MUSC FACULTY SENATE

MEETING MINUTES

January 14, 2020 7:45-9:00 am
Basic Sciences Building, Room 302

1. Call to Order (Kris Helke, DVM, PhD, President)

2. President’s Report:
   • Reminder: May 16, 2020 is commencement which will be at the Coliseum. There will be air conditioning and plenty of parking but will need a parking pass. Please attend!
   • COM Faculty Council: Other colleges have a body to deal with issues within college. The call for nominations have gone out, the vote will occur at the end of January, and the Council members will start at the end of April or May.
   • If you were required to take mandatory holiday leave, let Dr. Helke know.
   • Typically, the Faculty Senate has a Medical Executive Committee (MEC) rep but this position is currently open. If you are interested in being the MEC rep, let Dr. Helke know. The MEC meetings are on a Wednesday morning. You would also attend Faculty Senate Executive Committee meetings.
   • The Faculty Senate Executive Committee meets with the President and Provost periodically. Both meetings are coming up; let your unit rep or one of the officers know if you have topics for discussion.
   • Comments have been received from FRD regarding the startup policy. Dr. Helke sent them to FIR and will send to the Senate. The policy will be part of the Faculty Handbook, so it needs Senate approval.
   • Professionalism: There was a group that made a policy for faculty professionalism. This has been distributed to HR and legal. After responses are received, it will come back to the Senate for discussion and approval.

3. Electoral Units Reports
   • Academic Affairs Faculty (Christine Andresen, MLS, MSIT): Nothing to report.
   • Dental Medicine (Caroline Westwater, PhD): Nothing to report.
   • Health Professions (Sandra Brotherton, PhD, MHS):
     ▪ The Speech Language program was approved by the Commission on Higher Education (CHE).
   • Medicine: Basic Science (Michael Schmidt, PhD):
     ▪ COM Senators met with the Dean in December.
   • Medicine: Clinical Science (Nancy Demore, MD): Nothing to report.
   • Nursing (Teresa Stephens, PhD, RN, CNE): Nothing to report.
   • Pharmacy (): Nothing to report.

4. Committee Reports
   • Communication and Education (Melissa Hortman, EdD): No report.
   • Governance (E. Thomas Lewis III, MD):
     ▪ The Committee met last month and are developing a clarification document for having an Alternate in place in a Senator’s absence.
The changes to the Constitution and Bylaws were approved by the Senate last month. These changes were sent out to the full faculty for a 30-day review and all faculty will vote on the changes.

The Committee is looking at edits for the next round of revisions for the Constitution and Bylaws.

- Faculty and Institutional Relations (*Heather Holmes, MLIS, AHIP*):
  - Sections 1 and 9.03 changes to the Faculty Handbook have been approved by the Board of Trustees and updated in the Handbook.
  - Section 5.04.02 is currently being worked on.
  - The language about needing a letter from your Chair for tenure has removed and changed to:
    - “Another designee may be selected by the candidate if a letter is not provided by the department chair or her/his designee with the dean’s approval.”
    - Discussion about needing the dean’s approval and recommended that this be deleted. Noted that the Dean will approve the whole packet at the end. Could the APT look at it as a black mark that the Chair did not support their application for tenure?
    - The language change will be further discussed and voted on during the February FIR meeting.
    - Send comments in advance to any officer.

- Institutional Advancement (*Kathryn Cristaldi, MD*):
  - Committee members should look out for a new meeting invitation due to new admin staff.

5. Approval of Minutes from December - approved without objection.

   - Faculty Information System (system of record, prepare CVs, and faculty evaluations).
   - Currently training superusers from each college with rollout beginning in March.
   - Evaluations will be electronic when Interfolio in implemented.

7. Adjourn 8:50

*Minutes submitted by Emily Gottfried, PhD, Faculty Senate Secretary.*
Introduction to Interfolio

J Michael McGinnis, MBA
Assistant Provost for Finance and Administration
What is Interfolio?
Interfolio is a new Faculty Information System

**Faculty Information System**
A platform that offers your institution holistic support for the full scope of faculty research, advancement, and service.

**Interfolio Faculty 180**
Activity reporting that relies on validated, up-to-date, contextualized faculty data to assist with accreditation, compliance, and custom institutional reporting.

**Interfolio Review, Promotion & Tenure**
Shared governance workflow technology that mirrors every twist and turn of your institutional process, leaving no academic nuance behind.

**Interfolio Faculty Search**
The ultimate faculty hiring platform, covering every detail of the recruitment process, from confidential letters to 100% compliance on EEO forms.

**About the Faculty Experience**
A consistent, familiar presentation for faculty members, complete with tools to curate materials, seek and receive feedback, and succeed in important career milestones.
What is Interfolio, continued?

A single system to serve as both a system of record (currently PRISM), prepare faculty CVs (currently FAIR) and generate annual electronic faculty evaluations.

PRISM
System of record for
• Appointments
• Promotion
• Tenure
• Degrees
• College Engagements, etc.

FAIR
Faculty CVs
Record of
• Personal Information
• Scholarship
• Professional Engagement
• Professional History and Interests
Interfolio’s Clients

19 Years of Building For Faculty

200+ Peer institutions have vetted and chosen Interfolio.

23k FACULTY MEMBERS HIRED
45k REVIEW CASES DECIDED
8.5m SCHOLARLY WORKS
99% RENEWAL RATE

REGIONAL AND PEER INSTITUTIONS

DUKE, WINTHROP, EMORY, TULANE, CLEMSON, FLORIDA
### Other Medical School Partners using Interfolio Modules

Adopted by leading medical schools and teaching hospitals

- University of Arizona
- University of California – LA
- University of California – SD
- New York University
- University of Washington
- Fred Hutchinson Cancer Research
- Tufts University
- Children’s Hospital of LA
- University of Colorado – Denver
- University of North Dakota
- University of Missouri
- Stanford University
- John Hopkins University
- University of Texas - Austin
- University of Texas – RGV
- University of Texas - Southwestern
- Dartmouth College
- Tulane University
- Georgetown University
- Yale University
- Brown University
- City of Hope
- Children’s Mercy Hospital
- University of Utah
- East Carolina University
Why are we implementing Interfolio?

• The primary driver was that MUSC needed a standard electronic faculty evaluation system that was customizable for each College’s requirements. The Dean’s requested that we move in a new direction via new software to meet this need.

• The College of Health Professions was already a client for the faculty evaluation module.

• Interfolio offered us the opportunity to consolidate two systems (PRISM and FAIR) into a single resource.

• The goal is that faculty will find Interfolio easier to navigate and maintain CVs and related teaching, research and clinical activities.
The Interfolio Benefits – the goal is to simplify the process

Faculty Experience - Empower Faculty With Their Data

Create an experience for faculty based on telling their story and promoting personal professional development

Simplify the use and copy of data from Dossier for use in FAR
Interfolio System Notifications and Action Items

Inputs: Streamline the Input Experience

Provide faculty an environment to develop and curate their lifetime academic activity. Explore designs that make managing activity more like ‘adding to your story’.

Pull scholarship data from open & commercial sources to reduce manual input.
Navigating Interfolio – Home

Welcome back, Michael McGinnis

Your Action Items

Update Teaching Information
Activity Input | 2019-09-01 12:00 am - Ongoing | Faculty180 (Sandbox 2)

Assign Activity Classifications for Imported Scholarly Works
Activity Input | Faculty180 (Sandbox 2)
Navigating Interfolio - Profile

Profile
- System of record information
  - From HR/FIM
  - Entered by College Super Users
- Degrees
- Promotion Track
- Tenure Information
- College Engagements and Designations

- Information the faculty member (or Admins) enter/maintain as part of a CV
Navigation Interfolio - Activities

Activities
• CV and evaluation information
• FAIR import
  • We mapped all FAIR fields to Interfolio.
  • If Interfolio did not have a field/section, they were created in Interfolio
  • The goal is to import all existing FAIR data to Interfolio
• Teaching information from Colleague uploaded each semester. We imported 10 years of teaching history
Easily Update and Manage CV Information

Search and easily import scholarly works via Medline, PubMed and Web of Science
Creating Vitas and Bios

Interfolio has a complete section dedicated to creating CVs and Biosketches.

We have the ability to create standard MUSC formats, college-specific formats and/or use designed formats.

Interfolio already includes several NIH and NSF biosketch templates.
Project Timeline

- **Feb 2019**: Project Start
  - System Setup and Design

- **March – Oct**: Section and Field Design PRISM & FAIR
  - Work to map all current PRISM and FAIR fields and data to existing and/or new fields in Interfolio

- **Oct - Jan**: Data Import, Validation and Training
  - IS exporting data from PRISM, FAIR, FIM and HR to be imported into Interfolio

- **March 1**: Faculty 180 Go Live
  - On-Campus training late February and March 2020

- **April 1**: Faculty Report (evaluation) Go Live
  - Projected go live for all faculty evaluations based on each College’s evaluation design