administration within MCW or clinical/community partners. Faculty are expected to make significant achievements in their area of focus/expertise, examples of which might include (i) advancements for patients and clinical care (e.g. development of a referral program or new clinical care pathway of excellence), (ii) an administrative leadership role for a hospital or university activity, or (iii) innovative management of a clinical/administrative/educational unit. These are program development activities that relate directly to the intellectual work of the faculty member and must relate to, and flow directly out of, this professional activity.

In addition to these professional activities, a commitment to and excellence in teaching are expected, although the teaching effort may be broadly defined and may comprise a modest percentage of effort. Service to the broad MCW community, such as serving on committees of MCW, or of clinical or community partners, is encouraged for promotion to the Associate Professor level and required for promotion to the Professor level. Individuals appointed to the Clinician Administrator/Administrator pathway may participate in research, but research scholarship, as well as scholarship in other mission-based areas, is not required. Faculty appointed to the Clinician Administrator/Administrator Path are ineligible for tenure.

Change of Path

Faculty may be considered for a change of path at any time with or without a simultaneous proposal for promotion in rank. However, faculty denied promotion in one path must wait one year before being proposed for promotion in a different path. The Faculty member requesting or being recommended for a change of path must meet the requirements for appointment to the requested path.

A request for a change in path may be initiated only by the faculty member or by the leader of an Academic Unit.

Recommendations for a change in path for an Assistant Professor are made by the leader of an Academic Unit and forwarded to the Dean of the School for approval.

Recommendations for a change in path of Associate Professors or Professors are forwarded to the Dean of the School, who transmits them to the School Rank Committee, following the guidelines for promotion of senior faculty, described below.

2.2 A Guidelines for Appointment

Instructor

In general, an Instructor in Category I is the entry level rank for individuals who normally hold a minimum of a Master's degree or equivalent, meet the minimum standards required to instruct learners established by the accrediting body that accredits a school or academic program, and is expected to demonstrate effectiveness primarily as a teacher. These appointments are made for a one-year period and may be renewed annually. There is no limit to the number of renewals that instructors in this category may have. A change in rank from Instructor to Assistant Professor is not a promotion; it is a new appointment that requires a new offer letter.

In general, an Instructor in Category II is the entry level rank for those who have recently completed their postdoctoral training, residency or fellowship training or who are in advanced training (chief residents, fellows). The appointment of Instructor in this category is generally made for one year and may be renewed annually for up to three years. Each one-year appointment/renewal is considered a terminal one-year contract; no further notice of non-renewal is required. A change in rank from Instructor to Assistant Professor is not a promotion; it is a new appointment that requires a new offer letter.

Assistant Professor

Assistant Professor in the Traditional and Clinician Educator/Educator Path

The Traditional and Clinician Educator/Educator Paths are not differentiated at the time of initial appointment at the Assistant Professor rank. This rank is awarded to individuals who have demonstrated the ability to make an independent contribution in the MCW missions.

Assistant Professors in the School of Medicine basic science Departments and Ph.D. faculty with primarily research obligations in the School of Medicine Departments, must be promoted by the end of the sixth year in rank or be given a terminal one-year appointment. In unusual circumstances, this seven-year period may be extended to the maximum of ten years upon request of the Department Chair, with the approval of the Dean of the School of Medicine.

Although Assistant Professors may initially pursue either the Traditional or Clinician Educator/Educator Path, it is advisable that a decision about future path be made by the end of the third year in rank. This decision should be made with the advice of the leader of the Academic Unit and should be documented in Academic Unit files and with the Office of Faculty Affairs (see [2.2, Change of Path](#)).

Assistant Professor in the Research Path

The rank of Assistant Professor in the Research Path is appropriate for individuals with demonstrated ability and experience in advanced study and research of a kind which would enable them to make high quality, independent academic contributions to one or more of MCW's missions.

Assistant Professors in the Research Path may receive appointments for a term not to exceed three years (see [2.2 E, Term Appointments for Full-Time Faculty](#)).

Assistant Professor in the Clinician Administrator/Administrator Path

The rank of Assistant Professor in the Clinician Administrator/Administrator Path is appropriate for individuals who devote their professional effort predominantly to clinical practice or administration, or both. If a clinician, excellence in clinical practice, as determined by criteria such as quality indicators, patient satisfaction measures, and development of a clinical practice is expected. A sustained commitment to MCW's missions, and excellence in teaching is also expected, although the teaching effort is broadly defined.

Assistant Professors in the Clinician Administrator/Administrator Path may receive appointments not to exceed three years (see [2.2 E, Term Appointments for Full-Time Faculty](#)). Assistant Professors in the Clinician Administrator/Administrator Path shall be eligible for promotion to the rank of Associate Professor in the Clinician Administrator/Administrator Path after ten (10) years, although outstanding performance may be recognized by earlier promotion. There is no "up or out" policy that applies to individuals in this pathway.

Associate Professor

Associate Professor in the Traditional Path

Associate Professors in the Traditional Path should have substantial experience and ability in research and advanced study. They should have a history of significant extramural funding. They should have made substantial progress in attaining eminence in a scholarly field. They should demonstrate independence in conducting research as evidenced by authorship of peer-reviewed publications in leading journals, and they should have received national recognition for their scholarship. They should have attained significant roles in the missions of MCW.

Associate Professors in the Traditional Path receive renewable term appointments of three to five-years duration (see [2.2 E, Term Appointments for Full Time Faculty](#)). A Full-Time Associate Professor in this path may be proposed for Tenure at any time.

Associate Professor in the Clinician Educator/Educator Path

Associate Professors in the Clinician Educator/Educator Path should have achieved distinction in teaching, and if a clinician, in clinical practice. Evidence of scholarly activity in one or more of MCW's missions is required, although excellence in clinical service and teaching is of primary importance.

Associate Professors in the Clinician Educator/Educator Path receive renewable term appointments for a period of three to five years (see [2.2 E, Term Appointments for Full Time Faculty](#)). A Full-Time Associate Professor in this path may be proposed for tenure at any time.

Associate Professor in the Research Path

Associate Professors in the Research Path should have substantial experience and ability in research and advanced study and should have made substantial progress in attaining eminence in a scholarly field. They should have demonstrated research excellence through authorship of peer reviewed publications and making important contributions to the ongoing research mission of MCW.

Associate Professors in the Research Path receive renewable term appointments of three to five years (see [2.2 E, Term Appointments for Full Time Faculty](#)).

Associate Professor in the Clinician Administrator/Administrator Path

Associate Professors in the Clinician Administrator/Administrator Path should have attained substantial expertise in clinical care or administration and have demonstrated a sustained commitment to MCW's missions and excellence in teaching. Where applicable board certification in the appropriate clinical specialty is expected, and service to MCW or clinical practice partners is desirable. Evidence of the performance of the clinical program or group is relevant where there has been a substantial clinical administrative role.

Associate Professors in the Clinician Administrator/Administrator Path may receive appointments with terms of between three and five years (see [2.2 E, Term Appointments for Full Time Faculty](#)). Associate Professors in the Clinician Administrator/Administrator Path will generally be eligible for promotion to Professor in the Clinician Administrator/Administrator Path after five years as an Associate Professor in the Clinician Administrator/Administrator Path, although outstanding performance may be recognized by earlier promotion. There is no "up or out" policy that applies to individuals on this pathway.

Professor

Professor in the Traditional Path

Professors in the Traditional Path should have achieved national and international reputations in their field through research, leadership in professional academic societies, etc. They should have a history of and continued substantial extramural funding. They should also make distinct contributions to MCW's missions, teaching and, when applicable, clinical practice.

Professors in the Traditional Path receive term appointments for a period of five years and Full-time faculty may be proposed for tenure at any time.

Professor in the Clinician Educator/Educator Path

Professors in the Clinician Educator/Educator Path should have demonstrated authoritative knowledge and proficiency in their field through leadership in teaching, and if a clinician, in clinical practice. In addition, there should be continuing involvement in mission-based scholarly activities.

Full-Time Professors in the Clinician Educator/Educator Path may be proposed for tenure at any time.

Professor in the Research Path

The rank of Professor in the Research Path recognizes outstanding accomplishments in biomedical research. Professors in the Research Path should have achieved stature in their discipline through mission-based research, writing, and leadership in professional and learned organizations and societies.

Professors in the Research Path receive renewable term appointments of five years (see [2.2 E, Term Appointments for Full Time Faculty](#)). Individuals on this pathway are not eligible for award of tenure.

Professor in the Clinician Administrator/Administrator Path

Professors in the Clinician Administrator/Administrator Path should have obtained a high level of expertise in clinical care or administration and have demonstrated a sustained commitment to MCW's missions and excellence in teaching. Professors in the Clinician Administrator/Administrator Path are expected to have board certification in the appropriate specialty of the faculty member's clinical discipline if appropriate, prior to promotion.

Professors in the Clinician Administrator/Administrator Path may receive appointments with terms of between three (3) and five (5) years (see [2.2 E, Term Appointments for Full Time Faculty](#)). Individuals on this pathway are not eligible for award of tenure.

2.2 C Procedure for Faculty Appointment and Promotion

Primary and Secondary Appointments

All faculty members have primary appointments in one of MCW's separately budgeted schools, Departments or Institutes that have primary and secondary appointment authority, ("Academic Unit"). Secondary appointments are permitted and encouraged. The procedure for secondary appointments is identical to that for primary appointments. Recommendations for appointments and promotions shall come from the leader of the Academic Unit ("Recommending Authority").

Faculty rank in a secondary appointment may differ from (but not be higher than) the rank of the primary appointment. Recommendation for promotion may be independent from recommendation for promotion in the primary Department. Tenure is available only in the primary appointment.

Termination by any means of a primary appointment also terminates the secondary appointment, unless the faculty member secures another primary appointment or succeeds in converting the secondary appointment to a primary appointment prior to the termination date.

Faculty Rank

Junior Faculty (Instructors and Assistant Professors)

The Recommending Authority should transmit recommendations for the appointment of an individual to the rank of Instructor or Assistant Professor to the Dean of the School. The Dean will forward these recommendations, along with their own, to the Office of Faculty Affairs to process for Provost approval.

Recommendations should include a detailed curriculum vitae and bibliography in the MCW format, and a letter of recommendation which describes the individual's current ability and contributions to MCW's missions. Potential mentors who will help to assure the individual's academic success should be identified.

Senior Faculty (Associate Professors and Professors)

Recommendation for appointment or promotion of a faculty member to the rank of Associate Professor or Professor will be transmitted by the Recommending Authority through the Dean of the School to the Rank Committee. A recommendation for promotion of a Chair will be made by the Dean of the School. For an initial appointment or promotion of a new chair, selected from candidates forwarded by a search committee, the reference letter for rank and tenure shall come from the chair of the search committee. A recommendation for appointment or promotion of a Dean will be made by the Provost unless the Provost is a Dean, then the President of MCW. If the President is to join the faculty, the recommendation for appointment or promotion will be made by the Provost, with the concurrence of the Dean of the School, and presented to the Board of Trustees for approval.

Recommendations should include:

A detailed letter of proposal including evidence of accomplishments in all areas of MCW's missions. The letter should also indicate the proposed rank, the path selected for a candidate and the rationale for the selection, the length of the proposed contract term, and the proposed effective date of appointment. For initial appointments to the faculty, the letter should include a description of the role of the new appointee in the Department's programs and identify potential mentors who will help to assure the individual's academic success, as appropriate.

Curriculum vitae and bibliography in the format outlined below.

As required, a list of individuals whom the Rank Committee may use as references based on the requested Path:

Traditional Path: four from MCW (or in the event of a new appointment, from the candidate's current institution) and four from other institutions. For promotion to Professor or for award of tenure, four from MCW (or in the event of a new appointment, from the candidate's current institution) and four references from outside MCW.

Clinician Educator/Educator Path: four from MCW (or in the event of a new appointment, from the candidate's current institution) and two from other institutions. For promotion to Professor or for award of tenure, and two additional references from outside MCW.

Research Path: four from MCW (or in the event of a new appointment, from the candidate's current institution) and four from other institutions. For promotion to Professor, four from MCW and four additional references from outside MCW.

Clinician Administrator/Administrator Path: four from MCW (or in the event of a new appointment, from the candidate's current institution) and two from other institutions. For promotion to Professor, two additional references from MCW (or in the event of a new appointment, from the candidate's current institution).

For Senior Faculty members being appointed at the same rank from another appropriately accredited institution, no references are required. References are required for a request for tenure.

A request for tenure consideration for eligible faculty shall follow the same process for promotion of Senior Faculty at the Rank of Professor outlined above and directed to Faculty Affairs for consideration by the University Rank and Tenure Committee. A request for promotion and tenure consideration simultaneously shall only require one submission directed to Faculty Affairs.

Letters of recommendation will be solicited by the School Rank Committee for promotion and the University Rank and Tenure Committee for tenure. The Recommending Authority will be apprised of the receipt of letters; however, all letters will be treated as confidential advice to the committees.

Reprints of two representative publications, where applicable.

MCW faculty appointment and promotion criteria are available on the [Office of Faculty Affairs Infoscope website](#).

Timetable for Submitting Reappointment and Promotion Documents.

The schedule for submitting materials to the Office of Faculty Affairs recommending reappointment, promotion or tenure are found in the [Promotion Timeline](#).

Following the evaluation, the committees will forward their recommendations on awards of tenure and promotions to the Dean of the School.

The Dean of the School will transmit to the President through the Provost the recommendation on rank of the School Rank Committee, the recommendation of the Recommending Authority, and their own recommendation. The Dean of the School will transmit to the Board of Trustees through the Provost the recommendation on tenure of the University Rank and Tenure Committee, (and any recommendation of any School Rank Committee on appointment or promotion of the President), and the recommendation of the Recommending Authority, and their own recommendation. The Dean of the School may recommend against positive votes of the School Rank Committee and the University Rank and Tenure Committee, but not against negative votes. These procedures apply to both primary and secondary appointments and tenure.

The Provost will inform the School Rank Committee and the University Rank and Tenure Committee, the Office of Faculty Affairs, Recommending Authority, and the individual faculty member of the action of the President on rank and the Board of Trustees on tenure and any appointment or promotion of the President.

Appeal Process for Consideration for Promotion and/or Tenure.

The following appeal process shall be available to any faculty member who wishes to be considered for promotion by a School Rank Committee and/or tenure by the University Rank and Tenure Committee in the event that their Recommending Authority declines to place their name before the School Rank Committee and/or the University Rank and Tenure Committee for tenure consideration.

The faculty member should request in writing that the Recommending Authority submit him or her to the School Rank Committee for promotion and/or the University Rank and Tenure Committee for tenure by no later than September 1 of the academic year. This request must be accompanied by a current CV and supporting documentation. This process would ideally occur as a part of the annual performance review process between the Recommending Authority and the faculty member.

If the above condition has been met, the Recommending Authority must communicate a negative decision in writing to the faculty member by October 1 of the academic year.

The faculty member may appeal the decision(s) of the Recommending Authority by submitting a written request addressed to the University Rank and Tenure Committee by November 1 of the academic year. This request must include a current CV, supporting documentation, and a statement indicating why they should be promoted and/or tenured and why they have not been treated in a fair manner in the denial of request for consideration of promotion and/or tenure.

The University Rank and Tenure Committee shall hear appeals of the consideration of the Recommending Authority for either rank and/or tenure no later than the following February 1.

By January 1 the Recommending Authority must submit a letter to the University Rank and Tenure Committee containing the following information:

Time in rank and career background of the appealing faculty member;

A brief review of their contributions in the areas of clinical responsibilities, research, and training;

Future role of the faculty member in the Department; and

A summary statement of the intradepartmental review committee, if such exists, and appropriate supporting documentation, such as committee minutes.

By January 1 the appealing faculty member must submit a letter to the University Rank and Tenure Committee containing the following information:

Current CV and supporting documentation;

A statement indicating why they should be promoted or tenured; and

A statement explaining why they has not been treated in a fair manner in the denial of request for consideration for promotion and/or tenure.

The faculty member may request to have legal counsel present. This request must be made in writing to the University Rank and Tenure Committee by January 1. In such cases, the legal counsel for MCW must also be present at the hearing. The faculty member's legal representative may provide counsel to the faculty member but is not permitted to address the University Rank and Tenure Committee or directly question any of those being interviewed at the appeals hearing.

Copies of all information provided by one party to the Committee will also be made available to the other party by the Committee by January 15.

The University Rank and Tenure Committee shall make a decision and communicate this in writing to the Dean of the School no later than February 15. This decision shall be final and may not be appealed.

The Dean of the School will communicate the Committee's decision and supporting rational in writing to the faculty member and the Recommending Authority by March 1.

If the decision of the University Rank and Tenure Committee is in favor of the appealing faculty member, the Dean of the School shall forward all relevant information concerning the candidate to the School Rank Committee for promotion and/or the University Rank and Tenure Committee regarding tenure. The Committee's decision and supporting rationale shall be available in lieu of the Recommending Authority's recommendation.

2.2 D Dates Relative to Appointment, Promotion, and Employment

Appointments and promotions require action by the President (or the Board of Trustees for appointments and promotions of the President), who may approve or deny the appointment or promotion. Appointments will generally be effective on the later of the date of employment; or the date of the action of the President (or the action of the Board of Trustees Board with respect to the appointment of the President). Promotions will generally be effective on the July 1st following the action of the President (or the action of the Board with respect to the promotion of the President).

For purposes of counting years in rank and for purposes of non-renewal under this policy, the starting date shall be July 1 of the fiscal year in which the appointment is made for appointments made between July 1 and September 15, and it shall be July 1 of the following fiscal year for appointments and promotions effective on or after September 16.

For salary and fringe benefit purposes, employment may commence prior to the date of proposed appointment, pending action by the President or the Board of Trustees with respect to the faculty appointment of the President.

Leaves of absence for sabbatical or other scholarly activity do not interrupt continuous service and will be included in calculating years in rank. Leaves of absence for other purposes do not interrupt continuous service but are not included in calculating total years in rank.

2.2 E Term Appointments for Faculty

General Description

Term appointments are made for a specified period of time and are renewable. Instructors receive one-year term appointments. Assistant Professors receive term appointments not to exceed three years. Associate Professors receive term appointments of three to five years. Professors without tenure or indefinite appointments receive term appointments of five years.

Renewal of Term Appointments

Recommendations for reappointment at the same rank are transmitted to the by the Recommending Authority to the Dean of the School, and the Dean of the School will transmit this recommendation and their own to the Provost for approval.

When renewal of a term appointment is recommended coincident with promotion, the procedure described for promotion should be followed.

Moving from Full Time to Full Professional Effort or Part-Time Status

Faculty moving into Full Professional Effort from a faculty appointment which carries with it an existing Extended Appointment, Indefinite Appointment or Tenure are deemed to have relinquished the Extended Appointment, Indefinite Appointment or Tenure upon assuming a Full Professional Effort appointment. Faculty with these protected appointments may not be moved from Full Time to Full Professional Effort without agreement by the faculty member to relinquish the protected appointment.

When there is agreement between the faculty member and the leader of their Academic Unit, a faculty member may move from Full-Time to Full Professional Effort at any time.

When a faculty member does not have one of the protected appointments named above, leader of the Academic Unit may unilaterally change a faculty member's status from Full-Time to Full Professional Effort only after the faculty member has received a written notice of status change at least six months prior to the status change. A notice of status change does not require the formality of a notice of non-renewal; the notice is requested from the Office of Faculty Affairs by the leader of their Academic Unit. Subsequent changes in percent effort allocation within the Full Professional Effort category do not require additional notice but may occur at any time. A faculty member may not unilaterally change from Full Time to Full Professional Effort without the Agreement of the leader of their Academic Unit.

Current faculty with Full-Time appointments with Tenure, Extended Contracts, or Indefinite Appointments may not be moved into Part-Time status without their agreement. Full Time or Full Professional Effort faculty without a protected appointment may not be moved into Part-Time status without their agreement, or until after the issuance of a Notice of Loss of Benefits. This Notice is not a notice of Non-renewal but must be issued using the process and for the durations described for Notices of Non-renewal (see below).

Non-Renewal of Term Appointments

A notice of non-renewal with an appropriate notice period (see below) may be given to a Full-Time or Full Professional Effort faculty member who has not been awarded an Indefinite Appointment or Tenure. The notice may be given at any time during a term appointment, even if the appointment term will not have expired by the date of termination. In the event that the termination date in a notice of non-renewal is after the end of a term appointment, the current term appointment will be deemed extended to the termination date.

Notification of non-renewal of an annual reappointment or non-renewal of a term appointment is provided in writing to the faculty member by the Provost, upon the recommendation of, and after consultation with, the Dean of the School, and the Recommending Authority. Where possible, it is expected that the notice will be delivered to the faculty member in person by the Recommending Authority. Non-renewal is an administrative decision without formal appeal.

The following schedule is employed for providing notice of non-renewal:

Instructors:

Notices of termination and non-renewal for Instructors in ACGME-accredited programs will be given pursuant to the policies of the MCW Office of Graduate Medical Education (MCWAH).

Notwithstanding the foregoing, if the Instructor appointment is for one year or less, the appointment letter shall so state, and no additional notice of non-renewal will be required.

Notices of termination and non-renewal for Instructors not in ACGME-accredited programs will be given:

Three months' notice of non-renewal from the start date through the end of the second year following the starting date.*

Six months' notice of non-renewal after the beginning of the third year following the starting date.*

Assistant Professors:

Three months' notice of non-renewal will be given during the first year following the starting date.*

Six months' notice of non-renewal will be given during the second year following the starting date.*

One-year notice of non-renewal will be given during the subsequent years following the starting date.*

*See [2.2 D, Dates Relative to Appointment, Promotion, and Employment](#), for the definition of the starting date.

For Associate Professors and Professors:

One-year notice of non-renewal will be given during any appointment term.

Non-Renewal of Term Appointments for Part-Time Faculty

Termination by any means of a Part-Time faculty member's MCW employment (as full-time or part-time Staff or Staff Physician) also terminates the Part-Time faculty appointment, no further notice of non-renewal is required.

In the event of non-renewal of the appointment of a part-time faculty member receiving salary for their academic responsibilities, three months' notice will be provided for Instructors and Assistant Professors; six months for Associate Professors and Professors.

For all notices of non-renewal, the effective date of termination of the faculty appointment will be at the end of the notice period.

Extensions and Rescissions:

Extensions: Notwithstanding the foregoing, at the discretion of the Provost, upon a recommendation from the Recommending Authority with concurrence of the Dean of the School, a one-year notice of non-renewal may be extended for up to an additional six months; a six-month notice of non-renewal may be extended for up to an additional three months. These must be delivered as a written notice through the Office of Faculty Affairs.

Rescissions: Notices of non-renewal may be rescinded at any time during the notice period at the discretion of the Provost, upon a recommendation from the Recommending Authority with concurrence of the Dean of the School. This is accomplished through the Office of Faculty Affairs by letter from the Provost to the faculty member.

Effect on Promotion:

An application for promotion will not be accepted after a notice of non-renewal has been issued. If such an application is in the Recommending Authority's office but has not yet been submitted to the Office of Faculty Affairs on behalf of the Rank and Tenure Committee, it will not be submitted.

If an application has been submitted to Office of Faculty Affairs on behalf of the Rank and Tenure Committee on the date the notice of non-renewal is issued, but is not complete and ready for consideration by the School Rank Committee, the application will be reviewed by the Dean of the School, who will decide, in their sole discretion, if the application will be completed and referred to the School Rank Committee for consideration.

An application for promotion which is complete prior to the issuance of the notice of non-renewal, but for which the current Recommending Authority has withdrawn Departmental support in writing, will be reviewed by the Dean of the School, who will decide, in their sole discretion, if the application will be completed and considered by the School Rank Committee. An application for promotion which is complete prior to the issuance of the notice of non-renewal, and for which the Recommending Authority has not withdrawn support, may proceed through the promotion process.

2.2 F Tenure

Definition

In awarding Tenure, MCW pledges its intention to offer the tenured individual a continuous faculty position on the condition that their academic endeavors are maintained at an appropriately high professional standard and the faculty member's program is not faced with a bona fide financial exigency which necessitates the implementation of retrenchment procedures that could have a bearing on tenured faculty. However, in no case shall the appointment of a tenured faculty member be terminated for financial exigency in favor of retaining a faculty member without tenure in the same academic program, nor shall the institution make a new appointment in the affected academic program. Tenure provides protection from dismissal for reasons unrelated to professional conduct.

Pursuant to the Tenure Policy, tenure is a formal assurance that the individual's continued employment will be placed in question only in accord with full academic due process. The procedures developed to assure academic due process require that determination of four conditions: 1) that academic freedom is not violated; 2) that the personal civil

liberties of the faculty member are not violated; 3) that the stated cause exists in fact, and 4) that the degree of demonstrated professional irresponsibility or misconduct warrants termination of the individual's appointment rather than some lesser sanction. Tenure does not protect the portion of employment covered under a professional services agreement or administrative appointments.

Further, it is generally understood that tenure carries with it priority for support (a call) from the resources of the institution in circumstances of financial stringency.

There are, moreover, circumstances in which tenure will not provide security for faculty members even of unquestioned excellence. Two of these circumstances may appropriately be specified. Declining student participation in or academic need for certain activities in the academic categories defined in [Section 1.5 B, Types of Programs](#), may reduce the demand for the services of some faculty members with particular skills. Any faculty member, even though they may possess tenure, for whom there is not an appropriate role in some other area of the academic mission, may be terminated by the cessation of the program in which they have served. While the faculty may participate in an advisory role concerning the reduction or elimination of a given activity within the academic categories defined in [Section 1.5 B, Types of Programs](#), ultimate responsibility for action resides in the President or the Board of Trustees.

The second circumstance concerns the termination or reduction of academic programs brought about by financial stringency. If there is an authentic financial circumstance confronting the institution, decisions concerning programs to be terminated or reduced, with a consequent release of members of the faculty, must be made in a reasonable way with appropriate faculty participation. This circumstance carries with it no suggestion that the released members of the faculty have either fallen short in their duties or have been guilty of misconduct.

The MCW and its affiliated institutions will make every effort to insure the availability of budgeted funds. MCW cannot guarantee, however, the availability of funds dependent upon the budgets of affiliated institutions or from grants or clinical revenue or other sponsored sources.

Criteria and Guidelines for Tenure

Recommendations for the granting of tenure should give preference to scholarly accomplishments, teaching accomplishments (including the supervision of students, graduate students, postdoctoral fellows, and residents), and contributions to the intellectual quality of MCW through critical stimulation of others within MCW. Contributions to MCW's missions, institutional service, and administration are judged in the context of the national peer cohort of the faculty member's academic discipline. Distinction in scholarly and intellectual achievement must be given prime weight. Recommendations for the granting of tenure to members of the faculty should be made on the basis of past achievements and the promise of future accomplishments.

In making its evaluations, the University Rank and Tenure Committee in its deliberations concerning peer recognition of scholarly and academic accomplishments will include, but not limit its considerations to the following:

Published research studies in refereed journals;

Invitations to present papers at national and international meetings;

Invitations by other institutions, here and abroad, to act as symposium moderator, guest lecturer or visiting faculty;

Ability to obtain grants and contracts following peer review;

Service on national or local study sections concerned with the granting of funds;

Sabbatical leaves or leaves of absence supported by such outstanding foundations as Guggenheim, Macy, Sloan, Rockefeller, etc.;

Consultancy to agencies of the government, i.e. National Institutes of Health, National Academy of Sciences, Food and Drug Administration, etc.;

Membership on the editorial board of journal(s);

Election to offices of scientific or professional societies; and

Other activities in support of MCW's missions indicative of peer judgment concerning scholarly and academic accomplishments.

Tenure may be conferred upon a Full-Time faculty member at the rank of Associate Professor or Professor in the Traditional and Educator Paths. It is not automatically awarded with promotion to any rank, but is a separate award, which must be specifically requested and separately considered by the University Rank and Tenure Committee. It can be requested either at the time of appointment or promotion to the senior faculty status or at a later time.

Procedure for Awarding Tenure

The procedure described for promotion to Professor should be followed for all appointments and promotions with Tenure as well as for awards of Tenure without promotion.

Appeal Process for Consideration of Tenure.

An appeals process is available to any faculty member who wishes to be considered for tenure by the University Rank and Tenure Committee in the event that leader of their Academic Unit declines to place their name before the committee for consideration (see [Section 2.2 C., Appeal Process for the Consideration for Promotion and/or Tenure](#)).

2.2 G Indefinite Appointments (Clinical Educator Path)

MCW ceased conferring Indefinite Appointments on July 1, 2012. An appointment of Indefinite Duration was awarded to a faculty member holding the rank of Associate Professor and was conferred coincident with promotion to Professor in the Clinician Educator Path. Indefinite Appointment conferred tenure of title. Salary continues to be contingent upon non-corporate sources, primarily clinical income and hospital support.

2.2 H Extended Appointments

The awarding of extended contracts was discontinued on July 1, 1985 when the Three Path System of faculty appointments was introduced.

2.3 OTHER FACULTY WITH SPECIAL APPOINTMENTS

2.3 A Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor

Guidelines for Appointment

These faculty titles are appropriate for individuals who are on leave from another institution during the term of this appointment. Any such individuals who are foreign nationals must have an appropriate visa allowing them to be employed in a faculty position in the United States.

Procedure for Appointment

The details of the obligations of a Visiting faculty member are negotiated with the Recommending Authority, and the appointment requires approval of the Dean of the School, the Provost and the President, except that visiting faculty appointments of two weeks or less may be made by the Dean of the School and approved by the Provost. Consideration by the Committee on Rank and Tenure is not required.

Conditions of Appointment

Appointment as a Visiting faculty member is normally for a term not to exceed 24 months.

A Visiting faculty member participates in one or more of MCW's missions, as do the full-time faculty in the same Department.

A Visiting faculty member who participates in patient care activities must obtain a license to practice medicine and surgery in Wisconsin unless a statutory exception applies.

2.3 B Emeritus Faculty

Guidelines for Appointment

The title Emeritus may be conferred by the Board of Trustees on former or retired faculty members whom MCW wishes to honor. Normally, eligibility for this title is restricted to current or former members of the full-time faculty who have provided distinguished service to MCW for at least five years.

Procedures for Appointment

Recommendations by the Recommending Authority for an Emeritus appointment will be transmitted by the Dean of the School together with their own recommendation, to the Provost. The Provost will transmit the recommendations to the Board of Trustees for action. Action by any Committee on Rank and Tenure is not required.

Recommendations for the title Emeritus should be made to the same rank as is currently held or was most recently held by the faculty member; promotion is not associated with designation as an Emeritus member of the faculty.

Part-Time Employment of Emeritus Faculty

Emeritus faculty may accept responsibility in the programs of MCW as assigned leader of an Academic Unit and may be partially salaried by MCW. If so, they must simultaneously be appointed to an appropriate part-time faculty rank.

Emeritus Faculty Privileges

Emeritus faculty are listed in the MCW directory, have email access, have access to the facilities and services offered by the MCW library and are notified of important MCW events.

2.3 C Administrative Appointments

Administrative appointments such as Provost, Associate Provost, Assistant Provost, Dean, Department Chair, Senior Associate Dean, Associate Dean, Assistant Dean, or other administrative appointments, are not appointments to the faculty of MCW. Such appointments are without term or tenure and are continued or terminated at the discretion of the appointing authority.

2.3 D Curriculum Vitae and Bibliography

The format that should be used for the Curriculum Vitae and Bibliography submitted for appointment and promotion of all faculty is found on the Office of Faculty Affairs website.

2.4 FACULTY RECRUITMENT AFFIRMATIVE ACTION

2.4 A Faculty Recruitment Protocol

It is the policy of MCW to provide equal employment opportunity to all, and to prohibit discrimination in all its programs and activities on the basis of sex, race, color, ancestry, age, religion, disability, genetic information, marital status, national origin, sexual orientation, gender identity, gender expression, arrest or conviction record, past or present service in the uniformed services and any other status prohibited by law or regulation. MCW is committed to a program of affirmative action for all protected classes, including women and racial minorities.

See MCW Policy [HR.EE.040](#).

2.4 B Equal Employment Opportunity and Affirmative Action

MCW adheres to the letter and intent of the Equal Employment Opportunity Act of 1972, other pertinent legislation, judicial mandates and presidential executive orders designed to eradicate discrimination in employment and to allow the nation to develop its human resources to the maximum.

See MCW Policy [HR.EE.010](#).

2.4 C Nepotism (Employment of Relatives)

MCW does not prohibit application for any employment by, or hiring of relatives, provided that a supervisory/subordinate relationship does not exist directly or indirectly. This anti-nepotism rule is applicable with respect to any terms, conditions, or privileges of employment, including but not limited to appointment, retention, promotion, tenure, and salary.

See MCW Policy [HR.EE.110](#).

2.5 TERMINATION OF FULL-TIME FACULTY STATUS

Termination of employment occurs when a faculty member resigns, dies or becomes permanently disabled; or upon nonrenewal of an appointment contract; upon loss of full-time employment at an affiliated institution; for cause termination of a professional/clinical service agreement or upon termination of appointment for adequate cause or financial exigency.

2.5 A Resignation

Resignations from the faculty should be submitted in writing to the leader of the Academic Unit and will constitute concurrent resignation from all secondary faculty appointments and committees at MCW. At least ninety (90) days advance notice of the resignation date is expected unless a resignation date has been mutually agreed upon by the faculty member and the leader of the Academic Unit. Resignations shall not be subject to any rights of reconsideration or review at the instance of either party without the concurrence of the other. Unless expressly agreed upon in writing to the contrary, all right to rank, tenure, salary, and benefits shall terminate as of the effective date of the resignation. The resigning faculty member is expected to cooperate in the transition of responsibilities held by the faculty member.

2.5 B Non-Renewal of Term Appointments

Non-renewal of Term Appointments to the Full-Time, Full Professional Effort and Part-Time faculty, and the procedures followed therein, are described in “[Section 2.2 E, Term Appointments for Faculty](#)”.

2.5 C Termination of Employment for Financial Exigency

Definition

A faculty member may be terminated without prejudice for reasons of financial exigency. Financial exigency arises when:

Funds supporting the position are decreased or eliminated within the organizational unit in which the appointment is made; or

Changes occur in the mission of MCW or its affiliates. Examples of such changes include (but are not limited to) the elimination of institutional programs (e.g. Centers, Institutes, academic curricula, interdisciplinary research programs, and administrative units), changes in the service mission of an institutional affiliate, or declining enrollment.

Policy

Termination for financial exigency of a faculty member with tenure (an appointment that has first call on MCW resources committed to a program) may occur only after termination of corporate resources supporting faculty within the program with term, extended or indefinite appointments (all of which are dependent on financial resources external to MCW; e.g. grants, contracts, hospitals, clinical practice).

Procedure

Termination for financial exigency is made on the basis of recommendation by the Dean of the School to the President. Notice will be provided in writing to the faculty member. The period of notice corresponds to the period of notice for non-renewal of term contracts.

Appeal by Faculty Member

The faculty member has thirty (30) days from the day upon which they are notified that they are being terminated for financial exigency within which to file a written appeal with the Provost. The appeal will deal with the validity of the finding of financial exigency according to MCW guidelines and an evaluation of whether the action was arbitrary or capricious.

During the next thirty (30) days, the Provost and the affected faculty member may attempt to resolve the dispute in an informal manner, including settlement, negotiation, or other methods of dispute resolution. If the dispute remains unresolved thereafter, the Provost shall advise the faculty member, and the faculty member may petition the President for a review of the matter. The petition for review may be presented to the President by the faculty member, and the President shall determine the issue.

The President may, in their discretion, request such documents and written argument as it deems necessary or desirable in order for it to reach its decision in the matter, and it shall summarily decide all matters of procedure, evidence and protocol as it shall deem appropriate for it to render its decision. The determination of the Committee shall be deemed conclusive on all parties.

2.5 D Suspension or Termination for Cause

Definition of Adequate Cause

The Dean of the School may initiate and execute procedures by which a faculty member's current appointment may be suspended or terminated for adequate cause as more particularly defined herein.

Adequate cause shall include any circumstances by which a faculty member:

Intentionally fails or refuses to continue to perform a substantial part of his usual and customary assigned duties; or Is adjudged by their peers to have engaged in conduct which fails to meet the standards of personal and professional excellence which generally characterizes faculties of health sciences universities, but only if through this conduct their value as a faculty member is, or will probably be, substantially impaired. Some examples of conduct that substantially impair the value or utility of a faculty member are: serious instances of illegal, immoral, dishonorable, or irresponsible or incompetent conduct. The foregoing examples, however, are not to be considered exhaustive by reason of enumeration, and other factors may be taken into consideration if they bear on the value or utility of a faculty member. In no case, however, shall adequate cause be interpreted so as to impair the full and free enjoyment of legitimate personal or academic freedoms of thought, doctrine, discourse, association, advocacy or action.

Failure to renew a term appointment is not considered to be dismissal, and, consequently, this and the following article do not apply to such an occurrence.

Salary and Fringe Benefits

In all cases of suspension or termination for cause, the faculty member's entitlement to salary and fringe benefits shall continue, irrespective of any suspension from duties, for the longer of the following periods, as applicable:

Thirty (30) days after the cause arises;

Until service of notice;

Until MCW's final decision, following a hearing; or

At the discretion of the Provost and upon consultation with the President and Senior Vice President for Finance and Administration, the faculty member's duties and assignment may be suspended or terminated prior to the termination of salary and benefits.

Notice

In all cases of suspension or termination for cause, the Provost shall, whenever they believe that such cause may exist, notify the faculty member in writing of MCW's contemplated action, including in such notices the general nature of the cause and the course of action open to the faculty member.

Whenever such notice can, by the exercise of reasonable diligence, be given to the faculty member personally, it shall be so delivered, and service shall operate from date of such delivery. If notice cannot be personally delivered, it shall be sent by certified mail addressed to the faculty member's last known address and service shall operate from date of mailing.

Procedures Applicable to Senior Faculty and Junior Faculty

Separate procedures, described in the sections which follow, exist for Suspension or Termination for Cause of Senior Faculty and Junior Faculty.

The procedures followed for Junior Faculty provide for a hearing on the merits of the charges by the Provost, who shall act and whose process in acting is subject to review by the President (see [Section 2.5 E, Procedures for Suspension or Termination for Cause of Junior Faculty](#)).

The procedures followed for all Senior Faculty are those adopted previously for Tenured Faculty. In the absence of prior settlement, they rely on a Hearing Committee of the faculty and final action by the Board of Trustees (see [Section 2.5 F, Procedures for Suspension or Termination for Cause of Senior Faculty](#)).

2.5 E Procedure for Suspension or Termination for Cause of Junior Faculty

The following procedure is applicable whenever a leader of an Academic Unit determines that suspension or termination for cause of a junior faculty member (Instructor or Assistant Professor) may be warranted.

The leader of an Academic Unit may consult with the committee within the Academic Unit or an Ad Hoc Committee consisting of the tenured senior faculty in the Academic Unit. The leader of an Academic Unit shall then transmit his recommendation for suspension or termination to the Dean of the School or where the Dean of a School is the Recommending Authority then the Provost and they will transmit appropriate notice to the faculty member as previously described.

Within 10 calendar days of receipt of notice, the affected faculty member may appeal the recommendation by delivering to the Dean of the School or the Provost a request for a hearing. The request for a hearing must include a written explanation to all or some part of the Recommending Authority's cause or contemplated action.

In the absence of a timely request for a hearing with the Dean of the School or the Provost, as the case may be, the Dean of the School or the Provost will act upon the recommendation and notify the affected faculty member of his action in writing.

Upon receipt of a timely request, the Dean of the School or the Provost will schedule a hearing with the Recommending Authority and the affected faculty member. Following that hearing and such investigation, if any, as they deem necessary, the Dean of the School or the Provost will act on the Recommending Authority's recommendation and notify the affected faculty member and the Recommending Authority of his action in writing.

Within 10 calendar days after receipt of notice of the action, an affected faculty member may appeal the action to the Provost or in the case of an action by the Provost then to the President by delivering a detailed written request setting forth the basis of his appeal. In the absence of a timely request to the Provost or the President, the action shall be final.

Upon receipt of a timely request, the Provost or the President will review the procedure to determine whether the action was arbitrary or capricious. In doing so, the Provost or the President may limit his review to the written materials in the case and/or discuss the case with anyone they choose. If the Provost or the President concludes that the decision was not arbitrary or capricious, they shall affirm it. If they conclude that it was arbitrary or capricious, they may modify it, reverse it or refer the matter back to the deciding authority for further consideration and/or investigation. The Provost or President's decision in this regard shall be final.

In connection with the procedures described above, neither party shall have the right to bring legal counsel to any meeting. However, nothing herein shall be construed to prevent any party from obtaining legal advice with regard to the matter and/or with regard to preparation of written submissions. The affected faculty member may be accompanied by an academic advisor of his choosing from the MCW faculty at any meeting provided for in this document.

A faculty member who believes that an action taken pursuant to the foregoing procedures is discriminatory on the basis of sex, marital status, race, religion, national origin, handicap veteran status or age may appeal to the Affirmative Action Officer through MCW's normal grievance procedure.

2.5 F Procedure for Suspension or Termination for Cause of Senior Faculty

The following procedure is applicable following receipt of a notice of intent to dismiss for adequate cause (see [Section 2.5 D, Suspension or Termination for Cause](#)) by a full-time faculty member holding rank of Associate Professor or Professor.

Acquiescence by Faculty Member

Unless the faculty member shall within ten (10) days of the service of such notice, file with the Provost of MCW a written objection to all or some part of MCW's statement of cause or its contemplated action, they shall be deemed to have acquiesced in and accepted the action according to its terms, and such action shall not be subject to reconsideration or review at the instance of either party. Whenever such objection shall be expressly limited to one or more parts or aspects of the alleged charge or contemplated action, rights of reconsideration or review shall be limited accordingly. This ten (10) day period may be waived, at the discretion of the Provost.

Informal Settlement of Dispute

Whenever timely objection shall be filed, the faculty member shall be accorded a fair opportunity to discuss, with the Provost, the alleged cause for the MCW's contemplated action and possible mutual settlement; and to negotiate such reconsideration or amendment of the contemplated action as may be agreed upon. Either party may enlist the aid and counsel of such person(s) as they may select, and person so enlisted may participate in the discussions, provided that every such person is fully identified to the others in advance with respect to this capacity and scope of authority, and provided that every such meeting shall be deemed a meeting for purposes of settlement, and shall be privileged as such. That is, any comments, suggestions, agreements or the like which occur at such a meeting shall not be disclosed to any third parties or in any subsequent proceedings.

Mediation of Dispute

Alternatively, or in addition to the procedures described in the preceding paragraph, both parties may, by mutual agreement, refer any or all issues to mediation by one or more disinterested mediators (members of MCW faculty or administration) who, promptly upon appointment shall confer with the parties, investigate the matters at issue, and recommend to the parties an appropriate resolution of the issues between them. If the parties agree on one mediator, only one shall be appointed. Otherwise, each party shall appoint one mediator and the two appointed shall choose the third.

Selection of Committee for Formal Hearing

If the dispute remains unresolved for thirty (30) days after the filing of the faculty member's objection, a hearing before a committee of the faculty to obtain an advisory opinion shall be held. The Provost of MCW shall thereupon promptly advise the Executive Committee of the Faculty. Such hearing shall be before an Ad Hoc Hearing Committee (the "Committee") composed of five (5) tenured faculty members elected by lot.

Selection of the Hearing Committee

To select the Committee, the Provost shall prepare a lottery system, whereby the names of all full-time tenured faculty members with the rank of Associate Professor or higher shall be placed in a receptacle for drawing. The defendant faculty member shall be invited to attend the drawing. The Provost shall then draw from the receptacle the names of

the faculty members who shall constitute the Committee. The drawing shall continue until the names of five (5) faculty members and five (5) alternates have been drawn.

Strikes and Exclusion of Certain Members of the Faculty

Each party may strike up to two selected members without stated cause. No faculty member from the defendant faculty member's Academic Unit may serve on the Committee. Those selected may also be excused for cause, defined herein as any relationship to defendant faculty member by blood or marriage or if a person otherwise has a substantial personal interest in the outcome of the hearing, unless both parties waive such cause. Selections shall be struck by either party at the drawing or within three (3) days thereafter. The selected faculty members who have not been struck shall be notified of their selection as soon as possible. Those who are struck or who refuse to or are unable to serve shall be replaced from the alternates, in the order in which the alternates were drawn. All communications and administrative acts necessary to the selection process shall be carried out by the Provost's office.

Quorum

Three (3) members of the Committee shall constitute a quorum, and the act of a majority of the members present at any session duly convened shall be the action of the Committee.

Committee Officers

When the composition of the Committee is settled, the Committee members shall select a chair and a vice chair who shall govern the conduct of the hearing.

Formal Hearing Procedure

Hearings shall be scheduled by the Committee as promptly as is reasonably practicable, but in no event more than fifteen (15) days after the selection of the Committee, upon not less than ten-days prior notice to the parties. In the conduct of hearings, the following procedure shall be observed.

Statements of the Case and Witness Lists

After receipt of notice of scheduling and not less than five (5) days prior to the commencement of the hearing, the faculty member and MCW shall submit in writing to the Committee and to each other, a brief statement identifying and summarizing the material contentions and supporting evidence which they will rely upon at the time of hearing, as well as the names of witnesses proposed to be used, with an estimate of the time necessary for examination of each of these.

Closed Hearings

No session of the Committee shall be open to persons other than the parties, counsel for the parties and counsel to the Committee, and such other experts as requested by the Committee. Each party shall have an absolute right to exclude witnesses who are not then testifying.

Counsel for the Parties

Counsel for each party may include a legal and/or other advisor, who may participate as such on behalf of their respective principals, subject to such reasonable procedural requirements as the Committee may direct.

Evidence

Evidence shall include both oral testimony and documentary exhibits.

Failure or Refusal to Give Evidence

If either party shall willfully fail or refuse to give evidence within their competence, and relevant to any material issue, upon call of the other, the issue shall be resolved against the contention of the party so failing or refusing.

Participation by and Powers of the Committee and Governance of the Hearing

The Committee members shall participate actively in the hearing to such extent as they deem appropriate but may not decide what witnesses shall be called. The Committee shall summarily determine all questions of procedure, and of admissibility, exclusion, competency, creditability, materiality, form and relevancy of evidence, without necessary regard to judicial rules applicable to such question. The Committee may in its discretion: terminate the hearing, generally or with respect to any issue, limit or exclude testimony or examination, and require submission of delaying, lengthy or voluminous evidence or argument in writing. The Committee may adjourn the hearing whenever it finds that closed Committee deliberations are necessary. Each party has the right to confront and cross-examine any or all witnesses against it. The findings, conclusions and recommendations of the Committee shall in no case, however, be impeachable by reason of irregularities, errors, or omissions of procedure.

Burden of Proof

The burden of proof that adequate cause for dismissal exists rest with MCW and shall be satisfied if the greater weight of the credible evidence bears upon such a finding.

Other Rules in Committee's Decision

In addition to the above provisions, the Committee may make such other and further procedural rules as it may deem helpful and fair in connection with the total hearing process, with a view to doing substantial academic justice to the parties.

Decision by the Committee

After all the evidence has been submitted, the hearing shall be closed, and a decision promptly rendered.

Written Advisory Opinion

The Committee shall, as promptly as conveniently possible, and within the next day following the hearing if briefs and oral argument are not requested, proceed to formulate a recommendation in conference. The Committee shall render a written advisory opinion within thirty (30) days of oral argument. The opinion may be supported by written findings of fact and conclusion based on the facts adduced at the hearing.

Recipients of Written Decision

Copies of the Committee's opinion shall be forwarded promptly to the parties, to the Executive Committee of the Faculty, and to the Board of Trustees (along with a copy of the record).

Final Action by Board of Trustees

Within thirty (30) days of its receipt of the Committee's opinion, the Board of Trustees or its Executive Committee shall review the record and take final action with respect to the recommendation of the Committee by confirming, reversing or modifying such recommendation or opinion, or remanding the opinion to the Committee for further consideration in the light of specified objections. Immediately thereafter, the Provost shall notify the faculty member of the Board's action.

Failure to Observe Time Restriction

The failure to observe any of the time restrictions contained herein shall not invalidate any action or decision reached hereunder, provided, however, that the shortening of any of the time-restrictions shall require the written consent of the faculty member involved and the Provost or his designee.

Conduct of Parties During Proceedings

Notwithstanding any other paragraph hereof, and in the event that the Board of Trustees shall finally adjudge that the faculty member should be discharged for adequate cause, his entitlement to salary and fringe benefits shall terminate forthwith. So long as the periodic compensation and benefits provided by the faculty member's appointment are both continued, and during such further periods of negotiation, mediation, hearing or review as the parties may mutually stipulate, both parties shall diligently continue in good faith to attempt to reach a mutually acceptable resolution of the issues between them by one or more of the procedures described in paragraphs "g," "h" and "i", and neither shall, during such period, resort to or encourage litigation, demonstration, or tactics of duress, embarrassment, or censure against the other; provided that this paragraph shall not be construed so as to require MCW to continue the faculty member's usual duty assignment during such period. Each party shall attempt, so far as is possible, to prevent public embarrassment or reproach to the other during any of these proceedings.

Reinstatement if Required

To the extent that none of the foregoing procedures produces a resolution of the issues arising out of a timely objection to a faculty member's suspension or termination, MCW shall for a period of six (6) months after termination of suspension, hold itself ready to reinstate the faculty member with unimpaired rank, tenure, compensation and benefits if required to do so by a court of competent jurisdiction.

SUGGESTED TIMETABLE FOR CONTESTED DISMISSAL

Events	Days Between Events	Total Elapsed Days
Notice served on faculty member		0
Faculty Member's Objection	+10	10
Settlement Conference	+30	40
Request for advisory opinion of Ad Hoc Hearing Committee	+10	50
Schedule Hearing by Committee	+15	65
Minimum imaginable hearing	+ 7	72
Minimum imaginable receipt of transcript	+ 7	79
Initial briefs if requested	+14	93
Reply briefs if requested	+ 7	100
Oral argument if requested	+21	121
Committee issues written opinion	+30	151
Final actions by Board of Trustees	+30	181

*October 1979
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Accepted by Executive Committee of the Faculty –
December 11-79 Approved by Board of Directors –
October 10-80*

2.6 FACULTY RIGHTS AND RESPONSIBILITIES

2.6 A Conflicts of Interest, Outside Professional Activities, and Consulting

All officers, full-time and full professional effort faculty, administrative officers, staff physicians, and professional/administrative employees of MCW must exercise the utmost good faith and caution to ensure that their outside activities, relationships with other parties and financial interests do not conflict or interfere with their primary duties and obligations to MCW. All employees have an obligation of loyalty to MCW, and full-time faculty and full professional effort faculty have made exclusive professional commitments to all its mission-based programs. Potential conflicts of interest arise when activities are undertaken which interfere (or appear to interfere) with those obligations and commitments. Conversely, involvement of MCW personnel in outside professional activities can often be of significant benefit to the institution and the individual.

See MCW Policies [AD.CC.030](#), [AD.CC.040](#) and [RS.GN.020](#).

2.7 FACULTY FRINGE BENEFITS

Certain categories of faculty of MCW are eligible for certain benefits of employment, dependent on the type of faculty appointment held. The benefits are described more fully in the Benefits Guide located on the [Benefits InfoScope page, MCW's Human Resources Administrative Policy and Procedures](#), and summary plan descriptions for the various insurance and benefit plans. All benefits are subject to change at any time without prior notice. Questions on Faculty benefit matters should be directed to the Benefits Team.

2.7 A MCW Faculty Seeking a Degree at MCW

General Information

In order to permit career advancement of members of the full-time faculty who are contributing to the missions of MCW, the opportunity for study leading to the M.S., Ph.D., or M.D. degree is available. For further information, see MCW Policy [HR.BN.130](#). The following general principles apply to faculty who wish to enroll as degree candidates:

No individual may be classified simultaneously as a full-time student and as a member of the full-time faculty;

Full-time faculty status is retained if the time devoted to the degree program is approximately equivalent to, 1) the time which would normally be available for other scholarly activities or 2) when registration is for no more than six credit hours of academic work at any time.

It should be noted that in such instances, there is no extension of the current term contract for faculty appointment. Review for reappointment as the end of the term occurs is described in [Section 2.2 E, Term Appointments for Faculty](#).

Faculty must change to part-time status or take a leave from the faculty, 1) when work toward the degree program requires more time than would normally be available for scholarly activities, or 2) when the commitment to the degree program requires registration for more than six credits.

The procedure for application and admission to a degree program of MCW is identical to that required of all other applicants, except that an additional supporting letter is required from the leader of the Academic Unit in which the

faculty member holds a primary appointment. The letter must include information about the extent of time which will be available to the faculty member for the degree program, and identify an acceptable duration of study. In addition, the letter should describe the manner in which the proposed program of study will enhance the value of the faculty member to the Department.

Tuition will be charged for enrollment in the degree program. When registration is less than full time, tuition is prorated appropriately. MCW faculty who are candidates for the M.S. or Ph.D. degree may apply for Department supported tuition for courses taken at the MCW Graduate School.

Personal tax liability for tuition reimbursement is the responsibility of the employee. (See IRS Publication 970.)

2.8 FACULTY LEAVE POLICIES

Depending on their status, faculty may be entitled to Family and Medical Leave Act (FMLA) leave, jury duty leave, bereavement leave, military duty leave, non-FMLA leaves of absence, vacation, sick leave, or military leave. MCW Human Resources is responsible for the creation and overall administration of policies that shall specify the extent of the entitlement and the manner in which such leaves shall be administered, subject to the approval of the Provost. See MCW Policy [HR.BN.070](#) and [HR.BN.080](#).

2.9 FACULTY GRIEVANCE PROCEDURE

MCW adheres to the law in providing an employment environment that does not discriminate against any employee or applicant for employment because of age, race, creed, color, handicap, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state, or any other protected class.

Allegations of discriminatory treatment based on sex will be handled under the corporate policies prohibiting sex discrimination at MCW. A faculty member alleging any other form of discriminatory treatment stated above is encouraged to utilize the following procedure to resolve the matter, except that allegations of discriminatory treatment resulting in a faculty member's termination for adequate cause shall be asserted in an appeal of the termination rather than under this procedure.

2.9 A Grievance Procedure

Informal Procedure

In matters dealing with a grievance alleging disparate treatment, it is important to explore informal resolutions on a timely basis. The aggrieved faculty member is encouraged to discuss the grievance with his immediate supervisor or with the appropriate Associate Provost; and the Provost if the supervisor is a leader of an Academic Unit and the grievance is against the supervisor. Every attempt should be made to resolve the grievance expeditiously through this informal procedure. If the matter is not resolved, the faculty member may elect to use the formal procedure. A formal grievance must be submitted within thirty (30) days from the date of the action giving rise to the grievance or from the date the faculty member first became aware of the issue.

Formal procedure

Step 1: Meeting with the Recommending Authority. The aggrieved shall prepare a letter clearly stating the nature of the grievance and the remedy requested. The letter should be addressed through the immediate supervisor to the Recommending Authority. If the grievance is against the Recommending Authority, the grievance process will begin at Step 2.

Within ten (10) calendar days of the date of the letter, the Recommending Authority will schedule and conduct a meeting with the aggrieved to discuss the grievance and requested resolution. Within fifteen (15) calendar days of the

meeting, the Recommending Authority will prepare and send to the aggrieved faculty member a summary record of the meeting, along with the facts and their recommendation for resolution of the grievance.

Step 2: Meeting with the Dean of a School. If the grievance is in a school without Departments or against the Department Chair or Institute director or if the decision at Step 1 does not resolve the grievance, the faculty member may, within ten (10) calendar days of the date of the Step 1 decision, request in writing a review by the Dean of the School.

The letter should be addressed to the Dean of the School and should include all correspondence from Step 1. The Dean of the School will consult with the Affirmative Action Officer and may, at his discretion, seek counsel from disinterested members of the faculty.

As soon as possible thereafter, the Dean of the School will schedule and conduct a hearing with the aggrieved. Within thirty (30) days of the hearing, the Dean of the School will render a written decision to the faculty member and other involved parties.

Step 3: Review by the Provost. If the grievance is against a Dean of a School or if the faculty member is not satisfied with the decision of the Dean of the School, may appeal directly to the Provost.

This appeal must be made within ten (10) calendar days of the Dean's decision in a letter, with pertinent attachments, directed to the Provost.

The Provost will review the matter as it relates to the process and will render his decision within thirty (30) calendar days. This decision is final.

In the event the Provost is the Dean of the same school as the faculty member then this Step 3 shall be directed to the President.

A written report of the decision will be sent to the involved parties.

2.9 B Special notes relative to the Faculty Grievance Procedure:

The subject and scope of the grievance may not change at any step in this procedure.

Time limits can be changed only by mutual consent.

Failure to file a timely appeal at any step will render that decision final.

Neither MCW nor the faculty member shall have the right to bring legal counsel to any meeting involved with this procedure.

2.10 CODE OF CONDUCT POLICY

[AD.CC.010](#)

2.11 ADOPTION AND AMENDMENTS

This handbook shall be effective upon approval of the Board of Trustees of MCW and shall remain in effect until amended by the Board upon recommendation of the Faculty Council, the Executive Committee of the Faculty and the Provost.

The process of recommendation and ratification of amendments shall be as follows:

Suggested amendments shall be considered by an Ad Hoc Committee of the Faculty Council created by the Faculty Council for this purpose, or by a Standing and/or Oversight Committee which shall submit its recommendation(s) in writing to the Faculty Council.

Ratification of the recommendation(s) shall require an affirmative vote by two-thirds of the total membership of the Faculty Council, either at a convened Faculty Council meeting or electronically.

The recommended amendment(s) as ratified by the Faculty Council shall be forwarded to the Executive Committee of the Faculty and the Provost.

The Provost shall transmit to the Board of Trustees and advise them on the recommendations made by the Faculty Council and Executive Committee of the Faculty, with the changes becoming effective upon approval by the Board of Trustees.

Notwithstanding the above, additional changes to the handbook that may be required to reflect changes in policies outside the jurisdiction of Faculty Council, update references and to correct factual and typographic errors will be made administratively in consultation with the Faculty Council governance Committee. Notice of the changes will be provided to all Faculty Council members.