

# **Meharry Medical College**

## **Faculty Handbook 2005**

Meharry Medical College is an Equal Opportunity Employer and Affirmative Action (EOA/AA) institution and does not discriminate on the basis of sex, age, race creed, color, national origin, or handicapped conditions in its admissions, employment and education programs or activities, as required by Title IX of the Education Amendments of 1972 and the regulations adopted pursuant thereto in Title VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, not to discriminate in such a manner. The requirement not to discriminate in education programs and activities extends to employment therein and admission thereto. Inquiries concerning discrimination during applications to this college may be referred to the college's General Counsel, (615) 327-6798.

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## **I. Introduction**

The Faculty Handbook provides information to current and incoming faculty regarding Meharry Medical College. It further represents a summation of specific information gleaned from the following policy documents of Meharry Medical College: (1) *Faculty Senate By-Laws*; (2) *Personnel Manual*; (3) *Appointments, Promotion and Tenure Documents*; (4) *Policy Statements and Institutional Directives*; and (5) *Faculty Evaluation Document*. It also provides pertinent information relative to College policies. Additional information on each subject addressed herein, may be reviewed in the respective college documents.

### **Institutional Mission**

Meharry Medical College exists to provide excellent education and training in the health sciences, while placing special emphasis on providing opportunities for people of color and individuals from disadvantaged backgrounds. The College is committed to the delivery of high quality patient-centered health services, and to the conduct of research that fosters improved health outcomes and the elimination of health disparities.

### **History of the Institution**

The year was 1876. Reconstruction was in full swing and the health of America's poor was receiving little attention. In Nashville, post-Civil War conditions contributed significantly to the city's unenviable distinction of having the worst mortality rate in the country. Conditions among freed slaves were particularly dismal, accounting for disproportionate rates of death and disease in the black population.

In October of that year, Meharry Medical College was founded. Established as the Meharry Medical Department of Central Tennessee College by the Freedmen's Aid Society of the Methodist Episcopal Church, Meharry's inception was part of the Society's continuing effort to educate freed slaves and to provide health care services for the poor and underserved. The first individual contributors to the school were the Meharry brothers, led by Samuel Meharry. Their initial gift was matched by the Methodist Church and the department was formally opened on October 13, 1876.

In 1915, the State of Tennessee granted Meharry a new charter, affording the College separate corporate existence. Since that time, it has remained independent, later receiving its accreditation from the Southern Association of Colleges and Schools.

Over the years, Meharry has expanded in depth and diversity. The College presently includes the Schools of Medicine, Dentistry, Graduate Studies and Research, and Allied Health Professions (a joint program with Tennessee State University). Meharry houses the Lloyd C. Elam Community Mental Health Center and the nation's first Institute on Health Care for the Poor and Underserved. In addition, our primary training facilities include Metropolitan Nashville General Hospital, the Alvin C. York Veterans Administration Medical Center (Murfreesboro, Tennessee), and the Meharry Comprehensive Health Center. Other affiliated clinical facilities include Blanchfield

Army Community Hospital (Fort Campbell, Kentucky), United Neighborhood Health Services Medical Clinic and the Matthew Walker Comprehensive Health Center.

Today, Meharry Medical College is the largest private, comprehensive, historically black institution exclusively dedicated to educating health care professionals and biomedical scientists in the United States. The College's diverse student body represents a cross section of the United States and several foreign countries. Graduates practice in 47 states, the District of Columbia and in 22 foreign countries.

As a major resource for educating health care professionals, Meharry Medical College has graduated nearly 15 percent of all African American physicians and dentists practicing in the United States. Since 1970, Meharry has awarded more than 10 percent of all the Ph.D.'s in biomedical sciences received by African Americans. Today, the majority of Meharry's graduates practice in medically underserved rural and inner city areas.

As Meharry takes its place among the leading institutions preparing health professionals to meet the challenges of the 21<sup>st</sup> century, the College remains true to its heritage to serve the underserved of all origins, while maintaining an uncompromising standard of excellence.

### **Explanation of Seal, Motto, Color**

The College Seal is the official symbol of the college. It is attached to documents by the Chief Executive Officer to certify actions of the Board of Trustees.

#### *Other seals*

With the approval of the Senior Vice President for Health Affairs, other seals may be used to validate enrollment, transcripts, out of state professional certification, guest applications, and for awards issued by schools and departments.

#### *The College Mark, College Name*

The College Mark and the name "Meharry Medical College" are identified symbols of the college.

## **List and Description of College Buildings**

### **Harold D. West Basic Sciences and Research Center**

The Harold D. West Basic Sciences and Research Center which opened in December 1976 provides spacious teaching facilities for all students in the basic sciences. The building also houses the Offices of the Dean for the School of Medicine and the Dean of the School of Graduate Studies and Research and the offices and laboratories of most basic science faculty.

### **The Dental School Building**

The School of Dentistry including the office of the Dean and faculty members is housed in a 109,680 square feet state-of-the-art facility dedicated in 1979. Classroom and laboratory facilities are also provided for dental education, research and patient care.

### **The S. S. Kresge Learning Resources Center**

The S. S. Kresge Learning Resources Center houses central administration offices, including the president and the senior vice president for Administration; vice president for Academic & Institutional Support; vice president for Business and Finance; vice president for Institutional Advancement, and general counsel along with the library.

The library is located on the second, third and fourth floors of the S.S. Kresge Learning Resource Center. The library plays a major role in supporting the instructional, patient care and research programs of the medical center by: acquiring and organizing materials; providing physical facilities and equipment; instructing library constituents in information retrieval; and encouraging clients to develop the habit of self-education. The library serves as the primary center for the acquisition and dissemination of information for faculty, students, clinicians and staff of the college and extends its resources to health professionals throughout the world.

The library contains 86,000 volumes, including 1,100 journal subscriptions. A variety of audiovisual materials are also available. Special collections include the Archives, a repository for materials about Meharry. Included in the manuscript collection are papers of past presidents of the college. There is a collection of books related to the history and role of African-Americans in the health sciences.

The library is open seven days a week. It is closed on official college holidays and other times as posted. Its operating schedule is modified during the summer months. When possible, hours are extended before national examinations.

Services and resources include circulation, collection development, reference, computerized bibliographic searching, clinical librarians, faculty photocopying, interlibrary loan, instruction in information retrieval, integrated library system, local area network, Internet access, reserve collection and special collections. Materials unavailable in the collection are obtained from other medical libraries through cooperative arrangements. Computer-based bibliographic retrieval

services are available through the National Library of Medicine and DIALOG Information Services. A variety of CD-Rom databases are also available.

Facilities include: group study rooms, microcomputer laboratory, end-user search workstations, automated circulation and catalog system, group and individual audio/video viewing areas, rooms for reading and teleconferencing, study carrels, research cubicles, lounge area, technical and public service areas, and staff offices.

Medical Services, a library department, is located on the sixth floor of the Kresge Learning Resources Center. The staff includes a photographer and a graphic artist who provide services for faculty related to presentations and publication.

The Microcomputer Learning Laboratory provides instruction in basic computing, word processing and graphics. The lab provides access to a variety of software, including word processing and computer assisted instruction programs.

### **Office of Information Management**

Meharry's Computer Center was established in 1970 and currently operates in the Office of Information Management. The Center houses Digital Equipment Corporation VAX computers and is the hub of a campus-wide computer network which connects more than 400 computers, terminals and printers. The network supports administrative, as well as academic and research functions in the school. Computer equipment is available for use by students, faculty and staff.

Four primary areas of operation are included in the Office of Information Management: (1) administrative management services; (2) academic management services; (3) computer management services, and (4) telecommunications.

### **The Lloyd C. Elam Mental Health Center**

The Elam Mental Health Center (EMHC) primarily serves residents of Davidson County, Nashville, Tennessee. Its multidisciplinary staff provides mental health and associated services for children, adolescents, adults and the elderly. Clinical services include outpatient and day care. Four direct care programs are offered: Children, Youth and Family Services; Adult Services; Geriatric Services and Alcohol and Substance Abuse Programs. Other aspects of the total program are: (1) Consultation and education as related to individuals and agencies; (2) Training, profession and para-professional, and; (3) Research and evaluation. The latter is responsible for the evaluation of the center's operation which includes effectiveness of programs, impact of programs on the community and the translation of pertinent research results into meaningful mental health services.

### **The Daniel T. Rolfe Student Center**

The Daniel T. Rolfe Student Center formally re-opened on December 13, 1990. The 15,000 sq. ft. center is the first facility built to accommodate Meharry student activities. All student organizations, such as the FOVEA student newspaper, student government and Pre-Alumni Association are housed in the center.

The Counseling Center, Office of Student Services, a fully equipped bookstore, a large gathering area and a reading and seminar room (where students can study) and the Teaching and Learning Resource Center (TLRC) are also located in the center.

### **The Henry A. Moses Building**

The Henry A. Moses Building houses the Offices of Human Resources.

### **List of Institutional Programs and Accreditation**

Meharry Medical College is comprised of the (1) School of Dentistry; (2) School of Graduate Studies and Research; and (3) School of Medicine.

### **Accreditation**

The Southern Association of Colleges and Schools has accredited Meharry to offer academic work leading to the following degrees: (1) Doctor of Dental Surgery; (2) Doctor of Medicine; (3) M.D./Ph.D.; (4) Doctor of Philosophy; and (5) Master of Science in Public Health. Moreover, certification in health professional training is also offered.

The School of Medicine is accredited by the Liaison Committee of Medical Education of the American Medical Association and the American Association of Medical Colleges. It is, further recognized by the Examining Board in England of the Royal College of Physicians of London and by the Royal College of Surgeons of England.

The School of Dentistry is accredited by the Council on Dental Education of the American Dental Association. It adheres to the rules of the Council on Dental Education of American Dental Association and is a member of the American Association of Dental Schools. Further, it is registered by the Dental Examining Boards of each state in the United States.

## II. Administration

### The Senior Management Team

The Senior Management Teams is comprised of all of the Vice Presidents and Deans of each school.

John E. Maupin, Jr., D.D.S., M.B.A.  
President

PonJola Coney, M.D.  
SVP, Health Affairs and Dean, SOM

William Butler, DDS  
Dean, SOD

Maria Lima, Ph.D.  
Dean, SOGS

LaMel Bandy-Neal  
VP for Business & Finance

Leilani Boulware, J.D.  
General Counsel, VP for Administration

Robert Poole  
VP for Institutional Advancement

Jim Powlus, MSCIS  
VP for Information Technology

Bernard Ray, Ph.D.  
Deputy to the President

A. Cherrie Epps, Ph.D.  
Sr. Advisor to the President

Janet Rachel  
Assistant VP, Human Resources

Lee Limbird, Ph.D.  
VP for Research

### Council of Deans

The Council is responsible for monitoring and maintaining the quality and standards of the educational programs in all schools through regular assessment and evaluation. The Council is also responsible for ensuring the College's compliance with accreditation standards. Additional responsibilities of the Council include: ensuring that all policies regarding admission, academic probation, dismissal, suspensions and re-admission of students are clearly defined and published and are consistent with stated purpose; ensuring that curricula offerings and requirements for graduation are consistent with College policies and are clearly and accurately described and published; assessing the process by which the curriculum is established, reviewed and evaluated; and ensuring that instructional methodology and techniques are in accord with the educational purpose of the College and evaluated regularly.

### School of Medicine

PonJola Coney, M.D., Senior Vice President for Health Affairs & Dean

### School of Dentistry

William Butler, DDS, Dean

### School of Graduate Studies & Research

Maria Fatima Lima, Ph.D., Dean

## School of Dentistry

The Dean has the overall responsibility for the School of Dentistry operations. The administrative structure includes (1) Basic Science Department Heads whose primary appointments are in the School of Medicine but also report to the Dean of the School of Dentistry (2) Clinical Science Department Chairpersons and a (3) Associate Dean for Clinical Affairs primary appointments are in the School of Dentistry and report to the Dean. They have direct responsibility for the integrity of the education, research income and expenditures in their respective department.

The department chairpersons have the added responsibility for patient care in their clinical discipline.

### School of Dentistry Office of the Dean

William B. Butler, D.D.S., M.S.	Dean	327-6207
William D. Scales, D.D.S.	Associate Dean for Clinical Affairs & Interim Associate Dean for Academic Affairs	327-6630
Cherae Farmer-Dixon, D.D.S., M.S.P.H.	Associate Dean for Student Affairs	327-6076
Charles W. Williams, D.D.S.	Associate Dean for Graduate Programs	327-6370
Charles T. Smith, D.D.S., M.A.	Chair, Restorative Dentistry	327-6395
Augustyne V. Hill, Jr. D.D.S., M.S.	Chair, Endodontics and Oral Diagnostic Sciences	327-6360
Charles W. Williams, D.D.S.	Chair, Oral & Maxillofacial Surgery	327-6370
Melvin S. Polk, D.D.S., M.S.	Chair, Orthodontics	327-6910
Adolfina Polk, D.D.S.	Chair, Pediatric Dentistry	327-6889
Angel Rivera Torres, D.D.S., M.S.P.H.	Chair, Dental Public health	327-6210
Paulette Tempro, D.D.S., M.A.	Chair, Periodontics	327-6300
VACANT	Chair, Oral Biology & Research	327-5981

## School of Medicine

The Dean of the School of Medicine serves as the chief academic and administrative officer of the school. The Dean is assisted by the Vice-Dean and a cadre of Associate and Assistant Deans. The school is composed of basic science and clinical departments, each of which is lead by a chairperson. A chairperson is directly responsible for the quality, integrity and fiscal stability of the training, research and/or patient care programs in the department. Additionally, a chairperson is responsible for the quality of instruction at all remote training sites involving Meharry students.

### School of Medicine Dean's Office Staff

PonJola Coney, M.D.	Senior Vice President for Health Affairs & Dean	327-6204
Pamela Williams, M.D. 6413	Vice Dean & Associate Dean, Student Academic Affairs	327-
Billy Ballard, DDS, M.D.	Assoc. Dean, Graduate Medical Education	327-6663
Annie W. Neal, Ph.D.	Assoc. Dean, Administration	327-6004
Pat Matthews-Juarez, Ph.D.	Assoc. Dean, Faculty Affairs & Dev	327-6718
Etheleen McGinnis-Hill, Ph.D.	Assoc. Dean, Curriculum Evaluation	327-6956
Vicky Mosley	Assoc. Dean, Information Technology	327-6265
Susanne Tropez-Sims, M.D.	Assoc. Dean, Academic Support & Services	327-6332
Dennis Saucerman, CPA	Assistant Dean, Business & Finance	327-6006
Brenda Merritt	Assistant Dean, Student Academic Affairs	327-6413
Edna Lockert, Ph.D.	Assistant Dean, Student Counseling	327-6413
Sharon Turner-Friley	Assistant Dean, Special Programs	327-6413
Jascy Hamilton-Brown	Executive Associate to Dean	327-6337
Cheryl Hill	Accountant II	327-6006
Eloise Cunningham	Curriculum Coordinator	327-6956
Louis Wilson	Computer Program Analyst II	327-6772

Teri Sales	Decision Support Coordinator	327-6006
Linda Buckley	Program Coordinator	327-6862
Natalie Stevenson	Administrative Assistant Sr.	327-6764
Darlene Dixon	Administrative Assistant	327-6204
Nadine Garner	Administrative Assistant	327-6006

### **Biomedical Sciences: Chairs**

Biomedical Sciences	Lee Limbird, Ph.D.	327-6835
Professional Education	George Breaux, M.D.	327-6944
Cancer Biology	Samuel Adunyah, Ph.D.	327-6345
Microbial Pathogenesis & Immune Response	Fernando Villalta, Ph.D.	327-6281
Neurobiology and Neurotoxicology	Clivel Charlton, Ph.D.	327-6510
Cardiovascular Biology	Evangeline Motley, Ph.D.	327-6167
Medical Education	Pamela Williams, M.D.	327-6413

### **Clinical: Chairs**

Family Medicine	Roger Zoorob, M.D.	327-6572
Internal Medicine	Steven Wolff, M.D.	327-5864
Obstetrics & Gynecology	Valerie Montgomery Rice, M.D.	327-6284
Pathology, Anatomy & Cell Biology	Billy R. Ballard, M.D., DDS	327-6663
Pediatrics	Brahm Parsh, M.D. (Interim Chair)	327-6332
Psychiatry & Behav. Sciences 6606	Samuel Okpaku, M.D.	327-
Radiology	Anthony Disher, M.D.	327-5617
Surgery	Steven Stain, M.D.	327-6342

### **School of Graduate Studies & Research**

The School of Graduate Studies & Research is headed by a Dean who reports to the Senior Vice President for Health Affairs. The School of Graduate Studies and Research is divided into the Division of Biomedical Sciences and the Division of Community Health Sciences. Four degree granting programs leading to the Ph.D. are offered through the following departments in the School of Medicine: biochemistry, microbiology, physiology and pharmacology. In addition, the department of Biomedical Sciences in the School of Graduate Studies and Research offers the Ph.D. degree. The Division of Community Health Sciences, offers the Masters in Public Health degree. The divisions and departments are headed by directors which report to the Dean and are responsible for the quality of education, training, research, and administrative management of their respective units.

**School of Graduate Studies & Research  
Office of the Dean**

Maria Lima, Ph.D., Dean	Dean	327-6533
Christine Minja-Trupin, Ph.D.	Vice Dean/ Program Evaluator	327-6533
William Washington, DPA, MPA, MPH		327-6533
Malynda Gaines	Student Officer	327-6533
Thyckla Gray	Financial Officer	327-6533
Candace Muhammad	Administrative Assistant	327-6533
Catherine Summers	Executive Assistant to Dean	327-6533
Sheryl Parker, MSPH	Academic Program Administrator	327-6533
Raphael Moore, MSPH	Administrative Assistant	327-6533

**Other College Officials**

Renee Bowen, J.D., RN Director, Life Long Learning	LeToia Crozier, J.D. Director Corporate Compliance, Policy & Regulatory Affairs
Nunzia Guise, MD, MBLs Acting Director, Library	Chuck Woepel Executive Director, MMG
Peter Dolce, Ph.D. Associate VP for Research	Allen Mosley Director, Admission & Records
Cynthia Murry Registrar, Office of Admissions and Records	Vickie Johnson Director, Financial Aid
Jill Scoggins Associate VP, Marketing & Communication	Ben Spaulding Associate VP for Campus Services
James Townsel, Ph.D. Associate VP for Research	Rodney Morris, M.B.A. Associate VP Support Services
Richard Briggance Director, Campus Security	Patrick Griffith, M.D. Director, Clinical Research
C.K. Chen, Ph.D. Director, Institutional Research	Hubert Rucker, Ph.D. Associate VP for Research
Steven Wolff, M.D. Director, Sickle Cell Center	Daphne Young, DDS Chair, Faculty Senate

Carlton Adams, M.D.  
Chair, Faculty Council

### **III. Faculty Governance**

#### **The Faculty Senate**

The Faculty Senate is the faculty governance body of the college, which serves as a liaison between faculty in the three schools and the President. Its structure and by-laws were approved by the Board of Trustees in January 1992. The purpose of the Faculty Senate is to provide a structure by which the Faculty, the President, the Deans and Department Chairpersons shall work together to insure a positive academic climate at Meharry Medical College. The Faculty Senate represents the faculty of the College and advocates for their well-being. The major goal of the Faculty Senate is to provide an avenue for faculty input to the administration on academic matters. Through its activities, the Faculty Senate upholds the mission of the College.

The Faculty Senate is composed of 19 voting members and 10 ex-officio members who may not vote. The 19 voting members are: the Chairperson, Vice Chairperson, Secretary-Treasurer and four members-at-large representing the allied health, dental, basic science and medical clinical faculties, the Chairpersons of the four School Faculty Councils, one academic faculty representative from each School Faculty Council and one administrative faculty representative from each School Faculty Council. The ex-officio members are: the President, each of the Deans, and representatives from the medical, dental, and allied health student bodies.

There are five Faculty Senate standing committees, consisting of four committees, which advise the Faculty Senate and/or the President: The Appointment, Promotions and Tenure Committee, Development Committee, the Grievance Committee, the Faculty Health and Welfare Committee and the Student Research Day Committee.

Each school has a faculty council, which serves the same function in the school that the Senate serves in the institution. The councils are organized much like the Senate with elected members and officers. Deleted sentence that council reports to the dean

#### **The Faculty Council**

The Faculty Council of the School of Medicine has the responsibility for development of academic policy and makes recommendations to the Dean. Furthermore, it participates in the development of non-academic policy; e.g., by its representation on non-academic committees.

The Council is concerned with all matters, which impinge on faculty members and students in their academic endeavors, including but not limited to;

- Curriculum;
- Teaching;
- Research;
- Health Care Delivery and Services;
- Library;

- Evaluation of proposals for new services, new department & centers;
- Standards for faculty appointments and promotions and tenure;
- Procedures concerning faculty grievances;
- Rules & regulations concerning extra-Meharry employment by Meharry faculty;
- Programs for continuing education;
- Programs for fringe benefits;
- Standards for admission & retention of students;
- Standards for academic freedom;
- Standards and Procedures for publication, patents, contracts & grants;
- Standards for practice for the health care professions; and
- Standards for participation in the faculty medical and dental practice plans.

## **Board of Trustees**

Meharry Medical College is governed by by-laws and managed by a 20-45 member Board of Trustees. Members serve four-year renewable terms. The Faculty, New Alumni and Alumni Trustees serve two-year non-renewable terms.

The Board appoints the President, who is the Chief Executive Officer of the College. The Board approves (1) the appointment of other chief administrative executives of the College and (2) faculty promotions and tenure and (3) degree candidates. The Board utilizes eight “standing committees” and special or “ad hoc committees” as deemed necessary, to advise on policy and decisions regarding the College. Faculty Senate has observers on these committees.

The Board routinely meets three times yearly, usually in February, May, and November. However, special meetings are called as needed. The Faculty Senate chair submits a report to the Board on behalf of the faculty.

### **Board of Trustees Officials**

**Dr. Frank S. Royal, Sr., Chairman**

**Richmond, VA**

**Dr. T. B. Boyd, III, Vice Chairman**

**Nashville, TN**

**Dr. John E. Maupin, Jr., President**

**Nashville, TN**

Dr. Brandon Barton, Jr.  
*West Bloomfield, Michigan*

Mr. Milton H. Jones, Jr.  
*Charlotte, NC*

Dr. Mendee Bull-Ligon  
*St. Petersburg, FL*

Dr. Shedrick D. Jones  
*Los Angeles, CA*

Pastor Kirby Jon Caldwell  
*Houston, TX*

Mr. Kevin P. Lavender  
*Nashville, TN*

Dr. Calvin L. Calhoun, Sr.  
*Nashville, TN*

Dr. Abraham McIntosh  
*Sacramento, CA*

Ms. Emelda M. Cathcart  
*Brooklyn, NY*

The Honorable Mary Pruitt  
*Nashville, TN*

Mrs. M. Inez Crutchfield  
*Nashville, TN*

Dr. Edward W. Reed  
*Memphis, TN*

Mr. Richard R. Davis  
*New York, NY*

Mr. Edgar G. Rios  
*Vienna, VA*

Dr. Jerome King Del Pino  
*Nashville, TN*

Mr. Ray M. Robinson  
*Atlanta, GA*

Dr. Spencer Disher  
*Orangeburg, SC*

Dr. Eugene J. Rogers  
*Mt. Clemens, MI*

Mr. Eddie D. Evans  
*Washington, DC*

Dr. Clay E. Simpson, Jr.  
*Palm Coast, FL*

Dr. Randall Falk  
*Nashville, TN*

Dr. Neal A. Vanselow  
*Rio Verde, AZ*

Dr. Bennie J. Goggans  
*Tuscaloosa, AL*

Mr. James E. Williams  
*Atlanta, GA*

Mr. John C. Graves  
*New York, NY*

Mr. Lorenzo Williams  
*Fort Pierce, FL*

Mr. Aubrey Harwell, Jr.  
*Nashville, TN*

Dr. Robert L. Williams, Jr.  
*Stone Mountain, GA*

Dr. Tipkins Hood  
*Oakland, CA*

Dr. Howard C. Willis  
*Columbus, GA*

Dr. Cornelius Hopper  
*Oakland, CA*

Dr. Claud R. Young  
*Detroit, MI*

Dr. Martin D. Jeffries  
*Atlanta, GA*

### **Special Trustees**

Ms. Marian Sampson

*Nashville, TN*

Dr. Harold O. Jackson

*Nashville, TN*

Dr. Henry West

*Nashville, TN*

#### **IV. Committees**

##### **School of Medicine Committees**

- Executive Committee
- Admissions Committee
- Appointment, Promotion and Tenure Committee
- Curriculum Committee
  - Pre-clinical
  - Clinical
- Curriculum Design Committee
- Research Council Committee
- Student Evaluation and Promotion Committee  
(Awards and Scholarship)
- Radiation Safety Committee
- Academic Support Services Committee

## **V. Student Governance**

The Pre-Alumni Association is the student government body at Meharry Medical College. The main objective of this body is to promote a spirit of cooperation between students, faculty, staff and administration. This organization provides student leadership and offers an official communication mechanism for student's ideas and opinions concerning the college. The Pre-Alumni Association sponsors many student activities and community service projects on campus.

All students at Meharry Medical College are members of the Pre-Alumni Association. The organization is lead by a President, Executive Vice-President, Administrative Vice-President, Secretary and Treasurer elected to office by the student body to become a part of the executive Committee of the organization. Three Members-at-Large, one from each school (Dental, Medical, Graduate), are elected by their respected school to complete the Executive Committee.

## **VI. Academic Policies, Procedures and Programs**

All new faculty members receive information and materials on benefits at a session held by the Human Resources Office and must visit the office to finalize their official employment status. New faculty members must also participate in departmental as well as school-wide orientation sessions as planned. Questions regarding teaching load, office and laboratory assignments, and committee activities should be directed to the department chairperson.

### **Faculty Rights and Responsibilities**

1. Faculty members are responsible for knowing and implementing the academic policies and procedures of the school for which they are teaching. Copies of the academic policy and procedures are available to faculty through their departments.
2. General Responsibilities to students  
The dominant focus of the college is health related professional training. Therefore, each faculty member is expected to show responsiveness to the goal of student training in all endeavors related to academics—both formal and informal—including research programs.

### **a. Curriculum Approval and Procedures**

The overall goal of the educational program is to provide students a strong background in basic science knowledge, clinical and social skills that are essential for the practice of medicine in the twenty-first century.

The educational program leading to the M.D. degree consists of four components. During the first year, basic science instruction is presented in a clinically relevant context with social and ethical issues integrated throughout. Instruction during the second year of the curriculum is organized around a series of organ systems.

Clinical experiences are introduced early in the program including instruction in physical diagnosis and clinical shadowing during the freshman year and preceptorships in primary care during the second year. Further clinical experiences consist of core clerkships during years three and four with emphasis on basic medical principles in family medicine, psychiatry, obstetrics and gynecology, pediatrics, internal medicine, surgery, preventive medicine, psychiatry, internal medicine and radiology.

### **Curriculum Management and Evaluation**

Curriculum Committee – The Curriculum Committee is appointed by the Dean to define the content, manage and evaluate courses in the curriculum. This committee also helps to determine educational policies and methods of curriculum assessment and evaluation. The appointment of an *ad hoc* curriculum design committee by the Dean was charged with the design of the new integrated curriculum implemented in the Fall of 2004. All courses must be approved by the Curriculum Committee which functions in an advisory capacity to the Dean.

Organization of the Curriculum Committee – The Chair of the Curriculum Committee is appointed by the Dean and there is representation from the basic and clinical science disciplines. The committee is further divided into the Basic and Clinical Science and Computer technology subcommittees.

Office of Curriculum Support and Evaluation – This office is under the direction of the Associate Dean for Curriculum Evaluation appointed by the Dean. The purpose of the office is to provide curriculum support including the coordination of the production of course syllabi and lecture materials, exam preparation and administration, course scheduling, oversight of space utilization and to provide leadership in the evaluation of all courses and teaching initiatives.

Curriculum Coordinator – It is primarily through the Curriculum Coordinator that the Office of Curriculum Support and Evaluation facilitates and assists the faculty in all aspects of the development and implementation of curricular and associated educational initiatives in the School of Medicine.

#### **b. Classroom, Grading and Examination Policies**

Fairness and objectivity are expected in the evaluation of all students. Submittal of grades is in accordance with the academic calendar. Faculty members are required to inform students of academic progress in a timely fashion. State when grades are due.

**c. Faculty Workload**

Faculty members are responsible for work assignments within the twenty-four hour day including:

- Instructional Practices
- Student-Faculty Committees
- Attendance at Assemblies, Commencement, Convocation, etc...

**d. Academic Freedom Guide to Promotion and Tenure**

Policies and procedures for appointments, promotion and tenure are described in the Appointments and Promotions and Academic Freedom and Tenure documents, which were approved by the Board of Trustees in 2002. Copies of the document are available to each faculty member through their departmental chairperson and online at [www.mmc.edu](http://www.mmc.edu)

**e. Faculty Sabbatical**

Meharry Medical College is committed to faculty development and professional growth. Sabbatical leave is an important instrument in these processes and is granted by the College, at the discretion of each dean of the schools within the College, and is usually granted for significant service to the college.

The Sabbatical Leave Policy is included in the Appendix.

**f. Appropriate Dress**

It is important that faculty members representing Meharry Medical College present a professional impression to both the public and to patients. A faculty member's personal appearance is the basis for such an impression and, therefore, appropriate clothing, good grooming, neatness and cleanliness are essential.

**VII. Administration Policies**

**a. Purchasing and Reimbursements**

There are only two main forms:

- Purchase requisition (PR)
- Request for Disbursement (RFD)

For additional information about the requirements for purchasing and securing service contracts, contact your department head or call the Office of Purchasing prior to initiating any purchase requests.

**b. Travel Policy**

Prior written approval is required for any faculty member who is traveling on Meharry business.

Per Executive Order 94-01: Policy on Corporate Travel, travel authorization must be requested in advance by at least one week, but preferably three or more weeks.

A Travel Itinerary form must be completed and signed by the traveler. The traveler must obtain signatures from his/her department head and respective dean.

The approval of the Travel Itinerary must be submitted to the Travel Office **BEFORE** the trip is taken. Failure to do so will result in non-reimbursement of expenses for the trip.

**c. Equipment Policy**

Meharry Medical College provides a variety of equipment for its faculty including desks, file cabinets, computers, etc., which are subject to inspection, along with any articles or materials found inside before, during or after working hours. College property should not be removed from the workplace, except with written permission of Department Head or chair. A copy of the written permission must be provided to the Security Office. Where keys are provided, they are also company property and may not be duplicated. All items of company property must be returned to the department at termination of employment at the College.

**d. Information Technology Policies/Web Services**

Computing resources are for instructional, research, and administrative use by students, faculty, and staff of Meharry Medical College. The same ethical standards that apply to all other College activities apply to use of computing resources. Use of computing resources is restricted to “authorized users”. An “authorized user” is defined as an individual who has been assigned a login ID and password by the Information Technology staff. Individual users are responsible for the proper use of their accounts, including the protection of their login IDs and passwords. Users are also responsible for reporting any activities which they believe are in violation of the College’s Computer Usage policy. Each authorized user is held accountable for their actions as a condition of continued use of computing resources of the College.

Authorized computer usage is limited to activities that support the College’s research, clinical, academic, and administrative purposes. Prohibition include providing unauthorized users access to the College’s network, unauthorized access to data, removal or destruction of College data, and any use not consistent with instructional, research, or administrative purposes.

**e. Fund Raising Policy/Institutional Advancement**

The Division of Institutional Advancement’s mission is to develop activities and programs, and garner gifts from diverse constituents that encourage and foster support of the College and its priorities.

*The Annual Fund* - This department develops and implements fundraising appeals to alumni, faculty/staff and friends. Funds are raised for unrestricted operating

expenses, as well as for restricted purposes, i.e., endowed scholarships, special projects, etc.

*Major and Planned Gifts* - This department develops and implements fundraising appeals for major donations from individuals, as well as appeals and programs that promote estate planning and charitable gifts to the College, i.e., bequests, charitable trusts, etc.

*Research, Corporate and Foundation Relations* - This department researches information and develops grant funding proposals. It also maintains all of the College's records of corporate, foundation and individual donors.

*Advancement Services* - This department maintains gift records for all of the donors to the College, issues receipts and provides gift reports for the division.

**f. Professional Leave**

Faculty members may be identified and selected by the Chairs of Departments and Divisions in both the Basic and Clinical Sciences and they present to the Dean for consideration of Professional Development Leave. The purpose of this leave is for faculty to increase cognitive knowledge, pedagogical, clinical, and research skills in teaching and research that will improve, enhance, and promote professional development, while increasing the prominence and academic standing of the College in basic and clinical sciences.

**g. Media Relations**

The Office of Marketing Communications creates, promotes and maintains a positive image (internally and externally) for Meharry Medical College and all of its units.

The office is responsible for most internal and external communications that are promotional and/or informational. Services include:

Communications Plan Development	Media Relations
Promotional Materials & Advertising	Publications
Art Direction/Graphic Design	Still & Video/Film Photography
Web Design & Content Development	

***Communications Plan Development***

The Office of Marketing Communications can assist your unit with developing a comprehensive communications plan to promote your activities, programs, events, etc. Because each activity is unique, it is best to involve the office as soon as your planning is under way. The office also ensures that branding standards of the College are not compromised in any materials bearing the Meharry name or

trademarks (logo, seals, etc.) and can advise you on the proper branding for your activity. Contact the office at **327-6282** to arrange for these services.

Primary tactics used in communications are as follows:

### ***Media Relations***

The Office of Marketing Communications is the institution's official liaison with newspapers, magazines, radio and television stations, and news bureaus. **All contacts with the media must be coordinated through this office by calling 327-6282.**

Because Meharry is a private college, located on private property, all news media representatives must receive authorization from the Office of Marketing Communications prior to visiting any facility on campus. This policy helps Meharry advance its mission in an effective manner and protects the rights and needs of students, residents, faculty, staff, patients, donors, alumni, and guests. While on campus, news media representatives must be accompanied by personnel from the Office of Marketing Communications or their designee. This is to ensure compliance with laws, regulations and policies governing rights to privacy and to the protection of proprietary information. If news media representatives attend a campus meeting, an announcement to that effect must be made at the beginning of the meeting so that all attendees are aware that the media are present.

Any request involving Nashville General Hospital at Meharry must also have the authorization of the hospital's Director of Communications. Meharry's Assistant Vice President for Marketing and Public Relations will obtain this authorization.

The office can arrange and help you prepare for interviews with the media when your area is in the news. If you receive a call or visit from a reporter or any media representative, you should:

1. Determine what the request is.
2. Ask the reporter to call the Office of Marketing Communications at **327-6282** or offer to have the media office contact the reporter (get his or her name and phone number).
3. Immediately notify the media office of the contact. The office will follow up with the reporter.

### ***Promotional Materials and Advertising***

The media office promotes the different activities and events occurring in your department or unit, when adequate time is given. Because each event, program, activity, etc., is unique, a specific action plan should be developed for each one. For that reason, you should contact the Office of Marketing Communications as soon as your planning is under way to guarantee that maximum promotion can be developed and executed.

### ***Publications***

The Office of Marketing Communications prepares and publishes institutional publications. Publications, advertising or other presentations that are circulated to off-campus audiences create important impressions of the College and its programs and services. The marketing communications office provides professional publications' editing and design services, obtains cost-effective materials and services, and establishes a uniform image for Meharry in such materials and their presentation. All publications prepared by campus units (newsletters, magazines, brochures, booklets, pamphlets, etc.) should be reviewed by the Office of Marketing Communications, prior to production and printing. *Scholarly journals and papers are not included in this process.*

The marketing communications office will ensure that: (1) materials are reviewed promptly (within five working days), (2) any assistance to be provided by the staff is scheduled at the earliest possible time, and (3) a clear indication of production and delivery dates is provided in advance.

### ***Art Direction/Graphic Design***

One of the goals of the Office of Marketing Communications is to make the best possible graphic (visual) presentation of materials for the College. This includes layout and design of publications, displays and exhibits. Our art director provides professional layout, design and other conceptual work.

All requests for these services should be made to the Assistant Vice President for Marketing and Public Relations at **327-6282**. Production time depends on the project.

### ***Still and Video/Film Photography***

The Office of Marketing Communications will arrange for still photographic services for publications, displays, exhibits, coverage of events or other photographic needs. The office also arranges for all video and film photography on campus (except for academics—see below). These services are contracted out to freelance photographers, videographers and production houses, and the cost is charged directly to the requesting unit or department.

Photographic services provided by the Office of Marketing Communications are separate from the services provided for academics by the academic illustration and photography section of the Office of Media Services, which handles illustrations, slides, photos, etc., used in academic/classroom projects. Contact the Department of Academic and Institutional Support Services (327-6212) for assistance in academic illustration and photography, as well as for audiovisual aids.

### ***Web Site Design and Content Development***

The Office of Marketing Communications works with the communications coordinator/team in your unit to ensure that content and design on the College's Web site are dynamic, robust and up-to-date. The marketing communications office works

closely with the Office of Information Technology to match the appropriate technology to the communications goals of the College. The office also ensures that pages on the Meharry web site adhere to branding standards and policies of the College. Again, because each project and unit is unique, it is advisable to involve the Office of Marketing Communications in your Web site planning as soon as it is under way. Contact the office at 327-6282 to arrange for this service.

**h. Library**

The Library is located on the second, third and fourth floors of the S. S. Kresge Learning Resources Center. The library plays a major role in supporting the instructional, patient care and research programs of the medical center by: acquiring and organizing materials; providing physical facilities and equipment; instructing library constituents in information retrieval; and encouraging clients to develop the habit of self-education. The library serves as the primary center for the acquisition and dissemination of information for faculty, students, clinicians and staff of the college and extends its resources to health professionals throughout the world. Faculty members are encouraged to complete the “Book Purchase Recommendation Form” to identify needed acquisitions for the library. (Form in Appendix)

The library contains 86,000 volumes, including 1,100 current journal subscriptions. A variety of audiovisual materials are also available. Special collections include the Archives, a repository for material about Meharry. Included in the manuscript collection are papers of past presidents of the college. There is a collection of books related to the history and role of African-Americans in the health sciences.

Services and resources include circulation, collection development, reference, computerized bibliographic searching, clinical librarians, faculty photocopying, inter-library loan, instruction in information retrieval, integrated library system, local area network, Internet access, reserve collection and special collections. Materials unavailable in the collection are obtained from other medical libraries through cooperative arrangements. Computer-based bibliographic retrieval services are available through the National Library of Medicine and DIALOG Information Services. A variety of CD-ROM databases are also available.

The **Microcomputer Lab** is on the second floor of the library. It has IBM-compatible and Macintosh computers available for Meharry students and faculty. Computer-assisted instruction programs (CAI), including the National Board of Medical Examiners computer-based tests and patient cases are available. The Lab offers computer classes in word processing, spreadsheets, Internet, Windows, etc. The staff also helps lab users on an individual basis when possible. The lab is also the place to connect to the World Wide Web through Netscape and other browsers.

**Media Services** has media technicians to provide audiovisual technical support, such as slide projectors, overhead projectors, LCD projection panel, projection screens, etc. for classroom and lecture hall use. At least three days notice is necessary before any scheduling event. There are special procedures for use of

equipment after 3:00 p.m. They can also duplicate, edit, and add titles and credits to videotapes that follow copyright law guidelines.

**Collection Development Policy:** Each year the library requests suggestions from departments about additions and deletions to the journals subscriptions. The recommendations are considered in the final journal selection. Similarly, the library accepts faculty recommendations for book purchases.

**Archives and Special Collections:** This is the place to find information about the history of Meharry, including school publications, personal collections, oral histories, presidential papers, photographs, yearbooks, college bulletins, dissertations, and newspaper clippings. The archives contain some information on black medical history in general, including dentistry, nursing, pharmacy, and hospitals.

**i. Central Photocopying**

The Copy Center is a contracted service of Xerox Corporation that provides the Student, Administration, Faculty, and Staff, with convenient, timely reprographic services; in an efficient and cost effective manner and is located in the basement of the Kresge Learning Resource Center (LRC). Xerox provides a wide range of services for the college community to assist with volume reproduction. If you are requesting service on behalf of the college or one of its' recognized organizations they will need to have an account number so that the services can be charged to appropriate department or organization. If you are requesting service as an individual you will be required to make payment at the time service is provided. Hours of operation are 8am – 5pm (M-F) and the center can be contacted at extension 5962.

**j. Bookstore**

The Meharry Bookstore is located in the West Basic Sciences Building. The bookstore stocks supplies, Meharry items, magazines and books. The bookstore is the official source for all textbooks. Textbooks required for courses will be ordered by the bookstore upon submission of an official request. Requests for these textbooks should be made at least one month in advance of need.

**k. Alumni Relations**

The role of the Office of Alumni Relations is to strengthen the relationship between alumni and the College. This department is also responsible for maintaining current alumni records and information. The department develops and implements internal and external alumni events, such as Commencement/Reunion and activities for the National Medical and Dental Association conventions, and assists with alumni charter development.

In addition, alumni receive Meharry Today, the alumni publication published three times a year, which highlights alumni chapter activities, alumni events, student organization activities, alumni achievements, and vital College information.

Gifts to the College may be made through the Meharry United Charity Fund Association (MUCFA). MUCFA is the basic college charities chest. It includes United Way (approximately 60% of collections) and other organizations such as the Urban League and the American Cancer Society. Contributions may be made through payroll deduction.

**l. Campus Ministry**

A small chapel is located in the Rolfe Student Center. Faculty members are provided a list of ministers, rabbis, and priests who serve as special pastoral counselors from the Faculty Senate.

**m. Government Relations**

This department of Institutional Advancement cultivates and maintains relationships with local, state and national governmental legislatures, leaders and agencies. Institutional Advancement provides information about the College's programs and stays abreast of current governmental information regarding health and social policies.

Institutional Advancement's clearance policy for funding applications to corporations and philanthropic foundations requires that any grant funding request be approved by the department head and dean of the faculty member's school before Institutional Advancement assists with the development of the funding request. All financial gifts, from internal or external sources, must be sent to Institutional Advancement for appropriate and timely processing and acknowledgment. All formal communications to any corporation or foundation must be sent from the Division of Institutional Advancement.

Institutional Advancement will assist in the development of grant funding requests to private funding sources and will insure that they are received by the potential funding sources within the established deadlines. The division notifies faculty members of impending progress and/or financial reports required by funding sources prior to any established deadlines and will review these reports prior to submittal.

Institutional Advancement encourages faculty members to support the College and its mission by making financial contributions. There are a number of payment options available, including electronic bank transfers, payroll deductions, etc.

**n. Mail Center**

Faculty members receive mail through their respective department mail boxes. However, when available, individual mail boxes may be rented. The Meharry Post Office handles basic postal needs. The post office is located in the Rolf Student Center.

Note: FEDEX has placed boxes on campus that are accessible to all faculty members.

## VIII. Human Resources Policy Guidelines

### a. **Salary Payments**

The salary administration program is based on a systematic approach to classified positions and establishing pay ranges. Position classification is the assignment of positions to a specific job title and pay grade in relation to other positions both internal and external to Meharry Medical College. Each pay grade has a salary range based on an evaluation of labor market information gained from current salary surveys.

The College's salary step structure provides guidance in determining a faculty's salary when there is a reclassification, a promotion, a demotion or a lateral transfer. The step structure provides a system that will assist the institution in maintaining an equitable and reliable salary administration program. Salary step placement is determined by the Department Chair, and confirmed by the Dean.

Guidelines for annual compensation are usually announced with Fiscal Year budget preparation instructions. Meharry Medical College reserves the right to delay or forego annual salary increases at its discretion.

### b. **Americans with Disabilities Act (ADA)**

Meharry is committed to equal opportunity and access for people with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, Meharry does not exclude otherwise qualified persons with disabilities from participating in employment opportunities and college programs and activities.

The ADA protects "people with disabilities" and defines a person as disabled if he/she: 1) has a mental or physical impairment which substantially limits one of life's major activities, such as walking or hearing, 2) has a record or history of such an impairment, or; 3) is regarded as having such an impairment. **To file a complaint or formal grievance in addition to advice or counseling, please contact the Affirmative Action Officer at ext. 6102. If you wish to report a criminal offense, contact Security at ext. 6254.**

### c. **Equal Opportunity, Affirmative Action**

Meharry is committed to the principles of equal employment opportunity and affirmative action. We recognize that the College's present and future strength is based primarily on people: Their skills, experience, and potential to develop – with out regard to race, color, religion, sex, national or ethnic origin, age, disability, sexual orientation, or veteran status.

Notices about equal employment opportunities are posted in the Human Resources Office.

In compliance with federal law, including the provisions of Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, Meharry Medical College does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, sexual orientation, or military service in its administration of educational policies, programs, or activities; its admissions policies; scholarship and loan programs; athletic or other college administered programs; or employment.

**d. Sexual Harassment and Tolerance Policy**

Sexual harassment is a form of sex discrimination. It is illegal under the state and federal law and is a violation of College policy. Meharry is committed to providing an environment that is free from implicit and explicit coercive sexual behavior used to control, influence, or affect the well-being of any member of our community. Sexual harassment of any individual is unacceptable and is grounds for performance improvement, counseling action, or possible termination of employment.

Title VII of the Civil Rights Act of 1964 prohibits discrimination in employment. In 1980, the Equal Employment Opportunity Commission (EEOC) included sexual harassment in its discrimination guidelines, defining sexual harassment when: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Racial harassment, or harassment of individuals based on other protected criteria such as religion or national origin, is inappropriate in the Meharry community, which is committed to diversity and inclusiveness. Such harassment will be subject to performance improvement counseling action, or possible termination of employment.

**e. Drug-Free Workplace**

Each faculty has a responsibility to our patients, students and visitors to deliver services in a safe and conscientious manner. In order to ensure that this responsibility is met, faculty must be able to work free from the effects of alcohol and other performance impairing substances.

Meharry seeks to provide a drug-free workplace that promotes a safe work environment.

As a recipient of Federal Grants and Contracts and, in compliance with the federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, Meharry prohibits the unlawful manufacture, possession, use, dispensing or distribution of illicit drugs and alcohol by faculty and staff at college sponsored activities, including any activity with a federal grant.

Faculty who report to work under the influence of alcohol or an illicit controlled substance are subject to performance improvement, counseling action or possible termination of employment and referral for prosecution for violation of policy.

Undiagnosed and untreated substance abuse problems including addictions do not excuse any faculty's substandard job performance. Any faculty's refusal to seek treatment after a violation of the Drug Free Policy will not be tolerated and may be grounds for dismissal.

**f. Identification Cards**

Faculty members are provided a picture ID from the Office of Safety and Security and must have the ID visible when entering and exiting all buildings on campus. Identification cards should be worn at all times during work on the campus. Individuals without such badges are subject to be questioned by security officers.

ID badges that are lost, stolen or damaged can be replaced for a small fee. Forms must be completed in the Human Resources Office. ID badges are issued in Human Resources.

ID badges remain the property of Meharry and must be turned in to Human Resources, when employment ends.

**g. Smoking Regulations**

To provide a safe and healthy environment for all Meharry Medical College personnel, students and visitors, smoking is prohibited in all College facilities.

**h. Employment of Relatives**

No person will be recommended for an appointment that is related by blood or marriage to a member of the Board of Trustees of Meharry Medical College; nor will any full-time, part-time, or temporary faculty be employed in or transferred to a position which establishes an immediate relationship between two individuals who are related by blood or marriage.

In the event of marriage between faculty members creating a relationship not in accord with the above, one of the persons affected must give up that position by the end of the fiscal year or within six months from the date the relationship was established, whichever is the greater period, but they may be employed elsewhere in the college subject to provisions of the Nepotism Rule.

**i. Commencement**

Meharry Medical College commencement shall be held annually the third Saturday in May. The Office of the President establishes the date, time and location for commencement with approval granted by the Meharry Medical Board of Trustees. Trustees, faculty, and candidates for degrees attending the commencement exercises shall be robed in the appropriate academic attire. Faculty requiring academic attire should contact the Office of Admissions and Records one month prior to the commencement date.

**Convocation**

Meharry Medical College Convocation shall be held annually the second Monday of October to commemorate the College's independent charter. The formal academic assembly symbolically marks the start of the academic year. The President or select speaker shall address the assembly. The deans shall introduce new faculty members and present faculty teaching awards. The deans shall also present student academic achievement awards. Meharry Medical College Board of Trustees, faculty, and guests marching in the processional shall be robed in the appropriate academic attire. Faculty requiring academic robes should contact the Office of Admissions and Records one month prior to the Convocation date.

**j. Leave Policies**

**Vacation**

As a full-time or part-time faculty you accrue annual leave time from the first day of employment. However, the time may not be used until completion of your initial probation period, ninety (90) days after employment. The amount of leave is determined by length of service, functional classification, and employment status.

Full-time faculty members are eligible for vacation time for continuous service on the following basis:

**Service Years Accrual Rate**

0-4 Years	12 days
5-9 Years	18 days
10 years and above	24 days

Part-time faculty are eligible for vacation time on a prorated basis of the above schedule.

Full-time FLSA exempt faculty members are entitled to 24 days each year to maximum accrual of 24 days. Part-time FLSA exempt faculty members are entitled to a pro-rata amount of that time.

**Service Years Accrual Rate**

FLSA Exempt 24 days

**Requesting vacation time** **Vacation** time in advance must be approved and taken at a time that is mutually satisfactory for the School of Medicine and the department. All faculty members are required to submit a request on the 15<sup>th</sup> day of the month prior to the month taking vacation. For general vacation requests, chairs may deny requests for specific dates if the operating needs of the unit cannot be accommodated.

**Payout of vacation time** In keeping with the purpose of vacation, faculty is not paid in lieu of using accrued vacation time, except for payout of unused vacation time at termination.

**Sick time benefits** The purpose of the sick leave allowance policy is to provide for a continuation of salary when it is necessary to be absent from work because of illness in the family, personal illness, or an off the job injury. Faculty may use up to eight days of sick leave per year for illness of immediate family members, including child, spouse, dependent or parent.

**Eligibility** As a full-time faculty member, you are eligible to receive sick leave allowance benefits. The hours of absence due to illness are to be noted on your time report. Your chair will confirm the absence and eligibility for the benefit. No documentation is required for the first three days of absence. A physician's statement may be required when you return to work from a longer term of illness.

**Amount of leave** As a full-time faculty member, you are given 12 days of sick leave at the beginning of the fiscal year. Sick leave will be prorated if part-time.

Sick leave may not be used until completion of the initial probation period, ninety (90) days after employment.

Accumulated sick leave allowance is not paid at termination. Upon reemployment, allowance balances from earlier non-continuous periods of employment are not reinstated.

**Notice of absence** You must notify your chair the first day due to illness, advising when you expect to return to work. Notice should be given at least one hour before the beginning of a shift.

**Personal Leave** You may request an absence for more than the available time allowed by annual leave for which you are eligible. In that event, upon your request, you may be placed on unpaid leave of absence for three (3) months. The personal leave may be extended up to six (6) months provided it is your intention to return and that the time is approved by the Department and Division Head. A leave in excess of six (6) months, when requested, may be granted by a Division Head.

Reinstatement to the same or similar position is not guaranteed when a leave has been extended beyond six (6) months. When you return from personal leave, you

will be granted continuous service credit for the entire time of approved, unpaid absence.

Sick leave, holiday and annual leave credits do not accumulate while on personal leave of absence.

**Military Leave.** As a permanent full-time faculty who enters the United States Armed Forces, you will be granted military leave to extend from the date of entering the service until ninety (90) days following discharge or release from active duty. Upon return you will be restored to your former position or a position of similar status unless the employment situation has changed as to make it impossible or unreasonable to do so.

You are required to:

- Satisfactorily complete your period of military service as certified on your discharge;
- Make an application for re-employment within ninety (90) days after release from active duty, and;
- Remain basically qualified for your field of employment.

As a member of the National Guard or other Armed Forces, you will be allowed time off with pay while performing your required annual tour of active duty, up to fifteen (15) days. Your chair should be notified by March 15, before the fiscal year beginning (July 1), when duty time is scheduled.

**Civil/Jury Duty** Leave will be granted with pay for absence necessary when your presence is required in court under subpoena for jury duty or as a witness in a criminal case where you or a family member is not a defendant. If your services as juror or witness are not required for an entire day, you are expected to return to work for the remainder of the day. You are also expected to report to work on any regularly scheduled working day when the court is closed for a holiday not recognized by Meharry Medical College. You are required to show a copy of the court summons to the Department Head and Human Resources Director before leaving for jury duty.

**Bereavement** As a full-time faculty member, you may be granted up to three (3) days leave with pay upon the occasion of a death in your immediate family. The immediate family is defined as spouse, mother, father, sister, brother, or child. An equal number of days may be granted for grandparents, parent-in-law, stepparents, stepbrother and sister, and step-parents-in-laws, grandparent, or grandchild or legal guardians. One (1) day may be granted for the spouse of a brother, sister, daughter or son. For other relatives, or an extension of time off, the chair may grant annual leave.

**Maternity Leave** After three (3) consecutive months of full-time employment at Meharry Medical College, a full-time female faculty may request a Leave of Absence from work for a period not to exceed four (4) months, for the purposes of

bonding with a newly born or newly adopted child. The leave request must be made at least three (3) months in advance of the proposed leave date and must be approved by the faculty's immediate chair, Department Head and Division Head. Notice may be waived in instances of medical emergency documented by the faculty's attending physician.

Salary benefits will be determined by the amount of Sick and Annual Leave accumulated at time of leave.

Any remaining time off will be without pay. If time without pay is taken, arrangements for continuation of other fringe benefits must be made at full cost to the faculty.

**Family Medical Leave** The Federal Family Medical Leave Act of 1993 entitles eligible faculty to take up to twelve (12) weeks of unpaid, job protected leave each year for specified family and medical reasons. Copies of the Family Medical Leave Act (Executive Order #94-02) are available in the Human Resources `Office.

**k. Keys**

Meharry Medical College may provide keys to faculty. They are company property and must not be duplicated. All keys must be returned to your chair if you transfer or leave the organization.

**l. Telephones**

The College telephone lines are for business use. Faculty members are responsible for limiting their personal calls to emergencies and necessary brief messages.

**IX. College General Counsel**

The Office of General Counsel exists to further the needs and best interests of Meharry Medical College. To this end, the Office provides legal advice and counsel to the Board of Trustees and to all departments of the College, including to its administrators, faculty, staff, and student organizations. These responsibilities are fulfilled by the Office or by outside counsel retained by and held accountable to the Office.

**X. Scheduling College Facilities for Special Events**

To schedule campus facilities for a special event, contact the Office of Special Events at 327-6650.

**XI. Environmental Management, Occupational Safety**

The responsibilities of the Environmental Safety Office are:

1. To evaluate, review and audit all building for compliance according to OSHA regulations.
2. To serve as a liaison between the College and the Tennessee Department of Labor and other state and federal regulatory agencies.
3. To support the campus in the implementation of various safety and health programs.
4. To provide the President of the College and the Board of Trustees of the Meharry Medical College current information on safety and health activities.
5. To develop and recommend College policy relating to safety and health matters.
6. To develop and maintain information on safety and health as an educational resource for the College.

**XII. Community Relations & Special Events**

*Special Events*

The Office of Public Relations and Marketing will provide publicity for any department planning a special event (conference, program, symposium, open house, reception, etc.) Advance notice should be provided for all events scheduled to be held on campus or any event related to the College held off-campus.

Requests for public relations' assistance should be made at the time the event is being planned, for maximum news coverage and other assistance. Final details and copies of programs should be furnished upon completing the plans so that we can disseminate the correct information.

*Children's Dental Health Day*

Children's Dental Health Day is an annual health promotional and educational exercise which corresponds with the ADA sponsored Children's Dental Health Month in the month of February. It is designed to provide a day of dental health orientation for children in the broader Nashville community with an emphasis on dental prevention, health education, and

motivation The Day activities are sponsored by the School of Dentistry and are organized and presented under the direction of the Department of Pediatric Dentistry.

*Adopt-A-Grandparent*

This is a scheduled yearly activity (set to coincide with Older Americans Month) that is carried out in the School of Dentistry of Meharry Medical College. The aims of the program are to 1) provide for social interaction between predoctoral dental students and older adults (aged 60 and over) in the community and 2) offer the opportunity for these older persons to undergo an assessment of oral health needs, and to receive treatment, if necessary.

*Healthy Halloween*

The Healthy Halloween celebration is an annual educational, health, promotional, recruitment and fun activity that is sponsored by the Meharry Medical College School of Dentistry. It is organized and presented by the department of pediatric dentistry. The party, initiated in 1983, takes place on Halloween night from 5:00 to 8:00 p.m. in the lobby of the dental school. Healthy Halloween is for the children of the community. The focus age groups are pre-school through eight grades.

**XIII. College Police & Security**

Faculty members are encouraged to exercise vigilant care at all times in protecting their personal well-being and possessions against crime. Criminal infractions that occur on the campus should be reported to the Safety and Security Department.

*Campus Parking*

Faculty parking facilities are located in several areas throughout the Meharry complex. Parking is by permit only. You must apply to the Department of Safety and Security for a sticker. The fee charge and regulations governing parking are announced by the Department of Safety and Security.

**XIV. College Closing**

Meharry recognizes eleven paid holidays during the year. Designated holidays are:

- |                              |   |
|------------------------------|---|
| New Year's Eve               | Independence Day                        |
| New Year's Day               | Labor Day                               |
| Martin Luther King, Jr., Day | Thanksgiving Day & the Following Friday |
| Meharry Day (Good Friday)    | Christmas Eve                           |
| Memorial Day                 | Christmas Day                           |

Faculty members are immediately eligible for holidays as they occur. As long as you are in active paid status on both your scheduled work day before and your scheduled workday

after a holiday, you are eligible to earn holiday time whether or not the holiday falls on a day you are actually scheduled to work. For example, if your work schedule is Tuesday-Saturday, you don't lose the holidays that fall on Monday; you just take alternate paid time off that is suitable to you and to your department. As a part-time faculty you will receive pro-rata compensation under the same condition.

**Inclement Weather** It is the intent of Meharry Medical College to always be open and to continue services in the case of snow, sleet, freezing rain, wind storms, etc. However, should conditions arise when it may be necessary to close the school or alter the mode of operations, the decision will be made by the President or his designee.

#### **XV. College Code of Ethics**

The Meharry Medical College Code of Conduct is an integral part of the Compliance Program. The Code of Conduct is an overview of College-wide requirements that emphasizes key standards for faculty and staff. It also supports the College's obligation to conduct its daily operations with the highest standards of ethics. This commitment to excellence extends to our students, patients, independent contractors, and third-party payers. The Code of Conduct mandates that each individual exercise honesty and integrity in every aspect of College involvement. Each individual will be personally responsible for adhering to the standards that are set forth in the Code of Conduct, applicable to his or her assigned duties and responsibilities. This includes refraining from operations or activities that violate the Code of Conduct and/or the Compliance Program. Adherence to the Code of Conduct is a condition for continued employment with the College.

# APPENDIX

<b>VOLUME:</b> IV. Academic Affairs	<b>ACCOUNTABILITY:</b> Responsibility for implementing and overseeing this policy is delegated by the President to the dean of each respective school.
<b>SECTION:</b> Faculty Administration & Compensation	<b>REFERENCE NUMBER:</b> Policy IV.1.7.1
<b>CHAPTER:</b> 7: Sabbatical Leave	<b>DEPARTMENT:</b> School of Medicine
<b>TITLE:</b> Sabbatical Leave	<b>PAGES:</b> 1 of 3
<b>APPROVED:</b>	<b>EFFECTIVE DATE:</b>
<b>REVISED:</b> November 2002	<b>POLICY REFERENCE:</b>
<b>RETIRED:</b>	<b>CONTACT:</b> 615-327-6204

<b>SCOPE:</b> All College Departments, Divisions, and Schools.
<b>PURPOSE:</b> Meharry Medical College is strongly committed to faculty development and professional growth. Meharry views sabbatical leave as an important instrument in that process. Therefore, Meharry encourages qualified faculty to seek appropriate sabbatical opportunities.
<b>POLICY:</b> Sabbatical leave is a privilege granted by the College, at the discretion of the College, and it is usually granted for significant service to the College. Sabbatical leave may be awarded to pursue educational activities of professional development related to research, professional writing, educational travel, teaching enhancement, and clinical career enhancement.
<p><b>PROCEDURES:</b></p> <p><u>Qualifications for Sabbatical Request</u></p> <p>Faculty members of the assistant professor rank or higher may be awarded sabbatical leave after seven consecutive years of service at the College, with significant contributions.</p> <p>Duration of Sabbatical Leave</p> <p>A sabbatical leave shall be no longer than one (1) year in length.</p> <p><u>Process for Sabbatical Leave Request</u></p> <p>Applications shall be made at least six (6) months prior to the beginning of the sabbatical leave.</p>

The following procedures shall be followed to request sabbatical leave:

The faculty member is expected to involve the department chairperson in the development of the sabbatical application. The sabbatical application shall be submitted under the auspices of the department chairperson to the dean of the respective school.

The sabbatical application shall include the following documents:

A letter requesting consideration for sabbatical leave shall be submitted to the department chairperson.

A description of the sabbatical leave which shall address the following: (a) Where will the sabbatical take place? (b) With whom will the faculty member work? (c) How long will the sabbatical take? (d) What will be accomplished during the sabbatical (i.e., objectives, goals, methods and protocols to be used)? (e) What are the potential benefits to the faculty member's professional development and to the institution if the sabbatical is approved?

#### A current curriculum vitae

A summary of the faculty member's contributions/involvement while at Meharry in the following areas: (a) research, (b) teaching, (c) institutional and community service, and (d) patient care.

Letters of endorsement from the department chairperson and outside collaborator with whom the sabbatical will be done if applicable.

Letters of references regarding the faculty member's contributions in research, teaching, service or patient care.

#### Review Process for Sabbatical Leave Request

The dean of the respective school shall review the application in collaboration with the department chairperson, the chair of the respective Faculty Council, and two (2) knowledgeable faculty members from within the school. Budgetary, administrative decisions and commitments shall be reviewed by appropriate administrators for a successful application. The dean shall make the final recommendation within four (4) weeks of receipt of the application at which time the applicant shall be notified.

Applications with a favorable recommendation from the dean shall be forwarded to the President.

The President shall make a recommendation to the Board of Trustees, which shall make the final approval.

Faculty members who receive an unfavorable recommendation shall be notified of the dean's decision. Faculty members shall receive a written justification explaining the decision as to why sabbatical leave was not recommended within two (2) weeks of the dean's decision.

Appeals for faculty who have been rejected shall be submitted to the Faculty Senate's Grievance Committee.

#### Obligations of Meharry Medical College

For approved sabbatical leave, faculty are eligible for full salary for up to six (6) months and half salary for another six (6) months.

#### Obligation of Faculty Members

Participation in a sabbatical requires that the faculty member shall return to Meharry Medical College and the respective school for a time period equivalent to the sabbatical leave.

A written report describing the accomplishments of the sabbatical shall be submitted to the dean and the department chairperson within three (3) months of returning.

The faculty member shall present a seminar describing the accomplishments of the sabbatical to the faculty, staff, and students of the respective school. The seminar shall be made within one (1) semester of returning to Meharry Medical College.

## BOOK PURCHASE RECOMMENDATION FORM

I WOULD LIKE TO RECOMMEND FOR LIBRARY PURCHASE

Author \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_

ISBN \_\_\_\_\_

Publisher \_\_\_\_\_

Date \_\_\_\_\_ Price \$ \_\_\_\_\_

NEED FOR BOOK. CHECK AS MANY AS APPLY:

- \_\_\_\_\_ This is a definitive work in its subject area.  
\_\_\_\_\_ This is a new edition of an important book.  
\_\_\_\_\_ This book contains required reading for my students.  
\_\_\_\_\_ This book contains optional reading for my students.  
\_\_\_\_\_ This book is necessary for my research.  
\_\_\_\_\_ I estimate this book will interest: (check one)  
\_\_\_\_\_ a few others \_\_\_\_\_ many others

REQUESTOR:

Name \_\_\_\_\_

Date of request \_\_\_\_\_

Department \_\_\_\_\_ Extension \_\_\_\_\_

Please make copies and distribute



**“A COMMITMENT TO EXCELLENCE”  
CODE OF CONDUCT**

**2004-2005**

Dear Meharry Family:

Our institution has a long and distinguished history of providing quality education, patient-care, research, and administrative services to our constituents. Our primary focus is to improve the health status of underserved communities.

In order to ensure that the mission of the College is successfully achieved, each of us must be committed to upholding the highest standards of ethics. Everyone must share “commitment to excellence”. The attached Code of Conduct has been created to help ensure that each individual exercises honesty and integrity in every aspect of their involvement and interaction with the public and each other. It has been developed to assist us with our business operations and daily activities with patients, students, faculty, staff, and other individuals with whom we work. I ask that you please review this document carefully. It is imperative that each of you understands this document and is committed to adhering to its guidance.

After reviewing this document, you may have questions that relate to other ethical or legal issues. We encourage you to express any concerns to your chair, departmental administrator, or the Director of Corporate Compliance in the Office of Policy Management and Legal Affairs. You may also call the Compliance Hotline at (888) 695-1534.

Every faculty here at Meharry is significant to the continued success of our institution’s future. Thank you for your support of the Meharry Medical College Code of Conduct as we embark upon this new journey to ensure excellence in all of our activities.

Sincerely,

John E. Maupin Jr., D.D.S.  
President

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## **Mission Statement**

Meharry Medical College exists to improve the health and health care of minority and underserved communities by offering excellent education and training programs in the health sciences; placing special emphasis on providing opportunities to people of color and individuals from disadvantaged backgrounds, regardless of race or ethnicity; delivering high quality health services; and conducting research that fosters the elimination of health disparities.

## **Values**

We, the Board of Trustees, Faculty, and Staff of Meharry Medical College are committed to and governed by the following core values:

- **Caring**- Maintaining a nurturing environment that treats all people with compassion, dignity and respect;
- **Excellence**- Achieving the highest level of performance in all we do, at all levels of the organization;
- **Integrity**- Upholding the highest standards of ethical behavior, intellectual honesty, and professional conduct;
- **Diversity**- Fostering ethnic, intellectual, social, and cultural diversity;
- **Accountability**- Accepting individual and collective responsibility to safeguard and effectively manage the resources of the College;
- **Innovation**- Promoting creativity and the development of ideas that stimulate improvements in our intellectual and operational endeavors; and
- **Teamwork**- Encouraging and supporting the collective efforts of colleagues to enhance the quality of our teaching, research, and health service programs.

## **Purpose of Code of Conduct**

The Meharry Medical College Code of Conduct is an integral part of the College-wide Compliance Program. The Code of Conduct provides standards and guidance for faculty and staff. It also supports the College's obligation to conduct its daily operations with the highest ethical standards. This commitment to excellence extends to our students, patients, independent contractors, and third-party payors. The Code of Conduct was developed to ensure that each individual exercise honesty and integrity in every aspect of College involvement. Various audits and reviews will be used to determine the effectiveness of the Code of Conduct.

While College faculty members are obligated to follow the Code of Conduct we expect our leaders to exemplify this policy in every respect. Management is responsible for ensuring that all faculty reporting to them receive copies of the policy. They also must provide instruction to enable their faculty to understand the requirements of the Code of Conduct and any policies, laws, and regulations that are applicable to the work they perform. It is imperative that management promotes a culture of compliance that exemplifies the highest standards of ethics.

The Code of Conduct is a policy that is intended to be comprehensive and understandable. However, due to the complexity of some of the subject matter, additional guidance may be necessary for those whose job responsibilities are directly related to those subject areas. *Adhering to this Code of Conduct is mandatory and is a condition for continued employment with the College.*

### **Respect for People**

Meharry is committed to treating every student, patient, faculty, and member of the community equitably and with respect. This involves the following:

- Providing students with a positive and diverse academic environment that enhances their experience and performance;
- Ensuring the confidentiality of students' records by providing guidelines for the accessibility and disclosure of records;
- Administering quality healthcare based solely on the identified health needs of patients and maintaining their right to privacy;
- Affording faculty an opportunity for professional growth and development;
- Avoiding discrimination on grounds such as gender, sexual orientation, race, disability, cultural background, religion, marital status, age, or political conviction;
- Promoting fair competition among suppliers and vendors; and
- Contributing to local communities by financially supporting programs in areas such as social welfare, health, education, recreation, arts, and cultural events.

## **Adherence to Laws and College Governance**

Meharry Medical College will comply with all federal, state, and local laws and regulations. All faculty, staff, physicians, and contract service providers must be knowledgeable about and ensure compliance with all laws and regulations. Individuals should report violations or suspected problems to a chair, member of management, or the Director of Corporate Compliance.

The College also is subject to various regulations regarding occupational and environmental health and safety. Strict compliance with all of these policies and regulations is required. They include state law regarding disposal of medical waste, federal regulation of potential exposure to blood, borne pathogens, federal laws and regulations concerning radiation safety, and other regulations. Policies and procedures have been developed to ensure compliance with these regulations and to protect our faculty and the environments.

The College seeks to make the most effective use of natural resources while striving to protect the natural environment, and does its part to ensure plentiful natural resources for future generations by utilizing natural resources in a sustainable manner; designing new facilities to harmonize with their surroundings; and selecting and disposing of materials properly which have an adverse impact on the environment. Other areas of College governance involve the following regulatory components:

### **Delivery of Healthcare:**

Meharry Medical College faculty and staff are committed to providing patients with quality care. It is our policy to involve patients in all aspects of their care. Therefore consistent with the law, patients are provided with a clear explanation of care that enables them to make decisions about their treatment and to give their informed consent. Patients have the right to be informed of material risks, benefits, or other alternatives to treatments available, including the effects of refusing treatment. The informed consent of each patient must be documented in writing and included in the medical record.

The College is committed also to providing meaningful access to health care and social services to persons with Limited English Proficiency (LEP) skills by providing timely and accurate language assistance and effective communication to patients at no additional costs.

All Meharry physicians and health care professionals must be properly credentialed for the patient care they are administering. Documentation of credentials must be kept current in the personnel files.

Members of the Meharry community are expected to guard against fraud and abuse. The College prohibits anyone from accepting anything of value for the purposes of providing referrals to hospitals, medical facilities, physicians, dentist, or health professionals, for which payments are submitted to Federal healthcare programs, including Medicare and Medicaid. Other healthcare laws and regulations may include subjects such as licenses, permits, credentialing, accreditation, medical record keeping, clinical privileges, medical staff membership, patients' rights, and privacy. Finally, Meharry is committed to ensuring those billing requirements applicable to government and private insurance payors are followed. All claims submitted by the College must reflect the

following: 1) the services rendered; 2) the charges reflecting the services rendered; 3) the location where the services were rendered; 4) the identity of the provider and/or patient; and 5) the date of service. Meharry prohibits the submission of false, fictitious, or fraudulent claims. Therefore, claims are submitted only for services that are rendered and have been properly documented. False claims include billing for services not rendered or improperly documented, billing for services that are not medically necessary, and up coding. If a faculty member has knowledge of an incorrect or false bill, he or she should report the problem immediately to the Director of Corporate Compliance.

### **Research Integrity:**

Meharry believes in protecting the integrity and objectivity of basic and clinical research conducted by physicians, faculty, and staff. All research is conducted free from any conflict of interest or financial impropriety. The College prohibits fabrication, falsification, or plagiarism that deviates from the commonly accepted practices for proposing, conducting, or reporting research. Any human being asked to participate in any research activity will be given a full explanation of expected benefits, potential discomforts, risks, and alternative services which could be beneficial to him or her. No individual should engage in any research activity involving a human subject, unless the individual has obtained a written statement of informed consent from the subject or a legally authorized representative of the subject.

### **Accrediting Bodies:**

Meharry deals with all accrediting bodies in an honest and forthright manner. Individuals should not establish relationships with accrediting bodies that could be perceived to improperly influence the accrediting body or its representatives. The College will follow all regulations and standards imposed by accrediting bodies.

### **Antitrust Laws, Competition, & Marketing Practices:**

Meharry adheres to all federal and state antitrust laws and regulations. Therefore, the College avoids all actions that could be construed as being anti-competitive, monopolistic, or otherwise in violation of applicable laws governing competitive practices. The College prohibits participation in price-fixing schemes, bid-rigging arrangements, unacceptable exclusive dealings, refusals to deal, or any similar inappropriate activities. Individuals should not engage in communication with competitors or suppliers about issues that could interfere with free and fair competition. If a faculty has any questions concerning an antitrust matter, he or she should contact the Legal Department.

The College will participate only in marketing activities to educate and provide information to the public, to provide information concerning our licensures and accreditation status, to support any fundraising endeavors for the institution, and to recruit students and faculty. All marketing materials and announcements disseminated will be truthful, non-deceptive, and informative.

## **Effective Management of College Information and Resources**

Meharry is committed to utilizing its systems, materials, information, and financial resources for legitimate College purposes. This includes telephone usage, electronic mail and access to the Internet and computerized information systems that are provided to College faculty to enhance their employment activities. Furthermore, faculty should not remove College equipment from the campus, except for College business and where appropriate permission has been obtained. Finally, College resources should be used economically, treated with appropriate care, and secured against theft or misuse. The operational and economic efficiency of College resources also includes the following:

### ***Information Security:***

- *The College is committed to protecting and safeguarding electronic protected health information by maintaining reasonable and appropriate administrative, technical, and physical safeguards to protect against anticipated threats or hazards to the security or integrity of the information. This encompasses maintaining policies and procedures that will secure information stored on hard drives, removable or transportable digital memory medium, and information being transported electronically via the Internet, e-mail, or other means. If a faculty member becomes aware that a breach of security has occurred and/or has any security related questions about practices within the organization, he or she should report the problem immediately to the Security Officer.*

### **Confidentiality:**

Meharry is committed to maintaining a standard of confidentiality concerning College information, operations, and strategies. Individuals may use confidential information only for the purpose of executing their job responsibilities. Confidential information should not be shared with others unless the recipients of the information have a legitimate need to know. Confidential information includes, but is not limited to, personnel data maintained by the College, passwords, medical and clinical information, student information, pricing and cost data, financial data, marketing strategies and techniques, donor information, supplier and subcontractor information, and propriety computer software. Confidentiality of information must be maintained even after an individual's relationship with the College has ended, except for information concerning an individual's compensation, benefits, or terms and conditions of employment.

Meharry is committed also to maintaining patient confidentiality and does not authorize transmission of information concerning a patient's medical care except in accordance with law. Patient information may be released by the patient's written consent or to those individuals authorized by law to receive it. Health care information may be shared among the health professionals directly involved in rendering care to the patient, those persons processing payment for treatment, and individuals responsible for utilization review and quality assurance. If a faculty member becomes aware that confidential patient information has been transmitted improperly, he or she should report the problem immediately to the Director of Corporate Compliance.

### **Record Retention:**

It is the policy of Meharry to maintain accurate documents and records that comply with all legal and regulatory requirements, and that reflect operational and business practices. The College prohibits altering or falsifying any information on any record or document. The College prohibits also the use of College documents and records for personal uses. Documents and records include paper documents such as letters and memos, computer-based information such as e-mail or computer files on disk or tape, and any other medium that contains information about the College or its business practices. The College will retain documents and records for so long as applicable laws and regulations require and for such additional time as management officials may deem prudent. Individuals should not tamper, remove, or destroy College records or documents unless it is done in accordance with this policy.

### **Financial Reporting:**

Meharry maintains close, open, and honest relationships with members of our financial community. The College complies with all laws, rules, and regulations pertaining to financial stewardship, College accounts, and reporting to governmental agencies, grantors, suppliers, and others. All financial information must reflect actual transactions and appropriate valuations and must conform to generally accepted accounting principles to the extent they are applicable. No undisclosed or unrecorded funds, assets or entities may be established. Policies and procedures have been established to maintain systems that ensure that all transactions are executed in a manner that properly accounts for the College's assets and liabilities. Any suspected financial irregularities should be reported immediately to the College's internal audit staff, Legal Counsel or the Director of Corporate Compliance.

### **Principles of Professionalism**

#### ***Conflicts of Interest:***

Conflicts of interest may arise when an individual uses his or her job position to profit personally or to assist others in profiting at the expense of the College or through the use of the College's assets or opportunities. A conflict of interest also may occur when external demands adversely impact a faculty member's job performance or influence a faculty member's ability to make objective decisions in the course of his or her job responsibilities. If a faculty member has a question concerning any activity that may be construed as a conflict of interest, he or she must get permission from the appropriate chair before proceeding. If a faculty member has any knowledge that a conflict of interest has occurred, he or she must contact the Director of Corporate Compliance or Legal Counsel.

#### ***Business Courtesies:***

Meharry prohibits accepting gifts or gratuities for services rendered in the course of employment. The College also prohibits accepting gifts or invitations, which have more than a nominal value, from individuals or organizations that have or are seeking a business relationship with Meharry.

When Meharry sponsors an event for business purposes, it may offer reasonable and appropriate meals and entertainment. It is imperative to avoid the appearance of impropriety when giving gifts to individuals who conduct or are seeking to do business with the College. The College prohibits the use of gifts or other incentives to improperly influence business relationships.

Federal and state governments have strict rules and laws regarding gifts, meals, and other business courtesies for their faculty. The College will comply with all federal and state laws, regulations, and rules regarding these practices.

### **Diversity and Equal Employment Opportunity:**

Meharry is committed to the principles of equal employment opportunity and affirmative action. We recognize that the College's present and future strength is based primarily on people, and therefore the College promotes an environment where individuals are treated with fairness, dignity, and respect. In compliance with federal laws, Meharry Medical College does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its administration of educational policies, programs, or activities. This includes admissions policies, scholarship and loan programs, or other college administered programs, and employment. The College is also committed to equal opportunity and access for people with disabilities and does not exclude otherwise qualified persons with disabilities from participating in employment opportunities and college programs and activities. The College will make reasonable accommodations for individuals with physical and mental disabilities.

### **Harassment and Violence in the Workplace:**

Meharry is committed to providing an environment free from harassment. The College prohibits harassment of individuals based on race, religion, or national origin. Meharry is committed to diversity and inclusiveness, and any such harassment will be subject to possible termination of employment.

Sexual harassment is a form of sex discrimination and is a violation of College policy, state and federal laws. Meharry is committed to facilitating an environment that is free from implicit and explicit coercive sexual behavior used to control, influence, or affect the well-being of any member of the community. Sexual harassment of any individual is unacceptable and can result in termination of employment.

Harassment also consists of workplace violence such as robbery, commercial crimes, stalking, any violence, hate crimes, and acts of terrorism directed toward the College or any faculty or student of the College. Any act of harassment is prohibited by College policy. If any faculty witnesses or experiences any form of harassment or violence, he or she should immediately contact and report the incident to a chair, the Human Resources Department, Legal Counsel and/or the Director of Corporate Compliance.

### **Controlled Substances:**

Meharry has authorized faculty and physicians who handle prescription drugs, medical supplies and other controlled substances. The College complies with all laws and regulations concerning controlled substances and prohibits the improper use of such substances.

### **Substance Abuse and Mental Acuity:**

Meharry is committed to an alcohol and drug-free work environment in order to protect our students, patients, and the community. College policy prohibits individuals from reporting to work under the influence of alcohol or controlled substances, or to use, possess, make, sell, or distribute controlled substances on College property except when authorized to do so in the performance of employment. Violation of this policy could result in the termination of employment. Individuals who are taking prescription drugs that could impair judgment or other required skills for job performance should consult their chair and the Human Resource Department before using such substances.

### **Political Activities and Contributions**

Meharry Medical College's participation in political activities is governed by federal, state, and local laws. The College prohibits the use of its resources for contributions to political campaigns or for gifts or payments to any political party. College resources include financial and non-financial donations such as using work time and/or Meharry property to solicit for a political cause or candidate. This policy does not prohibit authorized use of Meharry facilities for political forums or education nor for events honoring governmental or political officials. The facilitation of political activities must be approved by management and consistent with relevant laws and regulations.

College faculty may participate in political activities on their own time and at their own expense. However, it is imperative that he/she does not give the appearance of representing or speaking on behalf of Meharry. Certain job responsibilities may require some faculty to make personal contact with government officials or to write letters to present the College's position on specific issues. Furthermore, such responsibilities may cause a faculty member to interact with government officials on a regular basis. If these types of communications are being made on behalf of the College, individuals must be specifically authorized to engage in this activity and must do so only in strict compliance with applicable law.

### **The College Compliance Program**

#### ***Compliance Governance and Leadership***

The Meharry Medical College Compliance Program is committed to upholding the highest standards of ethics and compliance and to encourage the development of compliance initiatives at all levels of College operations. The organizational structure of the Compliance Program consists of the following: the Board of Trustees, the Audit and Compliance Committee, the Director of Corporate Compliance, the College-wide Compliance Committee, Compliance Liaisons, and Subcommittees. The Director of Corporate Compliance is the focal point for all compliance activities and is responsible for overseeing the implementation and maintenance of the Compliance

Program. The Compliance Committee is responsible for overseeing the effectiveness of the Compliance Program. The Compliance Liaisons and Subcommittees are responsible for facilitating compliance activities within their particular areas of specialization. The Audit and Compliance Committee and the Board of Trustees are responsible for overseeing the College's Compliance Program and its adherence to legal and regulatory requirements.

### ***Reporting Violations and Internal Investigation of Reports***

If a faculty member becomes aware of any possible violation of the Meharry Medical College Code of Conduct, or any other part of the College Compliance Program, he or she must report the problem to the Director of Corporate Compliance or Legal Counsel. The information provided will be shared only with others who have a legitimate reason to know, or as required by law. Meharry prohibits retaliation against anyone who in good faith reports a possible problem or violation. Once a problem or violation is reported, the situation will be investigated immediately. If a violation has occurred, the College will implement corrective action plans and/or disciplinary sanctions as deemed necessary. Meharry expects all College faculty members to cooperate with investigation efforts. Should an investigation result in criminal or civil violations, the appropriate federal/state officials will be notified as appropriate. This Code of Conduct is designed to protect the entire Meharry community, in addition to our students, patients, and visitors. Faculty should not hesitate to express any questions or concerns to their chair or the Director of Corporate Compliance. Individuals are always free to contact the Compliance Hotline at (888) 695-1534.

### ***Corrective Action Plans***

It is the policy of Meharry to take corrective action whenever a compliance violation has been detected through investigations, monitoring, audits, or otherwise. Such action may include implementing systemic changes to deter similar violations from recurring in the future, imposing sanctions or disciplinary measures on College faculty who have engaged in willful conduct, and notifying governmental entities in the event that a criminal or civil violation has occurred.

### ***Disciplinary Measures***

It is the policy of Meharry that all violators of the Code of Conduct and Compliance Program shall be subject to the appropriate disciplinary action. Disciplinary action may include oral warnings, written warnings, written reprimands, suspension, termination, and/or restitution. Discipline may extend to individuals who fail to prevent, detect, or report an offense.

### ***Monitoring and Auditing***

Meharry is committed to consistent monitoring and auditing of compliance with its policies and procedures. The College will conduct internal audits to promote compliance with applicable laws, regulations, and to identify any violations of the Compliance Program. The College may contract with external entities to conduct periodic reviews of College operations and business practices.

### ***Acknowledgement Process***

Meharry requires all faculty to sign an acknowledgement form confirming that they have received a copy of the Code of Conduct, understand that it reflects the mandatory standards and procedures of the College, agree to adhere to it, have completed the requisite training, and that refusing to follow the Code of Conduct may result in termination of employment.

### **Governmental Authorities**

It is the policy of Meharry Medical College to comply fully with the law and cooperate with requests made by governmental authorities. However, it is essential that the legal rights of our patients, students, and faculty be protected. Individuals are encouraged to notify Legal Counsel, the Director of Corporate Compliance, or their chair immediately if they receive an inquiry, phone call, visit, subpoena, or other legal document regarding Meharry Medical College business. The College will provide government officials with any information to which they are entitled during an investigation. Individuals should not conceal, destroy, or alter documents, lie, or make misleading statements to any government representative. The Director of Corporate Compliance and/or Legal Counsel will be responsible for releasing and copying any documentation requested by any government agency. Only Legal Counsel may accept Service of process against Meharry Medical College.

### **Questions and Answers**

The Code of Conduct is not intended to provide answers to every question that faculty may have about Meharry Medical College's policies, procedures, and applicable laws. The following questions and answers are intended to increase the awareness of faculty of how the Code of Conduct guidelines should be applied.

#### **The College Compliance Program**

If a faculty member has a question concerning employment practices or saw something that he suspected was wrong, whom should he contact?

The College has provided several resources for faculty to use. First, we encourage all faculty to talk with their department leaders. However, if for any reason a faculty member is not comfortable talking with his department leader, or if the department leader did not address the problem to the satisfaction of the faculty, there are other options. Faculty may wish to contact the Human Resources Department or the College Compliance Officer at (615) 327-6419. **The Compliance Hotline also is available to all faculty 24 hours a day, 7 days a week at (888) 695-1534.**

If a faculty member reports a suspected violation of the Code of Conduct or the Compliance Program, will she get in trouble if her suspicion is incorrect?

College policy prohibits faculty from being reprimanded or disciplined for reporting instances based on good faith and honest concerns. All faculty have a responsibility to report suspected misconduct or impropriety relating to College operations or practices. Faculty may be subject to discipline if they witness misconduct and fail to report it. Faculty also will be disciplined for

reporting misconduct if they knowingly or intentionally report something that they know to be false or misleading in order to harm someone else.

What should faculty do if their department leader or management requests them to do something that violates the Code of Conduct, College policy, or is illegal?

Don't do it. If the faculty knows that the request is wrong, he must refuse to do it. The faculty should immediately report the request to the Compliance Officer, the Compliance Hotline, Legal Counsel, or Human Resources.

### **Confidentiality**

May a faculty member release patient information to another faculty whose family member is being treated in one of the College medical clinics?

No. The College is responsible for protecting the confidentiality of patient information from interested third parties as well as staff. Patients have a right to privacy regarding patient-specific and protected health information. The policy of the College is to release confidential information only to authorized parties.

### **Business Courtesies/Conflicts of Interest**

May a faculty member accept the invitation from a vendor who offers to take him to a golf tournament in Florida?

No. This would be considered a substantial gift and could give the appearance of undue influence. However, a vendor offering to take a faculty member to lunch during a daylong presentation at his office would be acceptable.

*May a faculty member accept gifts from our patients and their families?*

Yes. Faculty may accept gifts of nominal value such as candy, cookies, or flowers given to them by patients or their families. These gifts should be shared with staff whenever possible.

*Who do the College "Conflict of Interest" policies apply to?*

The conflict of interest policies generally apply to members of a faculty member's immediate family. However, if any relationship could influence a faculty member's objectivity when performing his job responsibilities, the policies must be applied.

### **Accuracy, Retention, and Disposal of Documents**

May a manager request a faculty member to destroy College records in preparation for a site visit from an external agency?

No. The College prohibits faculty from tampering, removing, or destroying College records or documents unless specified by applicable laws and regulations. It is the policy of the College to deal with all external agencies in an honest and forthright manner.

### **Personal Use of College Resources**

May a faculty member who volunteers for a charitable organization make copies of a fundraising pamphlet?

Meharry encourages its faculty to participate in community service activities. However, College equipment must not be used for charitable or other non-business purposes without prior approval from your chair.

**Political Activities and Contributions**

May a faculty member use his computer, phone, copy machine, etc. to do volunteer work for a local candidate for office, or other external activities not related to work?

No. Faculty may not use College resources or time for contributions to political campaigns or for gifts or payments to any political party. The College also prohibits the use of College resources for social or non-work related activities. College faculty may participate in political, social, or non-work related activities on their own time and at their own expense.

ACKNOWLEDGMENT

*I hereby certify that I have received a copy of the Meharry Medical College Code of Conduct and understand that it represents the required standards and procedures of the College. I agree to adhere to the Code of Conduct and have completed the required training. I understand that refusal to follow the Code of Conduct may result in termination of employment. The Meharry Medical College Code of Conduct was revised on April 15, 2004.*

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Signature

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Printed Name

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Social Security Number

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Department/Position

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Date