

# **CLINICAL AND ADJUNCT FACULTY APPOINTMENT AND BENEFITS INFORMATION**

**MICHIGAN STATE**  
**UNIVERSITY**

College of Human Medicine

REVISED: June 2024

## STATEMENT OF APPRECIATION

Michigan State University College of Human Medicine deeply appreciates our community-based faculty who share their teaching, clinical, and research expertise to benefit our students and residents. Your generosity forms the backbone of our community-based medical school's ability to educate exemplary physicians and to fulfill our land grant mission to be present throughout Michigan.

## 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 if they also meet university criteria to be faculty, e.g., possess a terminal degree in their discipline. 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 assignment 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 that also provides an opportunity for updating the CV.

More detailed information about the appointment and promotion of prefix faculty can be found at:

<https://humanmedicine.msu.edu/faculty-staff/human-resources/faculty-appointments.html>

### **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 additional 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) specifically designated in their employer's contract to be dedicated to teaching/training College of Human Medicine students and/or residents in college-affiliated residency programs. 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. This generally means being included as a co-PI or co-investigator with an MSU faculty member. Applications for non-prefix appointment based on collaborative research are approved by the college's senior associate dean for Research.

Note that non-prefix appointments are maintained only so long as the faculty member continues to meet eligibility criteria. It should be emphasized that faculty with non-prefix appointments must meet the same rigorous standards for promotion as MSU-employed faculty, including standards for scholarly activity and service to MSU.

### **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 appointment has been approved and processed, the Dean's Office will request 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 may contact Jeff Murphy, Secchia Center Director of Security and Secchia Center Operations, at [murph666@msu.edu](mailto:murph666@msu.edu) or 616-234-2729 for information on obtaining a Spartan Card in Grand Rapids.

### **E-MAIL ACCOUNTS/ON-LINE RESOURCE ACCESS**

Every MSU faculty member is given an MSU NetID. 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.** To activate your MSU NetID and e-mail account, please visit the NetID webpage at <https://netid.msu.edu/> or contact MSU's IT department at 517.432.6200. Instructions are also provided in your Welcome Packet. Spartan 365 email and related Office 365 online applications, including OneDrive, are automatically provided to current Adjunct (No Pay Academics) employees while their status is current. Office downloads (Word, Excel, PowerPoint, OneDrive, and Outlook) are not provided. Once an adjunct is no longer current, they will lose access to email, Office online applications, and, if purchased by the department, their Office downloads. Before individuals leave the university, they should migrate any data that is needed to other sources. For more information, visit <https://tech.msu.edu/technology/collaborative-tools/spartan365/spartan-365-service-offering-and-support/>

### **COMPUTER EQUIPMENT/SOFTWARE DISCOUNTS**

Faculty members may purchase computer equipment and software at a discount from the MSU Tech Store. For more information, call the MSU Tech Store at 517.432.0700 . MSU ID is required.

### **ACADEMIC SKILLS DEVELOPMENT**

The College of Human Medicine 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 <https://omerad.msu.edu/> or call 517.353.2037.

### **FACULTY AFFAIRS AND DEVELOPMENT**

Faculty members are periodically offered opportunities to participate in faculty development programs offered through the College of Human Medicine Office of Faculty Affairs and Development. These include new faculty orientation, mentoring programs, career development and leadership development workshops, and promotion seminars. Information can be found at <https://humanmedicine.msu.edu/faculty-staff/faculty-affairs/career-development/index.html>.

### **CONTINUING MEDICAL EDUCATION CREDITS**

You may apply time spent teaching medical students and residents toward CME Category II credits. Community campuses and teaching units are able to provide documentation for you, if desired. Other selective opportunities for CME credit are also available. Please reach out to your community CAD for more information.

### **PROFESSIONAL LIABILITY AND TRAVEL INSURANCE**

The university's professional liability coverage is extended to all faculty while involved in teaching or training MSU students in an approved educational experience. Questions regarding malpractice insurance coverage can be directed to the associate dean for administration at 517.353.1730. The university also 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 and is completed within the Concur travel application and accessed with the MSU NetID."

### **LIBRARY PRIVILEGES**

All members of the faculty may use the MSU Library collections. Your activated MSU e-mail account enables access to the MSU Library collections and databases through Electronic Reference Library (ERL). <https://lib.msu.edu/health> In addition, faculty can check out material or use material on reserve, in the Digital Multimedia Center, or behind a service desk with a Spartan Card/MSU ID Card. 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 and encouraged 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 as MSU faculty with their assigned rank (e.g., on business cards, office literature, etc.). Note that agreement of the department chair and/or dean must be obtained prior to submitting any manuscript for publication that includes your MSU faculty rank or affiliation.

### **MSU CREDIT UNION**

Faculty members are eligible to join the MSU Federal Credit Union. For further information, call 800-678-4968.

### **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 of Michigan State University located at 3435 Forest Road, Lansing. For more information, call 517.353.5111.

### **ATHLETIC TICKETS**

Faculty may purchase athletic tickets at 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. Permits (2-hour, 4-hour and 24-hour) may be purchased from the MSU Police Department's Parking Office. Call 517.355.8440. For the Grand Rapids location, parking information can be obtained by emailing [chmgrparking@chm.msu.edu](mailto: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**

### **Detroit**

Nakia Allen  
Community Assistant Dean  
[NAllen9@nfhs.org](mailto:NAllen9@nfhs.org)

Stasi Mortimore  
Student Programs Administrator  
[Amortim1@hfhs.org](mailto:Amortim1@hfhs.org)

### **Flint**

Jennifer Edwards-Johnson, DO  
MPH Community Assistant Dean  
[jej2013@msu.edu](mailto:jej2013@msu.edu)

Robbin Auston, BA, BBA  
Student Programs Administrator  
[Austonro@msu.edu](mailto:Austonro@msu.edu)

### **Grand Rapids**

Angela Thompson-Busch, MD  
Community Assistant Dean  
[thom1116@msu.edu](mailto:thom1116@msu.edu)

Corey Koperski, MS  
Student Programs Administrator  
[maduraco@msu.edu](mailto:maduraco@msu.edu)

Holly Nysse, MPA  
Student Programs Administrator  
[reedholl@msu.edu](mailto:reedholl@msu.edu)

### **Lansing**

Jamila Power, MD  
Community Assistant Dean  
[powerjam@msu.edu](mailto:powerjam@msu.edu)

Lauren Zoumbaris  
Student Programs Administrator  
[partri@msu.edu](mailto:partri@msu.edu)

### **Midland**

David Buzanoski, MD  
Community Assistant Dean  
[David.Buzanoski@mymichigan.org](mailto:David.Buzanoski@mymichigan.org)

Julie Coe  
Student Programs Administrator  
[julie.coe@mymichigan.org](mailto:julie.coe@mymichigan.org)

### **Southeast Michigan**

Basil Abdo, MD  
Community Assistant Dean  
[basil.abdo@ascension.org](mailto:basil.abdo@ascension.org)

Julie Katz, M. ED  
Student Programs Administrator  
[Julie.katz@ascension.org](mailto:Julie.katz@ascension.org)

### **Traverse City**

David Klee, MD  
Community Assistant Dean  
[dklee2@mhc.net](mailto:dklee2@mhc.net)

Christy LaVene  
Student Programs Administrator  
[clavene@mhc.net](mailto:clavene@mhc.net)

Nicki Brown  
Student Programs Administrator  
[Nbrown7@mhc.net](mailto:Nbrown7@mhc.net)

### **Upper Peninsula**

Stuart Johnson, DO  
Assistant Dean and  
CEO Upper Peninsula Health  
Education  
[stuart.johnson@mghs.org](mailto:stuart.johnson@mghs.org)

Susan Tincknell, BS  
Student Program Administrator  
[susan.tincknell@mghs.org](mailto:susan.tincknell@mghs.org)

## **SELECT COLLEGE ADMINISTRATION CONTACTS**

---

### **DEAN**

Aron Sousa, MD  
[sousaa@msu.edu](mailto:sousaa@msu.edu)

### **ACADEMIC AFFAIRS**

Andrea Wendling, MD  
Senior Associate Dean  
Associate Dean for Community  
[wendlj14@msu.edu](mailto:wendlj14@msu.edu)

### **COMMUNICATIONS, ENGAGEMENT &**

**OUTREACH** Jerry Kooiman,  
MPA  
Assistant Dean  
[kooikooiman@msu.e  
du](mailto:kooikooiman@msu.edu)

### **HUMAN RESOURCES**

Carol Parker, PhD, MPH  
Associate Dean for Administration  
[parkerca@msu.edu](mailto:parkerca@msu.edu)

Toya Pruitt, MSA  
Human Resources Director  
[currytoy@msu.edu](mailto:currytoy@msu.edu)

### **FACULTY AFFAIRS AND DEVELOPMENT**

Ade Olomu, MD  
Interim Associate Dean  
[olomua@msu.edu](mailto:olomua@msu.edu)

Kelly Hodges, M.A.  
Director of Faculty Development &  
Mentoring Programs  
[hodgesk@msu.edu](mailto:hodgesk@msu.edu)

Additional contact information  
can be found at the CHM  
website:

<http://humanmedicine.msu.edu>

## **DEPARTMENTS, UNITS, PROGRAMS OF THE COLLEGE**

### **ANESTHESIA**

PH: 313.771.7125

FX: 313.447.1073

### **BIOCHEMISTRY & MOLECULAR BIOLOGY**

PH 517.355.0199

FX 517.353.9334

<http://www.bch.msu.edu/>

### **CENTER FOR BIOETHICS & SOCIAL JUSTICE**

PH 517.355.7550

FX 517.353.3289

<http://www.bioethics.msu.edu>

### **EMERGENCY MEDICINE**

PH 616.234.2732

FX 616.234.2625

<https://humanmedicine.msu.edu/about/units/emergency-medicine.html>

### **EPIDEMIOLOGY AND BIOSTATISTICS**

PH 517.353.8623

FX 517.432.1130

<https://epibio.msu.edu/>

### **FAMILY MEDICINE**

PH 517.884.0428

FX 517.353.8579

<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.ihp.msu.edu>

## **INSTITUTE FOR QUANTITATIVE HEALTH SCIENCE AND ENGINEERING**

PH 517.884.6978

<https://iq.msu.edu/>

### **MEDICINE**

PH 517.432.9124

FX 517.432.9471

<http://medicine.chm.msu.edu>

### **MICROBIOLOGY & MOLECULAR GENETICS**

PH 517.884.5292

FX 517.353.8957

<http://www.mmq.msu.edu/>

### **NEUROLOGY & OPHTHALMOLOGY**

PH 517.884.2493

FX 517.432.9414

<http://neurology.msu.edu/>

### **OBSTETRICS, GYNECOLOGY & REPRODUCTIVE BIOLOGY**

PH 517.884.6031

FX 517.353.1663

<http://obgyn.msu.edu/>

### **OFFICE OF MEDICAL EDUCATION RESEARCH & DEVELOPMENT (OMERAD)**

PH 517.353.3447

FX 517.432.1798

<http://omerad.msu.edu/>

### **PEDIATRICS & HUMAN DEVELOPMENT**

PH 517.355.3308

FX 517.432.4466

<http://www.phd.msu.edu/>

**PHARMACOLOGY & TOXICOLOGY**

PH 517.353.7145

FX 517.353.8915

<https://phmtox.msu.edu/>**PHYSIOLOGY/PATHOLOGY**

PH 517.355.6475

FX 517.432.1967

<http://www.psl.msu.edu>**PSYCHIATRY**

PH 517.353.4363

FX 517.432.2893

<http://www.psychiatry.msu.edu>**CHARLES STEWART MOTT  
DEPARTMENT OF PUBLIC HEALTH**

PH 810.600.5707

FX 810.600.5609

<http://publichealth.msu.edu>**RADIOLOGY**

PH 517.884.3234

FX 517.353.9893

<http://www.rad.msu.edu>**SURGERY**

PH 517.267.2486

FX 517.267.2488

<http://surgery.msu.edu>**TRANSLATIONAL NEUROSCIENCE**

PH 616.234.0963

FX 616.234.0990

<http://www.translationalscience.msu.edu>**ACTIVE DIVISIONS OF THE COLLEGE****CARDIOVASCULAR MEDICINE**

PH 616.267.8444

<https://humanmedicine.msu.edu/about/units/cardiovascular-medicine.html>**CLINICAL NEUROSCIENCE**

PH 616.267.8282

<https://humanmedicine.msu.edu/about/units/clinical-neuroscience.html>**PSYCHIATRY & BEHAVIORAL MEDICINE**

PH 616.455.5270

<http://psychbehavmed.chm.msu.edu>**RADIOLOGY & BIOMEDICAL IMAGING**

PH 616.234.2812

<https://humanmedicine.msu.edu/about/units/radiology-biomedical-imaging.html>**REHABILITATION MEDICINE**

PH 616.840.8916

<https://humanmedicine.msu.edu/about/units/rehabilitation-medicine.html>