College of Health Professions Executive Committee – Meeting Record

UAMS | College of Health Professions

DATE	June 23, 2016	FACILITATOR	Douglas Murphy	LOCATION	Winters Conference Room, Administration West Building
TIME	8:30-9:30 am	RECORDER	Deborah Taylor	GUESTS	Clinton Everhart

ATTENDEES (✔ INDICATES ATTENDANCE)

✔	Tony Baker	✔	Mitzi Efurd	✔	Karen Hunter	✔	Douglas Murphy	✔	Mark Wallenmeyer
	Danny Bercher	✔	Phyllis Fields	✔	John Jefferson	✔	Nannette Nicholson	✔	Bill Woodell
✔	Erna Boone	✔	Reza Hakkak	✔	Trish Kelly	✔	Cindy Saylors	✔	Dennis Mitchell
✔	Lori Williamson Dean	✔	Suzanne Hansen	✔	Susan Long	✔	Kathy Trawick		

AGENDA			MEETING RECORD
Time	**Item**	**Presenter**	**Main Points / Discussion**
8:30	I. Announcements	Varies	1. Recruitment brochure progress – pending the dean's approval, most brochures should go to programs for final review by May 18; will go to print by June 15 and printing should be completed by mid-July 2. Save the date for the CHP Faculty Showcase on Wednesday, July 13, tentatively 9:00 am to 4:00 pm. Additional details to come. Contact Mary Ellen Nevins or Susan Long with any questions. 3. Deadline for Faculty Excellence Awards nominations is June 24 (this Friday) 4. Department chairs are requested to assign new faculty members to participate in the UAMS Educators Academy sessions during 2016-2017 5. Academic Appeal Policy – as of June 23, 2016, policy is approved via email by 14 out of 18 possible votes. 6. Dr. Patricia Kelly, founding chair of the CHP Department of Physician Assistant Studies, is leaving the college at the end of June. She has accepted a position with ARC-PA (Accreditation Review Commission on Education for the Physician Assistant) and will be moving back to Atlanta for her new job. The Farewell Reception for Dr. Kelly is on Thursday, June 30, 3:00-4:30 pm, in Building 7A (PA Instruction Lab).
8:35	II. GUS Student Enrollment Process Update	Clinton Everhart	Handouts CON will be the first to self-enroll and OUR was able to work out initial issues. Open dates for registration for other colleges July 5-22 and August 1-15 (administrative enrollment after that). Programs can set up enrollment appointments after this fall semester. Clinton will send a message to active users (and copy chairs) notifying them about the new system and contacts for help. Tuition is due the first day of class. Transcripts: Fee of $10 goes into effect July 1; OUR can accept electronic transcripts via encrypted email; current students in GUS can download their own unofficial transcript; official transcripts will be generated from GUS by September, 2016. Pre- and co-requisite issues: Angela Wilson, Patty Hamilton, and Clinton Everhart Class permission numbers: Patty Hamilton Blackboard interface: Jake Martar (IT) and Linda Stanger Graduate assistantships: Patty Hamilton
9:10	III. Proposal to Rescind Policy on Professionalism and Professional Conduct 2010	Douglas Murphy	Handout The proposal to rescind the 2010 policy on Professionalism and Professional Conduct was unanimously approved as of June 23, 2016. Programs can use the portions of the policy that apply in their handbooks.

9:20	IV. Review of the Non-cognitive Performance Standards Policy	Susan Long	Handout No action taken. After a brief discussion, the committee agreed to discuss at a future meeting. Programs will send their current statements/policies and accreditation standards to Susan Long.
9:30	Adjourn		

| ACTION PLAN		
Action Item	**Owner**	**Target Date**
Promotion and Tenure Guidelines – Incorporate suggestions into revised guidelines for presentation to faculty	Douglas Murphy	
College Planning Process – Set future "workshop" dates during EC and retreat in summer	Douglas Murphy / Deborah Taylor	
Recruitment brochure progress	Douglas Murphy	Mid-July
Introduction of the OSPAN (Office of Sponsored Programs Administrative Network) Team 1	Renee Rains	After July 1
Collect information on CHP's diverse and unique needs for the new UAMS Faculty Service Center	Jan Shorey	TBD

GUS Overview: Student Users

Welcome to the new Gateway for UAMS Students (GUS), your online home for enrollment, grades, student profile updates, and more. Beginning with the Fall 2016 semester, most UAMS students will self-enroll for coursework using GUS. Students in the Colleges of Medicine and Pharmacy will still register for coursework through previous systems. This document provides a general overview of the system, including screenshots for the most common sections.

GUS Homepage

GUS is online at https://gus.uams.edu. Log in using your UAMS Domain user ID and password (the same login credentials used for your UAMS email).

Once you have successfully logged in, you'll arrive at the general student homepage. From here, you have lots of options, so take time to explore everything that is available. Remember, you can always click the "home" link in the upper right-hand corner of any page to get back to the homepage.
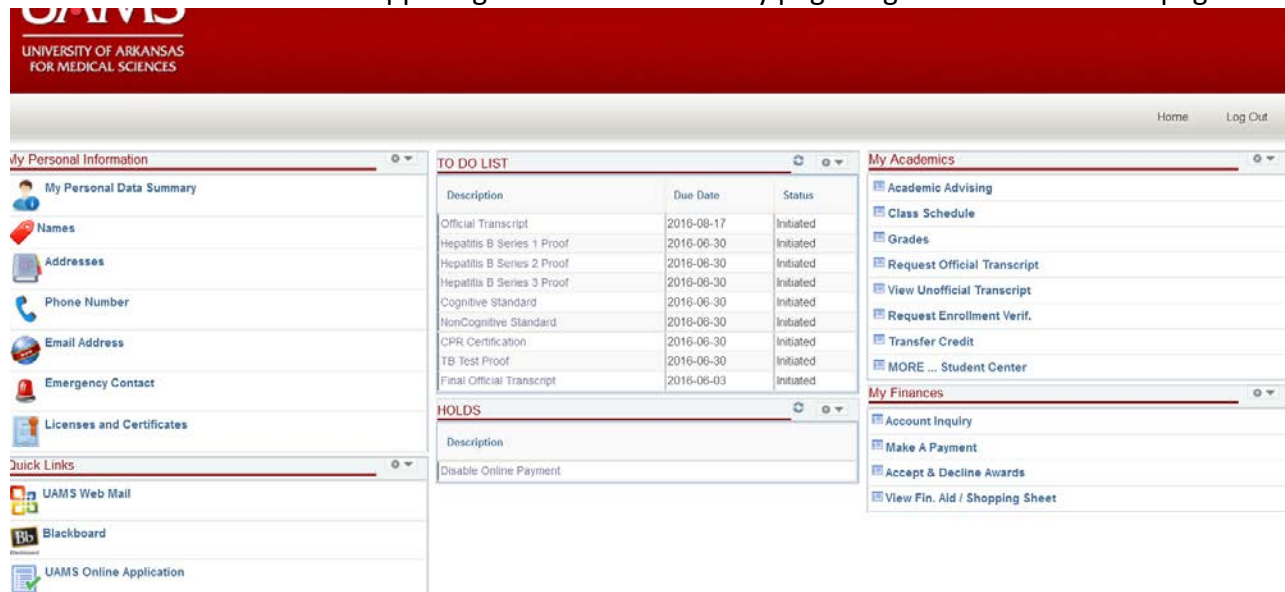
NOTE 1: The screenshot above shows options that may not be available to all users. Please see the descriptions below for more information about what you will be able to see on your homepage.

NOTE 2: After about 20 minutes of inactivity, you will be logged out of the system. For security reasons, it is *always* good practice to log out of your session when complete. Do this by simply clicking the "Log Out" link in the upper right-hand portion of the page.

My Personal Information

My Personal Information has links to view and update your personal details. You can change your preferred name, update a phone number, add your emergency contacts and more.
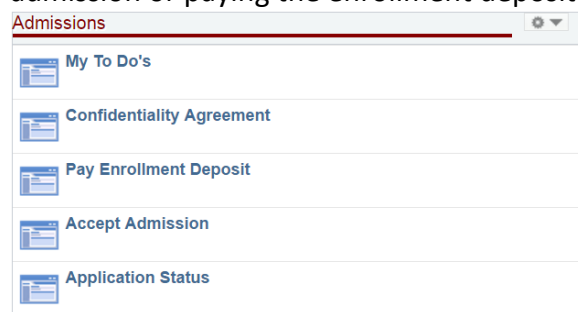
Quick Links

The Quick Links section allows you to access your UAMS email, Blackboard and if you have an active application for admission, your online application materials. These links will take you outside of GUS via a new window.

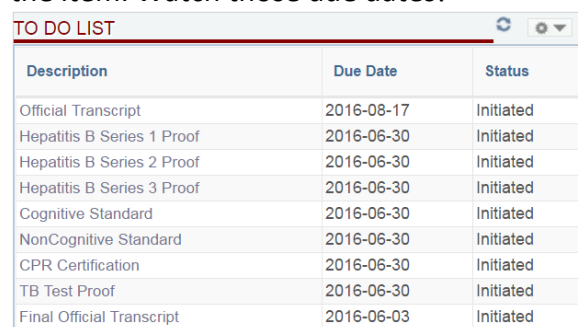| Quick Links	⚙ ▾
🔲 UAMS Web Mail	
Bb Blackboard	
📋 UAMS Online Application	
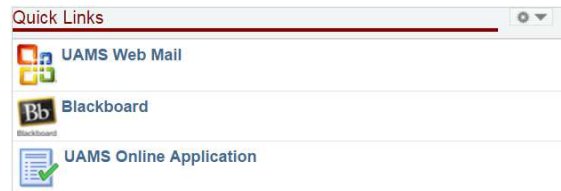
Admissions

If you have an active application for admission under review, you may have access to the Admissions section. Here, you can complete remaining admission requirements such as accepting an offer of admission or paying the enrollment deposit.

Admissions	⚙ ▾
📋 My To Do's	
📋 Confidentiality Agreement	
📋 Pay Enrollment Deposit	
📋 Accept Admission	
📋 Application Status	

To Do List

The To Do List is your place to find out what tasks or steps are required for a variety of purposes. In the example below, you can see that the student must submit a final, official transcript from a previous institution, complete various medical compliance proofs as well as other tasks. To view specific details for each item, simply click the list and you'll find contact information and requirements for completing the item. Watch those due dates!

TO DO LIST		↻ ⚙ ▾
Description	Due Date	Status
Official Transcript	2016-08-17	Initiated
Hepatitis B Series 1 Proof	2016-06-30	Initiated
Hepatitis B Series 2 Proof	2016-06-30	Initiated
Hepatitis B Series 3 Proof	2016-06-30	Initiated
Cognitive Standard	2016-06-30	Initiated
NonCognitive Standard	2016-06-30	Initiated
CPR Certification	2016-06-30	Initiated
TB Test Proof	2016-06-30	Initiated
Final Official Transcript	2016-06-03	Initiated

Holds

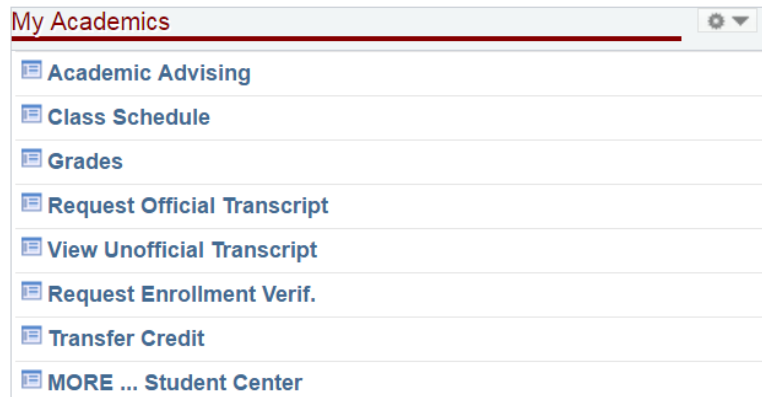The Holds section lists anything which may impact your ability to complete specific tasks such as enrollment or payment. For example, if you have a past-due balance with UAMS, you will receive a hold which blocks you from future enrollment or the ability to receive transcripts. In the example in the screenshot below, this student has a hold which blocks online payment for the summer 2016 semester. As with the To Do list, you can click on each hold to view additional information and determine what is required to release the hold.

HOLDS

Description
Disable Online Payment
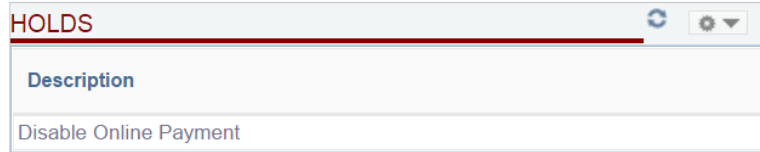
NOTE: The Holds screenshot above shows a common service indicator for the very first users of GUS. This particular hold cannot be released by any student action; rather, it will be automatically released after the summer 2016 semester.

My Academics

The My Academics section is the location to find enrollment details, enroll for classes, request unofficial transcripts, view prior coursework, and eventually look at your academic degree audit. In addition, you can click the "MORE...Student Center" link for even more helpful information about your account.

My Academics

- Academic Advising
- Class Schedule
- Grades
- Request Official Transcript
- View Unofficial Transcript
- Request Enrollment Verif.
- Transfer Credit
- MORE ... Student Center

NOTE: Some sections are not yet available but will be opened over the course of several months. In these situations, you may encounter warning notes such as this:

(i) The Academic Requirements page is not available.

My Finances

In My Finances, you can view your UAMS financial account information as well as view, accept or decline any financial aid awards.

My Finances

- Account Inquiry
- Make A Payment
- Accept & Decline Awards
- View Fin. Aid / Shopping Sheet
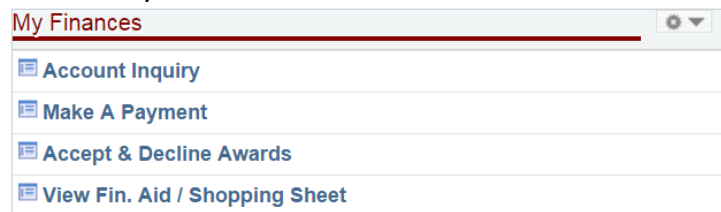
General GUS Information and Contact Information

You'll receive instructions from the various UAMS departments that manage many of the components shared here, but if you have questions, feel free to call at any time. If you have difficulty logging into GUS, contact the UAMS IT Help Desk at 501-686-8555.

Admissions & Academic Advising: Contact your college directly for admission and academic advising information. This may include information about admission information that appears in GUS, your online application for admission, or your specific program of study for your academic program. Quick Links to all colleges are available at http://registrar.uams.edu.

Bursar (Student Financial Accounts): 501-686-6128, http://studentfinancialservices.uams.edu/

Financial Aid: 501-686-5451, http://studentfinancialservices.uams.edu/

Registrar (Records, Enrollment): 501-526-5600, registrar@uams.edu, http://registrar.uams.edu

GUS Registration: Student Instructions

Overview

Welcome to the new Gateway for UAMS Students (GUS), your online home for enrollment, grades, student profile updates, and more. Beginning with the Fall 2016 semester, most UAMS students will self-enroll for coursework using GUS. Students in the Colleges of Medicine and Pharmacy will still register for coursework through previous methods, but course enrollment information will still flow into GUS.

Registration is as easy as 1-2-3!

You've probably completed online registration at other schools, and the process at UAMS is likely very similar. Using the program of study or recommended course list created especially for you by your academic department, you will select classes from the online schedule of classes, add them to your shopping cart, and submit your enrollment request. That's it! You no longer need to send email confirmations to the Registrar's Office, and you can see your real, live enrollment online at any time. Tuition and fees are automatically calculated based on your enrollment, and Financial Aid is posted, viewed and accepted at the same site. What's more, you can now pay for coursework online rather than visiting the Bursar's Office in person or calling to make payment by phone.

STEP 1: LOG IN

GUS is online at https://gus.uams.edu. Log in using your UAMS Domain user ID and password (the same login credentials used for your UAMS email).

Once you have successfully logged in, you'll arrive at the general student portal page, which looks like this:
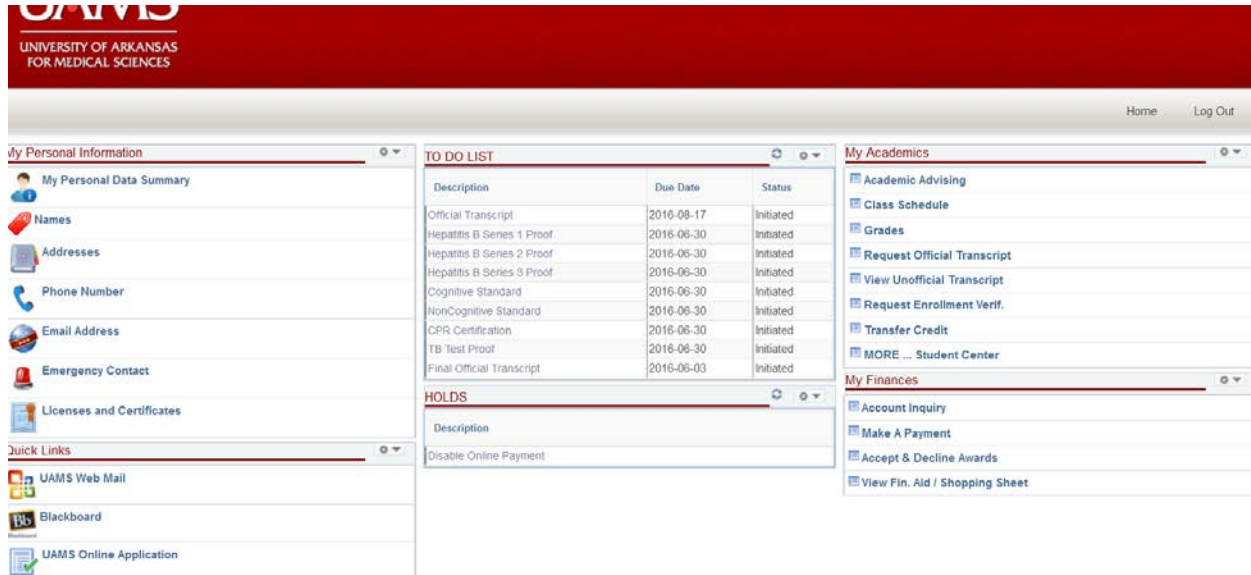
STEP 2: SELECT YOUR CLASSES

From the main portal page, select the link from the right-hand menu. That link will bring you to your Student Center, where you can enroll and see an overview of your student information. To access enrollment, click the "Enroll" link:
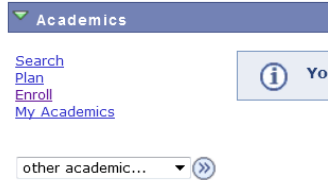
Here, you can search for classes to add to your "shopping cart":
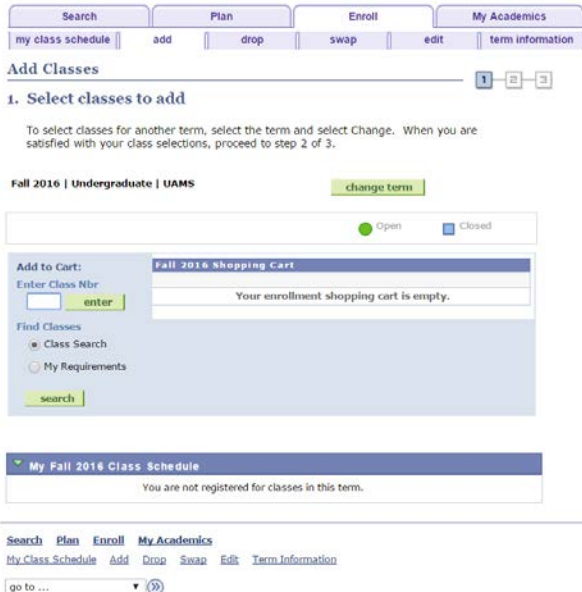
Use the search options to find the classes you want. You can enroll in all of your classes at once, or you can do them one at a time.

IMPORTANT NOTE 1: Do not use the "Enter Class Number" search box; rather leave that box blank and use the "search" button below it. The class number in GUS is different from the course number you will use to enroll.

IMPORTANT NOTE 2: Course prefixes (subjects) and numbers will change for the Fall semester. This means that the class numbers you may have used for previous UAMS enrollment will be different when you enroll for the fall term. Visit http://registrar.uams.edu/ for a complete concordance of new course subjects and numbers.

IMPORTANT NOTE 3: Some classes have multiple sections based upon instructor. If your class is specific based on the instructor, you will see instructor information in the regular class search.

Once you add classes, your enrollment page will look like this:

STEP 3: ENROLL
Follow the prompts (click the button at the bottom labeled "Proceed to Step 2 of 3") to confirm your classes:

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap	edit	term information

Add Classes 1—2—3

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Fall 2016 | Undergraduate | UAMS

🟢 Open   🟦 Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
NURS 3113-001 (1051)	Health Assessment (Lecture)	TBA	TBA	Staff	3.00	🟢
NURS 4136-001 (1052)	Intro to Research (Lecture)	TBA	TBA	Staff	3.00	🟢

CANCEL   PREVIOUS   FINISH ENROLLING

Search   Plan   Enroll   My Academics
My Class Schedule   Add   Drop   Swap   Edit   Term Information

go to ...   ▼ »

Once you click "Finish Enrolling," you'll get a confirmation page that either confirms your successful enrollment, or provides information if you are unable to enroll at this time.

IMPORTANT NOTE: Some classes may require permission or consent from the instructor or department before you are allowed to enroll. If you receive a warning that this consent is required, you must contact your academic department for a permission number to complete enrollment. Your department may need to work with the Office of the University Registrar to complete the consent process so that you may go back into GUS to complete your enrollment.

Some classes may also require pre- or co-requisites. You will be alerted if you have not met these requirements. If have met all requirements as described in the course description but are still ineligible to enroll, please contact the Office of the University Registrar for assistance.

General GUS Information and Contact Information

Enrollment is not the only thing you'll do using GUS—you'll also confirm your contact information, review charges due, view your financial aid awards, and check out any items on your To Do List. You'll receive instructions from the various UAMS departments that manage these components, but feel free to call at any time. If you have difficulty logging into GUS, contact the UAMS IT Help Desk at 501-686-8555.

Admissions & Academic Advising: Contact your college directly for admission and academic advising information. This may include information about admission information that appears in GUS, your online application for admission, or your specific program of study for your academic program. Quick Links to all colleges are available at http://registrar.uams.edu.

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Registrar (Records, Enrollment): 501-526-5600, registrar@uams.edu, http://registrar.uams.edu

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Policy: Professionalism and Professional Conduct

Number: 02.10.01   **Approval Date: October 21, 2010**

Revision Dates: June 27, 2014

Section: Student Affairs

Area:

Subject: Professionalism

Purposes of Policy[1]

Professional conduct and professionalism are important in education and the health care professions. Individuals seeking service from professionals in health care or education must be able to trust their provider. This policy establishes standards of professionalism and professional behavior for students, staff, and faculty in the College of Health Professions (CHP).

The policy is meant to be consistent with University-wide policies regarding student, staff, and faculty conduct. It does not supersede any policy established by the University of Arkansas for Medical Sciences.

Fundamental Attributes of Professionalism

Professionalism in health care and education is based upon values that reflect the very special nature of the interaction between a provider and a patient, client, or family and between a teacher and student. Individuals confronting illness, social disruption, or other life-changing challenges are vulnerable. Individuals learning the knowledge, skills, and attitudes of a profession face many new challenges. Patients and students rely upon professionals to address their needs in an expert, professional manner. All who work with patients and their families and those who work with students are expected to act in accordance with the standards of professional conduct outlined below.

There are core values of professionalism that are universal and apply to those in health care professions and in education. These include, but are not limited to, moral values such as honesty, integrity, and trustworthiness; values that are specific to one's profession (*e.g.*, confidentiality), to society (*e.g.*, commitment to excellence), to oneself (*e.g.*, self-reflection), and to humanistic values such as empathy and compassion.

Standards for Professional Conduct

Professional behaviors and professionalism are critical to the effective education of allied health students and the practice of their respective professions. All students, staff, and faculty in the College of Health Professions are expected to demonstrate high standards of professional behavior in all educational settings, including classrooms and laboratories, professional and clinical sites, and in non-educational settings. Examples of such behavior include, but are not limited to:

 1. Honesty and integrity:
     a. Act with honesty or truthfulness

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[1] This policy is partially based upon the "Policy on Professionalism and Professional Conduct" of the Skaggs School of Pharmacy of the University of Montana

  b. Demonstrate integrity or firm adherence to moral principles in academic matters and professional relationships.

2. Trustworthiness:
  a. Demonstrate dependability to carry out responsibilities.

3. Empathy and cultural diversity:
  a. Differentiate appropriate interpersonal interaction with respect to culture, race, religion, ethnic origin, gender, and sexual orientation.
  b. Demonstrate regard for differing values and abilities among peers, other health care professionals, and patients.
  c. Demonstrate an ability to share someone else's feelings or experiences by imagining what it would be like to be in his/her situation

4. Communication:
  a. Communicate effectively with faculty, staff, students, patients, and other professionals.
  b. Demonstrate confidence in actions and communications.
  c. Formulate written communications with professional content and tone.
  d. Ensure the confidentiality of communications that contain personal information

5. Punctuality:
  a. Demonstrate punctuality in academic and professional environments.
  b. Adhere to established times for classes, laboratories, professional experiences, and meetings.
  c. Comply with established oral and written deadlines.
  d. Respond to requests (written, oral, e-mail, telephone) in a timely fashion.

6. Professional behavior:
  a. Display professional behavior toward faculty, staff, students, patients, and other health professionals in all settings, including but not limited to the classroom, laboratory, and clinical settings.
  b. Show regard for persons in authority in classroom, laboratory, and clinical settings.
  c. Exhibit fitting behavior when representing the College of Health Professions in extracurricular activities and professional meetings.[2]

7. Ethical standards:
  a. Demonstrate high moral standards to allied health education, practice, research, and service. These standards include, but are not limited to, telling the truth, maintaining confidentiality, and respecting individuals.

8. Social contracts:
  a. Conduct interactions with patients and their families in a professional manner.
  b. Relate to patients and their families in a caring and compassionate manner.
  c. Recognize instances when one's values and motivation are in conflict with those of the patient and his/her families, and proceed in a manner that is patient focused. If there is a conflict of values or motivations that you think may involve something illegal, unethical, or unprofessional, seek guidance from your supervisor, instructor, or chairman.
  d. Identify to one's supervisor any activity that is dangerous to the welfare of a patient or colleague.
  e. Demonstrate an attitude of service by putting others' needs above one's own.
  f. Comply with federal, state, university, school, and institutional requirements regarding confidentiality of information.

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[2] The Human Resources Employee Relations Basic Code of Conduct may be found at http://uams.edu/AdminGuide/WIN04401.html

9. Negotiation, compromise, and conflict resolution:
    a. Demonstrate good skills of conflict resolution.
    b. Formulate constructive evaluation of others' performance.
    c. Display a positive attitude when receiving constructive criticism.

10. Lifelong improvement and professional competence:
    a. Produce quality work in academic and clinical settings.
    b. Take responsibility for learning.
    c. Demonstrate continuous professional development by identifying what should be learned and how one might assess his or her competence in new knowledge and skills

11. Time management and decision-making:
    a. Utilize time efficiently.
    b. Demonstrate self-direction in completing assignments.
    c. Demonstrate accountability for decisions.

12. Appearance:
    a. Maintain a professional appearance when representing the College of Health Professions.
    b. Maintain personal hygiene and grooming appropriate to the setting.

Adherence to professional standards is an academic requirement for graduation from the College of Health Professions and a performance standard for staff and faculty. Failure to meet these standards will result in disciplinary action, which may include dismissal from the academic program and the college.

Resolution of Alleged Incidents of Misconduct

Observation of Unprofessional Behavior

When a member of the CHP community (student, staff, or faculty member) observes inappropriate behavior that represents a possible violation of expected professional standards, he or she will meet with the individual directly to discuss the misconduct. If both parties agree that a satisfactory resolution results from the meeting, no further action is required. If the observer is unable to meet the individual, the matter should be referred directly to the supervisor/chairman.

If the observer is not able to meet with the individual or, after discussing the issue with the individual, the observer thinks that a satisfactory resolution has not been reached, he or she will notify in writing either the supervisor of the staff or faculty member or the department chairman of the student and describe the incident, the alleged breach of professional conduct, and the failure to obtain resolution. The supervisor/chairman will discuss the nature of the incident with the individual, the observer, and other students, staff, or faculty as appropriate to assess the evidence of misconduct and to develop a remediation plan or course of action. If the evidence is not considered sufficient to pursue the allegation, the incident is considered to be resolved. If the evidence is considered sufficient, the chairman/supervisor will notify in writing the Associate Dean for Academic Affairs (for student conduct) or the Associate Dean for Administrative Affairs (for employee conduct) the nature of the incident and the corrective steps recommended. The associate dean will review the report and the recommendations by the supervisor/chairman to ensure that policies and procedures have been followed and that the rights, including due process, of all parties involved have been preserved.

The chairman or supervisor will meet with the student or employee and discuss the breach of professional conduct and the proposed remediation plan or plan of action. Students and employees will be given at least five (5) week days' notice of the meeting. The notice will be in writing, and mailed to the student's or employee's address of record. The notice will contain the time, place, and nature of the meeting, and a brief description of the misconduct. The notice will also inform the student or employee of his/her right to present witnesses on his/her behalf. The accused student or employee must notify the chairman or

supervisor about his/her intention to present such witness(es) at least two days prior to the meeting. The chairman or supervisor may have another faculty/staff member present to validate the proceedings in the meeting with the student or employee. The remediation plan may include placing the student or employee on probationary status, mandating counseling, or other actions designed to emphasize the importance of professional conduct and to educate the student or employee about professional behavior. The course of action may also include dismissal or termination. The supervisor or chairman's findings and actions shall be recorded in the individual's file.

At the conference with the student or employee, the chairman or supervisor will:

a. Present the accusation;
b. Hear the explanation, admission, and/or denial of the alleged act of misconduct by the accused student or employee;
c. Discuss the seriousness of the alleged act of misconduct, the implications, and the process for resolution of the allegation;
d. Inform the student or employee of the probable remediation plan previously determined by the chairman or supervisor, for the alleged misconduct.

If the student or employee admits to the allegation and agrees with the recommended remediation plan, the chairman or supervisor will inform the student or employee in writing of the remediation plan to be imposed. The chairman or supervisor will communicate to the student or employee in a written report of the incident and remediation plan. The report will be signed by the chairman or supervisor and the student or employee and forwarded to the Dean of the CHP for review. The Dean may approve or modify the remediation plan recommended in the report but shall not increase the severity of the remediation plan. The Dean's decision must be communicated to the student and faculty member within five (5) week days after receiving the report, at which time the remediation plan for the admitted misconduct is implemented.

Appeal Process for Students

If the student disagrees with the recommended remediation plan, the student may appeal the decision in writing to the Dean of the CHP, within five (5) week days after being informed of the decision by the chairman. The Dean's decision on the appeal will be based on the student's written reasons for disagreement and other pertinent evidence, as well as the written report cited above. The Dean, in ruling on the appeal, may enlist the aid of the Professional Conduct Advisory Panel. The Dean's decision is final and must be communicated to the student within 15 week days from the date the appeal was received by the Dean. If the Dean's decision is to implement the remediation plan, it is implemented at the time of notification.

If the student denies the allegation at the time of the initial meeting with the chairman, the chairman and the student will each prepare a written report to be forwarded to the Dean. The reports shall include a description of the alleged incident of misconduct, the process used to address the allegation, and the outcome of the meeting. The student's written report should include a clear statement of his/her rebuttal to the allegation. The chairman's report should include a description of the alleged act of misconduct and all evidence to the allegation. These written reports are to be signed by the authors and submitted to the Dean within five (5) week days following the meeting between the chairman and accused student.

The Dean's decision will be based on the student's and chairman's written reports and other available relevant evidence. The Dean of the CHP has the prerogative of establishing a Professional Conduct Advisory Panel, as the need arises, to consider the issues to alleged incidences of professional misconduct and/or the proposed remediation plans. The purpose of the Professional Conduct Advisory Panel is to insure full investigation of incidences of alleged misconduct and/or the remediation plans when use of the informal process, described previously, has not resolved an issue to the student's satisfaction. The panel shall be advisory to the Dean, and its recommendations shall not be binding upon him/her. The Dean's decision is final and must be communicated to the student within fifteen (15) week days from

the date the appeal was received by the Dean. Following this notification, the applicable remediation plan is implemented.

The composition of the Professional Conduct Advisory Panel shall be:
1. A chairman appointed by the Dean
2. Two faculty members selected by the Dean. One faculty member shall be from the department in which the accused student is enrolled, but he/she shall not be involved in the allegation. The other faculty member shall be from another department of the CHP. If it is not possible to identify a faculty member in the student's department who is not involved in the allegation, both faculty members shall be appointed from other departments.
3. Two students selected by the Dean. The students shall be in good standing. One student shall be selected from the department, in which the accused student is enrolled, but not from the same class as the accused student. The second student shall be from another department in the CHP. In the event the department has only one class, both students will be selected from other departments.

The primary duty of the Professional Conduct Advisory Panel shall be to review as rapidly and discreetly as possible all information provided about the alleged incident of misconduct and to seek other facts deemed necessary to insure adequate review of the allegation and/or recommended remediation plan. The student and the chairman involved in the allegation may be present and hear all witnesses. Confidentiality is expected from all Panel members and others involved. At the time the Panel is convened for this purpose, a reasonable deadline by which the Panel's work must be completed will be established by the Dean, recognizing the overall 15-day deadline. At the completion of its review, a written report of the Committee's process of review, findings, and its recommendations shall be forwarded to the Dean of the CHP, thereby completing the work of the Panel. Following the review of the findings and recommendations of the Professional Conduct Advisory Panel, the Dean of the CHP shall make the final decision.

Appeal Process for Staff
If the employee disagrees with the allegation and/or remediation plan proposed by his/her supervisor, the employee may submit a grievance in accordance with the general grievance procedure for non-academic employees of UAMS (See attached Grievance Procedure from the UAMS Staff Handbook). The employee will grieve the decision to the next level above his/her supervisor.

Appeal Process for Faculty
If a faculty member disagrees with the allegation and/or the remediation plan proposed by his/her supervisor, the faculty member may grieve to the Dean by following the procedures outlined in Section G-3 of the 1996 UAMS Faculty Handbook (See attached Academic Employee Grievance Procedure from the UAMS Faculty Handbook).

4.6.5 Immediate Responses

If the observer believes that an individual has committed a serious breach of professional conduct that may place another individual, the College, or a clinical site in jeopardy, he or she will refer the matter directly to the Associate Dean for Academic Affairs or the Associate Dean for Administrative Affairs who will take appropriate action as defined under the Policy On Administrative Actions (See the CHP Catalog).
10-21-2010

Policy: Non-Cognitive Performance Standards

Number: 02.00.02   **Approval Date: Not Available**

Revision Dates:

Section: Student Affairs

Area:

Subject: Student Non-Cognitive Performance Standards

POLICY

Non-cognitive performance standards are a set of principles reflecting the ethical foundation of health professions practice. The student must strive toward unquestionable integrity in all professional relations. In order to pursue this goal, students should demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles. The following non-cognitive performance standards should be utilized as a guide toward these future goals.

Failure to comply with the requirements of any of the following standards or other policies in the College of Health Professions Catalog may result in a conference with the department chairman, dean, or designee, to discuss the difficulty. Should the problems warrant immediate action, the dean, or designee, may recommend the student be placed on disciplinary probation or dismissed from the College. The following is a description of the scholastic, non-cognitive performance responsibilities of a student enrolled in the College of Health Professions:

Attentiveness: The student regularly attends class. All extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority. The student is consistently on time for class, labs, and clinics and stays until the end of time period. The student is alert during classes and demonstrates attentiveness by taking notes and asking appropriate questions.

Demeanor: The student has a positive, open attitude towards peers, faculty, and others during the course of studies. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

Maturity: The student functions as a responsible, ethical, law-abiding adult.

Cooperation: The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health care team, giving and accepting freely in the interchange of information.

Inquisitiveness: The student acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.

Responsibility: The student has performance in his/her chosen health professions program as his/her primary commitment. Student/student and student/faculty academic interchanges are carried out in a reliable and trustworthy manner.

Authority: The student shows appropriate respect for those placed in authority over him/her both within the University and in society.

Personal Appearance: The student's personal hygiene and dress reflect the standards expected of a

professional health care provider.

Communication: The student demonstrates the ability to communicate professionally and effectively verbally, nonverbally, and in writing with peers, faculty, patients, and others.

Confidentiality: The student exhibits respect for privacy of all patients and patients' family members. The student demonstrates restraint when utilizing social media (Twitter, Facebook, or other social media site) and, at no time, communicates information that could lead to exposure of patient identity. The student is aware that specific patient data discussed in a specified time frame may be sufficient information to identify a patient. The student follows all directives of the UAMS Social Media Policy.

Professional Role: The student conducts self as a professional role model at all times and in compliance with rules and regulations regarding professional conduct of the specific health profession in which one is enrolled. The student demonstrates the personal, intellectual, and motivational qualifications of a professional healthcare provider.

Judgment: The student shows an ability to think critically regarding options, reflecting his/her ability to make intelligent decisions in his/her personal and academic life.

Civility: The student understands that civility is an authentic respect for others that requires time, attention, a willingness to engage in open communication, and the intention to seek agreement. The student demonstrates respect for all. The student will not harass any individual physically, verbally, psychologically, or sexually. The student exhibits respect for the institution they have chosen to attend by demonstrating written, verbal, and electronic communication that is diplomatic, non-threatening, and reflects accountability. The student follows all directives of the UAMS Social Media Policy.

Moral Standards: The student respects the rights and privacy of other individuals and does not violate the laws of our society.

Ethics: The student conducts self in compliance with one's professional code of ethics.

APPROVAL

Information about the original approval of this policy is not available.