
Health Programs Faculty Appointment System Handbook

I. Introduction

This Handbook describes an appointment system for clinician faculty members appointed on a paid basis in the Colleges of Human, Osteopathic, Veterinary Medicine and Nursing. Faculty members appointed in the basic biological or behavioral science areas within the medical colleges are not appointed in the HP system.

The Health Programs Faculty Appointment System (HP) is predicated on the need of the medical and nursing colleges of Michigan State University to expand and enhance their programs in clinical education, patient care service, and clinical research through a planned expansion of patient care services and community outreach. In order to meet the personnel needs of these missions, it is essential that the medical and nursing colleges gradually increase the number of clinician faculty resources supporting each of these essential functions. Given the declining general fund base support for these colleges, essential growth in faculty resources must be supported through a combination of patient care income and other clinically and service related revenues.

The medical and nursing colleges of Michigan State University are committed to the tenure system as the basic faculty appointment track of the University. The colleges of medicine and nursing would not exist as academic entities without a sufficient number of tenure system faculty to provide continuous support to both academic and clinical programs. The Health Programs Faculty Appointment System is a supplement to the tenure system, which requires teaching, research and clinical service in the medical and nursing colleges.

II. Health Programs Faculty Appointments

The Health Programs Faculty Appointment System is available only to individuals who hold a valid license to practice allopathic or osteopathic medicine, veterinary medicine or nursing or other clinical credential accepted by the State of Michigan appropriate for the professional role and function. HP faculty are appointed to one of three ranks: Assistant Professor (HP), Associate Professor (HP), or Professor (HP).

HP appointments are made in units and/or departments reporting through the deans of the medical and nursing colleges to the Provost. Health Programs faculty might also be appointed in the deans' offices and in other units or programs which originate out of the deans' offices.

HP faculty may be appointed on an annual (AN) or academic (AY) year basis; appointments may be full time or part time.

Initial HP appointments are made for a one to five year period upon recommendation of the appropriate administrator (chair) as applicable to the dean. The dean will make a final recommendation to the Associate Provost for Faculty and Academic Staff Affairs who will make the final decision.

Reappointments may be recommended for a one to five year period following a formal review and evaluation. This review process will be completed at least 90 days prior to the end date of an individual's current HP appointment (see section VI. C).

If a faculty member is not to be reappointed, he/she must be notified in writing at least 90 days in advance of the end date of the current appointment (see section VI.D).

Although there is a strong, good faith commitment by the department to fulfill the terms of the contract, a lack of funds is a legitimate reason for termination during the contract, as well as a decision not to renew a contract. If termination occurs during the term of the appointment, the faculty member will be provided written notice 120 days before the termination date.

HP faculty will not be dismissed due to capricious action by the University, college or department prior to the end date of the appointment. However, this assurance does not protect HP faculty who engage in activities which are grounds for dismissal pursuant to those listed in Section X.

Health Programs faculty are covered under the terms of the Faculty Grievance Policy (FGP).

III. Roles of Health Programs Faculty

Health Programs faculty are expected to devote a significant portion of their time to clinical activities such as patient care, clinical and preclinical teaching, scholarship and institutional service. The following sections describe the areas of HP faculty assignments.

A. Patient Care Service

The Health Programs faculty member provides patient care services within owned and/or affiliated University and community facilities and pursuant to University billing procedures. The patient care services provided fall within the scope of practice of the specialty designations recognized by the medical, nursing or professional discipline of the faculty member.

B. Clinical and Preclinical Teaching

The Health Programs faculty member is obligated to provide, coordinate, or assist in giving instruction to students, including undergraduate and graduate nursing students, medical students, residents, postdoctoral fellows, and practicing professionals in the facilities in which the patient care mission of the medical and nursing colleges is carried out. Teaching responsibilities may be supported on general fund dollars. Such instruction typically includes required or elective clerkships for medical students, clinical supervision for nursing students, supervision and direct instruction for residents and postdoctoral fellows. Health Programs faculty may also be assigned pre clinical instructional duties (i.e. in college interdepartmental programs, physical examination and interviewing courses, systems courses, etc.). Health Programs faculty may also participate in training programs and continuing medical/nursing education efforts supported and sponsored by the colleges. Evaluation of student progress as an integral piece of the educational process is also included as an HP faculty responsibility.

Health Programs faculty are required to comply with the provisions of the Michigan State University Code of Teaching Responsibility, e.g., statement of course objectives, examination policy, office hours, course evaluation, etc.

C. Scholarly Productivity and Research

Health Programs faculty are expected to be scholarly in the conduct of their responsibilities, whether in teaching, institutional service, or in patient care services. While acknowledging that the time available to conduct scholarly work will be limited, the conduct of scholarly work that expands the boundaries of knowledge is expected of HP faculty members. The exact type of inquiry should be related to the interests and specialization that the individual holds, thus the research or scholarly work conducted would reflect those abilities and interests (i.e., basic, clinical, quantitative, qualitative). The proportion of the individual's job responsibilities that is to be devoted to scholarly work must be negotiated at the time of hiring and subsequently at each evaluation meeting with regard to reappointment.

Evaluation of scholarly productivity and research (for the purposes of reappointment and/or promotion) shall be based on the proportion of an individual's time that is devoted to research and the usual indices of research productivity and quality, i.e., publications, professional presentations, participation in professional organizations, research proposal submissions, etc., and the standards and review guidelines of each department and college.

Health Programs faculty are expected to conduct scholarly and research related activities in accordance with the ethical procedures that govern the conduct of science. These include exercising critical self-discipline and judgment in generating, using, extending, and transmitting knowledge, adhering to the highest standards

of intellectual honesty, overseeing and evaluating the research and creative efforts of students and subordinates. Health Programs faculty shall conduct all research and creative activity in a manner consistent with accepted scholarly standards and in conformity with legal, professional, and University codes, policies and regulations which govern research and scholarly endeavors. Applicable University policies are found in the section entitled Research and Creative Endeavors in the Faculty Handbook.

D. Institutional Services

Health Programs Faculty are obligated to participate in the provision of institutional services at the department and college levels, including committee service, administrative service (when appropriate) and student advising.

Health Programs Faculty participate in the establishment and functioning of a governance system at the department and college levels in accordance with the applicable unit and college bylaws. HP faculty can also participate in University-level academic governance activities pursuant to the Bylaws for Academic Governance.

Health Programs faculty may contribute to the academic management of departments, units and/or the colleges by developing and recommending policy related to faculty affairs, student affairs, academic records, and academic fiscal management. Institutional service also includes academic activity such as student advising and curriculum development.

E. Other Faculty Roles

While patient care services (medical, nursing, surgical, psychiatric, psychological, etc.) are basic to the role of an HP faculty member, such services are not exclusive of other service functions that parallel those of other University faculty members, i.e. facilitating and conducting public service education and outreach, committee and administrative duties. Health Programs faculty, in accordance with University policy and regulations, can serve as valuable resources and provide services by working with government, industry, public and private organizations. Full time Health Programs faculty have the right to engage in a limited amount of non clinically related outside work for pay in accordance with University policy and regulations (Outside Work for Pay, Michigan State University Medical Service Plan â College of Human and Osteopathic Medicine, Michigan State University College of Nursing Practice Plan, College of Veterinary Medicine Practice Plan).

A more detailed description of the responsibilities expected of University faculty is included in the statement on Faculty Rights and Responsibilities in the Faculty Handbook (excluding the section on tenure).

IV. Criteria for Establishing Health Programs Faculty Positions

The establishment of Health Programs faculty positions requires the following documentation:

- a. A need for a clinician faculty position exists in a department or other unit associated with the medical and nursing colleges.
- b. Sources(s) of funding to support the position through discretionary, variable and non-continuing funds, grants, and/or practice revenues. HP faculty may temporarily be supported on general funds as needed to compensate for service for which the University is obligated to the individual.
- c. A significant portion of the responsibilities of the position are normally in clinical activities such as patient care, clinical and pre-clinical teaching, scholarship and institutional service.

Health Programs Faculty positions are established on the recommendation of the appropriate academic unit administrator and approved by the dean or separately reporting director.

V. Credentials and Licensure/Certification

The duties and responsibilities of Health Programs faculty include a significant emphasis on patient care services and clinical teaching. HP faculty are required to have a clinical terminal qualifying degree such as, but not limited to: M.D., D.O., D.V.M., V.M.D., MSN, D.N.P., MS, or Ph.D. (in a clinical discipline).

Health Programs physician faculty members must be: 1) members of the MSU medical staff, 2) participants in the Medical Practice Plan of the University, and 3) Board Certified (normally required, but may be waived by the dean).

Health Programs nurse faculty members must be: 1) members of the MSU College of Nursing, 2) participants in the Medical Practice Plan of the University, 3) licensed to practice nursing in Michigan and 4) nationally certified in their specialty area of practice.

All practitioners appointed under this system must be licensed by the State of Michigan within their respective professions and must meet all University and State credentialing requirements.

VI. Appointment, Evaluation, Reappointment and Promotion

A. Appointment Procedure

The Academic Hiring Procedures apply to appointments in the Health Programs Faculty Appointment System.

1. Position Description

A detailed position description and specific criteria and procedures for reappointment and promotion shall be provided to the Health Programs faculty candidate, together with a copy of the letter of offer.

2. Letter of Offer

The letter of offer for initial appointments shall include information on 1) the length of the initial appointment, 2) the initial salary level, and salary program, 3) the duties expected of the individual and 4) the opportunity for reappointments. A copy of the HP Handbook also shall be provided.

3. Salaries

See Appendix A (Colleges of Human and Osteopathic Medicine), B (College of Nursing), and C (College of Veterinary Medicine) for salary program information.

Base salaries are paid in twelve monthly installments on the last working day of each month for HP faculty with an annual (AN) appointment. Base salaries for HP faculty with an academic year (AY) appointment are paid on the last working day of each month over the duty period, August 15 through May 15.

B. Annual Evaluation

Health Programs faculty will be evaluated and provided feedback on their performance by the applicable unit administrator. Written annual evaluations are conducted as part of regular reviews related to assignment, planning and salary adjustment.

C. Review for Reappointment

In addition to an annual evaluation, HP faculty are formally reviewed and evaluated for reappointment by the appropriate unit administrator, with the advice of a body of the faculty member's peers (this body shall include HP faculty members). This review process will be completed at least 90 days prior to the end date of an individual's current HP appointment.

Reappointment evaluations shall be based upon each HP faculty member's specific duties and responsibilities and any additional job responsibilities assigned and/or acquired since the initial appointment. Each faculty member shall be notified when his/her evaluation is to take place, what procedures are to be followed, and what criteria are to be used in the evaluation. This evaluation will take place between the faculty member and the applicable unit/department administrator.

The applicable unit administrator is required to seek advice on the decision to recommend reappointment from an appropriate academic unit peer review committee (e.g. a unit advisory/ executive committee or Promotion and Tenure Committee) in order to obtain a peer faculty evaluation about the performance of the

individual (see Section VII). Unit administrators recommend reappointment to the dean, who will make a recommendation on both the reappointment and the length of that reappointment to the Associate Provost for Faculty and Academic Staff Affairs, who will make the final decision.

If HP faculty duties change as a result of the reappointment evaluation discussion, that information (new expectations and duties) will be reflected in a letter to the individual with a copy to be maintained in his/her personnel file. The Health Programs faculty member will normally be informed of the decision to reappoint shortly after the evaluation and review process has taken place. Formal written notification of a decision to reappoint must be made by the applicable unit administrator to the individual not later than 90 days preceding the end date of the individual's appointment.

D. Decisions Not to Recommend Reappointment

A decision not to recommend reappointment for a Health Programs faculty member does not necessarily imply that a faculty member has failed to meet the standards of the University with respect to academic competence and/or professional performance. This decision may be based, wholly or in part, upon the availability of salary funds and/or departmental or college needs. Such a decision is initiated at the level of the basic administrative unit and the applicable dean. Final decision will rest with the dean of the college and approval of the Associate Provost for Faculty and Academic Staff Affairs.

A Health Programs faculty member who is not to be recommended for reappointment by the unit administrator and dean must be so notified in writing by the appropriate unit administrator no later than 90 days preceding the end date of the individual's appointment. Copies of the notification, which will be initiated by the applicable unit administrator, are to be sent to the dean. Upon written request of the faculty member, the administrator recommending the decision (i.e., the dean) shall transmit in writing the reasons for not recommending reappointment. A Health Programs faculty member not recommended for reappointment by the unit administrator and dean and not receiving proper notification is given an extension of one year. The Health Programs faculty member shall consider this arrangement as official notification of separation from the university at the end of this one year extension.

E. Promotion

1. Process and Reporting Form

Recommendations for promotion in rank in the Health Programs Faculty Appointment System are made in the department and/or unit according to unit, college and university bylaws, policies, procedures, standards and criteria. The faculty, operating in an advisory mode, provides advice to the academic unit administrator in the matter of promotion, as stated in the unit bylaws (see Section VII). Each department, school or unit is required to have procedures and criteria that are clearly formulated and relevant on which to evaluate the performance of faculty members for promotion. Following the recommendations of such peer review bodies, the chairperson or director makes a recommendation taking into consideration peer evaluations, including their quality and other supporting data and information. The chairperson or director is responsible as an individual for the recommendations he or she makes. Deans review independently each recommendation and approve or disapprove, taking into account unit, college and University criteria and other factors such as quality, progress, resources, program needs, proportion of tenured, tenure system and Health Programs faculty in each unit, and other relevant University policies. Deans forward recommendations to the Associate Provost for Faculty and Academic Staff Affairs, who makes the final decision.

Promotions are normally effective on the date of reappointment.

A standard University form is used to document the evaluation of each faculty member to be recommended for promotion. Areas of evaluation include patient care services (delivery and

consultation), instruction (pre-clinical, clinical, resident, post-doctoral, advising), scholarly productivity and research, institutional services (committee service, administrative service), and other areas as specified.

Health Programs faculty must be notified of the opportunity and the process for promotion review.

2. Time in Rank for Promotion

A recommendation for promotion from assistant professor (HP) to associate professor (HP) should be based on several years of sustained and outstanding achievements in clinical patient care services, teaching, scholarship and/or public service as an assistant professor, consistent with performance levels for similar faculty expected at a premier, landâgrant AAU University. The HP faculty member should not consider promotion to be an automatic action.

A recommendation for promotion from associate professor (HP) to professor (HP) should be based on several years of outstanding achievement in clinical patient care service, teaching, research and/or public service as an Associate Professor consistent with performance levels for similar faculty expected at a premier, landâgrant AAU University.

Bearing in mind the University's continuing objective to improve its faculty, the unit and the college must refrain from doubtful recommendations of promotion. The dean is to evaluate carefully each recommendation to insure that it is well grounded and fully justified, prior to forwarding such recommendation to the Associate Provost for Faculty and Academic Staff Affairs.

VII. Guidelines for Academic Unit Peer Review Committee Composition

Each academic unit is charged to establish procedures so that its faculty can provide advice to the academic administrator regarding recommendations for various academic personnel actions, e.g., merit pay, appointment, reappointment, and promotion. The following are general guidelines for the composition of peer review committees.

1. Eligibility for membership on academic unit peer review committees is limited to faculty members (both in the tenure system and in the HP system) appointed at Michigan State University and/or at peer higher educational institutions. Refer to individual unit bylaws for the composition of the academic unit peer review committee, e.g., Department Promotion and Tenure Committee, Departmental Executive Committee, etc.
2. The composition of an academic unit peer review committee should be representative of that unit's diverse academic interests. Additionally, unit selection procedures should include provisions to encourage participation by women and minority faculty members.

VIII. Movement from HP Faculty Appointment System to Tenure System

An appointment in the Health Programs Faculty Appointment system does not preclude an individual from applying for a tenure system position for which the individual is qualified. Similarly, previous service as an HP faculty member is not a prerequisite for a tenure system position.

When an HP faculty member accepts a position in the tenure system, his/her responsibilities may change and total salary and rank may also change. Rank is associated with criteria that may differ based on the appointment system, e.g., HP or tenure system. The base salary should not change, but would be specified in the letter of offer, as would the practice component portion of the salary.

IX. Faculty Status, Salary and Appointment Basis of Health Programs (HP) Faculty Members Who Assume Administrative Responsibilities

A. Faculty Status

The faculty status of any HP faculty member who accepts an administrative assignment must be specified as distinct from his/her status as an administrator. The following aspects of HP faculty status must be specified in writing at the time of appointment as an administrator and provided to the faculty member:

- Academic year (AY) or annual year (AN) appointment basis as a faculty member as distinct from appointment basis as an administrator.
- Salary rate as a faculty member as distinct from salary rate as an administrator (including administrative increment or other pay supplement, when applicable).
- Primary academic unit (department(s), school(s), and/or residential or non-departmentally organized college(s) as a faculty member, indicating where regular faculty responsibilities normally would be performed in the event of return to regular faculty status.
- Duties to be performed as a faculty member while on assignment as an administrator.
- Reappointment and promotion(s) criteria and procedures for faculty members while on assignment as an administrator.

The assignment period as an administrator may be shorter than or concurrent with the HP appointment period. Termination as an administrator does not modify the HP contract commitment as a faculty member.

Assignment as an administrator is subject to change at any time at the discretion of the relevant dean. If assignment as an administrator is terminated, the HP faculty member will return to regular faculty duties in his/her primary academic unit, e.g., department(s), school(s), and/or residential or non-departmentally organized colleges(s). Any specific arrangements concerning a return to faculty duties must be specified in writing.

B. Salary and Appointment Basis

An individual's salary rate as a faculty member is not changed by reason of an administrative assignment. Any salary change related to the administrative assignment is for the period of service in the administrative assignment. The salary rate as a faculty member should be reviewed and specified explicitly each year the faculty member holds an administrative assignment.

An administrative assignment that requires a change from an academic year (AY) appointment to an annual (AN) appointment basis will result in a salary that is 11/9 of the faculty member's base academic year (AY) salary. If an administrative increment is appropriate, it should be added after the determination of the AN salary. If reassignment from administrative duties results in a shift from an annual (AN) appointment basis to an academic year (AY) appointment basis, the AY salary will be an amount equivalent to 9/11 of the current AN salary. If an administrative increment exists, it is to be deducted before the AN salary is changed to an AY basis. In every case, a shift from an administrative assignment to faculty duties shall result in withdrawal of any administrative increment.

The salary rate as a faculty member should be specified explicitly each year. The following statement should be communicated by the appropriate administrator to each faculty member with an administrative assignment on the occasion of annual salary increases:

âYour salary rate effective October 1, _____ will be _____. This includes an administrative increment of _____. Your salary rate as a faculty member appointed on an academic year basis, excluding this administrative increment, is _____, effective October 1, _____.â

This language may be modified if an annual year (AN) appointment basis is applicable in the faculty role and /or the addition of an administrative increment is not required by reason of administrative responsibilities.

C. Performance of Faculty Duties

Faculty duties may be performed by the faculty member while serving in an administrative capacity. These duties may include teaching, research, patient care, and public service in the relevant primary academic unit (s), i.e., department(s), school(s), and/or residential or non-departmentally organized college(s). In addition, committee assignments, supervision of graduate students, participation in academic governance as consistent with University, college, and unit bylaws, in or on behalf of the academic unit may be involved. Subject to a written agreement between the relevant college and unit level administrator(s), performance in these activities is evaluated in accordance with normal unit procedures and taken into consideration in determining the annual salary increase.

D. Criteria and Procedures for Reappointment and Promotion

Performance in assigned faculty duties is the primary component in the evaluation for reappointment, and promotion of the HP faculty member holding an administrative assignment. A written statement indicating how the unit's regular standards and criteria for reappointment and promotion will be applied to the individual during the period of administrative assignment must be prepared by the applicable unit administrator, after consultation with the designated unit advisory committee, and be sent to the affected faculty member before the administrative assignment is approved. The annual review of performance must include assessment of progress as a faculty member performing regular faculty duties, i.e., instruction, research, patient care and public service.

Evaluation of an HP faculty member assigned to both faculty and administrative duties and responsibilities must take into account the relative assignment of effort to these duties and responsibilities. The evaluation of faculty and other primary academic unit duties is conducted in accordance with normal academic unit procedures and criteria.

Normally, the primary academic unit will initiate the recommendation for reappointment and/or promotion (as appropriate) in accordance with Health Programs procedures. However, the appropriate administrator may also initiate the recommendation. In such cases, the recommendation must be reviewed and endorsed by the primary academic unit(s) in which the individual holds academic rank. Such an endorsement indicates the willingness of the unit to endorse the individual as a faculty member in the unit at the recommended rank.

X. Dismissal and Discipline of HP Faculty Members

An HP faculty member may be dismissed for cause for reasons such as, but not limited to, lack of a valid license, or other clinical credentialing, (e.g., failure to be able to obtain clinical privileges, loss of license or privileges because of an action by the University, a health care entity or governmental licensing agency), incompetence and other reasons for dismissal as defined in the "MSU Discipline and Dismissal of Tenured Faculty For Cause Procedures" (see Faculty Handbook). Conduct that is professionally unethical or action that endangers patient safety is cause for immediate suspension and dismissal following notice of dismissal. Practice privileges may be suspended by the deans of the medical and nursing colleges at any time.

Prior to initiating dismissal action, the Unit administrators (chairs) shall consult with the dean/separately reporting director who shall consult with the Associate Provost for Faculty and Academic Staff Affairs to determine if initiation of dismissal action is appropriate.

An HP faculty member must be notified in writing that the University is considering dismissal, and the basis upon which dismissal is being considered. Upon notification, the HP faculty member must have the opportunity to meet with the appropriate responsible administrators to review the reasons that dismissal is being considered. The faculty member shall have an opportunity to present oral and written evidence in support of his/her position and in response to the reasons for dismissal set forth by the responsible administrators. At this meeting the HP faculty member may be accompanied by a representative of his/her choosing, including legal counsel. The responsible administrators may also be advised by legal counsel. After the above referenced meeting, termination action may be taken if the responsible administrators believe that dismissal is warranted.

If dismissal action is taken, the administrator must provide a written termination notice to the HP faculty member including the reasons for termination and inform the HP faculty member of the right to file a grievance under the Faculty Grievance Policy. An HP faculty member will be terminated no earlier than 30 days after the date of the termination notice.

Where disciplinary action short of dismissal for cause is sought, the unit administrator, after consultation with the dean or separately reporting director and the Associate Provost for Faculty and Academic Staff Affairs, shall provide the faculty member with written notice of the cause for disciplinary action and an opportunity to respond prior to the imposition of any disciplinary action.

After receiving the response, the unit administrator shall make a decision regarding the disciplinary action and notify the faculty member in writing. The faculty member may challenge the imposition of any disciplinary action by the unit administrator by filing a grievance under provisions of the Faculty Grievance Policy. The processing of such grievance shall be expedited. No disciplinary action, except temporary reassignment of duties or temporary suspension with pay, shall be implemented during the pendency of the grievance.

Disciplinary action may include but is not limited to reprimand, suspension with or without pay, reassignment of duties, foregoing salary increase and/or benefit improvements, and mandatory counseling and/or monitoring of behavior and performance. Suspension without pay may not exceed six months.

XI. Professional Development Leave

A professional development leave is intended for the mutual benefit of the University and the faculty member granted the leave. The purpose is to encourage academic and institutional revitalization by providing sustained time for acquisition of expanded or new qualifications and skills; development of courses or clerkships, or instructional efforts devoted to graduate nursing students, residents or fellows; contribution to academic unit plans to improve and/or refocus instructional, scholarly, or public service activities in accordance with the mission of the University. A professional development leave is not granted automatically. Each request for a leave must include a detailed description outlining the purposes, objectives and activities of the leave and normally is submitted six months in advance of the planned starting date of the leave. Availability of local professional development assignments is at the discretion of the unit administrator. This could include assignment to research laboratories on the Michigan State University campus.

A. Eligibility

A leave shall not be granted until the faculty member has completed six years of service from the date of the initial HP appointment or from the ending date of the previous professional development leave. Service shall be interpreted to include those activities of interest to and supported by the University, regardless of the source of financial support. All leaves of absence shall be excluded in determining years of service for a professional development leave.

Requests for service as a fixed term faculty member prior to an HP appointment to be counted toward a professional development leave are handled on a case by case basis. The chairperson (Associate Dean for Academic and Clinical Affairs in the College of Nursing) will make a recommendation to the Dean after evaluating the faculty member's request. The Dean will make the final decision regarding whether to credit service as a fixed term faculty member toward a professional development leave.

The length of leaves shall not be extended on the basis of more than six years of service since the previously compensated leave. Appropriate applications for a full year of leave with reduced pay normally have precedence over one semester leaves with full pay.

B. Length and Salary of Professional Development Leave

For Health Programs Faculty on annual appointments, professional development leaves are of two types:

- a. Up to six months with no reduction in pay
- b. Twelve months with a fifty percent reduction in base salary

For the Health Programs faculty on academic year appointments, professional development leaves are of two types:

- a. One semester with no reduction in pay.
- b. Two semesters with a fifty percent reduction in the academic year salary. (Payments distributed over the duty period, August 16 to May 15.)

Since faculty members in the HP appointment system normally receive a base salary and a practice component of the salary (except in CVM and CON), it is the decision of the appropriate unit administrator whether or not to guarantee the practice component of salary during a professional development leave.

C. Professional Development Leaves for Administrators

For HP faculty with administrative assignments, the following options are available:

1. Three months once in every three years with full pay, initially after six years of service in the HP appointment system, which includes at least three years of administrative service.
2. Six months with no reduction in pay after at least six years of service in the HP appointment system, which includes at least three years of administrative service, or since the previous professional development leave. Such calculations are begun on the date of full-time appointment and must include at least three years in administrative positions exclusive of compensated leaves.
3. Professional development leave eligibility following the return to regular faculty duties requires six years of service in the HP appointment system since the completion of the leave referenced in either a. or b. above. Up to three years credit for service between the date of full-time employment or the end date of the leave immediately preceding the administrative assignment, whichever is later, and the beginning date of the administrative position may be applied toward this requirement only if the last professional development leave as an administrator was a three month leave.

XII. Leaves of Absence

The following leaves that are described in the [MSU Faculty Handbook](#) apply to Health Programs faculty:

- Bereavement
- Family and Medical Leave
- Leave of Absence Without Pay
- Military
- Parental
- Short-Term Disability (medical)
- Vacation

XIII. Course Fee Courtesy

The [Course Fee Courtesy Policy](#) applies to full-time Health Programs faculty upon the commencement of the first reappointment. The costs of the course fee courtesy program for HP faculty members will be paid by the relevant College. See the Faculty Handbook for program information.

XIV. Retirement and Benefits Programs

A. Retirement Programs

Faculty members become eligible for the University matching contribution to the 403(b) Base Retirement Program upon a benefits eligible appointment at 50% time or more in the Health Programs Faculty Appointment System. Participation in the 403(b) Base Retirement Program is initially voluntary; enrollment is mandatory at age 35 and 24 full-time equivalent service months. Participation in the 403(b) Supplemental Retirement Program and/or 457(b) Deferred Compensation Plan is optional at any time. The 403(b) Base Retirement Program is financed by a reduction of 5% from the HP faculty member's eligible compensation and effective July 01, 2020 a University matching contribution of 5%. The University will only contribute retirement benefits on the base component of an HP faculty member's eligible compensation, up to the IRS salary cap. The University will not contribute retirement benefits on the HSRC or IDP component of the faculty member's eligible compensation.

B. Other Benefit Programs

HP faculty are eligible for the benefit programs described in the [Faculty and Academic Staff Retirement and Benefits section of the *Faculty Handbook*](#).

Enrollment in optional benefits, e.g., health coverage, must take place within 30 days of the initial HP faculty appointment, during an open enrollment period, or in some cases by furnishing evidence of insurability.

XV. Amendment Procedures

Amendments to this document will be recommended by the applicable dean or deans after consultation with other deans and the faculty. Changes to the document must apply to all of the medical colleges. The dean or deans will forward the recommendations to the Provost who has final authority to approve. The amended version of the Handbook will be sent to the Board of Trustees as an information item.

XVI. The Role of Practice Plans

The MSU HealthCare Practice Plan for the Colleges of Human and Osteopathic Medicine and the College of Nursing, provides a common framework within which professional fee income generated by faculty members of the three colleges is managed. The MSU HealthCare and the Veterinary Medicine Practice Plans are means to supplement basic support for the programs for the colleges; sustain and enhance faculty incentives to engage in patient care services which benefit education programs, the public and the professional development of the faculty; and make it financially feasible to recruit and retain highly capable faculty necessary to develop and sustain quality programs. This plan was approved by the Board of Trustees in July 1976 and revised on March 31, 1983 and February 10, 1995.

XVII. Record of Ratification and Amendments

College of Human Medicine Advisory Council (7/26/90)

Editorial Changes per Provost's staff made, ending 11/26/90

Editorial Changes made per COM, 3/5/91

Editorial Changes made per COM (by letter) and Provost's staff ending 4/8/91

Approved University Faculty on Affairs/Faculty Tenure, Spring 1991

General Counsel Comments, July 12, 1991

Approved by Board of Trustees, July 26, 1991

Revisions approved by Board of Trustees, February 10, 1995

Amendments approved by the Provost, June 12, 2000

Amendments approved by the Provost, November 5, 201

Appendices

Appendix A

Colleges of Human Medicine and Osteopathic Medicine Health Programs Appointment System Salary Program

HP faculty salaries are generally made up of two components: base salary, determined with reference to relevant professional markets, plus an additional component derived from funds generated by clinical services. This latter component has been labeled historically as the Health Service Related Component (HSRC). In some cases, base salaries are determined in part by the receipt of contract and grant funds. Base salary and clinical income limits are determined by the relevant department chair(s) with oversight by the relevant dean's office(s). Adjustments in base salaries are determined on a merit basis.

Appendix B

College of Nursing Health Programs Appointment System Salary Program

Faculty in the College of Nursing who are appointed in the Health Programs Appointment System participate in both practice and teaching. They are appointed to a salaried faculty position with allocation of effort split between practice and teaching. Using performance indicators of the College of Nursing, each individual has an annual review and receive raises based on University merit guidelines.

Appendix C

College of Veterinary Medicine Health Programs Appointment System Salary Program

Faculty in the College of Veterinary Medicine who are appointed in the Health Programs Appointment System participate in practice, teaching and research scholarship. They are appointed to a salaried faculty position with allocation of effort assigned to practice, teaching and research scholarship. Using the performance indicators of the College of Veterinary Medicine, each individual has an annual review and receives raises based on University merit guidelines.