

California Northstate University

College of Medicine Faculty Handbook



1) Introduction

a) **Mission, Vision, Core Values**

- i) **Mission:** *To advance the art and science of healthcare through education, service, scholarship, social accountability, and wellness.*
- ii) **Vision:** *To prepare California's future physicians for the 21st century by leveraging innovation and emerging technologies.*
- iii) **Core Values: WE CARE**
 - (a) **Working** as a team
 - (b) **Embracing** diversity and workplace excellence
 - (c) **Caring** about our students, our staff, our faculty and our profession
 - (d) **Advancing** our university, our goals and our discipline
 - (e) **Responding** to challenge that may impede our Mission
 - (f) **Enhancing** communication and partnership

b) **Core Principles**

- i) Education is our business.
- ii) Education is about teaching and learning.
- iii) Education is effective when students can solve problems, pass applicable licensing examinations, and have gainful careers.
- iv) Educational affordability is about the least time and cost to obtain the degree.
- v) Education is delivered by faculty who are committed to high-yield teaching, low-stress/stress-free learning, and outcome-based SLOs assessment.
- vi) Education is delivered with a relevant curriculum characterized by integration of basic and clinical sciences, supported by technology, and taught by responsible and qualified faculty and staff who are loyal to the CNU's values, interests, and priorities.
- vii) Education should encompass not only cognitive and intellectual growth, but also social and emotional growth, moral development and character building.
- viii) Educational quality is maintained through governance oversight, program review, judicious use of resources, accountability, and administrative leadership.

2) Faculty Appointments and Related Policies

a) **Appointment Types**

i) **Clinical, Research and Academic Appointments**

Individuals appointed to either full-time or part-time positions, as described below, who have primarily or exclusively clinical or research assignments, may be designated with a prefix of "Clinical" or "Research" in their appointment designation. Faculty members without such designations, or who have primarily teaching-focused assignments, are designated as Academic Faculty.

ii) **Full-Time Appointments**

Individuals employed 0.75 to 1.0 FTE (Full Time Employment), and who have a professional or other appropriate advanced degree in the field of their responsibility are appointed as Full-Time Faculty members. It is assumed that these individuals have made a career commitment to education and that they will participate fully in the life of the university, including continual development of their teaching, service, scholarship, and (if they carry the Clinical designation) patient care roles.

iii) **Part-Time Appointments**

Individuals employed <0.75 FTE and who have a professional or other appropriate advanced degree in the field of their responsibility are appointed as Part-Time faculty members. Faculty members with part-time appointments are expected to participate in the teaching, scholarship, service, and (if they carry the Clinical designation) patient care functions of the school, but to a lesser extent than full-time faculty members.

iv) **Non-FTE Clinical Faculty (Community Clinical Faculty)**

Physicians in the community who are clinical preceptors for M3 and M4 students are considered non-FTE Clinical Faculty. They are appointed to the academic rank appropriate to their prior experience and accomplishments in the same manner as FTE faculty. Additionally, they are designated as full-time or part-time faculty based on the following criteria:

- (a) Part time non-FTE clinical faculty
 - (i) Clerkship preceptors: supporting clinical preceptors with no clerkship administrative responsibilities
 - (ii) Sub-internship, elective and selective preceptors: clinical preceptors who precept for less than 6 student-months per academic year (where “student-months” = # students x # months)
- (b) Full time non-FTE clinical faculty
 - (i) Clerkship preceptors: primary clinical preceptors responsible for both clinical and clerkship administrative responsibilities
 - (ii) Sub-internship, elective and selective preceptors: clinical preceptors who precept for 6 or more student-months per academic year (where “student-months” = # students x # months)
- (c) Non-FTE Clinical Faculty are eligible for promotion. Please refer to the Promotion Process in section 2.c.ii below for further details.

v) **Volunteer Faculty**

Individuals may volunteer their professional skills to the university for 0 FTE. They are appointed to the academic rank appropriate to their prior experience and accomplishments. They are assigned specific duties that support the work of the university. For the purposes of promotion, they are considered equivalent to a part-time non-FTE clinical faculty member (see section above on non-FTE clinical faculty). Volunteer faculty do not have voting rights within the COM Faculty Assembly however they can be elected to serve on standing committees if they show commitment and regular engagement.

vi) **Emeritus Status**

Upon retirement from CNU, full professors or associate professors who have served the university for ten (10) years or more, may use the suffix “emeritus” in conjunction with their titles if so designated by the university president upon the recommendation of the College Dean and with concurrence of the CNU Board of Trustees

- vii) **Exceptions:** Any situation not anticipated by the aforementioned guidelines will be settled by a committee of Deans appointed by the President to resolve the matter.

b) **Faculty ranks and criteria**

i) **Instructor**

- (1) Definition: A faculty member who possesses a Doctoral degree or other appropriate advanced degree in their discipline but has limited postgraduate or academic

experience. The requirement for possession of a Doctoral degree may be waived for a faculty member with documented professional accomplishments in the three academic areas of teaching, scholarship/research activities, and professional service.

(2) Time in previous rank: No minimum

(3) Promotion considerations: Not applicable

ii) **Assistant Professor**

(1) Definition: A faculty member who possesses a Doctoral degree in their discipline, or other appropriate terminal degree in their discipline and shows promise in the three academic areas of teaching, scholarship/research activities, and professional service. The requirement for possession of a Doctoral degree or other appropriate terminal degree in their discipline may be waived for a faculty member with documented professional accomplishments in the three academic areas.

iii) **Associate Professor**

(1) Definition: A faculty member who possesses a Doctoral degree in their discipline, or other appropriate terminal degree in the field of their discipline, meets the criteria for rank of Assistant Professor, and demonstrates a sustained and significant record of accomplishments in teaching, scholarship/research activities, and professional service.

iv) **Professor**

(1) Definition: Faculty who possess a Doctoral degree in their discipline, meets the criteria for rank of Associate Professor and demonstrates continued sustained and significant record of accomplishments in teaching, scholarship/research, and professional service. The rank of Professor is among the highest honors that the college can bestow upon a faculty member. The faculty member must demonstrate a sustained record of outstanding achievements in teaching, scholarship/research activities, and professional service.

c) **Appointment and promotion process**

i) **Initial Appointment**

(1) Ad Hoc Search committee: A recruitment committee is formed when requesting new or replacement faculty positions. This committee is responsible for interviewing candidates and making hiring recommendations to the Dean of the College

(2) Process

(a) Ad Hoc Search committee interviews and makes recommendations to the Dean

(b) Once approved by the Dean and University President, the prospective faculty member's dossier is submitted to the COM Rank & Promotion Committee (R&P)

(c) Once assigned a ranking, an offer letter specifying the terms and conditions of the offer is presented to the faculty member

(3) Appointment letters are generally valid for one year and are renewed annually.

Multi-year reappointments may be considered for eligible and qualified faculty.

ii) **Promotion**

Promotion of faculty at California Northstate University is based primarily on the achievements of the candidate while an employee of the University, but previous achievements may also be considered. Criteria for evaluation for promotion for all faculty are as follows: the period of employment by California Northstate University; *quality* of performance; *quality* and *quantity* of assignments; proficiency as an educator; a record of scholarly accomplishments; evidence of ongoing professional development; availability to individual students for advisement and demonstrated competency in the professional discipline of the faculty member. It is also recognized that faculty in the clinical areas have additional responsibilities in terms of service to a clinical practice site(s).

The candidate will need to demonstrate their potential in the Promotion Dossier/Portfolio provided to the chair of their department. The candidate gets approval to proceed from the chair, who writes a letter of support. The dossier then goes to the R&P committee. The R&P Committee will examine the dossier/portfolio of the candidate for examples of accomplishments in the areas of teaching, scholarly activity, and professional service. Please refer to Appendix A for the guide used for evaluation of accomplishments. If the candidate meets criteria for promotion, the R&P committee writes a letter of support, and the dossier goes to the dean. If the dean approves, then a letter of support is added to the dossier, and it is sent to UARP.

A faculty member's time in a particular rank at CNU will determine the time at which they are eligible for promotion and is calculated based on average FTE. Faculty with less than 0.5 FTE are eligible for promotion after eight years of CNU service. Faculty with an average of 0.5 to 0.74 FTE are eligible for promotion after seven years of CNU service. Faculty with an average of 0.75 to 0.89 FTE per year are eligible for promotion after six years of CNU service. Faculty with an average of 0.9 to 1.0 FTE are eligible for promotion after five years of CNU service. For the purposes of promotion, non-FTE faculty will be considered equivalent to 0.5 FTE if they are part-time faculty or 0.75 FTE faculty if they are full-time faculty.

d) Annual review and evaluation procedures

Faculty members are expected to undergo evaluation by their Department Chair or designated supervisor annually. Each faculty member will discuss and document the achievement of goals for the previous academic year. Faculty should also discuss short-term goals for the coming academic year, as well as long-term goals for the coming years during their annual review. The evaluation forms and processes, developed and carried out at the college level, should contain the following components:

- i) A standardized evaluation form to highlight and document the faculty member's performance and achievements in their assigned roles during the past year. This form should also include an opportunity to provide a plan for short- and long-term goals.
- i) A process for analyzing the submitted evaluation form and providing feedback to the faculty member.

e) Appointment Resignation, Termination or Non-Renewal

Faculty members are expected to give due notice of their intentions if they wish to terminate their appointment with the college. A faculty member may terminate their appointment

with appropriate notice, provided that the decision does not occur during an ongoing academic year to avoid jeopardizing course assignments, student learning, or negatively impacting colleagues' work and the mission and goals of the College. Failure to meet this requirement will be considered a material breach of the appointment agreement. Faculty-initiated termination should occur at the end of the academic year and within one (1) month after receipt of notification of the terms of their reappointment for the coming year, or if this is not possible, at the earliest possible date thereafter. At the earliest possible opportunity, the faculty member must give written notice to the Dean and to their department chair.

Termination of an appointment before the end of the appointment term (as opposed to nonrenewal of appointment) may be effected by the institution only for adequate cause. See Faculty Termination Policy ([CNU Policy 1313](#)), and Non-Renewal of Faculty Appointment Policy ([CNU Policy 1308](#))

3) Responsibilities and Expectations

a) Academic Freedom

California Northstate University assures academic freedom to all members of the faculty. The Statement of Principles on Academic Freedom and Tenure formulated in 1940 by the Association of American Colleges and the American Association of University Professors states, in part:

"Institutions of higher education are conducted for the common good...." [The Common good of the institution is grounded upon the primacy of student success, upon which the mission, vision, and values of the institution are based.]

"Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

- (1) Teachers are entitled to full freedom in research and the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- (2) Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
- (3) College and university teachers are citizens, members of a learned profession, and [faculty members] of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline [when acting lawfully and in accordance with accepted professional standards,] but their special position in the community imposes special obligations. As scholars and [members of their learned professions], they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect

for the opinions of others, [should be sensitive to their audience and timing,] and should make every effort to indicate that they are not speaking for the institution."

California Northstate University is firmly committed to the tradition of academic freedom in American colleges and universities and seeks to maintain conditions which are conducive to open inquiry and free search for truth. In teaching, research, and scholarly activity, faculty have not only the right but the obligation to share their thought processes and resulting opinions and conclusions in analysis of educational material without fear that in doing so they are placing their job in jeopardy and without fear of retribution. Faculty shall at all times make it clear when they are expressing such an opinion or conclusion and that they are not representing the views of the institution. It is the right of students to express their opinions without concern for their grades and to express their opinions without fear of retribution. With academic freedom comes a responsibility to respect others' opinions. Academic honesty is demanded of faculty and students alike.

- b) **Course Directors:** Please refer to the Course Director Handbook in Appendix B
- c) **Clerkship Directors:** Please refer to the Clerkship Director Handbook in Appendix C
- d) **Honor Code**

California Northstate University operates under an Honor Code that is intended to serve as a guideline for ethical behavior. Students and faculty alike are bound by this Code and are expected to uphold the articles of the Code. Faculty members are urged to report all violations of the Code to the College's Honor Council or Dean of Student Affairs using procedures and policies established by each College (See College Bylaws and Student Handbook). The Honor Council, observing strict confidentiality, decides on the guilt or innocence of an accused individual and suggests an appropriate punishment for each infraction. The faculty member in whose class an infraction occurred will be consulted if the punishment includes lowering of a grade or failure in a course.

Information regarding the College's Honor Code and Honor Council is published in the Student Handbook. Faculty members are advised to become familiar with Honor Council procedures, either by reading the Articles or by consulting with their faculty mentor, or their college Dean of Student Affairs.

- i) **Professionalism Concern Report**

If a student is alleged to be in violation of norms of conduct as described in the Student Handbook, or in violation of professional conduct code at an affiliate institution, the allegation is reported to the Assistant Dean of Student Affairs via a Professionalism Concern Report (PCR). The Professionalism Concern Report form can be found on the CNUCOM website.

- e) **Fraternization**

CNU prohibits sexual or dating relationships where there is an institutional power difference between the parties involved, for example, between a supervisor and an employee, between

a faculty and a student, or between an academic advisor and an advisee. Relationships with this power disparity and may result in claims of sexual harassment and questions about the voluntariness of the relationship. Employees of CNU who engage in a relationship prohibited by this policy may be subject to disciplinary action, up to and including termination of employment or, in the case of faculty, dismissal for cause.

In addition to the statements above, CNU strongly prohibits romantic, intimate, or sexual relationships between a student and faculty, student and staff, or student and University administrator, regardless of whether one party has institutional responsibility for or authority over the other.

All employees engaged in a relationship that is prohibited by this policy are required to notify Human Resources of such a relationship.

f) **Academic Integrity**

California Northstate University expects the faculty, as members of the academic community, to uphold the standards of academic integrity. The University and its Colleges consider breaches of this trust and responsibility to be serious offenses that may lead to suspension or expulsion from the University

Academic offenses that constitute violations of the Honor Code include, but are not limited to, plagiarism, cheating, lying, and academic theft.

g) Policy on discrimination, harassment and misconduct: Please refer to the Non-Discrimination Policy ([CNU Policy 4801](#))

4) Academic Policies and Procedures

a) Curriculum structure

- i) Phase A, encompassing Years 1 and 2, includes a curriculum focused on system-based courses, the development of medical skills, participation in the Masters Colloquium, and engagement in a self-directed Student Scholarly Project course.
- ii) Phase B, encompassing Years 3 and 4, consists of clinical clerkships across various medical specialties. During this phase, students gain hands-on experience in Family Medicine, Internal Medicine, Neurology, Obstetrics/Gynecology, Pediatrics, Psychiatry, Surgery, and Emergency Medicine.

b) Academic Department structure: The College of Medicine's faculty structure is organized into three departments: Basic Science, Clinical Science, and Clinical Education. Faculty members in each department are listed on the CNUCOM website.

c) Grading Policy: Please refer to the CNUCOM Grading Policy ([CNU Policy 4401](#)) and Student Progression Policy ([CNU Policy 4100](#)) for the most current grading guidelines

d) Student Progression Policy: Please refer to the CNUCOM Student Progression Policy (CNU Policy 4100) on the CNUCOM website.

e) Course development and modification process

All new courses or changes in existing courses must be submitted to the College Curriculum Committee for review and approval. The Course Proposal/Revision Request form can be found on the Office of Faculty Affairs and Development website.

5) Research and Scholarly activity

- a) Research and Publication: Faculty are encouraged to pursue scholarly activities including research publications. Please contact the [Office of Research](#) for further information.
- b) Intellectual Property: Please refer to the Intellectual Property Policy ([CNU Policy 2400](#))

6) Faculty Development and Support

- a) Office of Faculty Affairs and Development
The Office of Faculty Affairs is committed to creating a strong and supportive working environment for the faculty. The aim of the program is to mentor, guide and educate the faculty towards their objective of reaching their full professional potential while working to achieve the highest standards of excellence in academic medicine and the fulfillment of their primary duty of educating, training and developing professionals who will provide competent, patient-centered health care.
- b) Continuing Education Programs
The Continuing Education Program, provided by the University's Academic Affairs Office, offers a variety of educational activities and other opportunities to earn CE credit. Please refer to the [CE Program website](#) and the [COM Faculty Affairs website](#) for further information.

7) Governance and Administrative Structure

- a) Bylaws: Please visit the Office of Faculty Affairs and Development website for the most up-to-date version of the [Bylaws](#)
- b) Org. chart: Please visit the Office of Faculty Affairs and Development website for the most up-to-date version of the [CNUCOM Org Chart](#)
- c) Faculty committees: Please visit the Office of Faculty Affairs and Development website for the most up-to-date version of the [CNUCOM Faculty committees](#)

8) Appendices

- a) Course Director Handbook
- b) Clerkship Director Handbook
- c) Commonly used forms

Approved: Faculty Assembly, 11/26/2024

Appendix A: In progress

Appendix B: In progress

Appendix C: In progress