



Faculty Handbook

2023-2024

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.

Table of Contents

I.	Introduction	1
II.	Administration	9
III.	Faculty Governance	18
IV.	Student Governance	19
V.	Academic Policies, Procedures and Programs	19
	a. Faculty Rights and Responsibilities	
	b. Academic Freedom Guide to Promotion and Tenure	
	c. Faculty Sabbatical	
	d. Appropriate Dress	
VI.	Administration Policies	20
	a. Purchasing and Reimbursements	
	b. Travel Policy	
	c. Equipment Policy	
	d. Information Technology Policies/Web Services	
	e. Fund Raising Policy/Institutional Advancement	
	f. Professional Leave	
	g. Media Relations	
	h. Library	
	i. Central Photocopying	
	j. Bookstore	
	k. Alumni Relations	
	l. Campus Ministry	
	m. Government Relations	
	n. Mail Center	
VII.	Human Resources Policy Guidelines	27
	a. Salary Payments	
	b. American with Disabilities Act (ADA)	
	c. Equal Opportunity, Affirmative Action,	
	d. Sexual Harassment and Tolerance Policy	
	e. Drug-Free Workplace	
	f. Identification Cards	
	g. Smoking Regulation	
	h. Employment of Relatives	
	i. Commencement/Convocation	
	j. Leave policies	
	k. Keys	
	l. Telephones	
VIII.	College General Counsel	33

IX.	Scheduling College Facilities for Special Events	33
X.	Environnemental Management, Occupational Safety	33
XI.	Community Relations and Special Events	33
XII.	College Police and Security	34
XIII.	College Closings	35
XIV.	College Code of Ethics	35
XVI.	Appendices	
A.	Sabbatical Policy	
B.	Book Purchase Recommendation Form	
C.	Code of Conduct Policy	

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 serve as a global academic health sciences center advancing health equity through innovative research, transformative education, exceptional and compassionate health services and policy-influencing thought leadership. True to its legacy, Meharry empowers diverse populations to improve the well-being of humankind.

Mission

Meharry Medical College is a global academic health sciences center advancing health equity through innovative research, transformative education, exceptional and compassionate health services and policy-influencing thought leadership. True to its legacy, Meharry empowers diverse populations to improve the well-being of humankind.

Core Values

Meharry Medical College is a community of scholars and learners committed to excellence.

These are our core values:

- Accountability with transparency
- Equity with inclusion
- Respect with collegiality
- Service with compassion
- Integrity without exception

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 (SOM), Dentistry (SOD), and Graduate Studies and Research (SGSR). In February 2021, the fourth school was established, the School of Applied Computational Sciences (SACS). 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.

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.

Commented [MS1]: Are these numbers still correct?

As Meharry takes its place among the leading institutions preparing health professionals to meet the challenges of the 21st 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.

Commented [MS2]: Is this still true? Who is this?

The College Mark, College Name

The College Mark and 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 School of Dentistry Building

Built in 1979, the School of Dentistry building contains administrative and faculty offices, classrooms, meeting rooms, student lounges, instructional laboratories, a Dental Simulation Center, the dental historical museum and clinics. The building is also home to the Iris B. and Wendell Cox Auditorium. The 4,320-square-foot Delta Dental Simulation Lab, made possible by a \$75,000 gift from Delta Dental, is housed in the School of Dentistry. It is the only one of its kind in Middle Tennessee. The simulation facility, a crucial part of Meharry's dental education program, uses manikins with computer simulators to provide a realistic training experience for students.

Commented [MK3]: From the campus map legend

The S.S. Kresge Learning Resources Center (LRC) was built with funding from the Stanley S. Kresge Foundation and opened in 1973. The building currently houses the medical library, four lecture halls, administrative offices and the Pamela C. Williams, M.D., Simulation and Clinical Skills Center. Renovations include the installation of energy saving plumbing, a new energy saving vestibule, sun screens and new thermo double pane glass windows. The LRC is a Green and LEED certified building.

Meharry Medical College Library and Archives

The library Meharry Medical College Library and Archives occupies three floors of the LRC. It serves as a central repository of information to support the college's mission of providing exemplary health care education and has been substantially renovated since 2010. A handsome etched glass wall showcases the library's entrance where a new cherry wood information desk welcomes visitors. Matching cherry wood tables, chairs and study carrels carry this striking motif throughout the library. Enhanced lighting, new carpeting, ventilation redesign, restroom upgrades meeting ADA standards and refurbished study rooms all add to the pleasant ambience for learning. Technology was upgraded to provide Wi-Fi connectivity on all floors. In the group study rooms, students can now project their laptop screens on SMART Boards and plasma screens for group discussions and collaboration. The facility includes a computer lab, an electronic classroom, four group rooms, 31 study rooms, carrels for student and faculty use and the college's archival collection. The Office of Faculty Affairs is also housed within the library.

Office of Information Management

The Office of Information and Technology building opened in 1972 and serves as the hub for information technology and telecommunications. This structure contains the Office of Information Technology's Help Desk and a computer lab for computer and network systems training. Meharry's campus is fully wired and supports more than 1,500 computers and printers, the internet and an intranet that is used by faculty, staff and students.

The Lloyd C. Elam Mental Health Center

The Lloyd C. Elam Mental Health Center primarily serves residents of Nashville-Davidson County, 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.

Anna Cherrie Epps, Ph.D., Center for Educational Development and Support (CEDS)

The Anna Cherrie Epps, Ph.D., Center for Educational Development and Support (CEDS) is a comprehensive academic support unit established to foster an environment that stimulates and nurtures excellence in learning and teaching in the four schools: Medicine, Dentistry, Graduate Studies and Research and Applied Computational Sciences.

The upper level offers two spacious group study rooms, a classroom with a seating capacity for 35, and a conference room. A break room area is equipped with vending machines and a snack area.

The lower level offers a computer lab for computer-based learning, an instructional learning room for group instruction, and three independent study rooms. An Education Skills Specialist is on duty to work with students by assessing their academic profiles and developing a learning plan appropriate to each student's needs. The combined staff works together to ensure that a student's academic learning needs are met.

Henry A. Moses, Ph.D. Alumni Hall

The first new building on Meharry's campus since 1979, the Henry A. Moses, Ph.D. Alumni Hall (formerly the New Alumni Hall) opened in the fall of 2012 and pays homage to Meharry's dedicated alumni. The building was named for one of Meharry's most beloved faculty members, Dr. Henry A. Moses, executive director of the Meharry National Alumni Association, Inc. and professor emeritus of biochemistry, who taught the subject for 48 years. This 6,000-square-foot facility is used for seminars, receptions, meetings and community gatherings.

Hulda Margaret Lyttle Hall

Lyttle Hall was constructed in 1934 and is one of the oldest buildings on Meharry's campus. On July 27, 1998, it was listed on the National Register of Historic Places. This building originally housed the Meharry Medical College School of Nursing, which closed in 1962. A major restoration and renovation project was completed in September 2013. The facility houses administrative offices including the Division of Institutional Advancement, the Office of General Counsel, the Office of Communications and Marketing, offices for the School of Applied Computational Sciences and editorial offices of the *Journal of Health Care for the Poor and Underserved*.

The Cal Turner Family Center for Student Education

The Cal Turner Family Center for Student Education is named in honor of Cal Turner Jr., Nashville's business philanthropist and founder and former CEO of Dollar General. This 80,000 square foot epicenter contains a 500-seat auditorium, a ballroom, expansive study and classroom space, a food court and a visitor's center. It houses the Division of Student Affairs which includes the Office of the Registrar, the Office of Student Life, Student Financial Aid and Admissions and Recruitment. The Center also houses the Office of the Chaplain. It includes venues to enhance students' training and experience at Meharry and will serve as a hub for small conferences, social events and educational seminars.

Commented [MK4]: This is an edited version of descriptive copy from the campus map legend.

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, (4) School of Applied Computational Sciences

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 Public Health (6) Master of Science in Data Science, (7) Master of Science in Biomedical Data Science, (8) Graduate Certificate in Data Science and (9) Graduate Certificate in Biomedical Data Science. 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 Commission on Dental Accreditation of the American Dental Association, and adheres to the rules of the Commission. It is also 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.

The School of Graduate Studies and Research offers the Master of Public Health (M.P.H.) degree program in the Division of Public Health Practice. The M.P.H. program is accredited by the Council on Education for Public Health (CEPH) Accreditation. The Council on Education for Public Health (CEPH) is an independent agency recognized by the U.S. Department of Education to accredit schools of public health and public health programs offered in settings other than schools of public health.

Board of Trustees

Commented [MS5]: Needs update

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 faculty and other chief administrative executives of the College, (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 October. 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. Nelson L. Adams, III, Chairman
North Miami Beach, FL

Mr. Milton H. Jones, Jr., Vice Chairman
Greenville, SC

Dr. James E. K. Hildreth, Sr., President and Chief Executive Officer
Nashville, TN

Rev. Greg Bergquist
General Secretary of the Board
The United Methodist Church
Nashville, TN

Dr. Brandon Barton, Jr.
Detroit Michigan

Mr. Kevin Bryant
Greenville, SC

Dr. Coyness L. Ennix, Jr.
Piedmont, GA

Dr. Eric A. Floyd
New York, NY

Dr. Reginald S. Fowler
Atlanta, GA

Dr. Dawn B Griffin
Atlanta, GA

Dr. Lewis Hargett
Louisville, KY

Mr. Aubrey Harwell, Jr
Nashville, TN

Dr. Martin D. Jeffries
Grovetown, GA

Dr. Collins Johnson
Centennial CO

Dr. Jonathan B. Perlin
Nashville, TN

Mr. Edgard G. Rios
McLean, VA

Ms. Carol H. Williams-Hood
Oakland, CA

Dr. Kennteh Williams, Jr.
Holly Springs, MS

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

Ms. Allieyah Billings
Student Observer
Nashville, TN

Emeritus

Dr. T. B. Boyd, III
Trustee Emeritus, *Nashville, TN*

The Honorable Mary Pruitt,
Trustee Emeritus, *Nashville, TN*

Dr. Thomas A. Scott
Wichita, Kansas

Dr. Edith Smith Rayford
Jackson, MS

Mr. James E. Williams
Lithonia, GA

Mr. Lorenzo Williams
Stuart, FL

Dr. Kevin Woods
Atlanta, GA

Dr. Corinthia Wilkerson
Young Alumni
Meharry Medical College
Nashville, TN

**The Honorable Mrs. M. Inez
Crutchfield,** Trustee Emeritus,
Nashville, TN

Dr. Frank S. Royal, Sr., Chairman
Emeritus
Richmond, VA

II. Administration

Executive Leadership Council

James E.K. Hildreth, Ph.D., M.D.
President and Chief Executive Officer

Peter E. Millet, Ph.D., HSP
Executive Vice President

LaMel Bandy-Neal, M.B.A.
Senior Vice President for Finance and
Chief Financial

**Cherae M. Farmer-Dixon, D.D.S.,
M.S.P.H.**
Dean, School of Dentistry

Evangelina Motley-Johnson, Ph.D.
Interim Dean, School of Graduate
Studies and Research

Digna S. Forbes, M.D.
Interim Dean, School of Medicine

Fortune Mhlanga, Ph.D.
Founding Dean, School of Applied
Computational Sciences

**Duane T. Smoot, M.D., F.A.C.P.,
F.A.C.G., A.G.A.F.**
Interim Senior Vice President, Health
Affairs

Patrick Johnson
Chief Strategy Officer
Senior Vice President, Institutional
Advancement

Ivanetta Davis Samuels, J.D.
Senior Vice President, General
Counsel and Corporate Secretary

Anil Shanker, Ph.D.
Interim Vice President for Research and
Innovation

Sandra A. Williams, MPS
Chief of Staff/Director, Title III
Administration
Office of the President

Other College Officials

Robin Kimbrough, J.D., M.Div.

Senior Advisor to the President on United Methodist Church Affairs and Chaplain Ombudsman

Linda R. Witt

Senior Associate Vice President, Development and Institutional Advancement

Allyseaeiou Britt, PhD, MPH

Associate Vice President, Faculty Affairs and Development

Larry D. Holden, M.B.A.

Associate Vice President, Financial Systems

Palace C. Reid, M.B.A.

Associate Vice President, Financial Planning, Budget and Analysis

Veronica T. Mallett, MMM

Executive Director, Center for Women's Health Research

Patricia Matthews Juarez, Ph.D.

Senior Vice President, Strategic Initiatives and Innovation

Fernando Villalta, Ph.D.

Interim Executive Director, Center for Aids Health Disparities Research

Enola P. Walton

Executive Director, Donor Relations and Prospect Management

Ronette Adams-Taylor, J.D.

Associate General Counsel and Director of Corporate Compliance & Risk Management

April Curry-Roberts, M.Ed.

Director, Admissions and Recruitment

Carlos Virgous, D.V.M.

Director, Animal Care

Lewis Ethridge

Director, Campus Facilities

Allyson Fleming, Ed.D.

Director, Continuing Medical Education

Sharda Mishra, Ph.D.

Director, Counseling Services

Barbara Tharpe, Ed.D.

Director, Financial Aid

Chau-Kuang (C.K.) Chen, Ph.D.

Director, Institutional Research

Karen Winkfield, M.D., Ph.D.

Director, Meharry-Vanderbilt Alliance

Desiree Johnson, M.H.A.

Director, Regulatory Affairs

Miacia Porter, M.B.A.

Registrar, Student Services

Maria del Pilar Aguinaga, Ph.D.

Director, Sickle Cell Center

Virginia Brennan, Ph.D.

Editor, Journal of Health Care for the Poor and Underserved

Daphne Ferguson Young, D.D.S.

Interim Chair, Faculty Senate

Edward R. Hills, M.D.

Chair, Faculty Council, School of Medicine

Anita Sykes-Smith, D.D.S.

Chair, Faculty Council, School of Dentistry

Anil Shanker, Ph.D.

Chair, Faculty Council, School of Graduate Studies and Research

Dontez Huskey

Interim Chief and Director, Campus Security

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

Digna S. Forbes, M.D., **FASCP, Interim Dean**

School of Dentistry

Cherae Farmer-Dixon, D.D.S., M.S.P.H., Dean

School of Graduate Studies & Research

Evangeline Motley Johnson, Ph.D., Interim Dean

School of Applied Computational Sciences

Fortune S. Mhlana, PhD, Founding Dean

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 Senior Associate Deans and Assistant Deans. The school is composed of basic science and clinical departments, each of which is led 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 Office of the Dean

Digna Forbes, MD, FASCSP	Interim Dean
Roland E. Jones, D.B.A., M.P.A., M.B.A.	Associate Dean, Business & Finance
Monique M. Forskin-Bennerman, M.D., F.A.C.P.	Senior Associate Dean for Student Academic Affairs
Larry D. Alexander, Ph.D.	Associate Dean for Curriculum and Innovation
Theodora Pinnock, M.D.	Associate Dean for Student Affairs and Admissions
Calvin Smith, M.D.	Assistant Dean of Admissions
Cassandra Ward, Ed.D.	Associate Dean Curriculum Evaluation & Effectiveness
Billy R. Ballard, M.D., D.D.S.	Associate Dean Continuing Medical Education
Richmond A. Akatue, M.D., M.S.C.I., F.A.C.P.	Associate Dean, Graduate Medical Education and Designated Institutional Official, School of Medicine Program Director, Internal Medicine Residency Director
Ruth Stewart, M.D.	Associate Dean, Medical Education
Susanne Tropez-Sims, M.D., M.P.H.	Associate Dean of Clinical Affiliations

Commented [MS6]: SOM specific information should be placed in a separate appendix; all Schools should have their own appendix with School-specific information according to our LCME Consultant

Department Chairs

Basic Sciences

Biochemistry, Cancer Biology, Neuroscience and Pharmacology	Samuel Adunyah, Ph.D
Microbiology, Immunology, and Physiology	Chandravanu Dash, Ph.D. (Interim)
Professional and Medical Education	Regina Offodile, M.D.

Clinical Sciences

Family Medicine	Millard Collins, M.D.
Internal Medicine	Richard Fremont, M.D.
Obstetrics & Gynecology	Edward Hills, M.D. FACOG (Interim)
Pathology	Digna S. Forbes, M.D. (Interim)
Pediatric	Xylina Bean, M.D.
Psychiatry & Behavioral Sciences	Lloyda Williamson, M.D
Surgery	Carlton Z. Adams, Jr., MD

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 reports to the Dean of the School of Dentistry, (2) Clinical Science Department Chairpersons, and (3) Associate Deans and Assistant Deans whose 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

Cherae Farmer-Dixon, D.D.S.	Dean
Henry Young, D.D.S, MS, FADI	Associate Dean, Clinical Affairs
Gerald E. Davis, II, D.D.S.	Associate Dean, Academic Affairs
Deborah A. Cole, MBA	Associate Dean, Business and Finance
Julie A. Gray, D.D.S.	Associate Dean Community Based Collaboration
Machelle Thompson, RDH, MPH	Associate Dean Compliance
James Tyus, D.D.S.	Special Assistant to the Dean
Jacinta Leavell, Ph.D.	Assistant Dean, Ethnic and Professionalism
Valencia McShan, D.D.S.	Assistant Dean, Student Affairs, Diversity and Inclusion
Pandu Gangula, Ph.D.	Associate Dean Research
Anita Sykes Smith, D.D.S, MBA	Assistant Dean of Patient Services
Elise Stein	Program Coordinator
Zuay Thompson, M.B.A.	Executive Associate to the Dean

Department Chairs

Sandra Harris, D.D.S.	Chair, Orthodontics
Ruth Bol, D.D.S.	Chair, Pediatric Dentistry
Kathy Jefferson, D.D.S., M.S.	Chair, Endodontics
James E. Cade, D.D.S.	Chair, Oral Diagnostics Sciences
Kimberley Perkins-Davis, D.D.S.	Chair, Oral & Maxillofacial Surgery and Division Head, Surgical Sciences & Graduate Programs
Gerald E. Davis, II, D.D.S.	Interim Chair, Periodontics
James Tyus, D.D.S.	Chair, Restorative Dentistry
Daphne Ferguson-Young, D.D.S., M.S.P.H.	Director, General Practice Residency

School of Graduate Studies and Research

The School of Graduate Studies and Research (SOGSR) is headed by the Dean. The school offers the Masters in Health Sciences (MHS) degree, Master of Public Health (MPH) degree and Ph.D. degree in Biomedical Sciences with five emphasis areas: Biochemistry and Cancer Biology, Microbiology and Immunology, Neuroscience, Pharmacology and Physiology. A Certificate in Health Policy is also offered by the SOGSR. The degree and certificate programs are headed by directors who report to the Dean and are responsible for the quality of education, training, research, and administrative management of their respective program.

School of Graduate Studies & Research Office of the Dean

Evangeline Motley Johnson, Ph.D.	Interim Dean
LaMonica Stewart, Ph.D.	Interim Associate Dean
Letha Woods, Ph.D.	Assistant Dean, for: Students and Professional Development
Lisa Johnson, M.B.A.	Assistant Dean, Administration and Finance
Malynda Gaines	Student Officer
Tatal Nayyar, Ph.D., M.S.C.L.	Director, MHS Program
Leah Alexander, Ph.D., M.P.H	Director, Master of Public Health
Marilyn Adams	Administrative Assistant
A. Dexter Samuels, Ph. D., M.H.A.	Executive Director, Center for Health Policy, Certificate Program

School of Applied Computational Sciences

The School of Applied Computational Sciences (SACS) is headed by the Dean. The school is divided into four broad divisions: Academics, Clinical Data Enterprise, Research and Development, and Business Stewardship. The Academics division offers an MS degree (and Graduate Certificate) in Biomedical Data Science through the department of Biomedical Data Science, and an MS degree (and Graduate Certificate) in “general” Data Science through the department of Computer Science and Data Science. The Clinical Data Enterprise division provides data, computing, and technology infrastructure to enable collection and analysis of clinical data in support of the institutional clinical and research enterprises. The Research and Development (R&D) division facilitates (i) scholarship by Meharry principal investigators to develop hypothesis and use data science tools, and (ii) collaborative research with outside organizations including academic institutions, state and federal agencies, and healthcare related organizations in the areas of computational sciences. An integral component of the R&D division is the Center for Advanced Scientific Computing and Innovation which fosters a culture of innovation, learning, engagement, and personal growth for SACS students, faculty and staff as they employ advanced computing capabilities to understand and solve complex problems. The Business Stewardship division provides analytical support to Meharry academic and non-academic units where analytics can inform use of resources to create better outcomes. The divisions, departments, and center are headed by associate deans and directors who report to the Dean and are responsible for the quality of education, training, research, and administrative management of their respective units.

School of Applied Computational Sciences Office of the Dean

Fortune Mhlanga, PhD	Founding Dean
Tim Coburn, PhD	Interim Chief Data Scientist Interim Director, Center for Advanced Scientific Computing & Innovation
Todd Gary, PhD	Director, External R&D Partnerships
Ashutosh Singhal, PhD	Associate Dean, Clinical Data Enterprise Internal R&D Partnerships Business Stewardship
Tim Wallace, PhD	Chair, Biomedical Data Science Department
Tim Wang, PhD	Chair, Computer Science and Data Science Department

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 ensure 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 three members-at-large representing the dental, basic science and medical clinical faculties, the Chairpersons of the three 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 and dental 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.

The Faculty Council

Each School of Meharry Medical College has its own Faculty Council. Please refer to the individual school for the school bylaws.

Commented [BA7]: Insert hyperlinks for each school's bylaws.

IV. 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 led 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.

V. 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.

c. Academic Freedom Guide to Promotion and Tenure

Policies and procedures for appointments, promotion and tenure are described in the *Policy on Guidelines for Academic Freedom, Appointments, Promotions and Tenure of Faculty* document, which was approved by the Board of Trustees in 2009. Copies of the document are available to each faculty member through their departmental chairperson and online at <https://intranet.mmc.edu/faculty/docs/aptguide.pdf>

d. 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

Commented [BA8]: Ask the deans of the statement.

Commented [BA9]:

Commented [BA10R9]: Ask the deans for the statement accuracy.

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 A

e. 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.

VI. Administration Policies

a. Purchasing and Reimbursements

There are 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 Authorization 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 Authorization Form 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 Communications and Marketing 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
- Promotional materials and advertising
- Graphic design
- Web design and content development
- Media relations
- Publications
- Photography and videography

Communications Plan Development

The Office of Communications and Marketing 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 **615-327-6146** to arrange for these services.

Primary tactics used in communications are:

Media Relations

The Office of Communications and Marketing is the institution's official liaison with newspapers, magazines, radio and television stations, social media news outlets and news bureaus. **All contacts with the media must be coordinated through this office by calling 615-327-6146.**

Because Meharry is a private college, located on private property, all news media representatives must receive authorization from the Office of Communications and Marketing 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 Communications and Marketing 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 Director of Communications and Marketing will obtain this authorization.

Commented [GM11]:

Commented [GM12]: Sent to Ken Morris – by ADB

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 Communications and Marketing at **615-327-6146**, contact the Director of Communications and Marketing via email at kmorris@mmc.edu 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 Communications and Marketing as soon as your planning is under way to guarantee that maximum promotion can be developed and executed.

Publications

The Office of Communications and Marketing 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 Office of Communications and Marketing 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 Communications and Marketing, prior to production and printing. *Scholarly journals and papers are not included in this process.*

The Office of Communications and Marketing 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.

Graphic Design

One of the goals of the Office of Communications and Marketing is to make the best possible graphic (visual) presentation of materials for the College. This includes layout and design of publications, displays, vehicle art and exhibits.

All requests for these services should be made to the Director of Communications and Marketing at **615-327-6146** or via email at kmorris@mmc.edu. Production time depends on the project.

Photography and Videography

The Office of Communications and Marketing will arrange for still photographic services for publications, displays, exhibits, coverage of events or other photographic needs. The office also arranges for all videography on campus (except for academics—see below). These services may be handled internally or may be 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 Communications and Marketing are separate from the services provided for academics by the academic illustration and photography section of the Office of Media Services, which handles illustrations, photos, etc., used in academic/classroom projects. Contact the Department of Academic and Institutional Support Services for assistance in academic illustration and photography, as well as for audiovisual aids.

Website Design and Content Development

The Office of Communications and Marketing works with the communications coordinator/team in your unit to ensure that content and design on the College's website are dynamic, robust and up-to-date. The Office of Communications and Marketing 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 Communications and Marketing in your website planning as soon as it is underway. Contact the office at 615-327-6146 or via email at kmorris@mmc.edu to arrange for this service.

h. Library

The Meharry Medical College Library (MMCL) 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)

MMCL provides access to over 5,634 electronic journals, 6,526 eBooks, 260 databases, and 1,064 web resources available via an integrated Digital Library. 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 also 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, instruction in information retrieval and use, integrated library system, reserve and special collections. Materials unavailable in the collection are obtained from other medical libraries at no cost through cooperative arrangements (interlibrary loan). Computer-based bibliographic retrieval services are available through the National Library of Medicine and DIALOG Information Services.

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. They can also duplicate, edit, and add titles and credits to videotapes that follow copyright law guidelines. At least three days notice is necessary before any scheduled event. Special accommodations must be made for use of equipment after 3:00 p.m.

Collection Development Policy: Each year the library requests suggestions from departments about additions and deletions to the journal 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 contains 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 DEX Imaging 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 School of Dentistry. DEX Imaging 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, an account number is required so that services can be charged to the 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 Spirit Store is located in the Cal Turner Family Center for Student Education. The bookstore stocks supplies, Meharry items, magazines and books. Textbooks required for courses can 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 the Alumni Magazine, which is published quarterly by the Meharry National Alumni Association, Inc., and 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 Anna Cherrie Epps, Ph.D., Center for Educational Development and Support (CEDS). 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 ensure 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.

VII. 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 – without 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.

d. Sexual Harassment and Tolerance Policy

Sexual 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.

Sexual Harassment

Unwelcome sexual advances or visual, verbal or physical conduct based on sex constitute sexual harassment when:

- **Submission to the conduct is an explicit or implicit term or condition of employment.**
- **Submission to or rejection of the conduct is used as the basis for an employment decision.**

- **The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. This**

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. A lost ID form must be completed in the Office of Safety and Security and payment must be made before a replacement badge can be issued.

ID badges remain the property of Meharry and must be turned in to the Office of Safety and Security 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 College 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 10 to 12 weeks prior to the commencement date.

Commented [BA13]: Given to Millet

Convocation

Meharry Medical College Convocation shall be held annually the first 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 10 to 12 weeks prior to the Convocation date.

j. Leave Policies

Faculty are governed under the following PTO Schedule effective July 1, 2021

PTO Days	PTO Hours
25	200

PTO time will be added in full on July 1st of each fiscal year. Up to five unused days of PTO leave are transferred to sick reserve time in ninety days (720 hours). New faculty are eligible to utilize PTO the pay period following completion of their 90 days.

Scheduled PTO

Faculty should schedule PTO leave days with approval from your department chair/supervisor. Unless otherwise arranged, you should notify your supervisor of your intent to take scheduled PTO leave with a two-week notice. PTO may be denied if the request will adversely affect the department or school.

Unscheduled PTO

Notify your department chair/supervisor of all non-scheduled PTO leave immediately in the way they have advised. If you are unable to report to work, you must notify your supervisor as soon as practicable.

If you have taken unscheduled PTO leave of more than three consecutive days your department chair/supervisor may require you to produce documentation explaining the need to be out any additional day(s).

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.

VIII. 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.

IX. Scheduling College Facilities for Special Events

To schedule campus facilities for a special event, contact the Office of the President at 615-327-6904.

X. 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 policies relating to safety and health matters.
6. To develop and maintain information on safety and health as an educational resource for the College.

XI. Community Relations and Special Events

Meharry aims to empower diverse populations to improve their well-being. Special Events are conducted by schools/departments throughout the institution.

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

Commented [BA14]: Sent to SOD 7-2-21

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 eighth grade.

XII. College Police and Security

Commented [BA15]: Sent to Millet 7-1-21

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 Department of Campus Safety and Security at 615-327-6254. You may also report crimes/criminal offenses to security officers in patrol vehicles or on foot. Additionally, you may report crimes/criminal offenses to “Campus Security Authorities” (Deans, Associate Deans, Assistant Deans, VP-College Relations, Director of Student Services, Manager of Student Housing Facilities, Director of Campus Safety and Security). It is Meharry Medical College’s policy to investigate every report. If technical expertise or additional investigative help is needed, the Metropolitan Nashville Police Department (MNPD), or the Tennessee Bureau of Investigations (TBI) may be called to assist.

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.

XIII. 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.

XVI. College Code of Ethics

The Meharry Medical College Code of Conduct Appendix C 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.

Appendices

Appendix A: Sabbatical Policy

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

SCOPE: All College Departments, Divisions, and Schools.
PURPOSE: 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.
POLICY: 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>PROCEDURES:</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>

Applications shall be made at least six (6) months prior to the beginning of the sabbatical leave.

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.

Appendix B:

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

Appendix C: Code of Conduct Policy