

Academic Appointee Guide

IU School of Medicine

CONTENTS

INTRODUCTION.....	1
POLICY MATRIX.....	2
COMPLIANCE & CONDUCT.....	3
ETHICS.....	3
RESEARCH.....	3
CONFLICTS OF INTEREST.....	3
TEACHING.....	4
FACULTY GOVERNANCE.....	4
EMPLOYEE RELATIONS.....	4
CLOSING.....	4

INTRODUCTION

We are so pleased you are considering an appointment with the IU School of Medicine! This guide is intended to provide you with the most relevant policy information as a future academic appointee at Indiana University. Although this does not encompass all employment policies, it provides an overview of the most important rights and responsibilities of being a member of the Indiana University academic community. Please read carefully, as you are abiding to these policies and principles when signing the accompanying offer letter. The below matrix will help you navigate to policies pertinent to your specific faculty appointment type (noted on your offer letter). Following the matrix is a list of policies and resources that pertain to all faculty regardless of appointment type.

POLICY MATRIX

Policy	FT PAID APPT TYPES						PT PAID APPT		UNPAID APPT	
	Clinical Track	Lecturer Track	Research Associate	Scientist Track	Tenure Track	Visiting	75%-99%	Below 75%	Affiliate	Volunteer
APPOINTMENT TYPE										
IU Classification of Academic Appointments	X	X	X	X	X	X	X	X	X	X
IUPUI Faculty Guide	X	X	X	X	X	X	X	X	X	X
IUSM Clinical Ranks	X									
IU Lecturer Ranks		X								
IUSM Research Ranks			X	X						
IU Faculty & Librarian Tenure					X					
IUSM Affiliate Faculty									X	
IUSM Volunteer Faculty										X
BENEFITS										
IU Health Care Plans	X	X	X	X	X	X	X			
IU Retirement Plans	X	X	X	X	X	X	X	X		
IU Tuition Benefit	X	X	X	X	X	X	X			
IU Childcare and Eldercare	X	X	X	X	X	X				
IU CrimsonCard Deals & Discounts	X	X	X	X	X	X	X	X	X	X
IUSM Affiliate/Volunteer Faculty Benefits									X	X
TIME OFF										
IU Vacation for 12 Month Academic Appointees	X	X	X	X	X	X	X			
IU Other Leaves and Absences for Academic Appointees	X	X	X	X	X	X	X			
IUSM Paid (Family) Leave for Academic Appointees	X	X	X	X	X		X			
IU Leave without Pay for Academic Appointees	X	X	X	X	X	X	X	X		
COMPENSATION										
IUSM Compensation Guidelines	X				X					
IUSM Faculty Effort Guidelines	X				X					
IUSM Faculty Effort & Compensation FAQ	X				X					
REVIEW, PROMOTION, TENURE										
IUSM Tenure Track Timeline					X					
IUSM Non-Tenure Track Timeline	X	X		X						
IU Faculty Annual Review	X	X	X	X	X					
IUSM Faculty Annual Review Guidelines	X	X	X	X	X		X		X	
IUPUI Policy on 3rd Year Review					X					
IUPUI Promotion & Tenure Guidelines	X	X		X	X				X	
APPOINTMENT, REAPPOINTMENT, SEPARATION										
IU Permanent Separations for Academic Appointees	X	X	X	X	X	X	X	X	X	X
IU Reappt and Non-reappt in Probationary Period	X	X			X					

COMPLIANCE & CONDUCT

ETHICS

[IUSM Core Values & Guiding Principles](#): IU School of Medicine is committed to maintaining an academic and clinical environment in which faculty, fellows, residents, students and staff can work together to further education and research and provide the highest level of patient care, whether in the classroom, laboratory or clinics. The school's goal is to train men and women to meet the highest standards of professionalism and work in an environment where effective, ethical and compassionate patient care is both expected and provided. To this end, the school recognizes that each member of the medical school community must be accepted as an individual and treated with respect and civility.

[IU Principles of Ethical Conduct](#): These Principles are intended as a high-level statement of values and expectations at Indiana University. The Principles themselves do not create additional or different rights or duties; rather, they help to promote an organizational culture that encourages ethical conduct and a commitment to compliance with the law and University codes, policies, and procedures.

[IU Code of Academic Ethics](#): The central functions of an academic community are learning, teaching, and scholarship. They must be characterized by reasoned discourse, intellectual honesty, mutual respect, and openness to constructive change. By accepting membership in this community, an individual neither surrenders rights nor escapes fundamental responsibilities as a citizen, but acquires additional rights as well as responsibilities to the entire University community. They do not require the individual to be passive and silent. They do require recognition of how easily an academic community can be violated.

RESEARCH

[IUSM Industry Relations](#): Through this document, the Indiana University School of Medicine (IUSM) intends to provide an effective and practical set of rules and guidance for appropriately managing interactions between industry (as defined below) and IUSM faculty, trainees, medical students and staff, and in doing so, to reduce, manage or eliminate conflicts of interest. Establishing such rules and guidance entails being consistent and clear, as well as to provide an avenue of recourse for faculty, trainees, students and staff with questions or scenarios not specifically addressed in this document.

[IU Research Misconduct](#): This document sets forth Indiana University's policy and procedures concerning research misconduct. It is intended to ensure impartial and accurate adjudication of allegations of research misconduct that respects the legitimate interests of all parties, enhances professional and public trust, and ensures compliance with professional norms and applicable legal requirements.

[Institutional Animal Care and Use](#): If you are involved with animal research or teaching activities, as early as possible, you must submit a protocol application to the Institutional Animal Care and Use Committee using the submission guidelines and forms on this page. All participants listed on the protocol must also complete required [animal care and use training](#) prior to protocol approval.

CONFLICTS OF INTEREST

[IU Conflicts of Interest & Commitment](#): Conflicts of interest occur when the private interests and university responsibilities of an academic appointee or an employee are at odds. Academic appointees and employees shall not use their university position to secure personal financial benefits for themselves or any member of their immediate family. Conflicts of interest should be avoided where possible, or otherwise disclosed and managed.

[IU Outside Activities and Extra Compensation for Academic Appointees](#): The policy here outlined is understood as applying only to full-time academic members when they are on the payroll. The total amount of time devoted to outside work by an individual faculty member shall not exceed an average of one day a week during the period on the payroll. A faculty member may engage in such outside research and consulting activities only provided the nature of the activity is compatible with the broad objectives of the University and will enhance his or her effectiveness as a teacher and scholar. In all cases departmental duties and one's obligations to the University must take priority over any outside commitments of an income-producing character.

TEACHING

[IUSM Honor Code](#): All members of the IU School of Medicine community are expected to uphold the tenets of the Honor Code.

[IUSM Teacher Learner Conduct](#): To maintain the highest standards of professionalism, IU School of Medicine responds in a systematic manner to incidents of student mistreatment and violations of the Honor Code and Teacher-Learner Conduct Policy

FACULTY GOVERNANCE

[Constitution of the IU Faculty](#): The Constitution of the Indiana University Faculty is the governing document which states the authority of the Indiana University Faculty and how that authority may be exercised. The University, through the Trustees, formally subscribes to principles of faculty government and relies on the University and campus faculty constitutions to meet that commitment.

[Constitution of the IUPUI Faculty](#): established this Constitution for the purpose of creating a system which will aid in the identification, definition, and accomplishments of major specific objectives of this campus's faculty.

[Constitution of the IUSM Faculty](#): established this Constitution for the purpose of creating a system which will aid in the identification, definition, and accomplishments of major specific objectives of this school's faculty.

EMPLOYEE RELATIONS

[IUSM Grievance Process](#): The Faculty Grievance Committee of the School of Medicine is to hear grievances of IUSM faculty members and librarians concerning dismissal, non-reappointment, tenure, promotion, academic freedom, salary adjustment or other conditions of work. This Committee provides a means of peer evaluation, assessment of issues, and recommendations.

[IU Employee Assistance Program](#): The IU Employee Assistance Program is a voluntary program that provides professional, confidential counseling to help individuals bring their life into better balance, when day-to-day activities are interrupted by stress.

[IUSM Ombuds Office](#): The Ombuds Office is a place where learners and faculty can discuss concerns, complaints and disputes with an impartial third-party in a safe environment.

[IUPUI Office of Equal Opportunity](#): If you feel you have experienced or witnessed a violation of IU's nondiscrimination and / or sexual misconduct policy, please contact the Office of Equal Opportunity.

CLOSING

This guide is considered to be an essential, but not comprehensive, primer for incoming academic appointees at the Indiana University School of Medicine. There is additional information that will be useful throughout a career at IU which can be found at the following links. If questions are not answered by this document, your first point of contact is Faculty Affairs at the IU School of Medicine.

IU School of Medicine Faculty Affairs

Email: fapdd@iu.edu

Web: <https://faculty.medicine.iu.edu/>

IUPUI Office of Faculty Affairs

Email: oa@iupui.edu

Web: <https://academicaffairs.iupui.edu/Faculty-Affairs/>

IU Policy Portal

Web: <https://policies.iu.edu/>