Faculty Expectations and Accountability Policy

Purpose
This policy establishes expectations for faculty behavior, practices, duty hours and professionalism including conflict resolution, ethical behavior, attendance, support for PMB needs, committee assignments, and other activities in the PMB.

Background
PMB’s responsibility to the University includes providing guidance and standards of behavior and attendance for all staff and faculty.

Policy Statement
a. PMB personnel who are employees of the United States government are expected to hold to rules and regulations of employment of that entity. Federal regulations regarding working conditions and interactions must be followed, as well as University expectations of faculty as described in University Instructions. It is anticipated that employees will exhibit behavior that brings credit to the Department, the University and the United States at all times.
b. PMB personnel who are employees of the Henry M. Jackson Foundation for Advancement of Military Medicine are expected to adhere to the standards of that organization, as well as applicable academic standards of the University.

 Responsibilities
It is the responsibility of each member of PMB faculty to pursue the highest possible academic standards, and to support the mission of PMB and the University.

Procedures
a. PMB faculty members are expected to be familiar with and comply with all applicable USUHS Instructions 1000-9001 (http://www.usuhs.mil/usuhs_only/asinstr.html).
b. Under all circumstances members of PMB will exhibit ethical behavior as established by the University Instructions and other applicable federal rules and regulations.

c. Academic standards for faculty are set in USUHS instruction 1100. Faculty performance will be evaluated according to the Criteria for Evaluation of Scholarly Activities (USUHS Instruction 1100, Attachment 1). All faculty members are responsible for meeting teaching, research, and service responsibilities.
d. Employee and supervisor accountability procedures are specified in the USUHS Performance Management Program Instruction 1436.
e. Duty hours are set by supervisors within the scope of procedures specified in University Instruction 1405. The usual parameters for duty hours are starting times no earlier than 0600 and ending times no later than 1800 hours. Each office should generally be open and operation from 0900 to 1500 hours. Faculty duty hours are determined by teaching, research, and service responsibilities. Responsibilities to the Brigade also affect duty hours of uniformed personnel.
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