

**Standards of Competence and Performance
For
Tenured Faculty in the Department of Family Medicine**

Standards of competence and performance for tenured faculty, as specified by the University of Iowa Operations Manual Section III.10.7, 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; 10/21/05; 12/12/06 (appendix VI revised); Approved by Provost and faculty June, 2007 (tenure clock); Approved by Provost and faculty December, 2008 (research track); Approved by Provost November, 2010 (track change defined; appendix VI revised).

In order to maintain continued eligibility for employment in the College of Medicine, the tenured faculty member must:

1. Maintain a license to practice in the state of Iowa, if applicable.
 - Maintain appropriate board certification for the relevant areas of clinical practice
 - Meet CME requirements and certifications
 - Submit case lists and outcomes for relevant practice areas
 - Submit evidence of volume requirements for safety and competency
2. Maintain current eligibility and the appropriate credentials in University of Iowa and external organizations necessary to fully participate in University of Iowa Physicians (UIP) endorsed clinical activities.
 - Signed compliance statements
 - Comply with University mandated requirements
 - Complete all necessary training and testing in a timely manner
3. If a member of the UIP, abide by the policies and by-laws of the Plan.
4. Demonstrate competence as a clinician or provider of other 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. This requirement is the same as for other salaried faculty who provide clinical service, including faculty with tenure track appointments (see College of Medicine Policies and Procedures Concerning Faculty Appointments, Evaluation and Promotion, e.g. I.A.1.d).
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).
 - Establish guidelines for completion of documentation
 - 24 hr for inpatient consultation
 - 24 hrs for procedures
 - Seven days for documentation to outside referral after inpatient stay
 - 72 hours for EMR documentation of clinic visits
 - One week clearance of clinical records on EMR for clinical encounters
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.

- Develop agreed upon clinical assignments. (Should be reflective of letter of offer at the time of hire or subsequent contracts)
 - Should also reflect time for administrative work that may have revenue streams
- Develop incentives for clinical-based productivity

7. 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 should have written expectations for performance and review of teaching
 - Should also reflect time for administrative work that may have revenue streams
8. 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).
9. 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 no compete agreements unless respectively waived

10. Scholarship / Service

Professor

A minimum of 2 publications during 5-year review period

A minimum of 1 grant submissions as principal investigator during 5-year review period

A minimum of 2 service commitments during 5-year review period

Associate Professor

A minimum of 2 publications during 5-year review period

A minimum of 1 grant submission as principal investigator during 5-year review period

A minimum of 1 service commitment during 5-year review period

Criteria must be assessed in light of the current departmental goals and faculty's clinical responsibilities.