

July 27, 2019

To: Department of Pathology Faculty

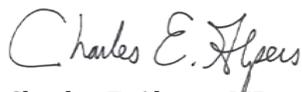
Dear Colleagues:

Welcome to the start of the new Academic Year 2019-2020! Change is upon us and I am certain that we will have a great year ahead of us as we continue to grow and strengthen our Department. We have new faculty member additions, steady advancement of our junior faculty and senior faculty who continue to foster innovation and excellence in all our endeavors.

Please find enclosed the updated "Department of Pathology Faculty Expectations" for 2019-2020. This document outlines the expectations for: attending department events; approval for outside work for compensation; annual receipt of faculty member's updated CV; meetings with the Chair; requesting letters of support from the Chair; Visa requests; faculty voting requirements; new appointment timelines; promotion procedures; procedures for reducing effort, retiring, or resigning; and contact information for the main office.

Thank you again for the great work that you each do. The Department thrives because of each and every one of you and your clinical service, teaching, and scholarly pursuits. Please do not hesitate to contact me with any questions or concerns.

Sincerely,



Charles E. Alpers, MD
Professor and Interim Chair
Nelson Fausto - Ann De Lancey Endowed Professor
Department of Pathology
Adjunct Professor of Medicine

Enclosure (1)

Department of Pathology Faculty Expectations Academic Year 2019-2020

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I. **Meetings to Attend**

Faculty are expected to attend the following meetings and seminars.

a. **AY 2019-2020 Faculty Meetings**

(All meetings will be at 3:30pm in E202 unless otherwise noted)

Dates TBD

b. **2019 Joint Faculty Retreat: Departments of Pathology and Laboratory Medicine**

Location: Semiahmoo; <https://www.semiahmoo.com/>

Host: Peter Rabinovitch, MD, PhD and Keith Jerome, MD, PhD

Dates: Friday, September 27 – Saturday, September 28

Time: Friday, start at 1pm, through Saturday until 4pm

Contact Margie Trenary (trenam@uw.edu) with questions regarding the Retreat

c. **Pathology Lectures and Seminars**

The Pathology website is a helpful resource to stay updated with upcoming lectures and seminars. <http://www.pathology.washington.edu/events>.

These include:

- i. Path Presents
- ii. Pathology Grand Rounds
- iii. Lecture series
- iv. Other special talks and hosted seminars by faculty candidates or special guests

Please note we do have a listserv for each seminar series. If you would like to be added please contact the Margie (trenary@uw.edu)

II. **Outside Professional Work for Compensation**

As a UW faculty member, you are obliged to complete the following steps if you engage in work outside the University of Washington.

Ask for approval from UW *and* the School of Medicine. *Complete the following two forms - **UW Approval Form** and **SoM Supplemental Form**, send them in campus mail to Margie Trenary at Box 357470 or email to trenam@uw.edu.*

• **UW Approval (Form 1460):**

- a. Unsure if you need to submit a request for Outside Work? You can view the policy and review the process here: <https://www.washington.edu/research/compliance/outside-professional-work-for-compensation-form-1460/>
- b. You can download the 1460 form here: <https://www.washington.edu/research/forms-and-templates/form-1460/>
- c. Turn the completed forms in to Margie who will forward it along to the SoM's Dean's Office for approval.
- d. Please note that the date range on the form should fall within one academic year. For example, if you are requesting approval for work which spans the calendar year 2020, you will have to complete two forms; one for activities that take place: 1/1/20 – 6/30/20 and another for activities that take place: 7/1/20 – 12/31/20.

- **School of Medicine Approval – Supplemental Form:**

- e. In addition to the Form 1460 referenced above, the SoM requires that faculty complete the supplemental form found on the UW Medicine website regarding Outside Work policy -- <http://www.uwmedicine.org/about/Documents/SoM-Supplement-to-Request-for-Approval.pdf>

The Supplemental Form is the compensation disclosure form where your actual compensation for the outside work and some additional questions about compensation are asked.

III. **Professionalism Policy**

- a. All members of the UW Medicine community are expected to conduct themselves in a professional and ethical manner with colleagues, patients, and the public. I ask that you take a moment and familiarize yourself with the revised UW Medicine Policy on Professional Conduct and take into consideration the values and expectations outlined as we do explicitly evaluate professionalism. You can view the policy here:
<https://www.uwmedicine.org/about/policies/professional-conduct>

IV. **Yearly Activity Report (YAR) and Meetings with the Chair**

- a. **YAR**

The faculty code requires faculty to provide a Yearly Activity Report by each faculty member and submitted to the Chair on a yearly basis. We have revised the process for YAR and will request all faculty complete a YAR by February 1st.

- b. **Meetings with the Chair**

Faculty code requires that the Chair meet on a regular basis with all faculty. These meetings are scheduled through Enina Bogdani, eninab@uw.edu, on the following timelines:

- i. Lecturers, Acting Instructor, Acting Assistant Professor, Assistant Professor, Clinical Assistant Professor (paid), Research Assistant Professor – *annually*
- ii. Associate Professor, Research Associate Professor, Clinical Associate Professor – once every two years – *next meetings in 2020*
- iii. Professor, Research Professor, Clinical Professors (paid)– *Meeting in 2019 and will meet next in 2021*

Additional meetings with the Chair can be scheduled by contacting Enina (eninab@uw.edu). Additional meetings with the chair can generally be scheduled within three weeks of the request to meet.

V. **Requests to the Chair for letters of support**

- Please allow *at least one week* advance notice if you need a letter of support for a grant or an award. Please do not wait until the last minute.
- Please send Dr. Alpers a draft of the letter, with a copy to Margie.
- For any questions, contact Margie (trenam@uw.edu), or 206-543-0767.

VI. **Visa Requests**

Visa requests are handled by Ajay Sankar asankar2@uw.edu. Please notify him well in advance of the planned arrival of your visitor, postdoc or proposed faculty hire. The timeline for processing a J-1 Visa is 4-5 months and the timeline for processing an H-1B Visa is at least 8-10 months. Please notify him well in advance prior to these timelines. Visa options and procedures are described on the following website: <https://ap.washington.edu/iso/>

VII. **Faculty Voting**

- Voting is a responsibility of Lecturers, Assistant, Associate and Full Professors (including Research). If you belong to this group, you automatically become a voting member when you join the Department.
- Research Assistant Professor, Research Associate Professor and Research Professor, may vote on all personnel matters except those relating to the mandatory/non-mandatory promotion and/or tenure of faculty.
- ***New appointments and reappointments:*** All eligible faculty are permitted to vote on new appointments and annual reappointments of clinical, affiliate, acting, and adjunct faculty .
- ***Promotion & tenure:*** Only those faculty equal or superior in rank to the proposed title are eligible faculty who may vote.
- ***Graduate Faculty appointments:*** Only Pathology Graduate Faculty members are eligible to participate in the laboratory training of graduate students. Please contact Megan Barker (mvbarker@uw.edu) for more information on becoming a Pathology Graduate Faculty member.

Voting requests need your immediate response due to the critical nature of School of Medicine deadlines. Abstaining faculty must indicate why they are abstaining.

VIII. **Appointments, Reappointments, and Promotions Faculty Voting**

Request for New Appointments

- To request someone be appointed in the Department of Pathology, write a letter to the Interim Chair, Dr. Charles Alpers (calp@uw.edu) and copy Devyn (dbarnes1@uw.edu)

In the letter, please describe the following:

- ✓ The nominee's academic success with publications, invited lectures, and/or extramural support
- ✓ Research and teaching contributions the nominee will make to your lab and to the department as well as any special skills the nominee brings to your lab and to the department
- ✓ Clinical contributions, including clinical need, for the new appointment - as applicable
- ✓ Funding source and 5 year timeline for the nominee's salary

Timelines to process a new appointment:

Note that a medical staff appointment and/or a visa will lengthen the timelines referenced below
Please contact Devyn with any questions.

Rank	Timeframe for Processing
Regular and Research	At least five months
Clinical (paid)	At least four months
Clinical (non-paid)	Two-three months
Emeritus	Two months
Acting	Three months
Adjunct	Two-three months
Affiliate	Two-three months
Visiting Faculty (paid; duration < 1 year)	Two-Three months; up-to ten months depending on visa
Visiting Faculty/Scholar (unpaid; duration < 1 year)	Two-Three months
Postdocs	Two-Three months; up-to ten months depending on visa

Reappointments and Promotions

- The reappointment process for annual or term appointments (adjunct, affiliate, and clinical titles) takes place in October with an effective date the following July 1
- All promotions take effect on July 1. The promotion process starts in September/October of the year preceding the effective date. For example, for a promotion effective July 1, 2020, the process starts in September/October 2019
- The requirements for promotions vary, so please contact Devyn dbarnes1@uw.edu, well in advance if you think you may be eligible for a non-mandatory or mandatory promotion. Devyn will contact the assistant professors when it is time to start mandatory promotion proceedings.

IX. Timely notice of Reduction of Effort, Retirement, or Separation

a. **Reduction of Effort**

If you need to reduce your effort, please send a letter to the Chair, and Devyn, as soon as possible before the reduction.

b. **Retirement and/or Separation**

- Every faculty member has a professional obligation to give a written notice of resignation or retirement to the Chair of the Department at the earliest possible opportunity. Notification of resignation or retirement should be given at least three months prior to the termination date, or within 15 days of notification of the terms of a reappointment, whichever occurs later, and should ordinarily become effective at the end of an academic year. Please check the following website for details of separation procedures:

<http://ap.washington.edu/ahr/administrators/appointments/separations/>

- ii. If you have a UWP appointment, you need to give at least 180 days advance notice in order to receive your final incentive pay-out (when there is incentive being paid). For example, if you were to resign effective 1 September, in the middle of the July-December incentive period, you would need to have a written resignation on file by 1 March in order to receive your incentive pay for the period of record July – December
- iii. For guidance regarding benefits continuation you should contact the benefits office at 206-543-2800

X. **Personal Use of University Resources**

- a. Any purchase of portable computing devices, laptops, tablets, etc., made from **any UW funding source** is considered University property, is intended to be used for UW business, and must be returned upon separation from UW employment.
- b. Only allowable under the following limited conditions:
Costs the University little to nothing
 - Is brief;
 - Is infrequent;
 - Does not interfere with your work duties;
 - Does not compromise the security or integrity of University property, information, or software

For full UW policy please see section on “Personal use of University resources” at:
<https://hr.uw.edu/policies/ethics/>

XI. **Faculty Development**

- a. Faculty development workshops: <https://depts.washington.edu/uwsom/faculty-development/faculty-development/faculty-development/current-workshops>
- b. Faculty development tools:
<https://depts.washington.edu/uwsom/faculty-development/home>

XII. **Faculty Mentorship**

- a. All faculty with the title Associate Professor/Research Associate Professor and below are expected to meet with their AAP mentor at least yearly. If you’re unsure who your mentor is please contact Devyn.

XIII. **Reimbursement for Washington State Medical License**

- a. UW Physicians will reimburse billable faculty at UW, HMC and NWH for the renewal of your medical license. Fill out the required form, provide proof of payment and a copy of your renewed license. You can find the form here:
http://www.pathology.washington.edu/content/page-files/LicenseReimbursementRequest_UWP.pdf

XIV. **Additional faculty resources on the Pathology website**

<http://www.pathology.washington.edu/resources/resources-for-faculty-staff>

XV. **Promotion Packet Teaching Portfolio**

Junior faculty, including Acting titles, Assistant and Associate level faculty are strongly encouraged to be proactive in soliciting teaching evaluations, peer and trainee/student, as part of their respective teaching portfolio for promotion packets - mandatory and non-mandatory. It is suggested that the faculty member collate his or her teaching materials, store and update documents and letters as they are received, and select from these materials the documents that best represent activities and reflect expertise as an educator.

If you hold the title Assistant Professor it is recommended that you have peer clinical evaluations, peer teaching evaluations and student teaching evaluations for each year you are in rank as an Assistant Professor.

If you hold the rank Associate Professor it is recommended that you have peer clinical evaluations, peer teaching evaluations and student teaching evaluations for every other year you are in rank as an Associate Professor.

Your teaching portfolio should consist of the following areas:

- Student Teaching Evaluations
- Peer Teaching Evaluations
- Peer Clinical Evaluations (if applicable)
- Other Teaching Portfolio Materials (if applicable)

Ideally, you should have evaluations/items for each year you are in rank. Enclosed you'll find evaluation templates. **You are strongly encouraged to distribute these.**

If you have any questions please contact Devyn.

Contact information for the Main and Business Office:

UW Pathology, C516 Office Suite, 206-543-1140

Charles E. Alpers, Professor and Interim Chair, 206-543-1140, calp@uw.edu

Peter S. Rabinovitch, Professor and Vice Chair of Research, 206-685-3761, petersr@uw.edu

David Chhieng, Professor and Vice Chair for Clinical Affairs, Director of AP, 206-598-3540, dchhieng@uw.edu

Justin Deese, Interim Director of Finance and Administration, 206-543-1140, jdeese@uw.edu

Jill Camp, Assistant Director of Finance, 206-616-7504, jillray@uw.edu

Devyn Barnhart, HR Manager, Staff & Faculty Affairs, 206-221-1384, dbarnes1@uw.edu

Ajay Sankar, HR Business Partner, 206-685-0286, asankar2@uw.edu

Hazel Gawaran, Education Manager Residency & Fellowship, 206-221-1847, hazelg@uw.edu

Margie Trenary, Assistant to the Director, 206-543-1140, trenam@uw.edu

Megan Barker, M3D PhD Program and Molecular Medicine Training Program Manager,
206-685-0564, mbarker@uw.edu