

VOLUNTEER FACULTY RESPONSIBILITIES
AND PRIVILEGES POLICY OF THE JACOBS
SCHOOL OF MEDICINE AND BIOMEDICAL
SCIENCES¹

¹ Faculty Council approved—05/30/2018

TABLE OF CONTENTS

1	PREAMBLE	3
2	FACULTY SHARED GOVERNANCE	3
3	ROLE OF VOLUNTEER FACULTY	3
3.1	Expectations of Volunteer Faculty.....	4
3.2	Specific Expectations of Teaching Faculty.....	4
4	VOLUNTEER FACULTY OPPORTUNITIES.....	5
4.1	Basic Science Teaching.....	5
4.2	Pre-Clinical and Clinical Teaching	6
4.3	Research.....	6
5	VOLUNTEER FACULTY APPOINTMENT AND PROMOTION.....	6
5.1	Appointment.....	6
5.2	Renewal.....	6
5.3	Promotion.....	7
6	BENEFITS OF A VOLUNTEER FACULTY APPOINTMENT	7

1 PREAMBLE

The three-fold mission of The Jacobs School of Medicine and Biomedical Sciences is To Educate...To Discover...To Heal. It is within this context that the Faculty of the School works to advance the education of future leaders in Medicine and the Biomedical Sciences; works to discover through innovative research; and works to provide excellent clinical care. This mission is a guiding principle for all Faculty of The Jacobs School of Medicine and Biomedical Sciences.

This document sets forth the principles and policies through which the Volunteer Faculty of the Jacobs School of Medicine and Biomedical Sciences assist in the advancement of this mission. It shall provide a framework of the rights and responsibilities of Volunteer Faculty.

2 FACULTY SHARED GOVERNANCE

The principles of shared governance of the Jacobs School of Medicine and Biomedical Sciences are set forth in the Bylaws of the School. Volunteer Faculty are encouraged to engage in this shared governance. In fact, in some instances such participation is required.

A Faculty member is defined as any individual holding academic rank within the Jacobs School of Medicine and Biomedical Sciences.

A Voting Faculty member is defined as any individual holding academic rank of Assistant Professor or higher. As such, Volunteer Faculty are included in the ranks of Voting Faculty and are afforded the rights, privileges and responsibilities of Voting Faculty as enumerated in the Bylaws.

Volunteer Faculty are encouraged to engage in the works of the Faculty Council of The Jacobs School of Medicine and Biomedical Sciences. This includes membership on the various Committees both within Departments and through the Faculty Council.

3 ROLE OF VOLUNTEER FACULTY

Volunteer Faculty are valued members of the School and the University community. They play a key role in the teaching enterprise. They also contribute to expanding the diversity of the Faculty as a whole. Volunteer Faculty offer their valuable and diverse experience

to numerous learners across the various disciplines within the Jacobs School of Medicine and Biomedical Sciences.

Recruitment and retention of Volunteer Faculty is one of the key objectives of the strategic plan of the School. This becomes essential as the number of learners within the School increases.

3.1 Expectations of Volunteer Faculty

Volunteer Faculty are subject to all provisions of School policies and procedures that pertain to their status as Faculty. Some policies and procedures have specific sections directed toward Volunteer Faculty.

As part of the University community of teachers and scholars, it is expected that Volunteer Faculty will commit to:

- a. Being knowledgeable about the School's Strategic Plan for the Medical Curriculum.
- b. Demonstrating professional behaviors and attitudes. Respect for others and commitment to excellence will be employed at all times. The underpinning of any teacher / student relationship should be mutual respect between teacher and the learner. Whenever possible, the Volunteer Faculty member should directly interact with the learner. However, it essential that Medical Students and Residents learn to work effectively as part of inter-professional and multi-disciplinary team. It is the responsibility of the Volunteer Faculty member to ensure that all members of the clinical and administrative team interact in a mutually professional and respectful manner.
- c. Completing student and resident evaluations in a timely fashion as directed by the Offices of Medical Education and Graduate Medical Education.
- d. Reading and understanding the Jacobs School Conflict of Interest Policy and conduct themselves accordingly, especially with regard to exposure of student and residents to commercial influence.
- e. Monitoring their "buffalo.edu" e-mail address. This is the official channel for communication with the Jacobs School administration, faculty colleagues, and students.

3.2 Specific Expectations of Teaching Faculty

Specific expectations of Volunteer Faculty will vary, depending on the field of study and the setting in which the learning occurs.

The following are key principles and standards to which the Jacobs School of Medicine and Biomedical Sciences asks Faculty, including Volunteer Faculty, to adhere. The Dean and other members of the Administration of the School expect that Faculty members involved in teaching commit to:

- a. Being knowledgeable of the course objectives provided by the course director and help learners to achieve these objectives
- b. Providing timely, focused, accurate and constructive feedback on a regular basis, thus allowing the learner to improve over time
- c. Soliciting feedback from learners to make it easier for them to feel more comfortable with asking questions, and to suggest strategies that the learner may employ to improve their learning
- d. Providing clinical learners with an environment conducive to their growth as physicians, by granting them access to patients in an appropriately supervised manner, knowing that the Faculty member must retain full authority and responsibility for patient care and quality standards
- e. Providing educational and clinical activities appropriate to the circumstances and to the learner's level of training
- f. Being responsible for maintaining a positive and respectful learning environment so that sound educational experiences can occur
- g. Agreeing to ensure that the learning environment must be inclusive and supportive of individuals regardless of race, ethnicity, religion, age, socioeconomic class, gender or sexual minority status, disability, military service, life experience or outlook; in a manner consistent with the Learning Environment Policy of the Jacobs School of Medicine and Biomedical Sciences.

4 VOLUNTEER FACULTY OPPORTUNITIES

Volunteer Faculty appointments may be granted in any of the Departments of Study within the School. As such, Volunteer Faculty may be involved in both Basic Science and Clinical teaching. They may also be involved in both Basic Science and Clinical research.

4.1 Basic Science Teaching

Basic Science teaching duties include Medical Student instruction in the pre-clinical years. This may also include instruction in Graduate Programs of study leading to M.S., M.A., and Ph.D. degrees within the School.

4.2 Pre-Clinical and Clinical Teaching

Clinical teaching duties include Medical Student instruction in the Clinical years. This may also include instruction in Postgraduate Residency Programs within the School.

Pre-Clinical and Clinical teaching may occur within the School, within Affiliated Hospitals, and at off site clinical teaching locations in the community. Clinical teaching sites located in the community serve an essential function and give Medical Students and Residents hands-on opportunities with patients in a wide variety of clinical care settings. The School relies on capable Volunteer Faculty to accomplish this.

4.3 Research

Volunteer Faculty may participate in the research mission of the School within both the Basic Science and Clinical Departments. Such research shall be conducted in a manner consistent with the Jacobs School of Medicine and Biomedical Sciences policies and procedures which govern said activity.

5 VOLUNTEER FACULTY APPOINTMENT AND PROMOTION

5.1 Appointment

Individuals may be appointed to the Faculty of The Jacobs School of Medicine and Biomedical Sciences as Volunteer Faculty. The request for a Volunteer Faculty appointment is initiated by the Chair of the applicable Department of Study. If approved at the Departmental level, the request is then forwarded to the Dean for consideration and final approval.

An individual may be granted a Volunteer Faculty appointment in any of the Departments of Study in The Jacobs School of Medicine and Biomedical Sciences, as deemed appropriate by the Dean.

In order to be granted a Volunteer Faculty appointment, an individual must be actively and appropriately engaged in the work of the Department.

5.2 Renewal

Volunteer Faculty have a time limited appointment that must be periodically renewed, based on evidence of sustained activity within their Department.

5.3 Promotion

Volunteer Faculty may be considered for promotion; however, they may not be granted tenure. Such considerations are governed by the current version of the Appointment, Promotion, Tenure, and Privileges Policy of Jacobs School of Medicine and Biomedical Sciences and other relevant policies of The University.

6 BENEFITS OF A VOLUNTEER FACULTY APPOINTMENT

A Faculty academic title consistent with the designated titles provided under the current policies of the University and the current Appointment, Promotion, Tenure and Privileges Policy of the Jacobs School of Medicine and Biomedical Sciences:

- a. Participation in the shared governance of the School.
- b. Participation in Departmental and School Faculty events.
- c. Access to School and University buildings and facilities as appropriate.
- d. Access to University library services.
- e. Access to a University e-mail account, and the technical support required for its use.
- f. Opportunity to contribute to the advancement of Healthcare and the Biomedical Sciences through educating future Physicians and Scientists.
- g. Outstanding performers will be eligible to be recognized with awards presented at the Annual Faculty and Staff Recognition day, and by annual awards presented by the students at Faculty Recognition Day.