



**THE UNIVERSITY OF
ALABAMA AT BIRMINGHAM**

Knowledge that will change your world

**SCHOOL OF MEDICINE
FACULTY HANDBOOK**

Submitted as approved by the faculty

[Dean]

Date:

4-3-18

Approved by Senior Vice President and Provost

Senior Vice President and Provost

Date:

4/16/18

Welcome from the Sr. VP and Dean

Welcome to the University of Alabama at Birmingham School of Medicine.

This handbook has been written to inform you of the School of Medicine (SOM) policies, procedures, and expectations for faculty. It is intended to be used as a reference along with the *UAB Faculty Handbook* and the *You and UAB Handbook*. In no cases should the policies in the *SOM Faculty Handbook* contradict the policies in the *UAB Faculty Handbook*. This handbook is intended to complement the *UAB Faculty Handbook* and be more specific to the faculty and policies of the SOM.

We hope this handbook will answer your questions regarding the SOM. The information contained in the handbook is updated regularly. If you cannot find the information you are seeking in this handbook, the *UAB Faculty Handbook*, or the *You and UAB Handbook* please contact your department administrator. If you have any suggestions for changes to this handbook please feel free to contact the Sr. VP and Dean's Office at 934-7466.

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1. MISSION AND VISION STATEMENTS

Mission Statement

The School of Medicine is dedicated to excellence in the education of physicians and scientists in all of the disciplines of medicine and biomedical investigation for careers in practice, teaching, and research. Central to this educational mission are the provision of outstanding medical care and services and the enhancement of new knowledge through clinical and basic biomedical research. We embrace the University of Alabama at Birmingham's commitment to creating an inclusive environment that values differing perspectives and experiences. This diversity is essential to fulfilling the enduring mission of our medical school.

Vision Statement

The School of Medicine will be recognized by its faculty, students, graduates and patients and by faculty members in other schools of medicine and research universities as one of the nation's premier institutions for research, training and patient care. Excellence in each of its primary missions—education, clinical care, and basic, translational and clinical research—is essential to this recognition.

2. HISTORY AND OVERVIEW OF THE SCHOOL OF MEDICINE

The University of Alabama System – composed of the University of Alabama (Tuscaloosa), the University of Alabama at Birmingham, and the University of Alabama in Huntsville – was created in 1969.

The University of Alabama School of Medicine is a four-campus medical school, with UAB serving as the main campus and with regional campuses located around the state of Alabama. But the medical school is much older than the establishment of the System in 1969. Its predecessor institution, the Medical College of Alabama, was founded in Mobile in 1859 and remained in operation in that city until 1920. After 1907, the medical school was an academic department of the University of Alabama and was under the control of the university's Board of Trustees. The Mobile school was closed in 1920 and was moved to the campus in Tuscaloosa where it was reopened as a two-year basic sciences program. That situation remained for a quarter century until the Alabama Legislature appropriated funding for a new four-year medical school in 1944. The following year the medical program was moved from Tuscaloosa to Birmingham and reopened as the state's only four-year medical school. In 1969 UAB became an independent university within the new three-campus University of Alabama System, and the medical school at UAB was renamed as the University of Alabama School of Medicine.

Under a revised operating plan adopted by the Board of Trustees in 1980, the University of Alabama School of Medicine now has responsibility for all aspects of the System's medical education program: educating and training candidates for the M.D. degree, providing graduate education in biomedical and the joint health sciences, developing and

analyzing new knowledge both in basic and in clinical sciences, and understanding and appreciating the socioeconomic factors involved in providing medical care. The school and its faculty must also provide patient care, not only for the benefit of clinical education, but also to help meet the medical care needs of the region.

In the pre-doctoral medical education program, the first two basic science years are taught on the campus of the University of Alabama at Birmingham; the last two clinical years are divided among the main campus at UAB and the school's three regional campuses located in Huntsville, Montgomery, and Tuscaloosa. Additionally, the medical school also provides family medicine residency programs in Selma. The school, with its main UAB campus and its regional campuses, is accredited as the University of Alabama School of Medicine by the Liaison Committee on Medical Education, which approves all programs in medical education in the United States and Canada.

A complete chronological history of UAB, which includes the University of Alabama School of Medicine, is available at <http://www.uab.edu/archives/>

3. SCHOOL OF MEDICINE ORGANIZATION

To view the UABSOM organization chart please refer to the UABSOM website at <http://www.uab.edu/medicine/home/images/about/som-org-chart.pdf>.

4. FACULTY APPOINTMENTS

4.1. Ranks and Criteria

Criteria for appointment include contributions in the areas of research, teaching, and service. Individuals appointed in a tenure-earning track are expected to demonstrate excellence or potential for excellence in at least two of three areas; those in a non-tenure earning track are expected to demonstrate excellence or potential for excellence in any one area.

Instructor

Appointments to the rank of Instructor are non-tenure earning and usually require training beyond the baccalaureate level. These appointments are generally for one year and are renewable.

For additional information please see the *UAB Faculty Handbook* at <http://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000645.aspx> (section 2.6.1).

Assistant Professor

Appointments to this rank usually require the following:

- Two or more years' experience following receipt of Doctorate
- Academic credentials and demonstration of level of specialized accomplishment appropriate to the mission of the Department and the UABSOM
- An expectation of collegiality and participation in service in the Department and/or UABSOM
- Demonstration of potential for scholarship in the areas of research, teaching, or service

For information regarding UAB guidelines please see the *UAB Faculty Handbook* at <http://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000645.aspx> (section 2.6.2).

Associate Professor

Appointments to this rank usually require the following:

- Three or more years in the rank of Assistant Professor
- Academic credentials and demonstration of level of specialized accomplishment appropriate to the mission of the Department and the UABSOM
- Demonstration of collegiality and involvement in the Department and/or UABSOM
- Evidence of scholarly achievement in areas of research, teaching, and/or service, as appropriate, documented by peer recognition at a national level

For information regarding UAB guidelines please see the *UAB Faculty Handbook* at <http://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000645.aspx> (section 2.6.3).

Professor

Appointments to this rank usually require the following:

- Distinguished performance as an associate professor, at least 3-5 years in rank
- Academic credentials and demonstration of level of specialized accomplishment appropriate to the mission of the Department and the UABSOM
- Demonstration of collegiality, involvement, and leadership as a citizen of the Department and/or UABSOM
- Evidence of sustained scholarly achievement and productivity in the areas of research, teaching, and/or service, as appropriate
- Demonstration of nationally recognized excellence in the conduct of academic duties

For information regarding UAB guidelines please see the *UAB Faculty Handbook* at <http://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000645.aspx> (section 2.6.4).

4.2. Voluntary Faculty Appointments

Clinicians and investigators outside the University of Alabama at Birmingham School of Medicine may participate to a significant degree in the clinical education of our residents or medical students and/or in the investigatory programs of a department.

As such, voluntary faculty appointments provide a format mechanism to recognize these important contributions and relationships whether in research or clinical education.

Voluntary Faculty Appointment for Research Contribution (Adjunct) Such appointments indicate that the primary contributions are to the advancement of research projects at the University of Alabama at Birmingham School of Medicine with specific implications for the department.

The qualifications for appointment to this track may vary by department. However, demonstration of research excellence as exemplified by participation in collaborative projects, publications or grant support is a primary requirement.

Adjunct Instructor

Appointment as an Adjunct Instructor requires:

- Evidence of substantive recognition as a researcher/educator
- Completion of postgraduate training, i.e. PhD

Adjunct Assistant Professor

Appointment as an Adjunct Assistant Professor requires:

- Having served previously in the role of Instructor for two years
- Evidence of substantive recognition as a researcher/educator
- Regional recognition in their field

Adjunct Associate Professor

Appointment as an Adjunct Associate Professor requires:

- A minimum of five years in some combination of two preceding lower ranks
- Demonstration of national recognition in their field

Adjunct Professor

Appointment as an Adjunct Professor requires:

- Having served at least eight years in some combination of three preceding lower ranks
- International recognition in their field
- Clear demonstration of an essential role in facilitating the research activities of the department and the school

Voluntary Faculty Appointment for Clinical Contributions (Education)

Clinical Instructor

Appointment as a Clinical Instructor requires:

- Completion of residency program in discipline relevant to the clinical area
- Demonstrated clinical competence
- Board certification or equivalent
- Hospital privileges
- License to practice in the profession
- Demonstrate an interest in teaching and participate in courses designed to improve teaching skills and evaluate performance

Clinical Assistant Professor

Appointment as a Clinical Assistant Professor requires:

- Meet requirements for Clinical Instructor
- Evidence of professional recognition at the local level as an excellent clinician
- Has served as preceptor for medical students and/or residents on a regular basis for a two-year period

- Has received above average teaching evaluations

Clinical Associate Professor

Appointment as a Clinical Associate Professor requires:

- Meet requirements for Clinical Assistant Professor
- Evidence of demonstrated creative contribution to academic and clinical programs
- Evidence of regional recognition as a clinician
- Has served as a preceptor for medical students and/or residents on a regular basis for at least five years
- Has consistently received above average teaching evaluations

Clinical Professor

Appointment as a Clinical Professor requires:

- Meet requirements for Clinical Associate Professor
- Evidence in the opinion of colleagues that the individual is an outstanding clinician
- Evidence of state, national, or international recognition as an excellent clinician
- Has served as a preceptor for medical students and/or residents on a regular basis for at least 10 years
- Has consistently received above average teaching evaluations

4.3. Graduate Faculty Status

Appointment to the faculty of the Graduate School is required for participation in Graduate School activities. Such appointments are supplementary to faculty appointments in an established school in Academic Affairs or in Health Affairs. No faculty appointments in the Graduate School are primary faculty appointments. Continuation of appointment to the graduate faculty shall be based on a periodic evaluation of the appointee's participation in graduate training activities.

The Graduate School should be informed by the Department Chair, Dean, or Library Director of all anticipated changes in faculty status, including non-reappointment, promotion, and/or the award of tenure.

If Graduate Faculty Status is being recommended in the secondary appointment, and the faculty member has already been granted graduate faculty status in the primary department, send a copy of all the paperwork to the Dean of the Graduate School for their records. No signature is needed from the Dean of the Graduate School.

If the faculty member does not have Graduate Faculty status in the primary department, the secondary department must send their recommendation, in writing, to the Dean of the Graduate School. HRM Records requires and must have the Dean of the Graduate School's signature on all newly appointed Graduate Faculty on the Faculty Data Form.

Please refer to the Graduate School website (<https://www.uab.edu/graduate/>) for policy and procedure.

For additional information please refer to the *UAB Faculty Handbook* at <http://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000454.aspx> (section 2.5.6).

4.4. Secondary, Center, and Administrative Appointments

A faculty member may only be given a secondary appointment in another school, or department. In addition, a secondary appointment may not be given at a rank higher than the faculty member's primary appointment. However, a faculty member may be appointed to an administrative position in another school, department, center, program, or laboratory.

The ranks for center appointments are as follows:

Instructor/Assistant Professor – Associate Scientist

Associate Professor – Scientist

Professor – Senior Scientist

Note: The primary department should notify secondary department(s) and/or centers when a faculty member is promoted in rank. If the secondary department(s) and/or center(s) agree to a like promotion within their department and/or center, they should complete the Faculty Data Form with the "new" rank and obtain the proper signatures. Both primary and secondary departments and centers should keep each other informed of any changes regarding a faculty member.

For additional information please refer to the *UAB Faculty Handbook* at <http://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000457.aspx> (section 2.5.2).

4.5. Emeritus Appointments

After ten or more years of service with The University of Alabama System, or with less service upon having made an exceptional contribution to UAB or the System, a faculty member may be considered for appointment to emeritus status.

An emeritus appointment to a faculty rank may become effective only after the faculty member retires or no longer holds the full-time position. An academic administrative emeritus appointment, such as Dean Emeritus, may be conferred at such time that the faculty member resigns from that academic administrative appointment, even though the faculty member may continue to hold a full-time faculty position at UAB until the time of retirement.

An appointment to emeritus status should be initiated by the department Chair with preparation of the UAB Agenda Item Recommendation Form. Accompanied by the faculty member's curriculum vitae, Board resolution and a cover memorandum delineating justification for the appointment, the form should be sent through the SOM Dean's Office, Provost, and forwarded to the President. When the appointment has been approved by the President, the form will be forwarded to the Office of Human Resources, and notification will be sent to the faculty member. The appropriate personnel documents should be processed by the department according to university and Human Resources guidelines. Appointment to emeritus status is campus-specific. Current

practice is for emeritus status to be approved by the Chancellor and the Board of Trustees.

Certain privileges will be inherent in emeritus faculty status. An identification card will be furnished to the person for use in the libraries, recreation center, bookstore, and campus dining facilities, and a guest-parking permit (annually renewable) also will be made available. Any faculty fees and charges for use of these facilities shall be applied to emeritus faculty. At the discretion of the appropriate dean or library director and/or department chair, laboratory or office space may be assigned, if such is available.

Re-employment of retired faculty members is allowed within the limits set by the UAB “Policy Concerning the Re-employment of UAB retirees.”

Documents for emeritus status should be processed at the same time the termination papers are submitted for a retiring faculty member.

For additional information please refer to the *UAB Faculty Handbook* at <http://www.uab.edu/policies/content/Pages/UAB-AA-PAG-0000644.aspx> (section 2.8.5).

4.6. Endowed Chairs and Professorships

UAB Procedure for filling Endowed Chairs and Professorships

UAB places a high value on the existence of endowed chair and professorship positions and the special opportunities they provide to support faculty members of exceptional quality. Special procedures are appropriate, therefore, to ensure the identification and selection of unusually gifted faculty for such appointment. The procedures outlined below will be used at UAB to prepare endowed chair or endowed professorship appointment recommendations. In accordance with Board Rule 508 - <http://uasystem.edu/board-of-trustees/board-manual/>, such recommendations will be forwarded from the President to the Board of Trustees for final approval.

Before detailing the procedures which will be used at UAB for filling endowed chairs or professorships, it is important to recognize that in certain cases the terms and conditions associated with an endowed position require that the individual holding a specific administrative position hold a specific endowed position. Since in such cases there will undoubtedly be a *bona fide* search for a highly capable individual, the special procedures outlines below will not apply. The Board, however, will be informed of the administrative appointment and asked to confirm the concurrent appointment to the relevant endowed position.

Procedure

- The process to identify suitable endowed professorship or endowed chair candidates will begin with the appointment of an appropriate Advisory Committee. In the case of endowed chairs or professorships which exist within divisions, departments or centers, but are not designated for an individual occupying a specific administrative position, the department chairperson or center director shall

recommend a minimum of five senior faculty (including at least one-third members from outside the relevant academic unit) to compose the Advisory Committee. The composition of each Advisory Committee must be approved by appropriate administrative officials through the level of the academic vice president. In the case of school-wide chair or professorship appointments, Advisory Committee membership recommendations will be made by the appropriate dean and approved by the appropriate academic vice president.

- The advisory Committee will use an appropriate variety of means and credentials to identify and review candidates giving full and appropriate consideration to individuals of outstanding ability both on and off campus. In all cases, evaluations should be obtained from distinguished and knowledgeable referees outside UAB.
- When considering external candidates, the Advisory Committee shall bring such candidates to the campus to present seminars and to meet with campus faculty and administrative officials.
- The Advisory Committee will recommend one or more acceptable candidates to the department chairperson or center director (or dean in the case of a school-wide position). Such recommendations must be accompanied by a complete curriculum vitae and a minimum of five letters of support, three of which must be from referees outside UAB.
- The department chairperson, center director, and/or dean will carefully review the Advisory Committee recommendations keeping in mind the high standards desirable for such an appointment and forward their recommendation to the President through the appropriate dean and academic vice president.
- If the President supports the recommendation, he/she will forward the recommendation to the Chancellor and Board with an appropriate letter of support and accompanying curriculum vitae. Letters of recommendation will be made available to the Chancellor and/or Board members on request.

Guidelines for Appointments to Academic Chairs or Endowed Professorships

System and institution procedures for appointment to academic chairs or endowed professorship, as well as individual appointments to academic chairs and endowed professorships, require the approval of the Board of Trustees. The University of Alabama System guidelines below are intended as a framework within which the institutions may develop individual procedures to suit their special needs. Within a University, selection procedures may differ among schools, colleges, divisions, or departments, as necessary to conform to the practices and customs of particular academic disciplines or professions. Where the funding for an endowment is tied to an administrative appointment, the search process for an administrative appointment must include consideration of the endowed chair or endowed professorship.

- The process for filling an endowed chair or endowed professorship shall include a comprehensive search to identify and recruit candidates who can make the greatest contributions to our institutions.
- In reviewing the credentials of endowed chair or endowed professorship the candidate's outside peers shall be consulted. Peer reviewers may include, but not be limited to, those suggested by the candidates.

- The selection process shall include provisions for direct input from faculty members of the academic department(s) in which the chair resides.
- When an institution has completed a search and wishes to nominate a person for appointment by the Board, a recommendation will be forwarded by the President to the Chancellor along with an outline of the steps followed in the search process, a list of the search committee members, a copy of the nominee's curriculum vitae, and written evaluations by outside peers. The Chancellor recommends appointment of the nominee, the Academic Affairs and Planning Committee of the Board will be provided with a copy of the candidate's curriculum vitae and a supporting letter from the institution administration, which shall include a short summary of the reasons for maintaining this individual. The Committee will also be administrators concerning the suitability of the nominee for the endowed chair or endowed professorship position. The Academic Affairs and Planning Committee will then make a recommendation to the Board. Appointments to endowed chairs and endowed professorships may be finalized only after approval by the Board of Trustees of The University of Alabama.

5. FACULTY PROMOTION AND TENURE AWARD GUIDELINES

5.1. School of Medicine Guidelines

Departmental Appointment, Promotion and Tenure (APT) Committee Guidelines

<http://www.uab.edu/medicine/home/images/faculty/pt-guidelines.pdf>

- Committee members should be full-time faculty at the Associate Professor and Professor ranks.
- The APT committee will consist of a minimum of three committee members.
- Department Chairs may not serve on the departmental APT committee.
- Chair of the departmental APT committee should be elected by the committee members in consultation with the Department Chair.
- Members of the committee should rotate off on a regular basis if feasible.
- The Departmental APT process will include an avenue of appeal.
- Only the committee members at or above the rank of the faculty member being considered will be allowed to vote for promotion. Only tenured faculty may vote on the granting of tenure.
- The Department Chair may invite faculty outside of the Department, but within the University of Alabama School of Medicine (SOM) to serve on the departmental APT committee if there are not enough faculty of the appropriate rank and tenure status to constitute a committee.

Appointment and Promotion Guidelines

Faculty member contributions to activities in the areas of research, teaching, and service are evaluated for promotion and tenure. All faculty members are expected to be engaged in scholarly activities that support the areas of research, teaching, and service in ways that are consistent with their unique roles. However, there is an expectation of excellence in

these areas for those faculty members seeking tenure or promotion. This excellence is closely related to scholarship and includes peer review or recognition. Individuals appointed in the tenure-earning (TE) track are expected to demonstrate excellence or potential for excellence in at least two of these three areas; those in the non-tenure (NTE) track are expected to demonstrate excellence or potential for excellence in any one area. For promotion, individuals in the tenure-earning (TE) track are expected to demonstrate excellence in at least two of these three areas; those in the non-tenure earning (NTE) track are expected to demonstrate excellence in any one area. While promotion is based upon achieving excellence in two (TE) or one (NTE) area(s), faculty must show some evidence of scholarly activity and/or accomplishments in all areas, including the non-focus areas.

Assistant Professor

Promotion to this rank usually required the following:

- Two or more years of work experience following receipt of Doctorate.
- Academic credentials and demonstration of level of specialized accomplishment appropriate to the mission of the Department and the SOM.
- An expectation of collegiality and participation in service in the Department and/or SOM.
- Demonstration of potential for scholarship in the areas of research, teaching, or service.

Associate Professor

Promotion to this rank usually requires the following:

- Three or more years in the rank of Assistant Professor.
- Academic credentials and demonstration of level of specialized accomplishment appropriate to the mission of the Department and the SOM.
- Demonstration of collegiality and involvement in the Department and/or SOM.
- Evidence of scholarship in the areas of research, teaching, or service, documented by peer recognition at a national level.

Examples of activities that are consistent with the above guidelines follow for each of the three academic activities:

Research

- Demonstration of initiative and independence in research activities in basic or translational science, clinical, outcomes, quality improvement or population-based research.
- Publication of independent research findings and scholarly papers in peerreviewed journals.
- Obtaining grants and/or contracts for support of research.
- Participation as a member of large research team(s), providing documented critical scientific contribution(s) or serving in a leadership role in directing the research.
- Presentation of research and other scholarly findings at scientific and professional meetings.
-

- Service on thesis or dissertation committees.

Teaching

- Demonstration of mastery of content and method, documented by student and peer evaluation. All teaching activities should receive consideration.
- Taking responsibility for the design, organization, coordination, and evaluation of an educational program.
- Developing and/or presenting effective continuing education or other professional programs, including invited presentations.
- Providing effective supervision, guidance, and/or counseling to trainees, including graduate students, postdoctoral fellows, and/or house officers.
- Participation in educational program planning and general curricular activities.
- Publication of papers and/or presentations at professional meetings on topics related to education.
- Demonstration of innovation in teaching methods and production of texts, educational software or courseware.
- Receipt of recognition as an exemplary scientist or clinician whose mentoring and teaching activities provide an outstanding role model for students.
- Serving as principal investigator on grants or contracts for educational projects.

Service

- Providing measurably excellent clinical productivity and exemplary patient care.
- Providing demonstrable leadership or initiative in administrative or committee roles that augment the missions of the Department and/or SOM in clinical care, research, and/or education such as originality in problem solving, authorship of guidelines or quality reports and policies.
- Providing staff responsibility for a service or specific area of patient care.
- Providing demonstrable leadership in quality improvement/assurance or patient safety initiatives.
- Serving as critical member or director of a research core laboratory.
- Serving on committees with the department, school, university and/or affiliated institutions.
- Engaging in mentoring junior faculty colleagues.
- Serving on committees to develop clinical practice guidelines or to formulate healthcare policies.
- Providing service to the professional or lay community through education, consultation or other roles.

Professor

Promotion to this rank usually requires the following:

- Distinguished performance as an associate professor, at least 3-5 years in rank.

- Academic credentials and demonstration of level of specialized accomplishment appropriate to the mission of the Department and the SOM.
- Demonstration of collegiality, involvement, and leadership as a citizen of the Department and/or SOM.
- Evidence of sustained scholarship and productivity in the areas of research, teaching, or service.
- Demonstration of national or international recognized excellence in the conduct of academic duties.

Examples of activities that are consistent with the above guidelines follow for each of the three academic activities:

Research

- Continued demonstration of initiative, independence, and sustained activity in basic science, clinical, outcomes, quality improvement or population research.
- Sustained productivity as author of papers reporting independent research findings in peer- reviewed journals.
- Record of sustained ability to obtain grants and contracts for support of research.
- Receipt of recognition of excellence in research by professional or scientific institutions or organizations.
- Continued critical contribution(s) to large research team(s).
- Receipt of invitations to preside over sessions at national or international or scientific meetings.
- Participation in external review committees, study sections, or service as editor of scientific or professional journals.

Teaching

- Sustained and outstanding performance in the examples cited for the associate professor level.
- Leadership through design, organization, coordination, and evaluation of educational programs.
- Administrative responsibility at the school or departmental level for curriculum.
- Leadership in continuing education or other professional programs; invitations as visiting professor at other institutions.
- Supervision of staff teaching within a course, division, department, or within the school.
- Sustained productivity in publication of papers and/or presentations at professional meetings on topics related to education.
- Sustained innovation and leadership in production of texts, educational software, or courseware.
- Record of sustained ability to maintain external funding to support innovative educational projects.

- Sustained recognition as an exemplary scientist, teacher or clinician whose activities provide an outstanding role model for students.

Service

- Continued demonstration of excellence of measurably excellent clinical productivity and exemplary patient care.
- Sustained exemplary leadership in administrative committee roles that augment the missions of the Department and/or SOM in clinical care, research and/or education such as originality in problem solving, authorship of guidelines or quality reports and policies.
- Providing sustained responsibility for a service or specific area of patient care or clinical teaching.
- Sustained excellence in the leadership of quality improvement/assurance or patient safety initiatives.
- Recognition as an authority by other schools and departments within UAB and by local, state, regional and national organizations or institutions.
- Appointment to responsible position(s) within the institution or its affiliates (e.g., chairs a committee, department, or division; membership on major Department or SOM committees).
- Extensive and excellent mentorship of faculty colleagues.
- Continued service on committees to develop clinical practice guidelines or to formulate regional or national healthcare policies.
- Election to responsible positions on civic boards or organizations concerned with health care issues at the local, state, regional, national or international levels.

5.2. Tenure Guidelines

Any faculty member appointed to a tenure-earning faculty position shall have a maximum of ten years to earn tenure. This period will begin on the first day of October after the appointment on the tenure-earning track. If tenure has not been awarded in the ninth year, the appointment for the final year shall be a terminal appointment. To qualify for consideration of tenure during the terminal year, the individual must have been considered for tenure prior to the terminal year. Therefore, a promotion packet must be submitted for all faculty members in their ninth year on this track if tenure has not been awarded and if they chose to remain on the tenure track. Tenure decisions are made separately from appointment or promotion decisions. These decisions may be made at the same time or at separate points in time. Criteria for granting tenure include the following:

- Achievement of rank of at least Associate Professor.
- Academic credentials consistent with the missions of the department and the SOM.
- National reputation reflected by peer recognition, presentations at national professional meetings, and productivity in published works.
- Evidence of positive institutional citizenship, manifest as effective participation in service activities, mentoring of more junior colleagues, support of university missions and values, collegiality and leadership initiative.

- Evidence of sustained, significant scholarship in at least two of three areas, including research, teaching, and service.

For additional information please refer to the *UAB Faculty Handbook* at <http://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000647.aspx> (section 2.10).

5.3. School of Medicine Process

Promotion/Tenure Cycle

The data provided herein details the School of Medicine Guidelines for this year's faculty Promotions and Tenure Award Cycle.

Compliance with individual departmental guidelines for appointment, promotion and tenure award as approved by the Faculty Council and Dean(s) is also required.

With no exception the Faculty Council will expect **the SOM guidelines to be followed closely**. Proposals that do not meet School of Medicine criteria as outlined will be returned to the department for appropriate action.

Promotions involving the ranks of Instructor to Assistant Professor **only** require review and approval by the Dean(s). As such, these proposals **may be submitted at this time or anytime throughout the year**.

School Of Medicine/Dentistry Projected Calendar for Submission of Promotion and Tenure Award Proposals

September

Written notification from the Dean is distributed to department chairs/administrators, and Faculty Council regarding the upcoming promotion/tenure award cycle including projected calendar.

Department administrators submit ACT documents for each faculty member reflecting the appropriate change in rank as approved and any associated salary increase in the prior promotion/tenure award cycle.

December, January, and February

Departments/divisions prepare promotion and/or tenure award proposals as outlined in the School of Medicine instructions. These proposals require review and approval or denial by the Department Appointment, Promotion and Tenure committee prior to submission for review and consideration by the Faculty Council. Deadlines for review by departmental committees are set by each department.

March (SOM Deadline for submitting promotion/tenure award proposals, departmental deadlines will be earlier)

Departments submit all faculty promotion and/or tenure award proposals to Anne Graham,

Sr. VP and Dean's Office, 12th Floor on or before the established deadline. All promotion/tenure award proposals submitted for review must include an original plus one

copy. Note, the accompanying copy should be an exact duplicate of the original proposal and should reflect the appropriate approval signatures and include copies of any and all reprints submitted as part of the original proposal for promotion and/or award of tenure. Departments should have all proposals uploaded into the SOM Faculty Promotion and Tenure Management website by March 31st.

April

The SOM Faculty Council reviews the promotion and tenure packets during the month of April that have been uploaded into the SOM Faculty Promotion and Tenure Management website.

May (First week)

Faculty Council will meet Monday and Tuesday, to review the promotion and tenure award proposals as submitted by the departments.

May (Second week)

Letters will be sent to department chairs with recommendations for approval/denial of promotion and/or tenure award.

May (Third week)

Requests for appeals for denied promotion and/or awards of tenure are due to the SOM Dean's Office.

June (Second week)

Meeting(s) of the Faculty Council to hear appeals for denied promotion and/or awards of tenure, if necessary.

June (Third week)

Faculty Council will make recommendations to the Dean for approval/denial of promotion and/or awards of tenure.

July (First-week)

Dean submits recommendations for approval of promotions and/or awards of tenure to the Provost

July

The Provost submits recommendations for approval of Schools of Medicine/Dentistry faculty promotion and/or tenure award proposals to the President.

August

The Provost and/or President's Office provides notification to the Dean(s) regarding approval of Schools of Medicine/Dentistry faculty promotion and/or tenure award proposals. Approved proposals are then forwarded to Personnel Records. Proposals denied at this level are returned to the School of Medicine Dean's Office for appropriate action and/or follow-up as necessary.

President/Provost and/or Dean(s) will notify department chairs and faculty regarding approval of promotion and/or tenure award proposals.

Department chairs confirm with the faculty member approval of promotion and/or tenure award or inform the faculty member of promotion and/or tenure award denial

Note: The primary department should notify secondary department(s) and/or centers when a faculty member is promoted in rank. If the secondary department(s) and/or center(s) agree to a like promotion within their department and/or center, they should complete the Faculty Data Form with the “new” rank and obtain the proper signatures. Both primary and secondary departments and centers should keep each other informed of any changes regarding a faculty member.

6. SCHOLARSHIP

The UABSOM has a multifaceted mission that includes providing healthcare, conducting research, applying new knowledge to improve healthcare and delivery, and educating healthcare providers. This mission requires the commitment of a diverse faculty. As an affirmation provided below is articulation of Scholarship at UABSOM, which is derived from an expanded view of scholarship set forth in Dr. Ernest L. Boyer’s book *Scholarship Reconsidered* (Glassick, C.E., Huber, M.T., Maeroff, G.L., Scholarship Assessed: Evaluation of the Professoriate. Carnegie Foundation for the Advancement of Teaching, 1997.). It is hoped that this statement will inform both the career development of faculty at UABSOM and the process of making decisions regarding appointments, promotion, and tenure. Boyer’s expanded view of scholarship includes the following:

Scholarship of Discovery

“... the scholarship of discovery... comes closest to what is meant when academics speak of “research.” No tenets in the academy are held in higher regard than the commitment to knowledge for its own sake, to freedom in inquiry and to following, in a disciplined fashion, an investigation wherever it may lead... Scholarly investigation... is at the very heart of academic life, and the pursuit of knowledge must be assiduously cultivated and defended.”

Scholarship of Teaching

“When defined as *scholarship*... teaching both educates and entices future scholars. As a *scholarly* enterprise, teaching begins with what the teacher knows... Teaching is also a dynamic endeavor involving all the analogies, metaphors, and images that build bridges between the teacher’s understanding and the student’s learning... Further, good teaching means that faculty, as scholars are also learners... In the end, inspired teaching keeps the flame of scholarship alive... Without the teaching function, the continuity of knowledge will be broken and the store of human knowledge dangerously diminished.”

Scholarship of Application

“The third element, the *application* of knowledge, moves toward engagement as the scholar asks, ‘How can knowledge be responsibly applied to consequential problems? How can it be helpful to individuals as well as to institutions?’ ... To be considered *scholarship*, service activities must be tied directly to one’s special field of knowledge and relate to, and flow directly out of, this professional

activity. Such service is serious, demanding work, requiring the rigor – and the accountability – traditionally associated with research activities.”

Scholarship of Integration

“By integration, we mean making connections across the disciplines, placing the specialties in larger context, illuminating data in a revealing way, often educating non-specialists, too... Today, interdisciplinary *and* integrative studies, long on the edges of academic life, are moving toward the center, responding both to new intellectual questions and to pressing human problems. As the boundaries of human knowledge are being dramatically reshaped, the academy surely must give increased attention to the *scholarship of integration*.”

The scholarship of discovery, teaching, and application relate directly to UABSOM’s major missions in research, teaching, and service. Examples of each are provided in the guidelines for appointment or promotion and tenure. The scholarship of integration related to all three areas and should be considered relative to contributions in the three primary areas.

A distinction has been made between *scholarly activity* and actual *scholarship*. For example, delivering a good lecture in a medical school class may be expected of a faculty member and is an example of a *scholarly activity*. To qualify as *scholarship*, however, one would look to the faculty member to be responsible for the development and validation of a curriculum, course, or new approach to teaching. A distinction might be made between a faculty member who provides competent clinical service and one who is viewed as a recognized authority in an area of clinical medicine.

7. FACULTY TERMINATIONS

7.1. Resignation

Please refer to the *UAB Faculty Handbook* at <http://www.uab.edu/policies/content/Pages/UAB--HBK-0000687.aspx> (section 2.20) and the *You and UAB Handbook* at <http://www.uab.edu/humanresources/home/policies/handbook> (section 6.1.).

7.2. Retirement

Please refer to the *UAB Faculty Handbook* at <http://www.uab.edu/policies/content/Pages/Faculty-Handbook-2.21---Retirement.aspx> (section 2.21.).

Refer to the *You and UAB Handbook* at <http://www.uab.edu/humanresources/home/policies/handbook> (section 6.3) for information regarding retirement programs.

7.3. Termination for Cause

Please refer to the *UAB Faculty Handbook* at <http://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000656.aspx> (section 2.18.1 and Appendix B).

8. GRIEVANCE PROCEDURE

Please refer to *UAB Faculty Handbook* at

<http://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000527.aspx> (sections 2.19 and Appendix A).

For University-wide grievances please refer to the *UAB Faculty Handbook* at

<http://www.uab.edu/policies/Pages/Faculty-Handbook.aspx> (sections 2.10.3, Appendix A.II, Appendix B.IV, and Appendix C.III.).

9. ANNUAL FACULTY EVALUATIONS

Please refer to the *UAB Faculty Handbook* at

<http://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000651.aspx> (section 2.14).

10. REAPPOINTMENT AND NON-REAPPOINTMENT OF NON-TENURE EARNING FACULTY

For reappointment please refer to the *UAB Faculty Handbook* at

<http://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000652.aspx> (section 2.13).

For non-reappointment please refer to the *UAB Faculty Handbook* at

<http://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000652.aspx> (section 2.13).

11. SCHOOL OF MEDICINE FACULTY COMMITTEES

For a list of SOM committees, please refer to this website –

http://www.uab.edu/medicine/home/images/faculty/som_bylaws.pdf.

12. FACULTY RIGHTS AND RESPONSIBILITIES

Please refer to the *UAB Faculty Handbook* at

<http://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000062.aspx> (sections 2.2 and 3).

13. BENEFITS

13.1. UAB

Location:

701 20th Street South

270 AB

Birmingham, AL 35294 - 0102

Phone: 205.934.3458

Fax: 205.975.7402

Email to: Benefits@uab.edu

For information of benefits available to employees please see UAB Benefits website

<http://www.uab.edu/humanresources/home/benefits>.

Information may also be found in the *UAB Faculty Handbook* at <http://www.uab.edu/policies/Pages/Faculty-Handbook.aspx> (section 4) and the *You and UAB Handbook* at <http://www.uab.edu/policies/Pages/Faculty-Handbook.aspx> (section 3).

13.2. On-the-Job Injury/Illness Program

Please refer to the *UAB Faculty Handbook* at <http://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000555.aspx> (section 4.3).

13.3. Health Services Foundation

Location:

500 22nd Street South

JNWB 408

Birmingham, AL 35294 – 0500

Phone: 205-996-4392

For more information please refer to the HSF Benefits web site www.uab.edu/hrintouch.

14. RESEARCH COMPLIANCE AND POLICIES

14.1. Conflict of Interest

In the complex environment of a major university such as UAB, many situations arise that may be, or that may appear to be, conflicts of interest for UAB employees (including faculty) or UAB investigators (in the case of extramurally funded research and educational activities). Complete disclosure and expeditious review of such conflicts or potential conflicts is in the best interest of the faculty, staff, investigators, and administration. The appearance of a conflict of interest can be as damaging as an actual conflict, so care must be taken to avoid the appearance of a conflict as well as an actual conflict.

Examples of conflict of interest:

- Participation in clinical trials, evaluation, or development of a technology, process, or product owned or controlled by a business in which the investigator has a financial interest
- Assignment of students, post-doctoral fellow, or other trainees to projects supported by a business or a government agency in which the investigator has a financial interest other than royalty income or the entitlement to future royalty income under UAB's royalty-sharing policies
- Received research support from a business in which the investigator or a member of his or her immediate family serves on the board of directors or advisory board
- An executive position in a business engaged in commercial or research activities directly related to the investigator's university responsibilities is held
- Administrative action on behalf of UAB with respect to any supported research activity in which the investigator holds a financial interest is taken

- Making professional referrals to a business in which the employee (while acting in the context of his/her UAB duties) has a financial interest of which the employee reasonably should be aware

For the Conflict of Interest Policy, please refer to:

<http://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000695.aspx> For more information please refer to the Conflict of Interest Review Board (CIRB) website - <http://www.uab.edu/research/administration/offices/cirb/Pages/default.aspx> and the *You and UAB Handbook* at <http://www.uab.edu/humanresources/home/policies/handbook> (section 4.14).

14.2. Conflict of Commitment

A conflict of commitment exists when a faculty member or other employee assumes obligations outside the University or elsewhere within the University that interfere with the employee's properly discharging his or her obligations and commitments to the University. Expedient disclosure and resolution of such conflicts or potential conflicts is in the best interest of all involved.

Examples of conflict of commitment:

- Engaging in activities that adversely affect an employee's ability to perform his/her work for the University
- Being absent frequently or for prolonged periods of time from the University on non-University business
- Engaging in outside employment that interferes with an employee's performance of his/her duties at the University or that causes the employee to arrive late or leave early □ Undertaking an outside consulting job that interferes with a person's UAB responsibility
- Undertaking internal consulting with time commitments that interfere with the employee's primary job responsibilities at the University
- Reduction in the amount or quality of participation in the instructional, scholarly, research, or administrative work of the University by a faculty member because of external or internal commitments that engage the person's time
- Engaging in outside volunteer activities that adversely affect the amount of time an employee devotes to his/her UAB job
- Assuming positions with outside organizations that divert an employee's attention or time from University duties
- Agreeing to work or serve in an executive or managerial position with an association or organization that will necessitate a reduction of UAB job responsibilities but for which the employee has not received prior written approval from his/her UAB supervisor
- A part-time employee's not being able to devote sufficient time or effort to the work for which UAB has employed him/her

For the Conflict of Commitment Policy, please refer to -

<http://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000695.aspx>

For more information please refer to the *UAB Faculty Handbook* at <http://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000659.aspx> (section 3.11.3) and the *You and UAB Handbook* at <http://www.uab.edu/humanresources/home/policies/handbook> (section 4.15).

14.3. Human Subjects in Research

The UAB Institutional Review Board (IRB) reviews all research conducted at UAB or by UAB faculty, staff and students and research procedures that involve human subjects.

The IRB also has jurisdiction over research involving UAB data on human subjects. The IRB can approve, require modifications, or disapprove all research activities that fall within its jurisdiction.

The IRB's aim is to ensure that research involving human participants is conducted in an ethical manner. This includes ensuring that risks to participants are minimized, the selection of participants is equitable, and participants are informed fully of what their participation will entail and of the potential risks and benefits.

For information concerning the involvement of human subjects in research at UAB, please refer to the Guidebook from the UAB Institutional Review Board for Human Use (<http://www.uab.edu/research/administration/offices/IRB/guidebook/Pages/default.aspx>) and the IRB website <http://www.uab.edu/research/administration/offices/IRB/Pages/Home.aspx>.

For printable forms and additional information please refer to the Research website <http://www.uab.edu/research/administration/offices/IRB/Forms/Pages/Forms.aspx>.

As of November 21, 2003, industry-sponsored protocols conducted at the University of Alabama at Birmingham (UAB) are subject to review by Western IRB (WIRB). However, UAB IRB is required by its policies and by its Federal-wide Assurance, FWA00005960, to review and maintain files on all clinical research conducted within the institution. This includes the industry-sponsored protocols that are reviewed by the WIRB per contract between the institution and WIRB. The WIRB section of the IRB web site - <http://www.uab.edu/research/administration/offices/IRB/WIRB/Pages/default.aspx> contains links to the information and forms investigators need to complete such submissions.

14.4. Use of Animals in Research

14.4.1. Institutional Animal Care and Use Committee (IACUC) The Institutional Animal Care and Use Committee (IACUC) office is responsible for maintaining proper record-keeping required to ensure clear accountability for the quality of the program, proper record-keeping for the issuance of approval of use of vertebrate animals (and invertebrate animals), and ensuring that the laws governed by the Public Health Service (PHS)/Office of Laboratory Animal Welfare (OLAW), United States

Department of Agriculture (USDA), and the American Association for Accreditation of Laboratory Animal Care (AAALAC) are followed.

All protocols requiring the use of animals must be reviewed and approved by the IACUC. This policy extends to all projects submitted for extramural funding, all internally funded research projects (including pilot studies), all testing, and any teaching involving the use of animals.

For more information please refer to the IACUC website

<http://www.uab.edu/research/administration/offices/IACUC/Pages/default.aspx>.

For printable forms and additional information please refer to the Research website

<http://www.uab.edu/research/administration/offices/IACUC/Pages/Forms%20and%20eForms.aspx>.

14.4.2. Animal Resources Program (ARP)

Animal research at the UAB is accredited by the Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC), is registered as a research facility with the United States Department of Agriculture (USDA), and has an Assurance of Compliance on file with the Public Health Service Office of Laboratory Animal Welfare (OLAW).

The Animal Resources Program (ARP) is the service unit that provides care for all animals required in research and teaching programs at UAB and affiliated hospitals. Services provided by the ARP include:

- Animal procurement
- Daily care
- Quarantine, testing, health surveillance, and veterinary medical care
- Provision of facilities and personnel for procedures such as surgery, radiography, postoperative care, necropsy, and diet preparation
- Assuring compliance with animal use laws and policies
- Assisting with research and teaching programs that use animals

For more information please refer to the ARP website

<http://www.uab.edu/research/administration/offices/ARP/Pages/default.aspx>.

For printable forms and additional information please refer to the ARP forms website

<https://web.ad.uab.edu/CookieAuth.dll?GetLogon?curl=Z2FresearchZ2FadministrationZ2FofficesZ2FARPZ2FFormsZ2FPagesZ2Fdefault.aspx&reason=0&formdir=3>.

14.5. Indirect Costs Reimbursement Policy

UAB strongly supports the participation of its faculty and staff in the discovery, application, and dissemination of knowledge. The costs of extramurally sponsored teaching, research, and service projects to achieve these ends carried out at UAB and/or by UAB employees include direct, as well as indirect costs. It is, therefore, appropriate for UAB to seek compensation for all such costs in a responsible and equitable manner.

For the Indirect Costs Reimbursement Policy, please refer to the *UAB Faculty Handbook*: Please refer to: <http://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000089.aspx>.

14.6. Policy Concerning Employee Falsification of UAB Records and Documents As a health-care, research, and educational institution, UAB Birmingham is acutely interested in issues relating to the integrity of its employees.

For the Policy concerning Employee Falsification of UAB Records and Documents, please refer to: <http://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000255.aspx>.

14.6.1. Policy Concerning the Maintenance of High Ethical Standards in Research and Other Scholarly Activities

The principles that govern scientific research and scholarship have long been established and have been applied by faculty, employees, and trainees for the discovery of new knowledge needed by mankind. The maintenance of high ethical standards in research based on these principles is a central and critical responsibility of those engaged in research. Validity and accuracy in the collecting and reporting of data are intrinsically essential to the scientific process; dishonesty in these endeavors runs counter to the very nature of research, that is, the pursuit of truth. The responsibility of the academic community to the public is acknowledged. The maintenance of public trust in this pursuit is vital. In short, it is in the best interest of the public and of academic institutions to prevent misconduct in research and to deal effectively and responsibly with instances in which misconduct is suspected.

For the Policy concerning the Maintenance of High Ethical Standards in Research and Other Scholarly Activities, please refer to - <http://www.uab.edu/policies/content/Pages/UAB-RA-POL-0000263.aspx>.

14.7. Authorship Policy

Purpose

Scholarly integrity and the responsible conduct and reporting of research and academic works are critical to research and academic progress, to maintaining public trust, and for the public to benefit from discovery. Academic publications and presentations must be presented in sufficient detail and accuracy to enable others to understand and challenge the conclusions. For the authors of such work, successful publication improves opportunities for academic funding and promotion while enhancing scientific and scholarly achievement and repute. At the same time, the benefits of authorship are accompanied by a number of responsibilities for the proper planning, conducting, analysis, and reporting of research and the content and conclusions of other scholarly work. The purpose of this policy is to describe the essential considerations and requirements in responsible authorship and publication and to protect the interests of UAB authors in the scientific and scholarly process. These standards were requested and developed by UAB authors for the benefit of UAB authors and are upheld by the entire UAB academic community.

For the UAB Authorship Policy, please refer to <http://www.uab.edu/policies/content/Pages/UAB-UC-POL-0000753.aspx>.

14.8. Patent Policy

Purpose

In view of the far-reaching research on the various campuses of The Board of Trustees of The University of Alabama (hereinafter referred to as University), it is inevitable that new discoveries and inventions will be made. The members of the Board of Trustees (hereinafter referred to as the Board) recognize the importance of obtaining the greatest public benefit and usefulness from the products of the University's scientific research and inventiveness, and that the protection and control provided under patent laws or other legal means for the protection of property rights may be necessary to obtain this goal. It is further recognized that employees of the University need assistance in determining and evaluating patentability and in prosecuting patent applications for or otherwise protecting inventions made by them. Furthermore, many such inventions involve equities beyond those of the inventor since the use of University facilities, the assignment of duties as a condition of employment, and the use of research funds with contractual obligations regarding patent rights give rise to questions concerning the rights and equities of all concerned. The purpose of this patent policy is to establish a mechanism to serve the public benefit and interest, to determine and apprise all concerned parties of relative rights and equities, to facilitate patent applications, the licensing of inventions, the equitable distribution of any royalties or other financial returns, to provide necessary uniformity in patent matters, and to provide for adequate reporting of patent activities.

For the UAB Patent Policy, please refer to -

<http://www.uab.edu/policies/content/Pages/UAB-RA-POL-0000115.aspx>.

Policy and Procedure

- A. It shall be the policy of the Board to encourage the concept that patentable inventions produced at the University shall be used for the greatest possible public benefit and to provide every reasonable incentive to the faculty, students and staff for the disclosure, evaluation and dissemination of such inventions. When University support makes the research effort possible or when it provides support for the development of a patentable invention, it is reasonable for the University to participate in the fruits of such development, including reimbursement for its costs. To that end, the University encourages the procurement of patents for such inventions and the licensing or other commercialization thereof in the interest of the public, the inventor, and the University.
- B. The President of each campus shall appoint an officer or Patent Committee or designate a non-profit organization established for the benefit of the campus to administer this policy. Each campus President may promulgate additional regulations and guidelines pursuant to this Policy to administer this policy within his/her respective campus.
- C. This patent policy of the University, as amended from time to time, shall be deemed to be a condition of employment and contractual obligation, both while employed and thereafter, of every employee of each campus, including student

employees, and a condition of enrollment and attendance and contractual obligation, both while in attendance and thereafter, by every student at each campus.

- D. Any invention or discovery (1) which is the result of research carried on by or under the direction of an employee of a campus of the University and/or having the costs thereof paid from funds provided by, under the control of or administered by a campus of the University, or (2) which is made by an employee of a campus of the University and which relates to the employee's field of work, or (3) which has been developed in whole or in part by the utilization of resources or facilities belonging to a campus of the University, shall be the property of the applicable campus of the University. The applicability of the above stated criteria to any invention or discovery will be determined at the sole discretion of the President of the respective campus of the University or his/her designee.

- E. As a condition of their employment by or enrollment at a campus of the University, each faculty member, employee and student agrees that he/she shall be contractually bound by this patent policy as implemented by the respective campuses of the University and shall report to the officer or non-profit organization so designated by the President of the campus of the University to manage and commercialize such inventions and discoveries with respect to that campus, any invention or discovery which such faculty member, employee or student has conceived, discovered, developed and/or reduced to practice by them or under their direction at any time following their initial appointment by, employment by, or enrollment with that campus of the University. All inventions and discoveries that meet the criteria of II.D. shall be automatically assigned to the University for the benefit of the appropriate campus of the University immediately upon creation or discovery or reduction to practice of the invention or discovery. The President of each campus of the University is authorized to further assign any invention or discovery it is deemed to own pursuant to this policy to a designated nonprofit organization established for the benefit of the respective campus of the University, which said assignment shall be conditioned on full compliance with this policy, regulations promulgated hereunder by the Board or by the President of the respective campus of the University, and appropriate state and federal law.

- F. If the invention or discovery is one which is determined to be owned by a campus of the University, the President of the applicable campus or his/her designee shall further evaluate the invention or discovery and determine if and how best to develop, commercialize and protect the invention as he/she deems appropriate, including, but not limited to, applying for patent protection, or requesting further development of the invention or discovery. In making this determination, the benefits that might accrue to both the campus of the University and the inventor(s) shall be considered. The designee shall act promptly in carrying out these duties so that the rights of the inventor(s) and the campus of the University may be protected.

- G. If it is determined that the invention or discovery is one which is owned by the University pursuant to this policy but is one in which a campus of the University has no interest in retaining ownership, a campus of the University (or the non-profit organization to which an invention may have been assigned in accordance with the terms of this policy) may, but is under no obligation to, release its ownership rights to the inventor(s) on terms and conditions determined by the President or his/her designee, subject to any third party rights.
- H. In consideration of the automatic assignment of ownership set forth in this policy, the Presidents or their designees are authorized to pay to the inventors, their heirs or assigns, a percentage of the royalties, fees, or other financial returns received by the campus of the University (or the non-profit organization to which an invention may have been assigned in accordance with the terms of this policy) from such invention after a deduction of fifteen percent (15%) thereof for overhead costs, plus a deduction for costs of patenting and protection of intellectual property rights and any unusual expenses paid by the campus or its non-profit designee or the inventor (which have been approved by the campus or its non-profit designee). Each campus President shall be responsible for the development of a policy governing the percentage of royalties, fees, and other financial returns on an invention paid to the inventor and governing the internal distribution of the campus of the University's share of such financial returns.
- I. It is understood that many research contracts, grants, and consulting agreements from or with the United States Government or its agencies, corporations, or individuals contain ownership of intellectual property clauses that may be at variance with this policy but which, if agreed to, require compliance. Such documents which are at variance with this policy may be referred to the appropriate designated officer of the campus for recommendations prior to approval.
- J. Annual reports of patent matters will be made to the Chancellor for his/her information and that of the Board within thirty days (30) following the end of each fiscal year, to include as a minimum identification of each patent and patent applied for, the distribution of patent revenue including the share going to the inventor, and the expenses of obtaining and managing patents. The Chancellor may prescribe appropriate formats for such reporting.

14.9. Copyright Policy

For the UAB Copyright Policy, please refer to:

<http://www.uab.edu/policies/content/Pages/UAB-RA-POL-0000035.aspx>

September 18, 2006

See also: Board of Trustees Rule 509 "Patent Policy" (The terms of this Copyright Policy are subservient to the Patent Policy)

Purpose

The University of Alabama at Birmingham (the “University”) is dedicated to instruction, research, and service to benefit society and encourages its faculty, staff and students to carry out scholarly endeavors in an open and free atmosphere, and to publish the results of such work without restraint, consistent with applicable law and policy. The University is committed to complying with all applicable laws regarding copyright. The purpose of this policy is to clarify individual rights and institutional rights associated with ownership of copyrights and with the distribution of benefits that may derive from the creation of various types of intellectual property. This policy applies to creators of copyrightable works, whether such creators are University faculty, staff or students.

Information and Education

To carry out the purposes of this policy, the University shall:

- A. Provide the University community with information about copyright law, with emphasis on the application of fair use in academic setting, and such information shall be provided in accordance with the provisions of the Technology, Education and Copyright Harmonization (TEACH) Act and such other applicable laws and regulations.
- B. Provide web-based resources on copyright laws in general and on the application of fair use in specific situations.
- C. Make copyright and fair use informational resources available in the University’s libraries.

Ownership

Ownership of the various rights associated with copyright is dependent upon several factors, listed below. As a general rule, creator(s) retain all rights to copyrightable works, unless subject to the conditions discussed in this section.

- A. Individual efforts: The copyright in a copyrightable work produced by faculty, staff or students on their own initiative shall be the exclusive property of such individual(s) unless the work was specifically commissioned or assigned (refer to Section B), or unless the work was prepared under the terms of a contract or grant, or unless preparation involved substantial use of University resources. Except in the cases covered in paragraphs B through E below, the ownership of books, scholarly articles/monographs, trade publications, maps, charts, articles in popular magazines and newspapers, novels, nonfiction works, supporting materials, artistic works, syllabi, lecture notes, and like works will reside with the creator(s) and any revenue derived from their work will belong to the creator(s).
- B. University assigned efforts: The copyright in a copyrightable work prepared by faculty, staff or students in the course of their regular employment duties or by special direction or commission shall be the property of the University. Such

- condition of employment or such directions shall be in writing and shall be agreed to in advance by both the University and the individual. A faculty member's general obligation to produce scholarly and creative works does not constitute a University assignment in the context of this paragraph. Works created by students in the normal course of their coursework, such as a term paper, thesis/dissertation or similar scholarly work, does not constitute a University assignment in the context of this paragraph. A copyright agreement providing for the sharing of royalties, as discussed later in this policy, may, at the discretion of the University, be entered into by the University and the individual in regard to the work.
- C. Sponsor supported efforts: Copyright ownership in copyrightable materials developed during work supported partially or in full by an outside sponsor, through a contract or grant with the University, is determined by the applicable provisions of such contract or grant. In the absence of any governing provision, the ownership of any copyright shall be determined in accordance with paragraphs A, B, D or E herein.
 - D. University-assisted individual efforts: A copyrightable work that is developed with substantial use of University resources and is not sponsor-supported shall be the property of the University. "Substantial use" of institutional resources may include the commitment of staff, faculty or material support in the creation of the copyrightable work, but does not include the ordinary use of the University's libraries, faculty time, faculty offices, departmental office equipment, routine secretarial support or University owned personal computers. Should a question arise as to whether substantial use of University resources has occurred or may occur, a determination will be made by the Provost or his or her designee.
 - E. Distance Learning: With respect to distance learning materials, ownership of such materials shall be determined in accordance with the provisions of paragraphs A through D above.
 - F. Shop Rights: "Shop Rights" means a non-exclusive, non-transferable, royalty-free license to reproduce, distribute, publicly perform, publicly display, or make derivative works of the copyrighted work, for educational or research purposes only. Except for textbooks and articles published in scholarly journals, the University shall have shop rights to copyrighted materials developed by its faculty, staff and students, pursuant to paragraph A above, and faculty, staff and students of the University shall have shop rights to copyrighted materials owned by the University, pursuant to paragraphs B and E above; provided, however, that no faculty, staff or student shall use any shop rights hereunder in competition with the University while such individual is employed by the University.

Disclosure

There is no mandatory disclosure requirement for works created by faculty, staff or students for works that meet the criteria set for in paragraph A above. For works that meet the criteria set forth in paragraphs B, C, or D, the creator must disclose the existence

of the work during or immediately after its creation. Disclosure shall be made in writing to the creator's unit leader and to The UAB Research Foundation. If any questions exist regarding whether disclosure is required, contact UAB Institute for Innovation and Entrepreneurship - <http://www.uab.edu/research/innovation/protect#protectDisclose>.

Commercialization/Distribution of Net Revenues

All costs and revenues from the commercialization of any intellectual property here under, owned by the University, shall be distributed in accordance with the University's Patent Policy (*approved by the Board of Trustees on February 23, 1980, and revised on January 14, 1986*). Nothing contained in this policy shall be construed to supersede the University's Patent Policy or Computer Software Policy (*approved on January 14, 1986, corrected on May 28, 1986, and edited February 26, 1996*), and the terms of the University's Patent Policy and Computer Software Policy shall control in the case of any conflict between those policies and this policy. For information on distribution of revenues at UAB, please refer to <https://www.uab.edu/images/UABRF/Rev.Dist.Chart.pdf>.

14.10 Policy Concerning Use of UAB Resources by External Entities

Use of UAB resources by external entities is allowed only if UAB's costs are recovered and if the stipulations of this policy are followed. A written agreement between UAB and the external entity must be executed covering use of the UAB resource. Use of UAB resources by external entities must in no way interfere with UAB's instruction, research, or service activities and must be consistent with those activities and with the UAB mission.

For the Policy concerning Use of UAB Resources by External Entities, please refer to <http://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000266.aspx>.

14.11 Execution and Review of Contracts for UAB

There are many forms under which contractual arrangements may be made between UAB and other parties. These range from a very informal letter of understanding to a very formal contract. The term "contract" as used in this policy encompasses all types of contracts, agreements, and similar documents that are signed by a UAB official and that commit UAB to a course of action, especially involving commitment of fiscal resources and expenditures. Questions concerning whether a specific type of contract, agreement, etc., should be processed using the stipulations in this policy should be directed to the University Contracts Office. All contracts/agreements should be executed on behalf of "The Board of Trustees of The University of Alabama for The University of Alabama at Birmingham." When attestation is required (such as in the case of deeds or bond issue documents), the signature of the UAB official executing a contract or agreement should be attested to by the Secretary of the Board of Trustees.

For the Policy concerning Execution and Review of Contracts for UAB, please refer to <http://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000058.aspx>.

Please refer to the *UAB Faculty Handbook* at <http://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000058.aspx> (section 3.15).

For a list of University policies which pertain to faculty please refer to the *UAB Faculty Handbook* at <http://www.uab.edu/policies/Pages/Faculty-Handbook.aspx> (section 8).

14.12 Laboratory Emergency Notification Labeling Policy

From time to time, situations arise that require emergency personnel to enter various areas within the University. Many laboratories contain hazardous materials as well as valuable research materials, and it is important for UAB to provide a method for determining the contents of an area should the need arise to enter after hours.

For the policy concerning Laboratory Emergency Notification Labeling, please refer to <http://www.uab.edu/policies/content/Pages/UAB-RA-POL-0000098.aspx>.

14.13 Laboratory Closeout Policy

Proper disposition of hazardous materials, non-hazardous materials, and equipment is required whenever a responsible individual (includes faculty, staff, students, and trainees) leaves the University or transfers to a different laboratory and is primarily the responsibility of the principal investigator or researcher to whom a laboratory is assigned. The ultimate responsibility for hazardous and non-hazardous materials management and equipment lies with each department. If improper management of materials at closeout requires removal services by the Department of Occupational Health and Safety (OH&S) or other units, the responsible department will be charged for this service. Any regulatory action or fines resulting from improper management or disposal of hazardous materials will accrue to the responsible department.

For procedural information on how to closeout and/or decommission a laboratory, please refer to <https://www.uab.edu/ohs/research-safety/lab-closeouts>.

14.14 Guidelines for Purchase of Grant and Contract Equipment at UAB

Capital equipment at UAB is generally defined as equipment that has a useful life of at least one year and has an acquisition cost of \$5000 or more per item. All capital equipment purchased from funds disbursed by UAB accounts are the property of UAB unless otherwise stipulated in writing by the grant or contract sponsor.

For UAB guidelines concerning the purchase, lease, trade-in, use of start-up funds, costsharing, and fabrication of equipment, please refer to <http://uabfinancial.infomedia.com/content.asp?id=242491>.

15. Travel (Foreign and Domestic) for UAB Purposes

15.1. Foreign Travel

Foreign travel is defined as any UAB-related travel outside of the United States, United States territories and possessions (also known as “United States Insular Areas”), and Canada (see form). Employee University-related travel is defined as any travel

authorized to be paid from, or reimbursed through, any UAB account, regardless of funding source

Exclusions

- Foreign travel that is undertaken by UAB employees for such things as professional activities when the foreign travel is not paid for by UAB or when the external agency paying for the foreign travel is not UAB-related and does not require institutional approval
- Vacation or personal foreign travel

Procedures for Obtaining Appropriate Foreign Travel Approval Submit an online UAB-related International Travel Registration Form at <http://www.uab.edu/uabforms>.

The steps for registration of University employee international travel are as follows:

- The University employee completes and submits the online UAB-Related International Travel Registration Form prior to travel. Pre-registration allows the traveler to identify funds proposed to cover expenses and meet all appropriate standards and guidelines. In addition, such pre-registration provides UAB with itinerary information in case of an emergency abroad. It is recommended that travelers submit forms no later than 7 days before departure to allow sufficient time for review.
- Relevant department/unit representatives, school deans, library directors, Vice President/Provost of UAB, and President, or their respective delegates review the form for purposes of authorizing UAB business purpose and funding of travel.
- If a sponsoring agency is a source of funding for the international travel, the traveler, with the Principal Investigator, must ensure all necessary sponsor approvals have been secured through the Office of Sponsored Programs.
- If the travel is to accompany an undergraduate student on Class A or B Study Away or a graduate student on Class A Study Away, the Office of Study Away reviews the form, accounts for travel accident insurance expenses, and approves/disapproves the travel.
- Traveler receives an automated e-mail when the online international travel registration form is complete at all levels. A copy of the e-mail should be attached to travel reimbursement forms, conference registration fee requisitions, airline ticket requests, or any other payment/reimbursement requests related to international travel.
- If the traveler holds national security clearance, the Facilities Security Officer receives an automated notification e-mail when the online international travel registration form is complete at all level.
- The Office of the Vice President for Financial Affairs and Administration accesses the international travel registration database to ensure appropriate approvals have been obtained before payment/reimbursement is processed.

15.2. Domestic Travel

For information regarding UAB policy for domestic travel and reimbursement to the UAB Financial Affairs website (<http://financialaffairs.uab.edu/content.asp?id=261092>).

16. Keeping In Touch

The Dean of the School of Medicine is committed to ongoing engagement with faculty, staff and students. As part of the Dean's engagement strategy he attends department faculty meetings on an annual basis, meets with student learning communities each month, holds monthly faculty "lunches with the Dean" to hear from faculty regarding specific topics and consistently tours school facilities to learn about opportunities for improvement as well as to meet faculty and students in their labs and teaching spaces. In addition, the Dean presents an annual "State of the School" address in January, at which time he shares achievements of the past year and his vision for the coming year. This presentation is live-streamed for those unable to attend in person and also archived on the School of Medicine website. As part of his role on the Joint Operating Leadership (JOL) team, the Dean also takes part in quarterly faculty town halls to share news and milestones and hear feedback and questions from faculty. The Dean participates in medical student orientation and celebrates with faculty and students at the annual white coat ceremony, match day and graduation ceremonies. He shares news from his office as well as information about key initiatives and strategies each month through his monthly message in the School of Medicine newsletter.

For those who prefer to share thoughts with him anonymously, there is a button on the School of Medicine website that enables an anonymous direct e-mail to the Dean. In addition, a survey is fielded annually in the summer for faculty to anonymously share feedback and ideas regarding communication from the Dean's office and dean's leadership team. This survey gives the Dean an opportunity to ask specific questions related to his office and leadership team and also build on feedback received in the annual UAB Medicine-wide Faculty and Employee Engagement Survey.

17. Verification of Education and Training

All faculty members must have on file an official transcript of terminal degree and certification of education and training by an external agency if degree was earned from a foreign institution. For clinical faculty a copy of the ECFMG Certification or AMA verification may be used. The Southern Association of Colleges and Schools (SACS) requires this documentation be kept on file in the Sr. VP and Dean's Office. This documentation must be on file prior to date of completion of appointment.

18. Facilities

18.1. Libraries

Lister Hill Library of the Health Sciences

<http://www.uab.edu/lister/>

Lister Hill Library of the Health Sciences, Alabama's largest biomedical library, provides services and resources for students, research and teaching faculty, and clinicians in medicine, nursing, optometry, dentistry, public health, health professions, and joint health sciences.

Access to a variety of resources and services is available both on and off campus to UAB faculty, staff, and students. Visit the LHL website or call 205-934-2230 for more information.

The **Lister Hill Library at University Hospital** located in the West Pavilion provides onsite support for education, research and patient care. Access resources and services for clinicians at the **LHL@UH website** at <https://www.uab.edu/lhluh>. Please call 205-9342275 for more information.

Mervyn H. Sterne Library

<http://www.mhsl.uab.edu/>

The Sterne Library houses a collection of more than one million items that supports teaching and research in the arts and humanities, business, education, engineering, natural sciences and mathematics and social and behavioral sciences. Sterne Library also provides electronic access to the contents of more than 35,044 serials and 72,000 electronic books.

Visit the Sterne Library website for information about any of its services and facilities or call Reference Services, 205-934-6364, or User Services, 205-934-4338.

Reynolds-Finley Historical Library

<https://www.uab.edu/reynolds/>

The Reynolds-Finley Historical Library is a nationally respected collection of rare and important books, manuscripts and artifacts in the medical sciences, including an extensive collection of items relating to Civil War medicine, and practices of the nineteenth century. Learn more about its collections at the Reynolds-Finley Historical Library website.

18.2. Research Centers

To be designated a University-wide Interdisciplinary Research Center, centers must demonstrate sponsorship from more than two UAB schools. Applicant centers are evaluated by the University's Research Advisory Group on substantive interdisciplinary faculty involvement; provision of research infrastructure; contribution to the intellectual environment so as to enhance faculty and student recruitment, development and retention; a financial base to support center and core activities; internal and external review processes to assure quality and productivity; and leadership in the integration of research and service including community outreach or partnerships. Centers receiving this designation are funded for three years at varying levels, with 70% coming from the Deans' share of indirect expense recovery and from the sponsoring schools (a minimum of 30%).

For a list of University-wide Interdisciplinary Research Centers, please refer to this website -

<http://www.uab.edu/research/administration/centerscores/pages/UWIRCHome.aspx>.

18.3. Office of Sponsored Programs (OSP) For information and printable forms please refer to the OSP website <http://www.uab.edu/osp/contact-us>.

18.4. Effort Reporting

Universities that receive federal research funds are required to certify after the fact the amount of personnel activity (effort) and salary that is directly or indirectly allocated to sponsored projects. Effort Reports are collected quarterly by Accounting as UAB's mechanism for obtaining the documentation necessary for certification under the Federal Office of Management and Budget (OMB) circular A-21. Accurate and timely reporting of directly charges for salary and UAB cost sharing on salary for sponsored programs is important for computation of UAB's Facilities and Administrative (F&A) rates.

For more information please refer to the Effort Reporting website

<http://www.uab.edu/compliance/areas-of-focus/effort-reporting>.

Effort Reporting Policy: <http://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000048.aspx>.

Please see Organizational Learning & Development website

<http://www.uab.edu/humanresources/home/training>) for schedule of classes regarding effort reporting in Oracle.

Health Insurance Portability & Accountability Act (HIPAA)

As a UABSOM employee it is mandatory that Health Insurance Portability & Accountability Act (HIPAA) training is completed. Please refer to the HIPAA website (<http://www.hipaa.uab.edu/index.php/policies>) for online training and information.

18.5. Patent Agreement

New hires at orientation are now asked to read the UAB Patent Agreement via the Learning Management System <http://www.uab.edu/learningsystem/>, and register on line with a BlazerID and password that they have reviewed it. This review and registration will occur once new hires arrive at their departments to begin work. New faculty and staff are required to complete this policy process.

18.6. Diversity and Inclusion

The goals of the Office for Diversity and Inclusion are:

- Fully implement and regularly assess UAB policies related to affirmative action and equal opportunity.
- Explore creative ways to promote diversity and a university climate that is inviting and sustaining for all and to help all members of the community to understand and learn from each other.

- Actively foster and maintain effective external relations and collaborations in the city, state and nation that enhance support for programs of diversity and equity.
- Develop and implement activities to enhance external support for equity and diversity programs with particular emphasis on minority medical programs, undergraduate scholarships and graduate fellowships.
- Work with the Office of the Provost and Deans to monitor academic achievement for comparisons of target groups of students within the university with a goal of assisting units with the elimination of disparities.
- Develop and implement policies and procedures to ensure African American, underrepresented minorities and females are represented on search committees and in candidate pools.
- Work with Human Resource Management and other units on ways to education faculty, students and staff on the importance of diversity and on issues of equitable treatment of individuals and groups regardless of race, gender, sexual orientation or other classifications.
- Research, monitor and assess the progress of all equity and diversity initiatives and programs at UAB and provide an annual report to the provost and president.
- Develop and implement strategies to ensure that all individuals holding positions of authority and responsibility understand and are sensitive to issues of diversity and see diversity as a strength of UAB.
- Actively promote faculty, student, and staff diversity at all levels of the university and promote diversity as a criterion for excellence.

18.6.1 Visiting Scholars Program

Offered through the SOM Office for Diversity and Inclusion, this program supports departments in their efforts to bring underrepresented minorities in medicine to UAB as visiting professors and prospective faculty members. As departments highlight their work in patient care, education, and research, these visiting scholars become more aware of career opportunities at UAB and are able to serve as ambassadors for UAB at their home institutions. In this way, we are able to broaden our reach and enhance recruitment efforts throughout the SOM.

18.6.2 Equity and Diversity Enhancement Program (EDEP)

Funded through the office of the VP for Equity and Diversity, a one-time award of up to \$15,000 (based on need and availability of funds) may be provided to any unit recruiting a qualified African American candidate to a tenure or tenure track faculty position. The funds should be used by the unit to provide support for the professional development of the proposed faculty member. Such support may include release-time for the faculty member to engage in research activities, the purchase of minor equipment and travel to serve as an invited speaker/presenter at professional conferences within the United States. The unit should assign a mentor to the faculty member and assist with the creation of a professional development plan within six months of the hire date.

Faculty Development

Funded through the office of the VP for Equity and Diversity, an award of up to \$2,500 (based on need and availability of funds) will be provided to qualified tenure/tenure-track

underrepresented minority or woman faculty, particularly junior-level faculty without a Faculty Recruitment Award, for activities designed to assist in preparation for tenure and/or promotion applications. Such support may include release-time to allow the faculty member to engage in research activities, the purchase of minor equipment and travel to serve as an invited speaker/presenter at professional conferences within the United States.

18.6.3. Diversity Awareness Education Program

All UAB employees are required to complete Parts I and II of the Diversity Awareness Education Program. Part I is a course taught online by accessing the Office of Equity and Diversity's website - <http://www.uab.edu/equitydiversity/dae>. Part II is instructor-led and can be registered for by accessing the UAB Faculty and Staff Learning System - <http://www.uab.edu/learningsystem/>.

For more information on equity and diversity please refer to the Office of Equity and Diversity website (<http://www.uab.edu/equitydiversity/dae>).

18.7. Nepotism Policy

Please refer to the *UAB Faculty Handbook*

<http://www.uab.edu/policies/content/Pages/UAB-AA-POL-0000730.aspx>.

18.8. Computer Software Policy - Development, Ownership and Use

Please refer to the *UAB Faculty Handbook*

<http://www.uab.edu/policies/Pages/FacultyHandbook.aspx> (section 3.12)

18.9. Data Protection and Security Policy

Please refer to the *UAB Faculty Handbook* at

<http://www.uab.edu/policies/content/Pages/UAB-IT-POL-0000038.aspx> (section 3.14)

18.10. Computer Software Copying and Use

Please refer to the *UAB Faculty Handbook* at

<http://www.uab.edu/policies/content/Pages/UAB-IT-POL-0000028.aspx> (section 3.13).

19. General Information

Parking

Please refer to the *You and UAB Handbook*

<http://www.uab.edu/humanresources/home/policies/handbook> (section 3.6.1) and the Parking and Transportation Services web site <http://www.uab.edu/parking/>.

Employee Discounts

Please refer to the *You and UAB Handbook*

<http://www.uab.edu/humanresources/home/policies/handbook> (section 3.6.9).

Hospital Paging

Please refer to the UAB Call Center web site <https://www.paging.uab.edu/>.

Copy Services

Please refer to the Copy Services web site <http://www.uab.edu/printmail/copy>.

20. Research Programs

Please refer to the UABSOM Research Program web site

<http://www.uab.edu/medicine/home/research>.

21. Employee Leaves of Absence

21.6. Family

Please refer to the *UAB Faculty Handbook* at

<http://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000564.aspx> (section 4.5.2)

and *You and UAB Handbook* at

<http://www.uab.edu/humanresources/home/policies/handbook> (section 3.3.3).

21.7. Medical

Please refer to the *UAB Faculty Handbook* at

<http://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000564.aspx> (section 4.5.2)

and *You and UAB Handbook* at

<http://www.uab.edu/humanresources/home/policies/handbook> (section 3.3.3).

21.8. Military

Please refer to the *UAB Faculty Handbook* at

<http://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000565.aspx> (section 4.5.3)

and *You and UAB Handbook* at

<http://www.uab.edu/humanresources/home/policies/handbook> (section 4.11.2).

21.9. Personal

Please refer to the *UAB Faculty Handbook* at

<http://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000563.aspx> (section 4.5.1)

and *You and UAB Handbook* at

<http://www.uab.edu/humanresources/home/policies/handbook> (section 4.10).

21.10. Sabbatical

Please refer to the *UAB Faculty Handbook* at

<http://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000660.aspx#Plan%20of%20Activities%20During%20Sabbatical%20Leave> (section 4.4.2).

21.11. Sick

Please refer to the *UAB Faculty Handbook* at

<http://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000555.aspx> (section 4.3)

and *You and UAB Handbook* at

<http://www.uab.edu/humanresources/home/policies/handbook> (section 3.3.3).

21.12. Vacation

Please refer to the *UAB Faculty Handbook* at

<http://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000554.aspx>; *You and UAB Handbook* at <http://www.uab.edu/humanresources/home/policies/handbook> (section 3.3.1).