CLINICAL AND ADJUNCT FACULTY APPOINTMENT AND BENEFITS INFORMATION

REVISED: November 2013
STATEMENT OF APPRECIATION

Michigan State University College of Human Medicine is deeply indebted to and appreciative of the generosity of the members of our community-based faculty who donate their time, teaching and research expertise, and clinical acumen to benefit our students and residents.

Your contribution is the backbone of our college’s ability to be present within the communities of Michigan. Thank you for making possible our mission of “Serving the People.”

APPOINTMENT INFORMATION

The Clinical/Adjunct Appointment System
Individuals not directly employed by Michigan State University but who participate in the university’s academic and research missions are eligible for faculty appointments in the clinical/adjunct faculty appointment system. Faculty appointed in this system have the prefix “clinical” or “adjunct” preceding the faculty rank, e.g., clinical assistant professor. The “clinical” prefix is used for physicians and other licensed medical professionals; the “adjunct” prefix is used for all others. Faculty in this system may also be referred to as prefix faculty.

Applying for Appointment
The appointment process begins with submission of an application for appointment and curriculum vitae (CV) to the relevant college Community Assistant Dean. Appointment decisions and rank determinations must then be approved by the department chair and the dean of the college. Faculty receive a certificate of appointment at the time of the initial appointment and upon promotion. Appointments are generally made for three years. Reappointment requires a brief application for reappointment that also provides an opportunity for updating the CV.

More detailed information about appointment and promotion of prefix faculty can be found at: http://chmfacultyaffairs.msu.edu/promotion/faculty_promotion.php.

Non-prefix Faculty in the Clinical/Adjunct Appointment System
The university recognizes that some community-based faculty, while not directly employed by MSU, are deeply involved with the college and are making significant contributions to our academic and research mission. These faculty may be eligible for a university-approved exception that allows for appointment in the Clinical/Adjunct system but without the clinical or adjunct prefix preceding the rank. These individuals must meet eligibility criteria and agree to specific expectations indicative of scholarly intent. Faculty eligible for this exception usually serve in roles in which a significant percentage of their time is designated specifically to administration of college programs or units. Examples include designated roles as clerkship director, course director, division director, residency director, etc. Selected others may have significant effort (i.e., >20% effort) devoted specifically to teaching/training College of Human Medicine students and/or residents in college-affiliated residency programs. Often these select faculty are designated as core teaching faculty. Due to the commitment involved, generally the roles described above are compensated by the university indirectly through contracts with the faculty member’s employer.
Individuals who are engaged in a meaningful collaborative research relationship with College of Human Medicine faculty may also be eligible for a non-prefix appointment. Examples include being a co-PI or co-investigator. Applications for non-prefix appointment based on collaborative research are approved by the college Senior Associate Dean for Research.

Note that non-prefix appointments are maintained only so long as the faculty member continues to meet eligibility criteria.

PRIVILEGES AND BENEFITS OF CLINICAL/ADJUNCT FACULTY APPOINTMENTS
Faculty appointed in the Clinical/Adjunct Appointment system are eligible for certain privileges and benefits.

MSU IDENTIFICATION CARD
As soon as an application for appointment has been received, approved and processed, the Dean’s Office will request, on your behalf, that an MSU identification card be issued and mailed to you. Please be aware, however, that access to some benefits and privileges requires a Spartan Card, an MSU identification card with your picture. Spartan Cards must be obtained in person at the ID Card Office, 170 International Center on the main East Lansing campus. Another form of official identification with a picture, such as a driver’s license or passport is required. Faculty in the Grand Rapids community should contact Kathy Ransom, Secchia Center Security Manager, at kathy.ransom@hc.msu.edu or 616-234-2800 for information on obtaining a Spartan Card in Grand Rapids.

E-MAIL ACCOUNTS
Every MSU faculty member is given an MSU net ID. This ID provides you with an MSU email account and access to various online resources. Your MSU-assigned e-mail account serves as the official e-mail account for all MSU faculty and staff and is the e-mail address that the College of Human Medicine and the university will use to communicate with you. If you do not wish to use your MSU-assigned e-mail account, it is important that you activate it so you can arrange to have your messages forwarded to the e-mail account of your choice. To activate your MSU net ID and e-mail account, call the community administrator in your Community Assistant Dean’s Office for easy-to-follow directions or send an e-mail to www.chm-hr.msu.edu

COMPUTER EQUIPMENT/SOFTWARE DISCOUNTS
Faculty members may purchase computer equipment and software at a discount from the MSU Computer Store. For more information, call the Computer Store at 517.432.0700 or visit their Web site at www.cstore.msu.edu. Faculty ID is required.

ACADEMIC SKILLS DEVELOPMENT
The College of Human Medicine’s Office of Medical Education Research and Development (OMERAD) offers instruction and consultation on curriculum development, teaching skills, learner assessment, program evaluation, and educational applications of technology. Watch your MSU e-mail for workshop and seminar announcements. For more information, go to http://omerad.msu.edu/ or call 517.353.9656.

FACULTY DEVELOPMENT
Faculty members are periodically offered opportunities to participate in faculty development programs offered through the Faculty Affairs and Development Office. This includes career development, new faculty orientation, leadership development, mentor programs and promotion workshops. Information can be found at www.chmfacultyaffairs.msu.edu.

CONTINUING MEDICAL EDUCATION CREDITS
You may apply time spent teaching medical students and residents toward CME Category II credits. Other selective opportunities for CME credit are also available.

PROFESSIONAL LIABILITY AND TRAVEL INSURANCE
The university provides a travel accident insurance plan that covers faculty members while traveling on authorized university business. A signed travel authorization is required prior to travel. The university’s professional liability coverage is also extended to all faculty physicians while involved in teaching or training MSU students in an approved educational experience. Questions regarding malpractice insurance coverage can be directed to the Assistant Dean for Administration at 517-353-1730.

LIBRARY PRIVILEGES
All members of the faculty may use the MSU Library collections. Checking out material or using material on reserve, in the Digital and Multimedia Center, or behind a service desk requires a Spartan Card/MSU ID card or an MSU library card along with a picture ID. Your activated MSU e-mail account enables access to the MSU Library collections and databases through the Electronic Reference Library (ERL).
DEPARTMENTAL, COLLEGE, AND UNIVERSITY MEETINGS
All faculty are invited to attend department, college and university meetings. Some department bylaws require attendance at department meetings to be eligible for specific privileges. Contact your department office for meeting schedules.

SELF-IDENTIFICATION AS MSU FACULTY
Faculty appointed in the Clinical/Adjunct system (with or without the prefix) may identify/promote themselves (e.g., on business cards, office literature, etc.) as MSU faculty with their assigned rank. Note that agreement of the department chair and/or dean must be obtained prior to submitting any manuscript for publication that includes the MSU faculty rank.

MSU CREDIT UNION
Faculty members are eligible to join the MSU Federal Credit Union. For further information, call 517.353.2280.

CULTURAL AND RECREATIONAL BENEFITS
Your Spartan Card/MSU ID card enables you to use the intramural sports facilities on campus and the Forest Akers Golf Courses at reduced staff rates. Season passes are available. Call the golf course office at 517.355.1635. For special events, contact the Jack Breslin Student Events Center at 800.968.2737 for ticket information. Wharton Center tickets may be purchased by calling 800.942.7886. Faculty members are eligible for membership at the University Club located at 3435 Forest Road, Lansing. For more information, call 517.353.5111.

ATHLETIC TICKETS
Faculty may purchase season tickets for varsity sports at reduced faculty rates. Call the Athletic Ticket Office at 800-GoState or 517.355.1610.

PARKING
Faculty members may purchase standard or guest parking permits for use on the East Lansing campus. A Spartan Card/MSU ID card is required. Permits may be purchased from the MSU Police Department’s Parking Office. Call 517.355.8440. Day permits or tokens, provided free of charge by the Dean’s Office or department, are available for business-related visits to campus. For the Grand Rapids location, parking information can be obtained by emailing chmgrparking@chm.msu.edu or calling the Operations Office at 616.234.2747.

TEACHING FEEDBACK AND EVALUATION
All members of the faculty may receive feedback on their teaching performance for courses, clerkships and electives. Direct requests for evaluations to your local Community Assistant Dean’s Office.
COMMUNITY CAMPUS

**Flint**
John Molidor, PhD  
Assistant Dean  
CEO, Flint Area Medical Education  
molidor@msu.edu

Kathleen Assiff, MA  
Community Administrator  
assiff@msu.edu  
PH 810.232.7000  
FX 810.232.7020

**Midland**
Paula Klose, MD  
Assistant Dean  
klose@msu.edu

Bridget Hinds, MA, MEd  
Community Administrator  
hindsbr@msu.edu  
PH 989.488.5538  
FX 989.488.5539

**Grand Rapids**
Margaret Thompson, MD  
Associate Dean  
thomps97@msu.edu

Corey Madura, MS  
Community Administrator  
corey.madura@hc.msu.edu  
PH 616.234.2653  
FX 616.234.2625

**Traverse City**
Daniel Webster, MD  
Assistant Dean  
webste40@msu.edu

Christy LaVene  
Community Administrator  
lavene@msu.edu  
PH 231.392.8220  
FX 231.392.8224

**Lansing**
Renuka Gera, MD  
Assistant Dean  
geru@msu.edu

Sarah McVoy Community Administrator  
mcovys@msu.edu  
PH 517.364.5890  
FX 517.364.5899

**Upper Peninsula**
William Short, MD  
Assistant Dean  
CEO, Upper Peninsula Health Education  
short@msu.edu

Patti Copley, RN, BSN  
Community Administrator  
copleyp@msu.edu  
PH 906.228.7970  
FX 906.228.5734
SELECT COLLEGE ADMINISTRATION CONTACTS

DEAN
Marsha D. Rappley, MD
rappley@msu.edu
PH 616.233.1678 or 517.353.1730
FX 616.234.2693 or 517.353.9969

ACADEMIC AFFAIRS
Aron Sousa, MD
Senior Associate Dean
aron.sousa@hc.msu.edu
PH 517.353.4998
FX 517.355.0342

ADMINISTRATION & OPERATIONS
Barbara Forney
Associate Dean
barbara.forney@hc.msu.edu
PH 517-353-1730
FX 517-353-9969

ADMISSIONS
Joel Maurer, MD, FACOG
Assistant Dean
joel.maurer@hc.msu.edu
PH 517-353-9620
FX 517-432-0021

BLOCK III CLINICAL PROGRAM DIRECTOR
Carrie Thorn
965 Feed Road Room A106
East Lansing, MI 48824
PH 517.355.0264
FX 517.355.0342
carrie.thorn@hc.msu.edu

GRADUATE MEDICAL EDUCATION
Randy Pearson, MD
Assistant Dean
pearson@msu.edu
PH 517.364.5892
FX 517.364.5899

EXTERNAL (COMMUNITY) RELATIONS
Jerry Kooiman
Assistant Dean
jerry.kooiman@hc.msu.edu
PH 616.233.1678
FX 616.458.4680

HUMAN RESOURCES (APPOINTMENTS)
Toya Pruitt
Manager, East Lansing
toya.pruitt@msu.edu
PH 517-353-7816
FX 517-353-9969
Sheila Morgan
Manager, West Michigan
sheila.morgan@hc.msu.edu
PH 616-234-2697
FX 616-234-2625

FACULTY AFFAIRS & DEVELOPMENT
William Wadland, MD, MS
Senior Associate Dean
william.wadland@hc.msu.edu
PH 517.432.8722
FX 517.355.0342

Donna Mulder Director
Donna.mulder@hc.msu.edu
PH 517-432-8722
FX 517-355-0342

Additional information can be found on the College of Human Medicine Website:

http://humanmedicine.msu.edu/units/index.php
DEPARTMENTS, UNITS, PROGRAMS OF THE COLLEGE

BIOCHEMISTRY & MOLECULAR BIOLOGY
PH 517.355.0199
FX 517.353.9334
http://www.bch.msu.edu/

CENTER FOR ETHICS & HUMANITIES
PH 517.355.7550
FX 517.353.3289
http://humanmedicine.msu.edu/units/ethics.php
http://www.bioethics.msu.edu/

EMERGENCY MEDICINE
PH 616.234.2732
FX 616.234.2625
http://humanmedicine.msu.edu/units/emergencymedicine.php

EPIDEMIOLOGY AND BIOSTATISTICS
PH 517.353.8623
FX 517.432.1130
http://humanmedicine.msu.edu/units/epidemiology.php
http://www.epi.msu.edu/

FAMILY MEDICINE
PH 517.884.0428
FX 517.353.8579
http://humanmedicine.msu.edu/units/family.php
http://chmfamilymedicine.msu.edu

INSTITUTE FOR HEALTH POLICY
PH 517.432-8364
FX 517.353.4701
http://humanmedicine.msu.edu/units/care.php
http://www.ihcs.msu.edu/index.php

MEDICINE
PH 517.432.9124
FX 517.432.9471
http://humanmedicine.msu.edu/units/med.php
http://www.healthteam.msu.edu/medicine/

MICROBIOLOGY & MOLECULAR GENETICS
PH 517.884.5292
FX 517.353.8957
http://humanmedicine.msu.edu/units/micro.php
http://www.mmg.msu.edu/

NEUROLOGY & OPHTHALMOLOGY
PH 517.884.2493
FX 517.432.9414
http://humanmedicine.msu.edu/units/neurology.php
http://neurology.msu.edu/

OBSTETRICS, GYNECOLOGY & REPRODUCTIVE BIOLOGY
PH 517.884.6031
FX 517.353.1663
http://humanmedicine.msu.edu/units/ogr.php
http://obgyn.msu.edu/

OFFICE OF MEDICAL EDUCATION, RESEARCH & DEVELOPMENT (OMERAD)
PH 517.353.2037
FX 517.432.1798
http://humanmedicine.msu.edu/units/omerad.php
http://omerad.msu.edu/

PEDIATRICS & HUMAN DEVELOPMENT
PH 517.355.3308
FX 517.432.4466
http://humanmedicine.msu.edu/units/pediatrics.php
http://www.phd.msu.edu/
PHARMACOLOGY & TOXICOLOGY
PH 517.353.5476
FX 517.353.8915
http://humanmedicine.msu.edu/units/pharmacology.php
http://www.phmtox.msu.edu/index.htm

PHYSIOLOGY/PATHOLOGY
PH 517.353.7147
FX 517.432.1967
http://humanmedicine.msu.edu/units/physiology.php
http://www.psl.msu.edu/

PROGRAM IN PUBLIC HEALTH
PH 517.353.4883
FX 517.353.4889
http://publichealth.msu.edu/pph/

PSYCHIATRY
PH 517.353.4363
FX 517.432.2893
http://humanmedicine.msu.edu/units/psychiatry.php

RADIOLOGY
PH 517.884.3271
FX 517.353.9893
http://humanmedicine.msu.edu/units/radiology.php

SURGERY DEPARTMENT
PH 517.267.2477
FX 517.267.2488
http://humanmedicine.msu.edu/units/surgery.php

TRANSLATIONAL SCIENCE & MOLECULAR MEDICINE
PH 616.234.0963
FX 616.234.0990

DIVISIONS OF THE COLLEGE

ANESTHESIOLOGY
PH 616.364.4200

CARDIOVASCULAR MEDICINE
PH 616.267.8317

CLINICAL NEUROSCIENCES
PH 616.957.4090
http://neuroscience.msu.edu/
http://humanmedicine.msu.edu/units/neuro.php

DERMATOLOGY
PH 616.234.2740
http://humanmedicine.msu.edu/units/derma.php

PSYCHIATRY & BEHAVIORAL SCIENCE
PH 616.455.5270

RADIOLOGY & BIOMEDICAL IMAGING
PH 616.363.7339