

Professional Responsibilities and Expectations

Members of faculty must perform their duties as set forth in their employment/appointment letters, the Clinical Training Manual, the University Faculty Handbook and/or the SOM Faculty Handbook. These duties will vary based on their academic track and will include, but are not limited to:

1. Responsibility to an academic discipline/content area:
 - Each member of faculty should contribute to curriculum review, program planning and innovation, scholarly productivity, and actively participate in professional societies, especially keeping abreast of the latest research and development in their disciplines, as per the stated requirements for their respective academic track.
2. Responsibility as a professional educator:
 - Each member of faculty should be an effective medical educator, adhere to decisions made by the SOM Curriculum Committee (and approved/ratified by the SOM Board as applicable) and to provide high quality and meaningful education to the satisfaction of the SOM.
3. Responsibility to the SOM:
 - Each member of faculty should participate in non-classroom activities, service to the university community such as committee work and appropriate administrative work.

It is the function of the relevant department chairs and the senior associate deans to ensure that all faculty are fulfilling their responsibilities. Department chairs will meet regularly with faculty to establish that they are meeting the expectations as per their letters of appointment based on their academic rank.

Expectations for all faculty include:

- Prompt attendance at all assigned educational activities
- Obtaining of written approval from the department chair and senior associate dean of basic sciences a minimum of 30 days in advance, for faculty members in years one and two who expect to be absent from their duties. If urgent or emergent delay or absence occurs, the department chair and course director must be informed as soon as possible.
 - Faculty who fail to return by the specified date, and who do not have an LOA to cover that period will be placed on unpaid leave, until such time as they directed to return to work and may be subject to dismissal.
- Compliance with the policies of hospitals / healthcare facilities, for clinical faculty at affiliated hospitals, as applicable.
- That the expected time in office (i.e., on campus work hours) for all basic sciences faculty is at a minimum from 8am to 5pm Monday to Friday with an expectation of a minimum of 40 hours a week. Some after-hours or weekend hours may also be necessary.
- Being on-campus during work hours. Content delivery and time-in-office takes place on campus and remote or online work is not permitted unless otherwise detailed in the faculty member's appointment letter (e.g., for delivery of online, asynchronous courses) or as determined to be necessary by the university administration, in relation to exceptional circumstances, e.g., infectious disease outbreaks, natural disasters, or severe weather.