

**Dean's Faculty Advisory Council  
University of Tennessee, College of Medicine**

December 4, 2023

**Call to Order**

The meeting was called to order by the president, Dr. Thad Wilson, at 12:03 PM on December 4, 2023, in person and on the Zoom online platform.

**Attendance**

The following members were present:

Kevin Beier, MD, EM, Mark Bugnitz, MD, Mace Coday, PhD, Terry Cooper, PhD, Denis DiAngelo, PhD, Jay Fowke, PhD, MPH, MS, Ian Gray, MD, Bruce L. Keisling, PhD, FAAIDD, PKhyati Kothari, MD, Chris Ledbetter, MD, Francesca-Fang Liao, PhD, Haavi Morreim, JD, PhD, Deidra Mountain, PhD, Lawrence Pfeffer, PhD, Crystal Pourciau, MD, Phyllis Richey, PhD, Reese Scroggs, PhD, Claudette Shephard, MD, Joe Willmitch, MPAS, PA-C, Thad Wilson, PhD, Paul J Koltnow, MS, MSPAS, PA-C

The following guest(s) was (were) present:

Nick Verne, MD, Andrea Malkin, JD, Alicia Diaz-Thompson, MD

**Approval of minutes**

The minutes of the previous meeting were approved as written. Minutes had previously been distributed by electronic means.

**Business**

Pres. Wilson invited Dr. Verne to update the DFAC regarding LCME and to indicate what he'd like DFAC to consider, going forward. Per Dr. Verne, we expect that around Dec. 15, we will receive a more granular letter from LCME, indicating which matters are not satisfactory, which need monitoring and/or further improvement. Dr. Verne indicated that everyone did a phenomenal job, leading practice sessions and other preparation. Seventy-five faculty and students participated in the site visit. The students, Dr. Verne noted specifically, presented well and enthusiastically. Overall, the visit went very well, and we should receive more information in mid December.

A lot of LCME accreditation is linked to student satisfaction. Currently, when students let us know what is troubling for them, the appropriate faculty or administration person gets back to them to describe what sort of improvement are being made, or what other sort of response is being undertaken.

For faculty who are interested, the 12 LCME standards and 96 elements can be found at:

<https://onedrive.live.com/edit?id=60E25EBB08B4B2C3!349&resid=60E25EBB08B4B2C3!349&ithint=file%2cdocx&authkey=!AkzqIzvas4Ev6E8&wdLOR=cC0A91FCC-14F0-DE45-8633-C4997DE79B0C&wdo=2&cid=60e25ebb08b4b2c3>

Regarding the Faculty Mentorship committee, Jay Fowke indicated that, after holidays, various LCME efforts and other matters, the committee is beginning to move toward identifying additional members and commencing its business in earnest.

Pres. Wilson noted that we want to fill positions for members from Knoxville, Nashville, and Chattanooga, when vacant. He invited members from non-Memphis campuses to feel free to bring to DFAC attention whatever questions and issues you think would be valuable for DFAC to consider.

Instead of a faculty lounge, Pres. Wilson suggested perhaps convening some sort of monthly gathering might be a good option. Such a gathering need not be formal, but rather could simply enhance collegiality. DFAC members offered various suggestions. One option might be, instead of a physical lounge, a monthly (or other interval) formal meeting, there could be a "Dean's Open House," at which the dean might be available to listen to whatever questions or concerns faculty wish to bring.

Dr. Terry Cooper then discussed multi-year appointments for non-tenure track (NTT) faculty. He presented further information, now that the Board of Trustees have approved the policy permitting them for UTHSC. Per the Faculty Handbook, at the dean's discretion, a NTT appointment can now be made for up to 3 years, rather than just one. A 3-year appointment will not be automatic, but only "for cause."

The renewal process – eg renewing a 3- or other-year appointment, consists of two parts. If nothing else is done, a 3-year apt will be automatically renewed for just 1 year, unless specific action is taken to enact a longer period.

The notification for non-renewal is supposed to be at least 3 months for a 1-year appt, 6 months for a 2-year, and 9 months for a 3-year appt. However: if administrators, such as a chair, do not send an appropriately-timed notice (eg if they simply forget), then the NTT faculty member will have only 3 months' notification. This would mean a guarantee of only 3 months' salary rather than 9, for a 3-year renewal.

There may be a remedy. Per negotiation with the Faculty Senate, the APPR form will have a box to certify whether the faculty member and chair have discussed reappointment. This way, it may be more likely the faculty member will have adequate notice, given that the onus will be on the faculty member. Although this is the somewhat tentative agreement, the box has not yet appeared on the APPR form. Another possibility is to ensure that the APPR completion will be held up until this issue is addressed.

For multi-year appointments, if the faculty member does not meet expectations or is unsatisfactory, the response will either be non-renewal, or there must be an improvement plan in place.

We now have more than 70% of faculty as NTT. The option for a multi-year contract should be helpful in recruiting, far better than 1-year appointments for all new NTT faculty. Dr. Cooper emphasized, however, that we do not yet have formal processes or criteria for granting 3-year appointments.

Faculty in research, who previously only had 1-year appointments, now have the possibility of 3-year appointments, with 3-month rather than 1-month notification. Hence this should be an asset for recruiting research faculty.

It was noted that, for clinical faculty, the vast majority of their salary comes from their practice plan. Even if there is a 3-year faculty appointment, it is negated if the practice plan opts to discontinue its relationship with a faculty member. It was also noted that, as we and other medical schools move more toward departments of medical education, losing those faculty can have sobering implications for LCME

accreditation. Recruitment and retention can be very adversely affected by 1-year appointments, particularly for education faculty.

## Next Meeting

The next meeting of the committee will be held on January 8, 2024, at 12:00n CT / 1pm ET by Zoom and in person in room 502, 910 Madison building.

## Adjournment

There being no further business, the meeting was adjourned at 12:58 PM.

Respectfully submitted,

E. Haavi Morreim, JD, PhD  
Secretary

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PPTs

### Multi-Year Non-Tenure Track Faculty Appointments

#### Who is eligible

NTT appointments may be made for up to **3 years for existing and newly hired faculty** (instructor, assistant, associate, and professor levels) with dean's approval.

#### Basis of appointment

Research and Clinician Educator appointments may be made for up to 3 years  
**based on:**

- need mutual interest
- satisfactory performance
- available funding

#### Renewal process

**Consists of two components** – one **automatic** + one requiring **positive action**

**Normally in absence of action**, automatic renewal is for one year

**Required positive action by administration** Additional time (2- or 3-year renewal)

A 3-year appointment would be renewed for one year if no action is otherwise taken.

#### Non-renewal notification

No less than **3 months for a 1-year** appointment

No less than **6 months for 2-year** appointment

No less than **9 months for 3-year** appointment.

**However, if administration fails to provide specified notice of non-renewal**, faculty member is **guaranteed only 3 months' notice** (combination of notice &/or salary equivalent).

## Multi-Year Non-Tenure Track Research Faculty Appointments

### Multi-year appointments available

NTT Research faculty appointments may be made for up to **3 years for existing and newly hired faculty** (instructor, assistant, associate, and professor levels) with dean's approval.

### Research faculty on soft funding – Termination notification

Termination notice increases from one to **3 months** irrespective of the length of the appointment.

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