

# CLINICAL AND ADJUNCT FACULTY APPOINTMENT AND BENEFITS INFORMATION

MICHIGAN STATE  
UNIVERSITY

College of Human Medicine

REVISED: November 2016

## STATEMENT OF APPRECIATION

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

## APPOINTMENT INFORMATION

### **The Clinical/Adjunct Appointment System**

Individuals not directly employed by Michigan State University but who participate in the university's academic and research missions are eligible for faculty appointments in the clinical/adjunct faculty appointment system if they also meet university criteria to be faculty, e.g., possess a terminal degree in their discipline. Faculty appointed in this system have the prefix "clinical" or "adjunct" preceding the faculty rank, e.g., clinical assistant professor. The "clinical" prefix is used for physicians and other licensed medical professionals; the "adjunct" prefix is used for all others. Faculty in this system may also be referred to as prefix faculty.

### **Applying for Appointment**

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

More detailed information about appointment and promotion of prefix faculty can be found at: <http://www.chmfacultyaffairs.msu.edu/documents/CHM-Guidelines-for-Volunteer-Faculty-Appts.pdf>.

### **Non-prefix Faculty in the Clinical/Adjunct Appointment System**

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

Individuals who are engaged in a meaningful, collaborative research relationship with College of Human Medicine faculty may also be eligible for a non-prefix appointment. Examples include being a co-PI or co-investigator with a MSU faculty member. Applications for non-prefix appointment based on collaborative research are approved by the college senior associate dean for Research and Community Engagement.

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

#### **PRIVILEGES AND BENEFITS OF CLINICAL/ADJUNCT FACULTY APPOINTMENTS**

Faculty appointed in the Clinical/Adjunct Appointment system are eligible for certain privileges and benefits.

#### **MSU IDENTIFICATION CARD**

As soon as an appointment has been approved and processed, the Dean's Office will request an MSU identification card be issued and mailed to you. Please be aware, however, that access to some benefits and privileges requires a Spartan Card, an MSU identification card with your picture. Spartan Cards must be obtained in person at the ID Card Office, 170 International Center on the main East Lansing campus. Another form of official identification with a picture, such as a driver's license or passport, is required. Faculty in the Grand Rapids community should contact Kathy Ransom, Secchia Center security manager, at [kathy.ransom@hc.msu.edu](mailto:kathy.ransom@hc.msu.edu) or 616.234.2649 for information on obtaining a Spartan Card in Grand Rapids.

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

Every MSU faculty member is given an MSU NetID. This ID provides you with an MSU email account and access to various online resources. **Your MSU-assigned e-mail account serves as the official e-mail account for all MSU faculty and staff and is the e-mail address that the College of Human Medicine and the university will use to communicate with you.** If you do not wish to use your MSU-assigned e-mail account, it is important that you activate it so you can arrange to have your messages forwarded to the e-mail account of your choice. To activate your MSU NetID and e-mail account, call the community administrator in your Community Assistant Dean's Office for easy-to-follow directions or send an e-mail to [chm-hr@hc.msu.edu](mailto:chm-hr@hc.msu.edu). Instructions are also provided in your Welcome Packet.

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

Faculty members may purchase computer equipment and software at a discount from the MSU Computer Store. For more information, call the Computer Store at 517.432.0700 or visit their Web site at [www.cstore.msu.edu](http://www.cstore.msu.edu). Faculty ID is required.

#### **ACADEMIC SKILLS DEVELOPMENT**

The College of Human Medicine Office of Medical Education Research and Development (OMERAD) offers instruction and consultation on curriculum development, teaching skills, learner assessment, program evaluation, and educational applications of technology. Watch your MSU e-mail for workshop and seminar announcements. For more information, go to <http://omerad.msu.edu/> or call 517.353.2037.

#### **FACULTY DEVELOPMENT**

Faculty members are periodically offered opportunities to participate in faculty development programs offered through the College of Human Medicine Office of Faculty Affairs and Development. These include new faculty orientation, mentoring programs, career development and leadership development workshops, and promotion seminars. Information can be found at [www.chmfacultyaffairs.msu.edu](http://www.chmfacultyaffairs.msu.edu).

#### **CONTINUING MEDICAL EDUCATION CREDITS**

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

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

The university's professional liability coverage is extended to all faculty while involved in teaching or training MSU students in an approved educational experience. Questions regarding malpractice insurance coverage can be directed to the associate dean for administration at 517.353.1730. The university also provides a travel accident insurance plan that covers faculty members while traveling on authorized university business. A signed travel authorization is required prior to travel.

#### **LIBRARY PRIVILEGES**

All members of the faculty may use the MSU Library collections. Checking out material or using material on reserve, in the Digital and Multimedia Center, or behind a service desk requires a Spartan Card/MSU ID card or an MSU Library card along with a picture ID. Your activated MSU e-mail account enables access to the MSU Library collections and databases through the Electronic Reference Library (ERL).

### **DEPARTMENTAL, COLLEGE, AND UNIVERSITY MEETINGS**

All faculty are invited and encouraged to attend department, college, and university meetings. Some department bylaws require attendance at department meetings to be eligible for specific privileges. Contact your department office for meeting schedules.

### **SELF-IDENTIFICATION AS MSU FACULTY**

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

### **MSU CREDIT UNION**

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

### **CULTURAL AND RECREATIONAL BENEFITS**

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

### **ATHLETIC TICKETS**

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

### **PARKING**

Faculty members may purchase standard or guest parking permits for use on the East Lansing campus. Permits (2-hour, 4-hour, and 24-hour) may be purchased from the MSU Police Department's Parking Office. Call 517.355.8440. For the Grand Rapids location, parking information can be obtained by emailing [chmgrparking@chm.msu.edu](mailto:chmgrparking@chm.msu.edu) or calling the Operations Office at 616.234.2747.

### **TEACHING FEEDBACK AND EVALUATION**

All members of the faculty may receive feedback on their teaching performance for courses, clerkships, and electives. Direct requests for evaluations to your local Community Assistant Dean's Office.





## COMMUNITY CAMPUS

### Flint

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### Midland cont.

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## **SELECT COLLEGE ADMINISTRATION CONTACTS**

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### **DEAN**

Norman J. Beauchamp Jr., MD, MHS  
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### **ACADEMIC AFFAIRS**

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### **ADMINISTRATION & OPERATIONS**

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### **ADMISSIONS**

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### **HUMAN RESOURCES (APPOINTMENTS)**

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FX 616.234.2625

Additional contact information can be found at CHM  
Website below

<http://humanmedicine.msu.edu>

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

### **BIOCHEMISTRY & MOLECULAR BIOLOGY**

PH 517.355.0199

FX 517.353.9334

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

### **CENTER FOR ETHICS & HUMANITIES IN THE LIFE SCIENCES**

PH 517.355.7550

FX 517.353.3289

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

### **EMERGENCY MEDICINE**

PH 616.234.2732

FX 616.234.2625

[http://humanmedicine.msu.edu/Academic\\_Units/Emergency\\_Medicine.htm](http://humanmedicine.msu.edu/Academic_Units/Emergency_Medicine.htm)

### **EPIDEMIOLOGY AND BIOSTATISTICS**

PH 517.353.8623

FX 517.432.1130

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

### **FAMILY MEDICINE**

PH 517.884.0428

FX 517.353.8579

<http://chmfamilymedicine.msu.edu>

### **INSTITUTE FOR HEALTH POLICY**

PH 517.432-8364

FX 517.353.4701

<http://humanmedicine.msu.edu/units/care.php>

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

### **MEDICINE**

PH 517.432.9124

FX 517.432.9471

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

### **MICROBIOLOGY & MOLECULAR GENETICS**

PH 517.884.5292

FX 517.353.8957

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

### **NEUROLOGY & OPHTHALMOLOGY**

PH 517.884.2493

FX 517.432.9414

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

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

PH 517.884.6031

FX 517.353.1663

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

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

PH 517.353.3447

FX 517.432.1798

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

### **PEDIATRICS & HUMAN DEVELOPMENT**

PH 517.355.3308

FX 517.432.4466

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

**PHARMACOLOGY & TOXICOLOGY**

PH 517.353.7145

FX 517.353.8915

<http://www.phmtox.msu.edu/index.htm>**PHYSIOLOGY/PATHOLOGY**

PH 517.355.6475

FX 517.432.1967

<http://www.psl.msu.edu>**PUBLIC HEALTH DIVISION**

PH 810.600.5707

FX 810.600.5609

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

PH 517.353.4363

FX 517.432.2893

<http://www.psychiatry.msu.edu>**RADIOLOGY**

PH 517.884.3234

FX 517.353.9893

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

PH 517.267.2486

FX 517.267.2488

<http://surgery.msu.edu>**TRANSLATIONAL SCIENCE & MOLECULAR MEDICINE**

PH 616.234.0963

FX 616.234.0990

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

PH 616.267.8282

[http://humanmedicine.msu.edu/Academic\\_Units/Clinical\\_Neuroscience.htm](http://humanmedicine.msu.edu/Academic_Units/Clinical_Neuroscience.htm)**PSYCHIATRY & BEHAVIORIAL SCIENCE**

PH 616.455.5270

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

PH 616.234.2812

[http://humanmedicine.msu.edu/Academic\\_Units/Radiology\\_Biomedical\\_Imaging.htm](http://humanmedicine.msu.edu/Academic_Units/Radiology_Biomedical_Imaging.htm)