

Charles R. Drew University of Medicine and Science



Faculty Handbook

2017

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Academic Senate

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FACULTY HANDBOOK

A SELECTION OF STATEMENTS, POLICIES AND PROCEDURES OF THE CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE Revised 2017

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4. CONFLICT OF COMMITMENT AND INTEREST

A. Conflict of Commitment

Charles R. Drew University of Medicine and Science (CDU) full-time¹ faculty members have specific responsibilities and professional activities that constitute an appropriate commitment to CDU and the advancement of the education, research, and scholarship programs of and on behalf of CDU. The specific responsibilities and professional activities that constitute an appropriate commitment will differ across schools and departments, but they should be based on a general understanding between the faculty member and his or her department chair, school dean, and the university Provost.

Even with such understandings in place, however, attempts of faculty to balance CDU responsibilities with external (non-CDU) activities - such as private consulting, public service, or pro bono work – can result in conflicts regarding allocation of time and energies. Conflicts of commitment usually involve issues of time allocation. Whenever an individual's outside professional activities exceed the generally acceptable limits for staff (eight hours out of a forty hour work week, calculated as eight hours per day, Monday through Friday); for faculty, as defined by individual faculty workload contracts, or whenever a full-time faculty member's primary professional commitment is not to CDU, a conflict of commitment exists. If a situation that raises questions regarding a possible conflict of commitment arises, faculty should discuss the situation with his or her school dean, or the Executive Vice President of Academic Affairs and Provost (EVPAA/Provost).

CDU full-time faculty work shall be governed by the following:

1. CDU faculty are expected to provide 100% of their CDU commitment to fulfill their teaching, research, service, and administrative duties to the University. The allocation of faculty time among teaching, research, and service shall be as determined for individual faculty by their respective department Chair/Dean or Provost, in that order. The allocation of staff time to perform their respective administrative duties shall be determined by their supervisors.
2. Faculty whose professional licensures or certifications require a maintenance of practical or clinical service outside the University shall specify in their annual faculty plans the number of hours necessary to fulfill the requirement and seek the approval of the department Chair/Dean (Provost or President in the case of executive officers) before engaging in this service.
3. CDU faculty and staff members are encouraged to volunteer for community/public service beyond their roles and responsibilities at CDU. However, such volunteer service shall not be performed in conflict with faculty and staff's primary roles and responsibilities, and the expectation of a reasonable level of productivity.
4. Notwithstanding the foregoing, any outside activity, even if it occurs outside of the Regular Work Week, will be viewed as a productivity conflict and conflict of commitment if the individual in question is failing to meet performance expectations consistent with his or her roles and responsibilities as specified in the work plan. Therefore, irrespective of the compensation agreement, faculty non-CDU activities must not adversely impact on teaching,

publication, research, academic advising, service, and administrative duties to the University.

5. Failure to disclose an actual conflict of commitment or falsification of this statement may be grounds for disciplinary action.

¹ For purposes of this policy, “full-time” refers to anyone with a full-time contract.

B. Conflict of Interest

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A conflict of interest occurs when there is a divergence between an individual’s private interests and his or her professional obligation to CDU such that an independent observer might reasonably suspect that the individual’s professional actions or decisions are determined by considerations of personal financial gain.

CDU’s policy precludes faculty from having a financial interest in any other business that competes with CDU, except where such ownership consists of securities of the publicly owned corporation regularly traded on the public stock market. CDU’s policy also forbids engaging in, directing, managing, or consulting for a business or businesses that compete with CDU without the express written consent of the President or his or her designate. All the CDU faculty are required to seek clarification and approval from their Chair/Dean (in that order) before engaging in activities that they may suspect to have the appearance of conflict of interest before engaging in them.

The following conflict of interest guidelines must be observed by all faculty:

1. Faculty are required to complete a conflict of interest statement at hire and annually thereafter and disclose any potential conflicts of interest from other employment or other sources, including holding a financial interest in companies doing business with CDU. Failure to disclose an actual or potential conflict of interest or falsification of this statement may be grounds for disciplinary action.
2. CDU requires the highest standards of conduct and honesty of its directors, officers, faculty and staff. It is the obligation of the Trustees, employees, and all persons and organizations contracting to provide services to CDU to avoid involvement in activities that might conflict or appear to conflict with his or her own personal, professional, or business interests and the interest of CDU.
3. Faculty having an interest in suppliers of goods, services, and leases directly or through family, personal, or business connections must not undertake to act for CDU in any transaction involving that interest.
4. Faculty must not participate in the selection, award, or administration of a contract if they are considering employment with a potential CDU contractor or supplier of goods or services.
5. Faculty shall avoid outside employment involving obligations which may in any way conflict or appear to conflict with CDU’s interests.
6. Faculty shall provide full written disclosure of a business or a financial arrangement which

might influence or appear to have the capacity to influence his or her official decisions or actions on CDU matters.

7. Faculty who have the authority to spend or commit CDU resources must complete the annual disclosure statement.
8. Faculty must refrain from personal and/or outside business activities that interfere with the normal work obligations at CDU.
9. Faculty must refrain from unauthorized disclosure of non-public information concerning CDU's investment decisions; its property development, sale or acquisition; and its purchasing plans or its contracting activities.
10. Accepting personal gifts and favors from persons or organizations with which CDU has a business relationship is discouraged. Personal gifts of more than nominal value (\$25.00) should be tactfully declined or returned to avoid the appearance or suggestion of improper influence. Faculty involved in the awarding of administration of contracts using federal or other government funds must keep in mind that the law prohibits soliciting or accepting gratuities, favors or things of monetary value from contractors or potential contractors.
11. Faculty shall not act or participate in CDU matters involving a member of his or her immediate or extended family, including but not limited to matters affecting such family member's employment, evaluation, or advancement in CDU, without first making full disclosure. Such disclosure shall be in writing and include the nature of the familial relationship and the impact or potential impact of the faculty's action on such family member. The disclosure shall be made in advance of actions taken relevant to the family member.
12. Faculty are encouraged to seek advance consultation from their Chair/Dean or Provost on matters that may involve or appear to involve a conflict of interest. If faculty have any issues related to conflict of interest, they need to be directed to the Provost first, then to the Academic Senate Grievance Committee. Faculty should refrain from participating in any way in the matter unless and until it is determined that a conflict does not exist and participation is authorized.