

Standards of Competence and Performance for Tenured M.D. Faculty in the Department of Dermatology

Standards of competence and performance for tenured faculty, as specified by the University of Iowa Operations Manual Section IV, D, 1b, and the College of Medicine Policies and Procedures Concerning Faculty Appointments, Evaluation and Promotion Revision 10, Approved by Provost 5/19/95, Updated as approved 8/15/95, Approved by Provost 6/10/02

It is expected that tenured faculty members will provide ongoing contributions to the missions of the CCOM. This includes scholarly activity, teaching and where appropriate clinical activities.

Tenured faculty members who have a clinical component to their appointment will be assessed based on their scholarly activities (including grants, clinical trials, publications), teaching, clinical activities and mentorship. They must:

1. Maintain an unrestricted license to practice in the state of Iowa.
 - Maintain appropriate board certification for the relevant areas of clinical practice
 - Meet CME requirements and certifications
2. Maintain current eligibility and the appropriate credentials in University of Iowa and external organizations necessary to fully participate in Faculty Practice Plan (UIP) endorsed clinical activities.
 - Signed compliance statements
 - Comply with University mandated requirements
 - Complete all necessary training and testing in a timely manner
3. Abide by the policies and by-laws of the Faculty Practice Plan (UIP).
4. Demonstrate competence as a clinician or provider of services.

Competence as a physician will be established by the hospital staff process of reviewing clinical credentials and granting hospital privileges. Individuals other than physicians involved in the care of patients should meet the criteria established by hospital bylaws and any relevant state licensure requirements (see College of Medicine Policies and Procedures Concerning Faculty Appointments, Evaluation and Promotion, e.g. I.A.1.d).

 - A. To provide regular peer review of clinical cases, each faculty will have 5 of their new patient notes (and the attestation), reviewed by the chief of the dermatology clinic and the Department Head. If it is felt that the faculty being reviewed is not meeting an appropriate standard of care, the notes will be reviewed by a third reviewer blinded to the other reviews. If the third reviewer agrees, the faculty will be provided this information and may provide a written appeal within 15 days to be sent to a (blind) external reviewer at a peer institution. A summary of the internal (and if

performed, external review) will be placed in the personnel file of the faculty member.

- B. RVU data will be reviewed for each individual on a semi-annual basis. The results of RVU productivity will be communicated to each individual. When the faculty member has practice sites that do not generate RVU data (e.g. the VA) the total clinical effort will be assessed. Each faculty will receive information regarding their RVU productivity, clinical billing and collections.
 - C. At least once per year, each faculty will have a total of 10 charts audited by billing for assurance of compliance. A written statement regarding compliance will be placed in the personnel folder.
 - D. On an annual basis each faculty will meet with the Head to review the above items (4 A-C) and set expectations for performance in the coming year. A written summary of this meeting and its expectations will be included in the personnel folder.
5. Complete medical records and other clinical documentation in a timely manner, as specified by the UIHC (and published annually in the *UIHC Formulary and Handbook*).
 - Meet all established guidelines set by UIP and UIHC for completion of patient documentation
 6. Perform assigned clinical responsibilities as prospectively developed on an annual basis between the faculty member and department, or any other administrative unit (e.g. Clinical Cancer Center, Joint Outreach Office, etc.) providing salary support in which the faculty member has clinical duties. Agreed-upon clinical assignments should reflect time for administrative work that may have revenue streams
 7. Obtain 100% of base salary coverage by a combination of clinical activities, grant funding, clinical trials, administrative appointments and endowments.
 8. Demonstrate scholarly activities through peer-reviewed publications or other equivalent teaching materials.

Tenured faculty members who do not have a clinical component to their appointment will be assessed on their research contributions, scholarly activity, teaching and mentorship. They must:

9. Demonstrate continued competence as a researcher. Competence as a researcher will be established by review of research credentials by the post-tenure review committee.
 - Obtain research funding to cover 80% of the base salary, preferably with the faculty member as the PI of at least one grant.

- Participate in the peer-review process. For example, review of external grants, internal grants or journal articles.
- Comply with Departmental and Institutional policies and programs for peer review of research cases.
- Maintain research productivity (2 first or senior author publications per year)

All members of the tenured faculty in Dermatology must meet the following criteria:

10. Perform assigned teaching responsibilities as prospectively developed on an annual basis between the faculty member and department, and maintain a record of satisfactory teaching quality, as documented by the evaluation of peers and students.
 - Each faculty member will have written expectations for performance and review of teaching
 - On an annual basis, the teaching evaluations of each faculty member will be reviewed and the results will be communicated to the faculty member.
11. Demonstrate professional activities on the institutional, state, national or international level which could include:
 - Committees
 - Leadership positions
 - Editorial boards, reviewer panels
 - Visiting lectureships, contributions to CME programs
 - Honors
12. Comply with section III.15 of the University of Iowa Operations Manual (Professional Ethics and Academic Responsibility) as well as all other University policies relevant to faculty activities and behavior (e.g. II.4.1 University Policy on Sexual Harassment; II.18 Conflict of Interest Policy).
13. Comply with any additional written standards of the Department in which the faculty member is appointed, as long as these have been approved by the Dean, and as long as these were in effect at the time of appointment, or at the time of subsequent contract renewal of the affected faculty member.
 - Comply with details of noncompete agreements unless prospectively waived.