

PATTERNS OF ADMINISTRATION

DEPARTMENT OF PHYSICAL MEDICINE AND REHABILITATION

INTRODUCTION

This document provides a brief description of the Department of Physical Medicine and Rehabilitation as well as a description of its policies and procedures. It supplements the Rules of the University Faculty, and other policies and procedures of the University to which the department and its faculty are subject. The latter rules, policies and procedures, and change in them, take precedence over statements in this document.

This Pattern of Administration is subject to continuing revision. It must be reviewed and either revised or reaffirmed on appointment or reappointment of the department chair. However, revisions may be made at any time as needed. All revisions, as well as periodic reaffirmation, are subject to approval by the college office and the Office of Academic Affairs.

DEPARTMENT MISSION

The academic setting in which the Department of Physical Medicine and Rehabilitation functions requires excellence in teaching, research, and service in areas relevant to the field of physical medicine and rehabilitation. It is the mission of the department to enhance its already existing national stature and distinction in these areas and to advance the field of physical medicine and rehabilitation. This advancement will occur through education of skilled professionals, discovery and dissemination of new knowledge, and innovative solutions for improving health that address personalized health care.

In order to ensure departmental balance, reasonable flexibility will be exercised in evaluating individual performance. However, to achieve the mission of the Department of Physical Medicine and Rehabilitation, all faculty members are expected to contribute to the teaching, research and service goals of the department in a manner consistent with the nature of their faculty appointment. Therefore, faculty members in the Tenure-track are expected to have a relative emphasis of their effort directed toward research or other scholarly activity whereas faculty members in the Clinical faculty are expected to have a relative emphasis in teaching and service. Teamwork and collaboration are fundamental values of this field of medical science and will be considered as part of all evaluations for appointment and ongoing performance. Outstanding performance providing service in physical medicine and rehabilitation provides a model for students at all levels and shall be considered a minimal expectation for appointment, reappointment, and promotion and tenure. The Department of Physical Medicine and Rehabilitation will support this mission while adhering to its Policy on Faculty Duties and Responsibilities and providing an environment for the development of its faculty members.

FACULTY

Tenure track and clinical faculty members shall have voting rights on governance issues of the department as long as their appointment is at least 50% FTE. Other faculty are invited to be involved in discussions of departmental affairs except that they may not participate in personnel matters. Detailed information about the appointment criteria and procedures for the various types of faculty appointments made in this department is provided in the Appointments, Promotion and Tenure document.

ORGANIZATION OF DEPARTMENT SERVICES AND STAFF

The department is organized to additionally include divisions made up of faculty in the subspecialties of Rehabilitation Psychology and Pediatric Rehabilitation Medicine. Each of these two divisions has a Director and appropriate support staff. Support staff for the department also includes a Department Administrator and a Residency Program Coordinator.

OVERVIEW OF DEPARTMENTAL ADMINISTRATION AND DECISION-MAKING

Policy and program decisions are made based upon votes of the departmental faculty. In advance of full faculty discussions, departmental committees and task forces often review significant issues with recommendations for the faculty to consider. In some cases, the Chair may make a recommendation to the faculty directly. The faculty will often open its sessions as a "committee of the whole" to allow for informal and free discussion of faculty concerns.

DEPARTMENT ADMINISTRATION

CHAIR

1. The Chair will develop, in consultation with the faculty, a Pattern of Administration.
2. The Chair will develop, in consultation with the faculty and Appointments, Promotion and Tenure Committee, policies and procedures pertinent to promotion and tenure.
3. The Chair will have general administrative responsibility for department programs, subject to approval of the Dean of the College of Medicine, including acquisition and management of funds, and the hiring and supervision of faculty and staff.
4. To plan, with the members of the faculty and the Dean of the College of Medicine, a progressive program encouraging the advancement of research and education.
5. To evaluate and improve instructional and administrative processes on a proactive basis.
6. To perform annual evaluation of faculty members in accordance with both University and department criteria, and to inform faculty members of their rights in relation to these policies and procedures.
7. To make recommendations to the Dean of the College in relation to appointments, promotions, dismissals and matters of tenure in relation to the departmental faculty.
8. To ensure that all faculty members are offered the departmental privileges and responsibilities appropriate to their rank and to support the morale of the department.
9. To see that adequate supervision and training are offered and available to those members of faculty and staff who may profit by such assistance.

The Department's Vice Chair for Research is delegated responsibility for specific matters in relation to the department's research mission.

The Department Administrator is delegated responsibility for staff activities in relation to Human Resources and other duties as assigned by the Chair.

Directors of the Divisions of Rehabilitation Psychology and Pediatric Rehabilitation Medicine shall be appointed by the Chair.

COMMITTEES

The department's standing committees include:

1. Medical Education Committee
2. Research Committee
3. Appointments, Promotion and Tenure Committee

Committee appointments are made by the chair, except as provided for by University Rules.

FACULTY MEETINGS

Faculty meetings will be scheduled quarterly throughout the year with a schedule made available in July for each academic year. Agenda items for the meeting can be provided to either the Chair or the Department Administrator, or developed as a committee recommendation. A special meeting of the department faculty will also be scheduled on written request of at least 25% of the department's faculty. For purposes of discussing department business other than personnel matters, the quorum will be defined as a simple majority of all faculty eligible to vote. When a formal vote is necessary on matters of special importance, it will be done by written ballot, polling all of the eligible faculty to vote either in writing or via e-mail. An item will be deemed of special importance either by a decision of the Chair or recommendation of a group representing one-third of all eligible faculty. Under normal circumstances, department meetings will be conducted in a relatively informal basis to allow full and free discussion, with the expectation of mutual respect between faculty members. However, Robert's Rule of Order will be invoked when more formality is needed to serve these goals and, especially, when considering important matters.

DEPARTMENT FACULTY TEACHING LOAD POLICY

It is the expectation of all faculty to be involved in teaching of students at the undergraduate medical education, graduate medical education, and continuing medical education levels. Specific duties and assignments will be made in negotiation between faculty members and the Chair in consideration of the needs of the Medical Education Committee, the Residency Program Director, the Director of Undergraduate Medical Education, and the Directors of special programs in Continuing Medical Education.

POLICY ON FACULTY DUTIES AND RESPONSIBILITIES

Faculty are expected to be involved in a combination of education, research, and service activities, as fits the nature of their faculty appointment, as well as their assigned duties as directed by the Chair and their Division Director. Assignments are made based on departmental need, as well as relative faculty strengths and abilities. In addition, faculty will be expected to provide clinical service to both inpatients and outpatients in relation to the rehabilitation program at Dodd Hall. These activities are governed under the Practice Plan Agreement of the College of Medicine. The department's central practice plan unit is the Faculty Group Practice. The physicians within the Pediatric Rehabilitation Division are subject to the practice plan with Nationwide Children's Hospital.

COURSE OFFERINGS AND TEACHING SCHEDULES

The Department Chair will annually develop a schedule of course offerings and teaching schedules in consultation with the faculty.

ALLOCATION OF DEPARTMENT RESOURCES

The Chair is responsible for the fiscal and academic health of the department, and for ensuring that all resources including fiscal, human, and physical are allocated in a manner that will optimize achievement of the department goals. Space allocations are made by the Chair in consultation with the Medical Center Space Committee. Funds of the department are allocated by the Chair consistent with policies established by the faculty and in relation to practice plan revenues, the policies developed by the Executive Committee of the departmental practice plan unit.

LEAVES AND ABSENCES

University's policies with respect to leaves and absences are set forth in the Office of Academic Affairs Policies and Procedures Handbook available online.

Discretionary Absence

Faculty are expected to complete an Application for Leave form well in advance of a planned absence including absences related to professional activities, as well as those for personal vacation. Discretionary absence from duty is not a right and the Chair retains the

authority to disapprove of a proposed absence when it will interfere with departmental activities. Faculty Rules require that the Office of Academic Affairs approve any discretionary absence of ten days or more.

Absence for Medical Reasons

In the event that absences for medical reasons can be anticipated, such as for elective surgery, faculty members are expected to complete an Application for Leave form as early as possible. On the occurrence of an unexpected absence for medical reasons, the Chair (or his designee) should be advised promptly so that disruption of departmental activities is minimized.

Sick Leave

Sick leave days should be utilized as paid time off in the event of sick leave for a personal illness, illness of family members, or medical appointments.

Unpaid Leaves of Absence

A faculty member may request an unpaid leave of absence for either personal or professional reasons. Requests should be made in writing for the absence as far in advance as possible.

Approval will be based upon, but not limited to, the nature of the request and the extent to which the absence will disrupt department activities. Unpaid leaves of absence require the approval of the Dean, OAA, and Board of Trustees.

SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING ACTIVITY

The department adheres to the University's policies with respect to supplemental compensation and external consulting, as well as the Practice Plan Agreement that the College of Medicine has set forth with the University. The department central practice unit is the Faculty Group Practice which is a member of OSU Physicians, Inc. The Division of Rehabilitation Psychology is included in this practice unit. All professional income other than University salary is deposited into the accounts of the practice plan units. These professional incomes include revenues from clinical services to patients, as well as consulting duties, medical/legal activities, royalties, honoraria, and similar professional compensation. The physicians within the Pediatric Rehabilitation Division are subject to the practice plan with Nationwide Children's Hospital.

FINANCIAL CONFLICTS OF INTEREST

Faculty members are required to file a conflict of interest screening form annually and more often if prospective new activities pose the possibility of financial conflicts of

interest. These forms will be consistent with University's policies laid out by the Office of Academic Affairs. Faculty that fail to follow such forms or who fail to cooperate with University officials in the avoidance or management of potential conflicts will be subject to disciplinary action.

GRIEVANCE PROCEDURES

Members of the department with grievances should discuss them with the Chair, who will review the matter as appropriate and need to seek resolution or explain why resolution is not possible. Specific types of grievances are also governed by University Rules, which are available online. These rules govern salary grievances, promotion and tenure appeals, faculty misconduct, and other matters.

Sexual Harassment

The department supports the University's policies and procedures related to sexual harassment, as set forth in OHR Policy 1. 15.

Student Complaints

Student complaints about academic affairs will normally be brought to the attention of individual faculty members or Course or Program Directors. Complaints may also be brought directly to the department Chair who will maintain confidentiality of the student's identification, if that is the student's choice. Situation involving possible academic misconduct must be brought to the attention of the Committee on Academic Misconduct.

Approved by Office of
Academic Affairs: 1/5/2017