

Faculty Council Meeting
Meeting Minutes
Monday, February 22, 2021
4:00-5:30PM – ZOOM Meeting

| | | |
|-------------|--|------------------------------|
| 4:00-4:20PM | Welcome and Chair Announcements | Jennifer McBride |
| 4:20-4:25PM | Faculty Council Steering Committee Report of Activities | Nicole Ward |
| 4:25-4:35PM | Approval of the January 25 Faculty Council Meeting Minutes | Jennifer McBride |
| 4:35-5:05PM | FC Senate Report | Alan Levine |
| 5:05-5:10PM | Ad Hoc Graduate Program Review Committee | Nick Ziats |
| 5:10-5:20PM | CAPT Report | Cynthia Kubu Cathy Carlin |
| 5:20-5:25PM | Ambassadors for New Faculty | Susan Freimark |
| 5:25-5:30PM | New Business | Jennifer McBride |
| 5:30PM | Adjourn | |

Members Present

Corinne Bazella
Melissa Bonner
Robert Bonomo
Bryan Carroll
Cathleen Carlin
Jae-Sung Cho
Gary Clark
Darin Croft
Piet de Boer
Philipp Dines
Katherine DiSano
William Dupps
Todd Emch
Judith French
Thomas Gerken

Monica Gerrek
Stan Gerson
Peter Harte
Anna Maria Hibbs
Amy Hise
Alex Huang
Beata Jastrzebska
David Katz
Vinod Labhasetwar
Suet Kam Lam
Alan Levine
Lia Logio
Danny Manor
Jennifer McBride
Maureen McEnergy

Matthew Pleshinger
Arne Rietsch
Elie Anthony Saade
Ashleigh Schaffer
Hemalatha Senthilkumar
Patricia Taylor
Sarah Tehranisa
Heather Vallier
Satish Viswanath
Susan Wang
Nicole Ward
James Wilson
Jo Ann Wise
Jamie Wood

Members Absent

Matthias Buck

Varun Kshetry

Clifford Packer

Scot Cowen
Brian D'Anza
Robert Geertman
Jeffrey Hopcian
Darrell Hulisz
Ankur Kalra
Laura Kreiner

Maria Cecilia Lansang
Peter MacFarlane
Sam Mesiano
Ameya Nayate
George Ochenjele
Nimitt Patel

Abishek Ray
Linda Dalal Shiber
Daniel Sweeney
Daniel Tisch
Carlos Trombeltta
Allison Vidimos

Others Present

Mahesheema Ali
Mark Chance
Nicole Deming
Steve Fink

Susan Freimark
Joyce Helton
Cynthia Kubu

Matthew Lester
Cheryl Thompson
Nick Ziats

Chair Announcements

Jennifer McBride, Chair of Faculty Council, called the meeting to order at 4:02PM and asked participants to send a chat to Nicole Deming for the attendance tally.

The 3rd SOM Faculty Meeting with the Dean is May 11 from 12:00-1:30PM. Send topics for discussion to the Chair of Faculty Council by March 10th. Suggestions will be brought to the March 15 Faculty Council meeting for discussion, voting, and then sent to the Dean. The senate election ballot will go out by tomorrow, and be open for 2 weeks. Voting on the bylaws amendments will go out later this week and be open for 3 weeks.

The NEC is working on identifying candidates for election to the standing committees. A statement of interest must be submitted for the candidate to be considered. Templates of this form are on the Faculty Affairs & HR website.

Faculty Council Steering Committee (FCSC) Report of Activities (Nicole Ward)

The Committee met January 11. Susan Freimark, Director of Faculty Development and Diversity in the Faculty Affairs & HR Office, presented on the ambassadors for new faculty program. Darin Croft provided an update on the wordsmithing of the SOM bylaws amendments that were approved at the January Faculty Council meeting. CAPT packets were reviewed for equity. It was suggested that Dean Gerson provide an over of the affiliation agreements and an update on the UH affiliation agreement to Faculty Council at the March Faculty Council meeting. Today's Faculty Council agenda was created and approved.

Approval of the January 25 Faculty Council Meeting Minutes

Edits to the minutes were suggested and reviewed by Faculty Council. There being no further changes or discussion, a motion was made and seconded to approve the minutes as amended. A vote was taken. 27 were in favor, 1 was opposed, and 2 abstained. The motion passes.

FC Senate Report (Alan Levine)

Dr. Levine summarized 2 months of reports. The 5-year academic calendar must be voted on in February. The January mini-mester is being reviewed for its effectiveness and may be introduced into the next calendar.

The university is an approved distribution center for the COVID-19 vaccine with distribution from the Veale Gym. Faculty Senate approved opening the distribution center to our neighbors. HR has a list of everyone on campus who might qualify for the designated phases established by

the State of Ohio. Emails will go out to those who are eligible as appropriate and other vaccination sites (CVS and Marc's) will also be disseminated.

The university has a \$28M contingency fund to address major costs associated with the lockdown in the spring. Case will use ~\$20M leaving \$8-9M surplus. The surplus will drop as vaccine distribution begins. Plan A may be discussed in May, when the cost of distribution is known.

Several departments have changed their names causing confusion for recent graduates and potential employers. In Social Work, the Admin Master's Program students can now be offered a Master's in Social Work. Five honorary degrees, to be awarded in May, have been put forward to the Board of Trustees.

Committee on Appointments Promotions and Tenurs (CAPT) Report

Cynthia Kubu, co-Chair of the CAPT summarized that the committee reviews the promotion and tenure packets submitted for consideration, votes on whether or not they meet the requirements for promotion, and writes a brief summary explaining the reasons for their conclusion. To ensure equity, the FCSC reviews the reports. Promotion and tenure packets receive recommendations from the Dean, Provost, and President before going to the Board of Trustees for confirmation.

Unfavorable packets can be appealed by the candidate's department chair. The majority of applications, ~94% were approved during the 2019-2020 academic year. The SOM CAPT reviewed around 160 senior level faculty appointment and promotion applications. The new appointments were not reported by gender.

The Case template for CVs must be used and the use of abbreviations and acronyms avoided. The personal statement should be written as if your audience is a well-educated colleague who is not in your field. External referee letters must follow the defined guide-lines. Consulting with their chair and a former member of the CAPT for advice can be beneficial to the candidate.

The Faculty Affairs & HR Office has assembled the promotion and tenure information on their website and offers an informative series on promotion and tenure.

<https://case.edu/medicine/faculty-staff/faculty-affairs-hr/faculty-and-staff-toolkit-podcasts>

Ad hoc Graduate Program Review Committee (Nick Ziats)

Dr. Ziats is proposing that the ad hoc Graduate Program Review Committee become a full committee of the School of Medicine. This committee will review new graduate and undergraduate programs involving departments within the School of Medicine, and major changes to existing programs (defined as change to 50% or more). This committee will not review new courses.

Review of these programs begins with submission to the Chair. The committee will discuss the program with faculty members involved and suggest changes needed.

This committee shall consist of 8 full-time members of the SOM faculty, elected at-large by the full-time faculty, with no more than 2 members from a single department, and up to 6 *ex officio* members. The elected members shall serve staggered 3 year terms, with 2 or 3 new members being elected each year. Members may stand for re-election and serve at most 2 consecutive terms. All elected members and *ex officio* members are voting members on the committee. The Program Review Committee will meet at regular intervals according to a schedule set by the chair at the beginning of each school year.

A motion was made and seconded to approve the formation of this committee from an ad hoc to a standing committee. The floor was then opened for discussion.

After some discussion, a vote was taken to approve the status change of the ad hoc Graduate Program Review Committee from ad hoc to a standing committee. 34 were in favor, 1 was opposed, and 0 abstained. The motion passes.

Ambassadors for New Faculty Program (Susan Freimark)

Susan Freimark, Director of Development and Diversity in the Office of Faculty Affairs & HR, explained that the ambassadors for new faculty would serve a short-term role (approximately three months) as sponsors and impartial sources of information more to assisting new faculty to acclimate to campus. The ambassadors are matched to the new faculty based on an emphasis of research or clinical focus and serving as a resource for the sharing of logistical information.

Ambassadors and new faculty will complete a short survey (faculty rank, tenure status, primary department, hospital affiliation, primary focus of work, etc.). Ambassadors will be given a small group orientation. As faculty are hired, the Director of Faculty Development will establish initial contact and serve as a liaison, if needed. Anyone interested in serving as an ambassador can email Susan Freimark at sbf@case.edu. A notice regarding this new program will be forthcoming in the next few weeks.

New Business

When polled, no topics were identified.

There being no further agenda items to be addressed, the Chair adjourned the meeting at 4:56PM.

Respectfully submitted,

Joyce Helton

Faculty Council Meeting

Please send a chat to Nicole Deming with your name in the chat box so we can accurately document attendance.

***Accept invitation to Box sent to your @case.edu account.
Having trouble? Email Joyce Helton jmh291@case.edu***

February 22, 2021

Jennifer McBride, PhD

Chair of Faculty Council



SCHOOL OF MEDICINE

CASE WESTERN RESERVE
UNIVERSITY

Agenda

- Chair announcements
- FCSC report of activities
- Approval of January 25 meeting minutes
- FC Senate Report – Alan Levine
- Ad Hoc Graduate Program Review Committee – Nick Ziats
- CAPT Report – Cynthia Kubu & Cathy Carlin
- Ambassadors for New Faculty – Susan Freimark
- New business



SCHOOL OF MEDICINE

CASE WESTERN RESERVE
UNIVERSITY

Chair's Announcements

- May 11th meeting with Dean Gerson 12p-1:30p
 - mcbridj@ccf.org
 - Send topics by March 8th
- Election & voting - Qualtrics
 - Senate election - Open for 2 weeks
 - Bylaws amendments - Open for 3 weeks
- Upcoming election
 - <https://case.edu/medicine/faculty-staff/faculty-affairs-hr/faculty-governance>



SCHOOL OF MEDICINE

CASE WESTERN RESERVE
UNIVERSITY

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Faculty Council Meeting
Draft Meeting Minutes
Monday, January 25, 2021
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| 4:00-4:20PM | Welcome and Chair Announcements | Nicole Ward |
| 4:20-4:25PM | Faculty Council Steering Committee Report | Nicole Ward |
| 4:25-4:35PM | Approval of the December 21 Faculty Council Meeting Minutes | Jennifer McBride |
| 4:35-5:05PM | Centers in the School of Medicine | Dean Stan Gerson |
| 5:05-5:10PM | Ad Hoc Graduate Program Review Committee | Nick Ziats |
| 5:10-5:20PM | Bylaws Amendment | Darin Croft |
| 5:20-5:25PM | Resources & Support for Students/Faculty | Nicole Deming |
| 5:25-5:30PM | Faculty Senate Update | Alan Levine |
| | New Business | |
| 5:30PM | Adjourn | |

Members Present

| | | |
|------------------|-----------------------|------------------------|
| Corinne Bazella | Monica Gerrek | Matthew Pleshinger |
| Robert Bonomo | Stan Gerson | Arne Rietsch |
| Matthias Buck | Peter Harte | Hemalatha Senthilkumar |
| Cathleen Carlin | Anna Maria Hibbs | Patricia Taylor |
| Gary Clark | Amy Hise | Sarah Tehranisa |
| Darin Croft | Alex Huang | Daniel Tisch |
| Brian D'Anza | Darrell Hulisz | Carlos Trombetta |
| Piet de Boer | Beata Jastrzebska | Heather Vallier |
| Philipp Dines | David Katz | Allison Vidimos |
| Katherine DiSano | Suet Kam Lam | Satish Viswanath |
| William Dupps | Maria Cecilia Lansang | Susan Wang |
| Todd Emch | Danny Manor | Nicole Ward |
| Judith French | Maureen McEnery | James Wilson |
| Robert Geertman | Sam Mesiano | Jo Ann Wise |
| Thomas Gerken | George Ochenjele | Jamie Wood |
| | | Alan Levine |

Members Absent

| | | |
|----------------|---------------|-----------------|
| Melissa Bonner | Varun Kshetry | Clifford Packer |
|----------------|---------------|-----------------|

Bryan Carrol
Jae-Sung Cho
Scot Cowen
Jeffrey Hopcian
Ankur Kalra
Laura Kreiner

Vinod Labhasetwar
Lia Logio
Peter MacFarlane
Jennifer McBride
Ameya Nayate

Nimitt Patel
Abhishek Ray
Elie Anthony Saade
Ashleigh Schaffer
Linda Dalal Shiber
Daniel Sweeney

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Others Present

Shane Angus
Mark Chance
Brian Cmolik
Nicole Deming
Steve Fink

Susan Freimark
Clifford Harding
Joyce Helton
Jessie Jean-Claude
Margaret Kinnard

Cynthia Kubu
Matthew Lester
Marvin Nieman
Usha Stiefel

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3

4 **Chair Announcements**

5 In Dr. Jennifer McBride's absence, Dr. Nicole Ward, Chair-Elect of Faculty Council, called the
6 meeting to order at 4:00PM.

7

8 **Chair Announcements**

9 Dr. Ward reminded members that materials are available on Box, to enter their names into the
10 chat to assist in recording attendance and to only vote on motions if eligible. The agenda was
11 amended to postpone Nick Ziat's presentation on creating a new standing committee of the
12 faculty until February. Dr. Ziat's made this request to allow additional time to amend the
13 proposed committee charge based on feedback from the Faculty Council Steering Committee.
14 The Faculty Senate Meeting has not yet occurred and will meet later this week. Consequently,
15 the Faculty Senate update will be presented at the February Faculty Council Meeting. The
16 membership for the ad hoc professionalism committee is almost complete and the final roster
17 will be shared with FC in February. The Faculty Council Steering Committee endorsed adding
18 Dr. Robert Bonomo as an additional member of the Steering Committee and Dr. Ward thanked
19 him for his willingness to serve.

20

21 The Nomination and Elections Committee has appointed Justin Lathia to serve as the CCLCM
22 representative until June 30. If he wishes to continue on the committee for next year, he will be
23 able to participate in the spring election. Vacancies exist for faculty based at UH or MHMC and
24 elections will be held to fill these vacancies. The NEC elected Danny Manor as its chair and Dr.
25 Ward thanked him for his service.

26

27 **Faculty Council Steering Committee Report (Nicole Ward)**

28 The Faculty Council Steering Committee met on January 11 and approved the December FCSC
29 meeting minutes. They discussed the centers and institutes, resources for students/faculty, Dr.
30 Ziat's presentation on the ad hoc Graduate Program Review Committee and the proposal to
31 change its status to a standing committee. Dr. Croft presented the bylaws amendment update
32 pertaining to the VA representatives to Faculty Council. The FCSC developed and approved the
33 agenda for today's Faculty Council meeting.

34

35 **Approval of the December 21 Faculty Council Meeting Minutes**

1 Suggestions were made to the minutes, a motion was made and seconded to accept the suggested
2 amendments. There being no further discussion, a vote was taken. 37 were in favor, 0 were
3 opposed, and 1 abstained. The motion passes and the changes are adopted.
4

5 **Centers in the School of Medicine (Dean Stan Gerson)**

6 Dean Gerson stated that the topic of centers and institutions has been discussed with the Provost
7 and all deans of the university. A comprehensive review was completed over the last 18 months,
8 and the good news is that the SOM has a structure in place, unlike other schools at CWRU,
9 which do not.

10
11 Dr. Gerson briefly discussed the history of the Division of General Medical Sciences (DGMS)
12 and the role in developing Centers such as Neurology, Genetics, and Bioethics into
13 Departments. Centers and institutes of the SOM are initiated to provide flexible, responsive and
14 cross cutting efforts to excel in broad areas of biomedical science and education, and undergo
15 review to assess their timeliness and impact.

16
17 The Committee for Biomedical Research determined that a better review process of
18 Centers/Institutes was required for timeliness and impact. Dean Gerson is presenting to FC the
19 details of this process as information for feedback to faculty. Moving forward, two types of
20 centers will exist: Type A (has the authority to appoint and promote primary appointments) and
21 Type B (secondary appointments). This provides a better approach to collective
22 oversight responsibility and review.

23
24 Type A Centers/Institutes are interdisciplinary, interdepartmental, and have the authority to
25 directly recruit, appoint and promote faculty. A minimum of three primary faculty is required to
26 be considered sustainable. Type A centers have both institutional support and grant
27 support. Type A centers lie outside of departmental structures, have an identified administration
28 structure, and report to the Dean for academic affairs. The Dean is the chair of DGMS.

29
30 If a type A Center is converted to a Type B Center, individual faculty members' tenure
31 responsibility stays with the DGMS and rests with the SOM. The faculty member reports
32 directly to the Dean as their chair, and for their academic responsibilities. However, Dr. Gerson
33 stated that he will discourage this. An important part of the discussion in 1986 was that faculty
34 do better in academic centers or within the structure of a department.

35
36 Type B Centers/Institutes do not have the authority to appoint primary faculty, but can pursue
37 interdisciplinary efforts. Membership is not a faculty appointment. Funding for Type B
38 Centers/Institutes may come from multiple sources. Type B Centers/Institutes are typically
39 administratively housed in the Department of the Center/Institute Director but may have their
40 own administrative structure if they can afford to do so. The Director of the Type B Center
41 normally reports to their Department Chair or to a Type A Center/Institute Director, if it were a
42 Type B Center within a Type A (DGMS) center. In most instances, Type B Center Directors are
43 encouraged to report to the Dean.

44
45 What were formerly known as Type C Centers have been rephrased as Intradepartmental
46 Centers.

47
48 Dean Gerson explained that Type A Centers should have external and internal reviews, and
49 annual advisory committee meetings. When reviewing the list of SOM Centers, it was
50 discovered that there were three to four Type B Centers that had not existed for a couple of

1 years. New centers will be recognized by chair approval and come through the Dean's Office.
2 All proposed new centers will be reviewed, with commentary, by the Council of Basic Science
3 Chairs. The Committee on Biomedical Research is currently in the process of reviewing all of
4 the Type B Centers (25), which will probably take three years to complete. All Center Directors
5 will be encouraged to come to the committee and present. The DGMS Advisory Committee is
6 composed of three basic science and three clinical department chairs appointed by the Dean for a
7 three-year term. This committee is responsible for review of Type A Centers, and reviews their
8 activities every five years.

9
10 Discontinuation of a center will be based upon a lack of institutional support or activity. Type A
11 Centers, with one to two members, will convert to Type B Centers. A listing of the current
12 centers and institutes is posted on BOX. Dr. Gerson noted that some are still being
13 reviewed. Each center has a website; some are in the process of being updated.

14
15 As a point of clarification, Type B Centers would grant membership, not faculty appointments. It
16 was noted that in the past there have occasionally been people who have been in DGMS but not
17 appointed within a Center. The Dean's Office will assist anyone whose center is dissolved, or
18 have a primary appointment in DGMS, and help promote them for membership in another
19 department. The Dean stated that they recently addressed this issue with the RNA Center. Most
20 members have primary faculty appointments in Biochemistry. If a center is dissolved, the person
21 would not lose their faculty appointment and it would default to the DGMS, until a transfer can
22 be made into another DGMS Center or Department.

23
24 Dr. Ward thanked Dean Gerson.

25
26 Dr. Ward requested to next address the revisions to the bylaws amendment that faculty council
27 requested be presented at this month's meeting to ensure sufficient time to vote on the revisions
28 that were discussed at January's Faculty Council Meeting.

29
30 **Bylaws Amendment**

31 Dr. Ward reminded members of faculty council that amendment 3.2a was approved by Faculty
32 Council last year and then the Faculty Senate requested clarifications. The Bylaws Committee
33 worked with Dr. Bonomo to approve the revisions and get this back to Faculty Council and the
34 Faculty Senate. Dr. Ward thanked Dr. Croft for the quick turnaround and for working
35 collaboratively with Dr. Bonomo to address the revisions, and Dr. Bonomo for addressing the
36 concerns raised by the Faculty Senate and the Bylaws Committee.

37
38 Dr. Croft announced that there are two amendments to be voted upon. The Chair-Elect asked
39 that old business be addressed first (amendment 3.2a), Dr. Croft asked it to be recorded in the
40 minutes that he does not agree that it is necessarily correct to address old business first.

41
42 There are four types of FC representatives described in the SOM Bylaws: department
43 representatives (one per academic department); at large representatives (five basic science, five
44 clinical); institutional representatives (one per affiliate), and two from special faculty as opposed
45 to regular faculty/full time faculty. The proposed amendment creates a fifth category of Faculty
46 Council representatives: VA Representatives. One VAMC representative would be elected from
47 each "clinical area". Each "clinical area" would include faculty from one or more clinical
48 service(s). There was discussion to ensure that VA faculty could only vote for one representative
49 (either at the VAMC or another hospital) not at the VAMC and in the department where the

1 faculty appointment resides. VAMC faculty have their hospital base at the VAMC, but their
2 primary (academic) appointment is at SOM, UHCMC, MHMC or CCLCM.

3
4 Article 3 - 3.2 Membership of the Faculty Council - an exception to the appointment of one
5 voting representative to each academic department is made for the VAMC where academic
6 departments have not been established (as defined in the faculty handbook, chapter 2, article vii,
7 section b). Article 3.3 deals with where we enumerate the different types of representatives. The
8 proposed changes are in BOX. Page 3 paragraph c and d address eligibility to serve as a clinical-
9 at-large representative. One could represent the VAMC but not the department where their
10 primary appointment is.

11
12 Since research is not really clinical faculty one of the words considered was “institutional unit”
13 (could be Research or Medicine, Surgery, Anesthesiology). Units within the institution may be a
14 slightly better word than clinical units when talking about our research faculty on career
15 development awards who seem to be essentially research, paid by research support.

16
17 If the VAMC was to form departments, the bylaws would be revised to ensure adequate
18 representation and an appropriate voice.

19
20 Dr. Bonomo indicated that the VAMC has already identified and voted on six representatives for
21 the VAMC and that he would like to put this issue (bylaws amendment) to rest and move on to
22 as important issues. He repeated again that every faculty member at the VAMC will be
23 represented, and that as the VAMC continues to grow it will likely transition into appropriate
24 academic status - just like Cleveland Clinic. When more departments are approved, those
25 departments can elect representatives on Faculty Council.

26
27 The Faculty Affairs & HR Office tracks all faculty appointments and the change of faculty
28 appointments. Transfers exist between hospitals and departments quite frequently. Where VA
29 faculty are eligible to vote will be recorded and updated in the same manner that other faculty
30 appointments are tracked. A motion was made to move forward with the changes in the
31 amendments that address the Faculty Senate requests, which are highlighted here in red, for
32 purpose of discussion. The motion is seconded and the floor is open for discussion.

33
34 Dr. Croft stated that while we need to move on the modifications and then vote on the entire
35 thing, he would like a little flexibility for wordsmithing the last sentence in (d).

36
37 When asked how the ratio of the number of faculty representatives at the VA (six) correspond to
38 numbers at the CC, it was noted that nowhere in the bylaws or the handbook are the number of
39 representatives linked to the number of faculty per unit. In Medicine at UH there are 80 people,
40 while the Department of Anatomy has a handful, yet each have one representative. Information
41 regarding faculty numbers per VA unit was not included as a point requiring clarification by the
42 Senate By-Laws committee, and therefore it was not an appropriate topic for discussion at this
43 meeting. It was also noted that the amendment regarding VA representation was written by the
44 SOM Faculty Standing Committee on By-Laws, recommended by the Faculty Council, and
45 approved by majority vote of the SOM Faculty. As a representative of SOM on the Faculty
46 Senate By-Laws committee, it would be viewed as bad optics if Dr. Harte were to represent
47 views other than those approved by the Faculty Council.

48
49 A call to vote was made. Dr. Ward clarified that Faculty Council has already voted to approve
50 six members. We are now voting on the amended text in blue, to accept the modifications of the

1 amendment with some flexibility to allow Darin Croft to wordsmith it. 31 were in favor, 3 were
2 opposed, and 4 abstained. The motion passes.

3
4 Next, Faculty Council voted on accepting the amendment (3.2a) as a whole, which included the
5 red text which addressed the Faculty Senate’s concerns. The question was asked: Do you
6 approve the VA amendment? There being no further discussion, a vote was taken. 30 were in
7 favor, 2 were opposed, and 3 abstained. The motion passes.

8
9 Darin Croft stated that the next amendment was not on agenda, but it was approved by the
10 Faculty Council Steering Committee and is loaded in BOX. The suggested amendments to 3.6b
11 concern a revision to the timing and method of election. Previously this was done by paper
12 ballot in the Faculty Council chamber. Under Article 3 - 3.6 Committees of the Faculty Council,
13 the Nomination and Elections Committee and all modifications are here in red. It was presented
14 that this amendment makes the process more open and efficient, allows all Faculty Council
15 members eligible to vote, and the election will remain open for two weeks.

16
17 A motion was made and seconded to accept the amendment on section 3.6b as delineated in red
18 on this document. There being no further discussion, a vote was taken. 35 were in favor, 0 were
19 opposed, and 2 abstained. The motion passes.

20
21 **Resources and Support for Students/Faculty (Nicole Deming)**

22 In response to requests for resources to address and respond to faculty concerns for students,
23 several handouts were reviewed and shared with members on BOX: help resources, disruptive
24 behavior, students in distress (handouts). For medical students: Wellness Wednesday, NIH
25 Resiliency Program, CWRU Cares, the Dean's email on mentoring in disconnected times.
26 Faculty and Staff guide - call for help – it is a wonderfully coordinated effort. Health resources
27 that exist: non-emergency and emergency numbers, denotes point people (society deans would
28 be one of the first to contact) or an email can be sent to the Faculty Affairs & HR Office. The
29 call for help should be kept on hand.

30
31 Amy Hise has been working with Usha Stiefel and the Offices of Institutional Research to
32 develop a COVID specific survey for the university, due to come out soon, which will assess the
33 COVID aspect on faculty activity, and wellness questions. The Provost and the President have
34 given their support, and they hope to have the opportunity to discuss the findings at a future
35 Faculty Council meeting. Dr. Hise stated that in the university’s Committee on Women meeting
36 they discussed the third party-staffed Integrity Hotline. This can be utilized for issues of
37 harassment, discrimination, or something that would reflect poorly on the university or school.

38
39 Dr. Stiefel requested that when the survey comes out members reach out to their departments to
40 encourage participation. Dr. Ward stated that in these challenging times she would encourage
41 each member to check in with the people in their lab, administrative office, friends, and family.
42 Check in, be present, be here for them, be a person in the room that if they want to talk, someone
43 is there to listen and support.

44
45 When polled, there was no new business to be addressed. A motion was made and seconded to
46 adjourn. All were in favor, no one opposed, and no one abstained. The motion passes.

47
48 The meeting was adjourned at 5:30PM.

49
50 Respectfully submitted,

1

2 Joyce Helton

DRAFT
School of Medicine Program Review Committee (PRC)

1. Committee Charge:

The School of Medicine Program Review Committee (PRC) is a standing committee of the Faculty of Medicine. This committee shall serve as the approval body that is referred to as “school/college curriculum committee” in the CWRU Academic Approval Matrix (see Appendix) and will review both new and existing programs as required by the University and State. This committee of the faculty shall review new graduate and undergraduate programs involving departments within the School of Medicine, major changes to existing programs (defined as a change to 50% or more of the curriculum), new joint degree and dual-degree programs and present their recommendations to the Faculty Council. The Program Review Committee may also review other (non-MD) programs at the Dean’s request. The recommendations of the Faculty Council shall be presented to the Dean, and upon approval, referred to the Graduate School and the University Faculty Senate Committee on Graduate Studies or Faculty Senate Committee Undergraduate Education for their consideration. This Program Review Committee is separate and distinct from the SOM Curriculum Review Committee in the SOM Office of Graduate Studies that reviews requests to create new courses.

2. Process for review of programs:

Program applications will be submitted to the Chair of the Program Review Committee for review. The review of new programs shall include consideration of the relationship of the new program to on-going programs in the School of Medicine with regard to academic quality, overlapping areas of interest, and the fulfillment of the criteria specified by the School of Graduate Studies or Undergraduate Studies as to the academic quality, need, and state-wide alternatives for the program. During the review of the graduate program or undergraduate program, the committee shall discuss the program with the faculty members involved and suggest needed changes. The review of new joint or dual degree programs shall include consideration of the extent to which credits for each program fulfill requirements for the other and any other matters the committee thinks pertinent.

3. Committee Membership and Terms:

The Program Review Committee shall consist of eight full-time members of the School of Medicine faculty, elected at-large by the full-time faculty, with no more than two members from a single department, and up to six *ex officio* members. The elected members shall serve staggered three-year terms, two or three new members being elected each year. Members may stand for re-election and serve at most two consecutive terms. All elect members and *ex officio* members are voting members on the committee.

The committee shall be composed of:

- (a) three (3) elected members of the Faculty involved in graduate or undergraduate education in the School of Medicine,
- (b) five (5) elected faculty members currently in charge of on-going graduate or undergraduate programs involving departments of the School of Medicine, elected by the Faculty of Medicine
- (c) the School of Medicine member(s) of the University Faculty Senate Committee on Graduate Studies (*ex officio*),
- (d) the School of Medicine member(s) of the University Faculty Senate Committee on Undergraduate Education (*ex officio*),
- (e) the Associate Dean of Graduate Education (*ex officio*), and
- (f) the Assistant Dean for Educational Initiatives (*ex officio*).

4. Committee Chair:

The Chair of the Faculty Council shall appoint one of the elected members to serve on an annual basis as chair of the committee after soliciting recommendations from its members. Additional ad hoc voting committee members may be named, as agreed upon by the Dean and the Chair of Faculty Council, for a period of one year.

The chair will be responsible for composing an agenda and arranging for its delivery to all members prior to the meetings. The chair will preside and a secretary may be appointed to assume responsibility for recording the minutes. Minutes of the immediately prior meeting will be distributed at each meeting and approval and/or revision will be the first order of business.

5. Meetings and attendance:

The Program Review Committee will meet at regular intervals according to a schedule set by the chair at the beginning of each school year. Special meetings may be called by the chair. The presence of a simple majority of voting members will be considered a quorum and official decisions of the committee will require either the affirmative or negative vote of a simple majority of the total voting membership. Appointment of a member may be terminated by the chair if the member misses more than two of the scheduled meetings during an academic year. The vacancy will be filled in accordance with the SOM Bylaw by notifying the Nomination and Elections Committee of the Faculty Council to appoint a replacement. The first choice should be the faculty member who received the next highest number of votes in the most recent election for this committee position. Should that individual be unwilling or unable to serve, the Nomination and Elections Committee shall appoint an alternate of its choosing after consultation with the Program Committee Review Chair.

| Academic Approval Matrix | | Department | School/College Curriculum Committee | School/College Faculty | School/College Dean | International Affairs Office | Library Resources Review | UTech Information Technology Review | Faculty Senate Committee on Undergraduate Education (FSCUE) | Faculty Senate Graduate Studies Committee | Faculty Senate | President or Provost | Board of Trustees | Ohio Dept of Higher Education | Ohio Dept of Higher Education | Higher Learning Commission (HLC) | Higher Learning Commission (HLC) |
|----------------------------------|---|-----------------|-------------------------------------|------------------------|---------------------|------------------------------|--------------------------|-------------------------------------|---|---|-----------------|----------------------|-------------------|-------------------------------|-------------------------------|----------------------------------|----------------------------------|
| | | Action Required | Action Required | Action Required | Action Required | Action Required | Action Required | Action Required | Action Required | Action Required | Action Required | Acknowledgment only | Action Required | Action Required | Information Only | Action Required | Information Only |
| Administrative Structures | | | | | | | | | | | | | | | | | |
| | School/College (new) | | | | | | | X | | | X | | X | X | | | |
| | School /College (name change) | | | X | X | | | | | | X | X | X | | | | |
| | Department (new) | | | X | X | | | X | | | X | X | X | | | | |
| | Department (name change) | X | | X | X | | | | | | X | X | X | | | | |
| | Off-campus location (new) | X | X | X | X | I | | X | U | GP | X | X | | X | | X | |
| Academic Programs | | | | | | | | | | | | | | | | | |
| | Degrees (new) | X | X | X | X | I | X | X | U | GP | X | X | X | X | | X | |
| | Degrees (name change) | X | X | X | X | | | | U | GP | X | X | X | X | | | X |
| | Degrees (change in delivery mode) | X | X | X | X | I | X | X | U | GP | X | X | X | X | | X | |
| | Degrees (changes in credit hours) | X | X | X | X | | | | U | GP | | | | | | | |
| | Programs/Majors (new) | X | X | X | X | | X | X | U | GP | X | X | X | X | | X | X |
| | Programs/ Majors (name change) | X | X | X | X | | | | U | GP | X | X | X | | X | | X |
| | Programs/ Majors/Tracks/Concentrations (change in delivery mode) | X | X | X | X | I | X | X | U | GP | X | X | X | | X | X | |
| | Programs/Majors (termination) | X | X | X | X | | | | | | X | X | | | | | |
| | Minors (new) | X | X | X | X | | X | X | U | | U | | X | | X | | |
| | Minors (name change) | X | X | X | X | | | | U | | | | X | | | | |
| | Certificates (new) | X | X | | | | X | X | U | X | X | X | X | P | | P | P |
| | Concentration/Sequence/Track (new) | X | X | | | | | X | U | GP | | | | | | | |
| | Concentration/Sequence/Track (change) | X | X | | | | | | U | | | P | | | | | |
| | Course Subject Codes (new, desc changes) | X | X | X | X | | | | | | | P | | | | | |
| Academic Processes | | | | | | | | | | | | | | | | | |
| | Grades or grading system (new) | X | X | X | X | | | | U | GP | X | | | | | | |
| | Diploma format Univ-wide (new/change) | | | | X | | | | U | GP | X | X | X | | | | |
| | Diploma wording change, school | | | | X | | | | | | | X | X | | | | |
| | Transcript format (new/change) | | | | X | | | | U | GP | X | X | | | | | |
| | Five Year Academic Calendar (new/change) | | | | | | | | | | X | | X | | | | |
| | Five Year Academic Calendar (deviations) | | | | | | | | | | | P | | | | | |
| Notes: | X = all levels | | | | | | | | | | | | | | | | |
| | U = undergraduate level | | | | | | | | | | | | | | | | |
| | GP = graduate or professional level | | | | | | | | | | | | | | | | |
| | I = if international students are to be enrolled | | | | | | | | | | | | | | | | |
| | P = possibly, depending on the program. University Registrar to check with the Provost's Office | | | | | | | | | | | | | | | | |

Summary of Committee on Appointments, Promotions, and Tenure Activities

| | | 2019-2020 | 2018-2019 | 2017-2018 |
|---|--|------------------------|-----------------|----------------|
| PROMOTIONS AND TENURE FOR FACULTY AT CWRU SOM | | | | |
| <u>For Promotion to Professor (Tenured)</u> | | | | |
| nominated | | 12 (5F, 7M) | 6 (2F, 4M) | 6 (3F, 3M) |
| initial positive CAPT rec | | 10 (3F, 7M) | 5 (2F, 3M) | 6 (3F, 3M) |
| appeals | | 2 (2F, 0M) | 0 | 0 |
| successful appeals | | 2 (2F, 0M) | 0 | 0 |
| final positive CAPT rec | | 12 (5F, 7M) | 5 (2F, 3M) | 6 (3F, 3M) |
| Dean's rec | | 12 (5F, 7M) | 5 (2F, 3M) | 6 (3F, 3M) |
| Provost & final rec | | 12 (5F, 7M) | 5 (2F, 3M) | 6 (3F, 3M) |
| % successful | | 12 of 12 = 100% | 5 of 6 = 83% | 6 of 6 = 100% |
| <u>For Promotion to Professor Non-Tenure Track</u> | | | | |
| nominated | | 30 (7 F, 23 M) | 33 (12 F, 21 M) | 33 (9 F, 24 M) |
| initial positive CAPT rec | | 26 (6 F, 20 M) | 27 (11 F, 16 M) | 30 (8 F, 22 M) |
| appeals | | 3 (1F, 2M) | 3 (0F, 3M) | 1 (1 F, 0 M) |
| successful appeals | | 3 (1F, 2M) | 3 (0F, 3M) | 1 (1 F, 0 M) |
| final positive CAPT rec | | 29 (7 F, 22 M) | 30 (11 F, 19 M) | 31 (9 F, 22 M) |
| Dean's rec | | 29 (7 F, 22 M) | 30 (11 F, 19 M) | 31 (9 F, 22 M) |
| Provost & final rec | | 29 (7 F, 22 M) | 30 (11 F, 19 M) | 31 (9 F, 22 M) |
| % successful | | 29 of 30 = 97% | 30 of 33 = 91% | 31 of 33 = 94% |
| <u>For Award of Tenure</u> | | | | |
| nominated | | 7 (1F, 6M) | 6 (0F, 6M) | 10 (0F, 10M) |
| initial positive CAPT rec | | 7 (1F, 6M) | 5 (0F, 5M) | 5 (0F, 5M) |
| appeals | | 0 | 1 (0F, 1M) | 4 (0F, 4M) |
| successful appeals | | 0 | 1 (0F, 1M) | 2 (0F, 2M) |
| final positive CAPT rec | | 7 (1F, 6M) | 6 (0F, 6M) | 7 (0 F, 7 M) |
| Dean's rec | | 6 (1F, 5M) | 6 (0F, 6M) | 7 (0 F, 7 M) |
| Provost & final rec | | 6 (1F, 5M) | 6 (0F, 6M) | 7 (0 F, 7 M) |
| % successful | | 6 of 7 = 86% | 6 of 6 = 100% | 7 of 10 = 70% |
| <u>For Promotion to Associate Prof in Tenure Track</u> | | | | |
| nominated | | 4 (2F, 2M) | 9 (0F, 9M) | 13 (3F, 10M) |
| initial positive CAPT rec | | 4 (2F, 2M) | 6 (0F, 6M) | 12 (3F, 9M) |
| appeals | | 0 | 1 (0F, 1M) | 1 (0F, 1M) |
| successful appeals | | 0 | 1 (0F, 1M) | 1 (0F, 1M) |
| final positive CAPT rec | | 4 (2F, 2M) | 7 (0F, 7M) | 13 (3F, 10M) |

| | | | | | |
|--|---|--|------------------------|------------------|------------------|
| | Dean's rec | | 4 (2F, 2M) | 7 (0F, 7M) | 13 (3F, 10M) |
| | Provost & final rec | | 4 (2F, 2M) | 7 (0F, 7M) | 13 (3F, 10M) |
| | % successful | | 4 of 4 = 100% | 7 of 9 = 78% | 13 of 13 = 100% |
| | | | | | |
| | | | | | |
| | | | | | |
| For Promotion to Associate Prof in Non-Tenure Track | | | | | |
| | nominated | | 50 (19F, 31M) | 66 (28F, 38M) | 52 (28F, 24M) |
| | initial positive CAPT rec | | 46 (18F, 28M) | 59 (25F, 34M) | 48 (26F, 22M) |
| | appeals | | 1 (0F, 1M) | 4 (2F, 2M) | 2 (1F, 1M) |
| | successful appeals | | 0 (0F, 0M) | 4 (2F, 2M) | 1 (0F, 1M) |
| | final positive CAPT rec | | 46 (18F, 28M) | 63 (27F, 36M) | 49 (26F, 23M) |
| | Dean's rec | | 46 (18F, 28M) | 63 (27F, 36M) | 49 (26F, 23M) |
| | Provost & final rec | | 46 (18F, 28M) | 63 (27F, 36M) | 49 (26F, 23M) |
| | % successful | | 46 of 50 = 92% | 63 of 66 = 95% | 49 of 52 = 94% |
| | | | | | |
| | | | | | |
| | Overall Promotion and Tenure | | 97 of 103 = 94% | 111 of 120 = 93% | 106 of 114 = 93% |
| | | | | | |
| | | | | | |
| | | | | | |
| FACULTY APPOINTMENTS | | | 2019-2020 | | |
| | | | | Number | |
| | Professor with Tenure | | | 7 | |
| | Professor in Non-Tenure Track | | | 24 | |
| | Associate Professor with Tenure | | | 0 | |
| | Associate Professor in Tenure Track | | | 1 | |
| | Associate Professor in Non-Tenure Track | | | 24 | |
| | | | TOTAL | 56 | |
| | | | | | |

| 2016-2017 | 2015-2016 | 2014-2015 |
|----------------|----------------|----------------|
| | | |
| 9 (2F, 7M) | 2 (1F, 1M) | 8 (1F, 7M) |
| 9 (2F, 7M) | 2 (1F, 1M) | 8 (1F, 7M) |
| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 9 (2F, 7M) | 2 (1F, 1M) | 8 (1F, 7M) |
| 9 (2F, 7M) | 2 (1F, 1M) | 8 (1F, 7M) |
| 8 (1F, 7M) | 2 (1F, 1M) | 8 (1F, 7M) |
| 8/9 = 88.9% | 2 of 2 = 100% | 8 of 8 = 100% |
| | | |
| | | |
| 32 (9 F, 23 M) | 22 (3 F, 19 M) | 22 (3 F, 19 M) |
| 29 (7 F, 22 M) | 22 (3 F, 19 M) | 21 (3F, 18M) |
| 1 (1 F, 0 M) | 0 | 1 (0 F, 1M) |
| 1 (1 F, 0 M) | 0 | 1 (0F, 1M) |
| 30 (8 F, 22 M) | 22 (3 F, 19 M) | 22 (3F, 19M) |
| 30 (8 F, 22 M) | 22 (3 F, 19 M) | 22 (3F, 19M) |
| 30 (8 F, 22 M) | 22 (3 F, 19 M) | 22 (3F, 19M) |
| 30/32 = 93.8% | 100% | 100% |
| | | |
| | | |
| 20 (9F, 11M) | 9 (3F, 6M) | 9 (3F, 6M) |
| 16 (6F, 10M) | 8 (2F, 6M) | 7 (3F, 4M) |
| 3 (2F, 1M) | 1 | 0 |
| 2 (1F, 1M) | 1 | 0 |
| 18 (7 F, 11 M) | 9 (3F, 6M) | 7 (3F, 4M) |
| 16 (6 F, 10 M) | 9 (3F, 6M) | 6 (3F, 3M) |
| 16 (6 F, 10 M) | 9 (3F, 6M) | 6 (3F, 3M) |
| 16/20 = 80% | 100% | 6 of 9 = 66.7% |
| | | |
| | | |
| 16 (6F, 10M) | 11 (4F, 7M) | 10 (4F, 6M) |
| 14 (5F, 9M) | 11 (4F, 7M) | 8 (4F, 4M) |
| 2 (1F, 1M) | 0 | 0 |
| 1(1F. 0M) | 0 | 0 |
| 15 (6F, 9M) | 11 (4F, 7M) | 8 (4F, 4M) |

| | | |
|-------------------------------|------------------|------------------|
| 15 (6F, 9M) | 11 (4F, 7M) | 8 (4F, 4M) |
| 15 (6F, 9M) | 11 (4F, 7M) | 8 (4F, 4M) |
| $15/16 = 93.8\%$ | 100% | 80% |
| | | |
| | | |
| | | |
| 42 (21F, 21M) | 58 (25F, 33M) | 38 (13F, 25M) |
| 34 (18F, 16M) | 53 (23F, 30M) | 35 (11F, 24M) |
| 3 (2F, 1M) | 3 (2F, 1M) | 1 (1F, 0M) |
| 2 (2F, 0M) | 3 (2F, 1M) | 1 (1F, 0M) |
| 36 (20F, 16M) | 56 (25F, 31M) | 36 (12F, 24M) |
| 36 (20F, 16M) | 56 (25F, 31M) | 36 (12F, 24M) |
| 36 (20F, 16M) | 56 (25F, 31M) | 36 (12F, 24M) |
| $36/42 = 85.7\%$ | $56/58 = 96.6\%$ | $36/38 = 94.7\%$ |
| | | |
| | | |
| $96 \text{ of } 110 = 87.3\%$ | 90 | 87 |
| | | |
| | | |
| | | |

SOM CAPT Report, 2019-2020

February 22, 2021

Cathleen Carlin & Cynthia Kubu, Co-Chairs, 2019-2020 CAPT

Who served?

CAPT 2019-2020 Members*

- Cathleen Carlin, Co-Chair (SOM-Basic Sci, Main Campus)
- Cynthia Kubu, Co-Chair (CCLCM)
- Qingzhong Kong (SOM-Basic Sci, Main Campus)
- William Merrick (SOM-Basic Sci, Main Campus)
- William Schiemann (SOM-Basic Sci, Main Campus)
- Benjamin Li (MHMC)
- Sanjay Gupta (UHMC)
- Karen Horowitz (VAMC)
- Edward Chien (MHMC/CCLCM)
- Nora Singer (MHMC)
- Sadashiva Karnik (CCLCM)
- Edward Yu (SOM-Basic Sci, Main Campus)
- Zhenghong Lee (UHMC)
- Aaron Goldenberg (SOM-Basic Sci, Main Campus)
- Chris Dealwis (SOM-Basic Sci, Main Campus)
- Mahboob Rahman (UHMC)
- Corey Smith (SOM-Basic Sci, Main Campus)
- Thomas La Framboise (SOM-Basic Sci, Main Campus)
- Christine Jaworsky (MHMC)
- Philip Fastenau (UHMC)
- Robert Needleman (MHMC)

**18 elected, six appointed*

What we do

- Advisory to Dean and Provost
- Meet weekly September to December
 - Review candidates for promotion
 - Meet deadline of early December set by Provost for board approval in May
- Meet 1 – 2 times monthly January to June
 - Review candidates for new appointments
 - Board-approved on rolling basis
- Approximately 10 candidates/week
- Each candidate receives primary and secondary review
- Time commitment: ~6 h/meeting

Appointment/Promotion Process

Department/CCLCM/Metro CAP(T) Review



CWRU School of Medicine CAPT Review



SOM Dean



Provost



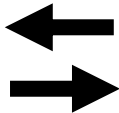
President



Board of Trustees



Appointment/Promotion Confirmed



Faculty Council Steering Committee
review of SOM CAPT Summary for equity

| Summary of Committee on Appointments, Promotions, and Tenure Activities | | | | | | | | |
|--|---------------------------|--|------------------------|-----------------|----------------|----------------|----------------|----------------|
| | | | 2019-2020 | 2018-2019 | 2017-2018 | 2016-2017 | 2015-2016 | 2014-2015 |
| PROMOTIONS AND TENURE FOR FACULTY AT CWRU SOM | | | | | | | | |
| For Promotion to Professor (Tenured) | | | | | | | | |
| | nominated | | 12 (5F, 7M) | 6 (2F, 4M) | 6 (3F, 3M) | 9 (2F, 7M) | 2 (1F, 1M) | 8 (1F, 7M) |
| | initial positive CAPT rec | | 10 (3F, 7M) | 5 (2F, 3M) | 6 (3F, 3M) | 9 (2F, 7M) | 2 (1F, 1M) | 8 (1F, 7M) |
| | appeals | | 2 (2F, 0M) | 0 | 0 | 0 | 0 | 0 |
| | successful appeals | | 2 (2F, 0M) | 0 | 0 | 0 | 0 | 0 |
| | final positive CAPT rec | | 12 (5F, 7M) | 5 (2F, 3M) | 6 (3F, 3M) | 9 (2F, 7M) | 2 (1F, 1M) | 8 (1F, 7M) |
| | Dean's rec | | 12 (5F, 7M) | 5 (2F, 3M) | 6 (3F, 3M) | 9 (2F, 7M) | 2 (1F, 1M) | 8 (1F, 7M) |
| | Provost & final rec | | 12 (5F, 7M) | 5 (2F, 3M) | 6 (3F, 3M) | 8 (1F, 7M) | 2 (1F, 1M) | 8 (1F, 7M) |
| | % successful | | 12 of 12 = 100% | 5 of 6 = 83% | 6 of 6 = 100% | 8/9 = 88.9% | 2 of 2 = 100% | 8 of 8 = 100% |
| For Promotion to Professor Non-Tenure Track | | | | | | | | |
| | nominated | | 30 (7 F, 23 M) | 33 (12 F, 21 M) | 33 (9 F, 24 M) | 32 (9 F, 23 M) | 22 (3 F, 19 M) | 22 (3 F, 19 M) |
| | initial positive CAPT rec | | 26 (6 F, 20 M) | 27 (11 F, 16 M) | 30 (8 F, 22 M) | 29 (7 F, 22 M) | 22 (3 F, 19 M) | 21 (3F, 18M) |
| | appeals | | 3 (1F, 2M) | 3 (0F, 3M) | 1 (1 F, 0 M) | 1 (1 F, 0 M) | 0 | 1 (0 F, 1M) |
| | successful appeals | | 3 (1F, 2M) | 3 (0F, 3M) | 1 (1 F, 0 M) | 1 (1 F, 0 M) | 0 | 1 (0F, 1M) |
| | final positive CAPT rec | | 29 (7 F, 22 M) | 30 (11 F, 19 M) | 31 (9 F, 22 M) | 30 (8 F, 22 M) | 22 (3 F, 19 M) | 22 (3F, 19M) |
| | Dean's rec | | 29 (7 F, 22 M) | 30 (11 F, 19 M) | 31 (9 F, 22 M) | 30 (8 F, 22 M) | 22 (3 F, 19 M) | 22 (3F, 19M) |
| | Provost & final rec | | 29 (7 F, 22 M) | 30 (11 F, 19 M) | 31 (9 F, 22 M) | 30 (8 F, 22 M) | 22 (3 F, 19 M) | 22 (3F, 19M) |
| | % successful | | 29 of 30 = 97% | 30 of 33 = 91% | 31 of 33 = 94% | 30/32 = 93.8% | 100% | 100% |

| | | | | | | | |
|--|--|------------------------|------------------|------------------|-------------------|---------------|----------------|
| For Award of Tenure | | | | | | | |
| nominated | | 7 (1F, 6M) | 6 (0F, 6M) | 10 (0F, 10M) | 20 (9F, 11M) | 9 (3F, 6M) | 9 (3F, 6M) |
| initial positive CAPT rec | | 7 (1F, 6M) | 5 (0F, 5M) | 5 (0F, 5M) | 16 (6F, 10M) | 8 (2F, 6M) | 7 (3F, 4M) |
| appeals | | 0 | 1 (0F, 1M) | 4 (0F, 4M) | 3 (2F, 1M) | 1 | 0 |
| successful appeals | | 0 | 1 (0F, 1M) | 2 (0F, 2M) | 2 (1F, 1M) | 1 | 0 |
| final positive CAPT rec | | 7 (1F, 6M) | 6 (0F, 6M) | 7 (0F, 7M) | 18 (7F, 11M) | 9 (3F, 6M) | 7 (3F, 4M) |
| Dean's rec | | 6 (1F, 5M) | 6 (0F, 6M) | 7 (0F, 7M) | 16 (6F, 10M) | 9 (3F, 6M) | 6 (3F, 3M) |
| Provost & final rec | | 6 (1F, 5M) | 6 (0F, 6M) | 7 (0F, 7M) | 16 (6F, 10M) | 9 (3F, 6M) | 6 (3F, 3M) |
| % successful | | 6 of 7 = 86% | 6 of 6 = 100% | 7 of 10 = 70% | 16/20 = 80% | 100% | 6 of 9 = 66.7% |
| For Promotion to Associate Prof in Tenure Track | | | | | | | |
| nominated | | 4 (2F, 2M) | 9 (0F, 9M) | 13 (3F, 10M) | 16 (6F, 10M) | 11 (4F, 7M) | 10 (4F, 6M) |
| initial positive CAPT rec | | 4 (2F, 2M) | 6 (0F, 6M) | 12 (3F, 9M) | 14 (5F, 9M) | 11 (4F, 7M) | 8 (4F, 4M) |
| appeals | | 0 | 1 (0F, 1M) | 1 (0F, 1M) | 2 (1F, 1M) | 0 | 0 |
| successful appeals | | 0 | 1 (0F, 1M) | 1 (0F, 1M) | 1 (1F, 0M) | 0 | 0 |
| final positive CAPT rec | | 4 (2F, 2M) | 7 (0F, 7M) | 13 (3F, 10M) | 15 (6F, 9M) | 11 (4F, 7M) | 8 (4F, 4M) |
| Dean's rec | | 4 (2F, 2M) | 7 (0F, 7M) | 13 (3F, 10M) | 15 (6F, 9M) | 11 (4F, 7M) | 8 (4F, 4M) |
| Provost & final rec | | 4 (2F, 2M) | 7 (0F, 7M) | 13 (3F, 10M) | 15 (6F, 9M) | 11 (4F, 7M) | 8 (4F, 4M) |
| % successful | | 4 of 4 = 100% | 7 of 9 = 78% | 13 of 13 = 100% | 15/16 = 93.8% | 100% | 80% |
| For Promotion to Associate Prof in Non-Tenure Track | | | | | | | |
| nominated | | 50 (19F, 31M) | 66 (28F, 38M) | 52 (28F, 24M) | 42 (21F, 21M) | 58 (25F, 33M) | 38 (13F, 25M) |
| initial positive CAPT rec | | 46 (18F, 28M) | 59 (25F, 34M) | 48 (26F, 22M) | 34 (18F, 16M) | 53 (23F, 30M) | 35 (11F, 24M) |
| appeals | | 1 (0F, 1M) | 4 (2F, 2M) | 2 (1F, 1M) | 3 (2F, 1M) | 3 (2F, 1M) | 1 (1F, 0M) |
| successful appeals | | 0 (0F, 0M) | 4 (2F, 2M) | 1 (0F, 1M) | 2 (2F, 0M) | 3 (2F, 1M) | 1 (1F, 0M) |
| final positive CAPT rec | | 46 (18F, 28M) | 63 (27F, 36M) | 49 (26F, 23M) | 36 (20F, 16M) | 56 (25F, 31M) | 36 (12F, 24M) |
| Dean's rec | | 46 (18F, 28M) | 63 (27F, 36M) | 49 (26F, 23M) | 36 (20F, 16M) | 56 (25F, 31M) | 36 (12F, 24M) |
| Provost & final rec | | 46 (18F, 28M) | 63 (27F, 36M) | 49 (26F, 23M) | 36 (20F, 16M) | 56 (25F, 31M) | 36 (12F, 24M) |
| % successful | | 46 of 50 = 92% | 63 of 66 = 95% | 49 of 52 = 94% | 36/42 = 85.7% | 56/58 = 96.6% | 36/38 = 94.7% |
| Overall Promotion and Tenure | | 97 of 103 = 94% | 111 of 120 = 93% | 106 of 114 = 93% | 96 of 110 = 87.3% | 90 | 87 |

Appointments

- Professor with Tenure n= 7
- Professor, Non-tenure Track n=24
- Associate Professor with Tenure n= 0
- Associate Professor on the Tenure Track n= 1
- Associate Professor Non-tenure Track n=24

- Total Appointments Reviewed Total=56

Helpful Tips

- Format your CV in the appropriate template
- Avoid abbreviations/acronyms
- Write your personal statement as if your audience is a well-educated colleague who is not in your field
- Make sure that your external referee letters are truly external
- Ensure that the information provided to the external reviewers is also in your application packet
- Consult with your chair and a former member of the CAPT for advice

For more information.....

- Faculty Affairs

<https://case.edu/medicine/faculty-staff/faculty-affairs-hr/appointments-promotion-tenure>

Ambassadors for New Faculty



SCHOOL OF MEDICINE

CASE WESTERN RESERVE
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What Is It?

The Ambassadors for New Faculty is an initiative to help acclimate faculty new to CWRU to the culture, resources, and logistics of the SOM. The ambassadors serve a short term role as sponsors and impartial sources of information. New faculty often feel that they have landed in a long-coveted position but are at a loss as to how to deal with the day-to-day processes of their new reality. The ambassadors are matched to the new faculty, based on an emphasis of research or clinical focus and serve as a resource which the new faculty member can turn to for answers or contacts to deal with basic, logistical job-related questions.



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How Do We Know What Is Needed?

- Survey sent to all faculty hired by SOM last five years:
 - What was the biggest challenge in transitioning to CWRU SOM?
 - What was the biggest surprise in transitioning to CWRU SOM?
 - What was the biggest support you found?
 - What do you wish someone had told you?



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Survey Results

What was the biggest challenge in transitioning to CWRU SOM?

- Understanding institution relationships
- Isolation
- Understanding academic appointments
- Campus resources
- Knowing who to call for issues that arose or who would be best to talk to when there were questions about program or institutional issues

• What was the biggest surprise in transitioning to CWRU SOM?

- Lack of integration between institutions
- Lack of communication between institutions
- I am sorry to say it was how slow everything seemed to be - slow to get information, slow to transfer grants, slow to get my permanent appointment, just slow slow slow. Sorry!



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Survey Responses

- What was the biggest support you found?
 - The best support was from other faculty members who passed information on to me at essentially every opportunity
 - WFSOM
 - Had someone walk me through how to get access to case resources and a talk on promotions
- What do you wish someone had told you?
 - Orientation to both institutions
 - Timelines for promotion and assistance with academic CV writing
 - List of resources and mentors to help with career development.
 - Background on CWRU and the academic/faculty structure
 - How to budget my time, How to work with the clinical trials team, How to best work with my RN partner, How to utilize my administrative and clinical secretaries.



How Will It Work?

- Ambassadors and New Faculty will complete a short survey asking faculty rank, tenure status, primary department, hospital affiliation, primary focus of work, moved with partner, and children
- Small group orientation for Ambassadors
- As faculty are hired throughout the year, Director of Faculty Development will establish initial contact with new faculty member and serve as a liaison, if needed
- Matching process
- Suggested topics of discussion



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