

June 25, 2009

Dear Faculty:

My year as President of the College of Medicine's Jacksonville Faculty Council has come to an end. I would like to complete my term with this annual summary and review some of the Council's accomplishments over the past year. The shared governance process only works if you are involved. I encourage you to contact your department's council representative and let them know your concerns and interests.

First, I have many words of appreciation to express. I thank the faculty for allowing me this great opportunity. The year was somewhat of a "mini-crash" fellowship in College of Medicine and Shands Jacksonville administration. Even though this has been an unprecedented year for change and financial challenges, I leave with a very positive outlook and admiration for the leaders of our campus. My experiences in this position allowed me to meet and interact with some of the most honorable and brightest people I have met in my lifetime. I had a great team to work with and the full support of the Dean's office. I would like to thank Drs. Nuss and Benrubi for embracing the concept of shared governance, Nancy Stover for keeping me on task and organizing the Council's meetings, Eric Conde for administrative guidance and voting protocol, and the Faculty Council officers and members for all of their hard work and support. Special recognition goes to Dr. Martin Northup for serving as the Council's first president and past-president for the past two years and to Dr. Linda Edwards for spearheading the writing and approval of the new bylaws. Dr. Northup and Dr. Ann Harwood-Nuss were instrumental in developing the Jacksonville Faculty Council and the COM Constitution. Last but not least, I thank the Department of Emergency Medicine and my Chairman, Dr. David Vukich, for allowing me the time and flexibility to focus on the Council's needs.

With the COM Constitution finally approved, the 2008-2009 term was focused on developing process and determining priorities. Faculty Council minutes and representatives can be accessed at the following site: <http://www.hscj.ufl.edu/medicine/fc>.

Listed below are some of the Council's accomplishments and activities.

1. **Meetings**-Standing monthly meetings were established on the first Monday of each month at noon. Representatives and alternates were determined. Representatives and alternates are encouraged to attend meetings and should be giving departmental reports. Our meetings are open to all faculty members. Meeting agendas are determined by the president, Council officers, and acute issues that arise. Dean Nuss addresses the Council at the beginning of each meeting and addresses questions regarding recent events.

2. **Minutes**-The Council reviews minutes and reports from various committees and task forces to determine issues of concern for the faculty and provides input to various committees including: COM Jacksonville Executive, Graduate Medical Education (GMEC), resident GMEC, Fringe Benefits, CME Advisory, Finance, UFJHI Audit, Research Advisory and other committees. Council representatives attend key committee meetings. The Council president reviews College of Medicine Executive Committee Meeting Minutes, Gainesville Faculty Council minutes and Faculty Senate correspondence to determine issues relevant to Jacksonville faculty

3. **Reports**-The president of the Council gives monthly reports to the COM Jacksonville Executive Committee and advises Dean Nuss on committee appointments, faculty issues and other timely key concerns (incentive plans, budget, etc.). Biannual reports are given at the Corporate Membership Meeting of the University of Florida Jacksonville Healthcare/Jacksonville Physicians. According to our new bylaws, the Council and president will conduct the annual fall corporate meeting and determine the agenda.

4. **Invited speakers**-Invited speakers and topics for this years' meetings included Dr. Alan Berger (research), Mr. Jim Burkhart (Shands Jacksonville), Dr. Constance Haan (GME), Dr. Benrubi (finance and budget), Dr. Ann Harwood-Nuss and Eric Lowe (Web team and faculty database), and Jacksonville members of the Tenure and Promotion Committee.

5. **Gainesville Faculty Council**-The Jacksonville Faculty Council has worked closely with the Gainesville Faculty Council over the past year. There is one Constitution for both campuses but separate Councils and bylaws. The Gainesville Faculty Council has been in existence for many years and is well established. There are Quarterly Joint Gainesville/ Jacksonville Faculty Council Executive Committee meetings held in Starke to discuss issues of mutual interest. The Gainesville Faculty Council Meetings often include speakers of interest to the Jacksonville campus. Recently an agreement was made to have the Gainesville council meetings teleconferenced to Jacksonville.

6. **Promotion and tenure issues**- Promotion and tenure process has been an ongoing topic of evaluation and concern. Jacksonville representatives to the Tenure and Promotion Committees (Drs. Tepas, Rathore, Hudak and Kaunitz) attended the September 2008 Faculty Council meeting to discuss the promotion and tenure process and answer questions from the Council. A summary document with FAQ's was distributed to faculty. Recommendations were made to the Dean's office to consider ways of incorporating clinical, non-tenured faculty into the T and P Committee and review process and to stagger committee member terms. The web page for the 2008-2009 Tenure and Promotion Handbook is listed below: [http://hscj.ufl.edu/medicine/admin/tenure\\_promotion.asp](http://hscj.ufl.edu/medicine/admin/tenure_promotion.asp)

7. **Fringe Benefits**- Faculty Council concerns regarding fringe benefits and communication from the Fringe Benefits Committee were presented to Dean Nuss and Jacksonville representatives on the committee. The Fringe Benefit Committee met in May and will meet again in July. Recent topics of discussion include charges related to prescription drugs and use of non-UF services in conjunction with UF physician services. Faculty are encouraged to use 90 day prescription or mail order options if possible for cost savings. A restructuring of the committee is being considered and both Faculty Councils will be represented. Faculty are encouraged to email the Faculty Council President or Jacksonville members of the Fringe Benefit Committee (Drs. Martin Northup and Joe Tepas) with concerns regarding benefits. Mr. Brian Berryman, Fringe Benefits Specialist can be reached at (904) 244-8531.

8. **FEO**-The Council identified the need for Jacksonville representation on the COM Faculty Enhancement Opportunity (FEO) Committee. A Jacksonville representative will be determined for the Fall 2009 cycle. The following sites contain additional FEO information: [http://www.aa.ufl.edu/search\\_committees/FEO/index.html](http://www.aa.ufl.edu/search_committees/FEO/index.html) and <http://www.med.ufl.edu/work/fc/FEO.htm>.

9. **Faculty Evaluations**- Guidelines used for annual evaluations and mentoring were reviewed and sent to faculty.

10. **Communication-** Faculty awareness of key issues is variable by department and individual. The council is addressing ways to increase faculty communication and public awareness via meetings with the Web team and Shands Jacksonville Communication and Marketing Department.

11. **Bylaws-** The Bylaws of the College of Medicine –Jacksonville were approved by a faculty vote in May and detail the specific rules by which the College is run within the guiding framework of the Constitution. The Faculty, through the Faculty Council and in consultation with the Administration, establishes the rules contained within the Bylaws.

12. **Other-** Additional topics addressed by the Council include the Faculty Forward initiative, outside activities, industry relationships, faculty salary data, Doctor’s Day activities, customer service, and new faculty orientation.

In summary, the Faculty Council represents a wonderful opportunity to improve and strengthen relationships between the large and diverse College of Medicine faculty and the current administration and governing bodies. Effective July 1, 2009, Dr. Linda Edwards, Associate Professor and current President-Elect will become President of the COM-Jacksonville Faculty Council. I will continue to serve the Council as Past President and look forward to assisting Dr. Edwards in her transition to President. The President-Elect and Vice President are elected by a vote of the COM-Jax Faculty. **Voting for these positions will conclude on Friday, June 26, 2009. I encourage you to vote via the following link:**  
[https://eval.medinfo.ufl.edu/cgi/eval.cgi?COM\\_fac\\_council\\_Jax](https://eval.medinfo.ufl.edu/cgi/eval.cgi?COM_fac_council_Jax)

Sincerely,

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