**School of Medicine**

**Faculty Assembly Minutes**

**4/7/2022**

Attendance: J. Crabtree, E. Wisner, P. Prasad, K. Gajewski, K. Happel, S. Primeaux, H. Scott. S. Edwards, J. Cameron, J. Gardner, R. Zambrano, H. Scott, S. Edwards, J. Cameron, J. Gardner, S. Alahari, R. Gomez, S. Sarkar, C. LeBlanc, S. Kamboj, J. Hart, C. Taylor, A. Farge, L. Stuke, M. Reinoso, A. Creel, L. Reilly, D. Felipe, L. Sanders, M. Houser, N. Nair, A. Augustus-Wallace, A. Martin

Proxies: None

Absent: J. Hunt, S. Holman, Z. Ali, L. Tanner, M. Maness, Mathews, J. Simkin, L. Simon Peter, D. Worthylake

Called to Order: 1601

1. **Approval of September Minutes**: (Motion: Gomez , second Happel)
2. **Reports**:
   1. **Executive Committee**:
3. Facilities: no new news on construction. MEB to finish in March. ILH will be finished around late summer. More clinical depts to move in Nov-December.
4. Private security on campus now. Walkway over Tulane still being discussed.
5. Merit increases still being discussed. Have paper evaluation system currently but would like to change to electronic system. Discussion about COL increase vs merit increase; merit increases would be more ideal. From clinical perspective, would take more time to meet with faculty advisors. Hopeful that budget should still allow for merit increase next year.
6. Surgery: 3 final candidates. In-person visits to begin mid-April.
7. Dept of Peds: 8 applications thus far. Position still open.
8. VC of Academic Affairs: Search being done by search firm. Prelim interviews to start in May.
9. Faculty seem to be leaving (mentioned for dept. of peds) but we are at about 4% which is standard nationally.
   1. **SOM Administrative Council:** 
      1. **Taylor**: Search updates; promotions
         1. Surgery chair – interviews start next week with one candidate per week through end of April. We have 3 candidates – one internal Mary Maluccio, Chief of Surg Onc, Val Nfonsam from Univ AZ, and Kasper Wang, head of pediatric surgery at Children’s Hospital Los Angeles.
         2. Head of Pediatrics – 7 candidates so far, 2 internal. First meeting with committee went well. Surveyed pediatric faculty to discover what they would like in new Head. Rating system and CVs will go to the committee soon in preparation for a meeting in the last week of April.
         3. Assistant Dean for Admissions – reassignment letter in progress for Dr. Spieler.
         4. Hybrid Admin Council meetings to begin in May in CSRB 563.
         5. Kevin Grigsby AAMC – will be a guest of faculty development committee with an afternoon workshop on Jun 10. Announcements pending. Attendance is limited. Thanks to Michelle Moore and Jay Mussell for facilitating this and some future events.
         6. Promotion meetings – 2 have happened with good attendance, 2 more pending
         7. International travel is up and going. Website is updated and all the forms needed for submission packet are there. Still need one copy scanned and a hardcopy. Deadline 15th each month. Working to make it an electronic system by early next year.
      2. **Maupin:** Daniel’s lecture – Dr. Bill McDade – ACGME DEI Officer
         1. Save the date for this in person lecture on May 13. Lecture at noon. Planning to have several select sessions – one devoted to town hall with faculty (chairs/program directors ~14 people), also similar for residents and rising 4th year students to give space for those group to have Q&A with him. Looking at implementation and uptake of the ACGME initiatives on DEI that were launched in early 2020 right before the pandemic. Will have virtual access but prefer in –person attendance. Trying to reserve 6th floor conference center in Lion’s. Watch for official flyer next week.
      3. **Hilton:** ACGME requires an annual report to Admin council.
         1. Match – 222 residents matched. Along with other programs, we’ll be starting about 300 + new residents this July.
         2. We’re in the top 5% 71 programs accredited. In 8 cities and 24 hospitals.
         3. Have 460 residents in the LCMC system, 80-90 in Ochsner, 160 in the Lake, and other clinics.
         4. Accreditation process is annual now and is outcome driven. One resource is the resident survey and the faculty survey. Department heads will get a report about their response rate – need 70% or it’s highlighted as a problem and result in citations or site visit. So please fill out survey.
      4. **Lazarus:** Match outcomes – all of our students have plans. Approve the graduating class of SOM by voting on the survey monkey link.
      5. **DiCarlo:**
         1. HSC searches:
            1. VCAA – search will start prelim interviews in early May. Meeting next Monday to go over candidates, run by search firm. Will conclude preliminary interviews by second week in May.
            2. Dean of Dental School – ongoing
            3. Other VCs haven’t officially started yet – VC Research and Dean of GS.
            4. HR Director –Currently without a formal director but will be meeting with someone who will come in on a short term basis as a consultant to give us a time to find the right new director.
         2. Clinical departments got a diagram of office space in the CALS building/ILH. By end of Aug we will be able to tour facility, and move in scheduled for Oct/Nov. Furniture purchased, construction on time to finish in late Aug. The internet access switch gear may not be available on time – shipped in Aug - so may a slight delay as a result.
         3. Construction:
            1. Animal care – no changes in schedule, still planned to be completed early summer.
            2. MEB reno still waiting on plans from architect.
         4. Working on postdoc fellows and new staff scientist positions to get them up to NIH standards and annual/sick leave review
         5. There has been a debate about COLA versus merit raises. Dr. Nelson wants to reward faculty and staff based on merit. A merit evaluation tool has been developed and more guidance will be coming in the next days. Essentially each department will have a pool of money that is 3% of their base salaries for the department. That pool of money will then be distributed based on the merit evaluation tool to faculty and staff, with individuals receiving 0-6% raises, with a cap of $7500. Department chairs are responsible for correlating raise with rating, with guidance from HR. Expecting a normal distribution with the majority of faculty at a 3. Exceptional faculty 4-5. There may be some people who need the message to improve performance, as reflected in a lower score and raise %.
         6. 6. Equity raises are going ahead as planned with each department having a pool of 2% of their base salary budget allocated to equity raises.

Advanced Rank Appointments:

Jean Bismuth MD - Clinical Associate Professor of Surgery (Gratis)

Rizwan Aslam, Do - Clinical Associate Professor of Surgery (Gratis)

Other Items Requiring Vote: Graduation Class Ratification

* 1. **Faculty Senate:** 
     1. Passed resolution 2201 (on website) regarding our support for paid parental leave. Also working with BR Faculty Senate President to see if their faculty senate can revise their resolution from 2017 to mirror ours this year. Also reached out to Faculty Senate President at LSUHSC Shreveport who already has a committee for leave. Forwarded information to them so that they can also add their voice to our push.
     2. Committee selected Chancellor’s Excellence Awards: Winners have been selected and will be notified soon.
     3. Still looking into Moodle and some of the platforms we use for testing. Suggestions or comments are welcomed.
     4. Working with Dr. Nelson regarding raises (details above under admin council)

1. **Old Business:** 
   1. FA Awards: Selection committee (Cameron, Hart, Alahari, Martin, LeBlanc) are reviewing nominations. Rankings due 4/8. How do we want to announce these in May? Hopeful that in the fall Faculty Meetings can possibly restart (typically where winners were announced). Last year, people were notified in mid-May. Without faculty meetings, plaques were delivered in-person since meetings were not happening. Awards are posted on webpage and pictures will be taken of winners with their plaques. Announcement to SOM will also be made. We can also use electronic boards around campus. Let departments and dept chairs know about the electronic boards which can be used to display faculty accomplishments. Emails are also sent to nominees even if they did not receive the award.
   2. FA Delegate Elections: In the past, email sent to get nominations at the end of April. Nominations accepted for about 2 weeks. Stefany has to check to ensure people are full-time, etc. List is run by Dr. DiCarlo to approve. Email sent to the elected delegates at the beginning of June. In the past, have not emailed people who were not elected. Could consider sending out a blanket email to the SOM announcing the new delegates (dept of peds does this). Can include complete roster link on the FA website. If term is up, can self-nominate or won’t be on the FA. Each term is 3 yrs.
   3. **Parental Leave:** Info mentioned above.
2. **Call for New Business:** 
   1. Dr. Stephanie Taylor will be guest speaker in May. Can ask questions at that meeting or submit ahead of time.
3. **Adjourn:** Motion: Crabtree 1651