

ANNUAL REPORT

From The Offices of Faculty Affairs
and Faculty and Professional
Development



2023



Meet Our Team



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Associate Dean of Faculty Affairs



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Director of Faculty Development



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About The Office of Faculty Affairs



The Office of Faculty Affairs helps faculty successfully navigate academic life at CUSM. We partner with our departments to enhance their efforts and ensure that clear processes are in place to support faculty needs.

Our areas of focus are:

- Facilitating faculty appointments (initial ranking, orientation to faculty life, reappointment)
- Supporting our faculty and departments in the promotion process
- Fostering and sustaining faculty governance (Faculty Assembly and associated committees)
- Maintaining and providing expertise on faculty policies, procedures and data
- Encouraging faculty recognition through publication of achievements and awards

This report summarizes our progress in these areas during 2023 and provides an overview of our current faculty data as of 18th December 2023.

Some of our key successes/highlights for 2023:

- Initiated a new faculty orientation and a Faculty Affairs newsletter
- Assisted Faculty Assembly with major bylaws revisions and administration of a new election process
- Set up a new Faculty Hub space and hosted a Welcome week
- Provided group sessions and one-on-one support for promotion applicants



FACULTY SUPPORT ACTIVITIES

73 New Faculty Appointments

With growth at existing sites and addition of new clinical sites

New Faculty Appointments for 2023

The Faculty Affairs Office works with the Department of Medical Education and the Rank and Promotion Committee to facilitate faculty appointments. This process is administratively overseen by Carolyn Guzallis, Senior Executive Assistant to Dean Lyons.

During 2023, there were 73 new faculty appointed, mainly as Assistant Professor at clinical sites.

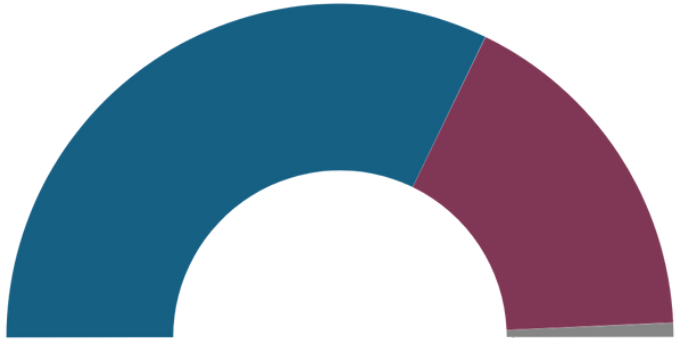
Faculty Appointments by Rank



■ Instructor (1.37%) ■ Assistant Professor (80.82%) ■ Associate Professor (6.85%) ■ Professor (10.96%)

New Faculty Appointments for 2023

Faculty Appointments by Gender



- Male (64.38%)
- Female (34.25%)
- Additional gender not listed (1.37%)

Faculty Appointments by Site



- CUSM building (21.92%)
- Private Practice (15.07%)
- Shasta Regional Medical Center (13.7%)
- ARMC (8.22%)
- County Dept of Behavioral Health (8.22%)
- Emanate Health (8.22%)
- Centinela Hospital Medical Center (5.48%)
- Other sites (< 4 faculty added) (19.18%)



Faculty Orientation



The Office of Faculty Affairs developed an orientation experience for new faculty, employing both virtual and in-person sessions. During the in-person Faculty Open House on April 19th and 20th, 14 tables exhibited resources including representatives from Faculty Affairs, Faculty Development, Information Commons/Library, Medical Education Office (Pre-Clerkship and Clerkship teams), Faculty Executive Council, Research, Anatomy, EIDP, Wellness, GWIMS, VIDA and Human Resources. Following review and feedback, the orientation transitioned to a virtual format to accommodate a broader audience, with the initial session hosted on August 9th.

As a result of participation in the open house we received several new applications to join the CUSM faculty. We also saw increased engagement from faculty as evidenced by faculty committee participation and teaching in our pre-clerkship curriculum.



Faculty Hub



During Fall 2023, the Faculty Affairs and Faculty Development Offices worked to relocate the Faculty Hub space to the second floor, near the Clinical Skills and Simulation area. The Office of Faculty Affairs hosted a Faculty Hub welcome week from November 6th to November 9th.

The Hub provides a workspace for CUSM faculty who spend part of their time at the building, providing desks, monitors, lockers, a whiteboard, a large portable display screen, printer, refrigerator and coffee maker. The Faculty Hub also serves as a support center for faculty members, providing resources including room reservation guides, departmental newsletters, information on upcoming Faculty Development sessions, and departmental contact information.

Since the relocation, we have seen increased use of the Faculty Hub and received positive feedback from faculty members about its availability and amenities.



Promotion Application Support



Summary of Promotions in 2023

The Faculty Affairs Office works to support our faculty and departments in the promotion process.

4

Promotions

3

Associate Professor Rank

1

Professor Rank

Spring 2023 Faculty Promoted and New Rank

Dr. Sunny Nakae, Professor

Dr. Amir Azar, Associate Professor

Dr. Hina Mohsin, Associate Professor

Dr. Helena Spartz, Associate Professor

A Wider Scope of Promotion Support

In Summer 2023, Faculty Affairs worked with the Medical Education Department and the Rank and Promotion Committee to establish a timeline for promotion applications. This was presented during Faculty Development week in August in a joint presentation with the Rank and Promotion Committee Chair. During the Fall, the Faculty Affairs and Faculty Development Offices hosted a series of hybrid presentations and Q&A sessions, covering various aspects of the promotion process. These efforts, along with one-on-one support, engaged faculty members applying for promotion, ensuring timely submission of all applications for the 23/24 academic year.

A follow-up survey, receiving five responses, indicated high satisfaction with the clarity, relevance, and effectiveness of the support sessions. Average scores ranged from 4.6 to 5 on a scale of 1-5.

Suggestions for future cycles which are currently being worked on include: creation of an application template and creation of online support materials so applicants can work on their documents at an earlier stage.

Support of Faculty Assembly

The Faculty Affairs Office is dedicated to supporting faculty governance through assisting the Faculty Assembly and associated committees.

Summary of 2023 Activities in this Area:

Faculty Assembly Support:

Conducted three hybrid-format Faculty Assembly meetings with attendance of 30, 36, and 52 faculty members in February, May, and November, respectively.

Committee Assistance:

Supported 23 Faculty Standing Committee meetings, aiding in agenda creation, minutes, documentation, and follow-up actions for the Faculty Executive Council, Bylaws, and Rank and Promotion Committees.

Administrative Responsibilities:

Provided administrative support for updates to the faculty handbook bylaws, guidelines on faculty appointment and promotion, and the creation of two policy documents. Assisted in the election of new standing committee members in May 2023.

Training:

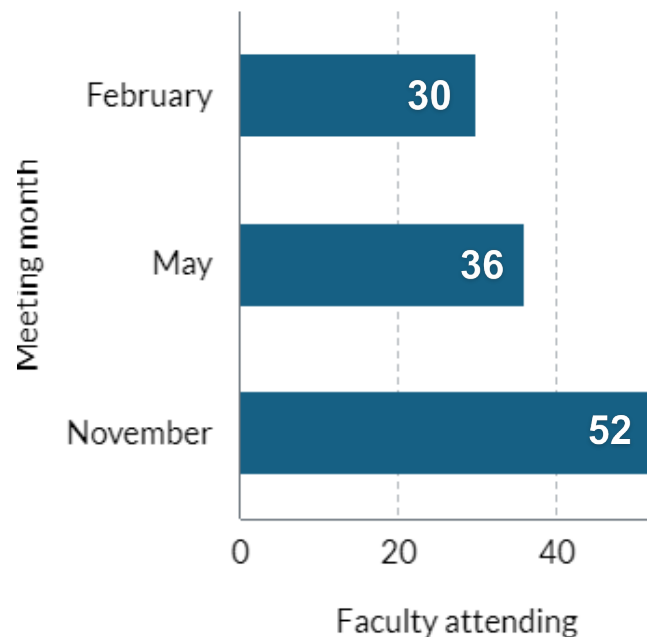
Collaborated with the Faculty Development Office to organize training/orientation sessions for Faculty Assembly committee members and chairs.

Technology Implementation:

Worked with the Office of Medical Education to establish a SharePoint site for Faculty Assembly committees to store agendas, minutes, and policy documents.

Service recognition:

In May 2023, we partnered with the Faculty Executive Council to provide recognition for the faculty members who chaired standing committees during the previous academic year.





Committee Chair Awards Academic Year 2022-2023

Admissions – Dr. Webster Wong

Assessment and Evaluation – Dr. Hina Mohsin

Bylaws – Dr. Rodney Borger

Curriculum – Dr. Helena Spartz

Pre-Clerkship Subcommittee – Dr. Jonas Addae

Clerkship Subcommittee – Dr. Greg Fenati

Diversity and Inclusion – Dr. Vanessa Orozco

Graduate Admissions – Dr. Maiyon Park

Graduate Curriculum – Dr. Ozzie Zhang

Rank and Promotion – Dr. Fauzia Nausheen

Research – Dr. Munther Alqaisi

Student Academic Standards and Promotions – Dr. David Seigler



ENGAGEMENT AND RECOGNITION

Faculty Affairs Newsletter

Up until early 2023 the Faculty Affairs team published a newsletter geared towards CUSM faculty and staff. Following the creation of an employee newsletter by our HR Department, we transitioned to a faculty-focused format. In June 2023, we published the first edition of our Faculty Affairs Newsletter. This newsletter serves a dual purpose: to highlight and share faculty achievements and to provide updates on faculty events and activities including Faculty Assembly and faculty development sessions.

The newsletter Volume 1 was emailed to 461 faculty recipients and had a 50.6% open rate. With Volume 2, shared in October, we saw an increase in engagement with a 75.8% email open rate. The next edition will be sent in February 2024 with the goal of publishing 3 editions each calendar year.

3

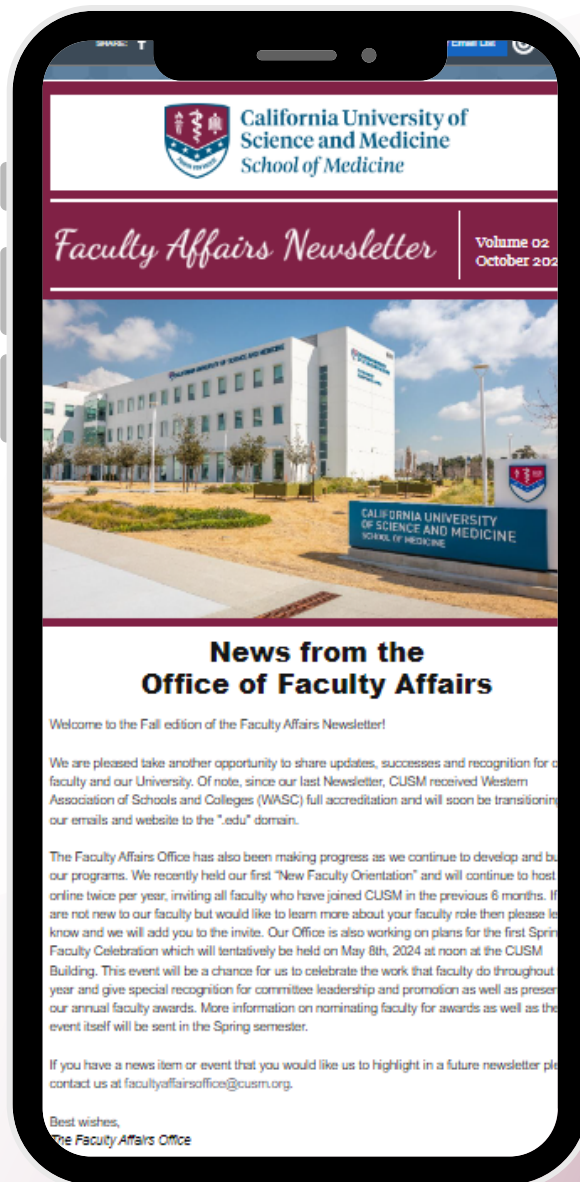
Newsletters

75%

Open Rate for
Most Recent Newsletter

461

Faculty Recipients





Faculty Awards

In Spring 2023 we collaborated with our Medical Education team to run a nomination process for the annual faculty awards. These awards were presented at the celebration lunch for our M4 graduating class. The awards and recipients are listed below.



Student Nominated Awards

- Pre-Clerkship Faculty Award – Dr. Joseph Dhahbi
- Student Advocacy Award - Dr. Frank Scali
- Leadership Award - Dr. Vy Han
- Research Mentor Award - Dr. Hani Atamna
- CUSM Spirit Award - Dr. Gordon Green
- Clerkship Faculty Award - Dr. Maryam Zand
- Suskind Pre-Clerkship Award – Dr. Helena Spartz
- Suskind Clerkship Award – Dr. Shawn Koh



Faculty Nominated Awards

- Excellence in Pre-Clerkship and Graduate Teaching, MD and MBS Programs - Dr. Timothy Hantz
- Excellence in Clerkship Teaching, MD Program - Dr. Tommy Lee
- Advancing the Mission Award - Dr. Devadas Moses & Dr. Alexandra Lopez Vera
- Research or Scholarship Award - Dr. Jun Ling & Dr. Fauzia Nausheen



Awards Process for 2024

Based on feedback from the Faculty Executive Committee, individual faculty, and our leadership team members, we have worked to revise and optimize our nomination and awards process for 2024. We will also transition to presenting awards at a faculty celebration lunch.



WASC Accreditation Celebration



On Monday August 7th the Faculty Affairs Office hosted a celebration of CUSM receiving its full WASC accreditation for faculty and staff.

Attendees enjoyed sparkling apple cider and cupcakes and presentations were made to the Accreditation and CQI team members as thanks for their leadership.

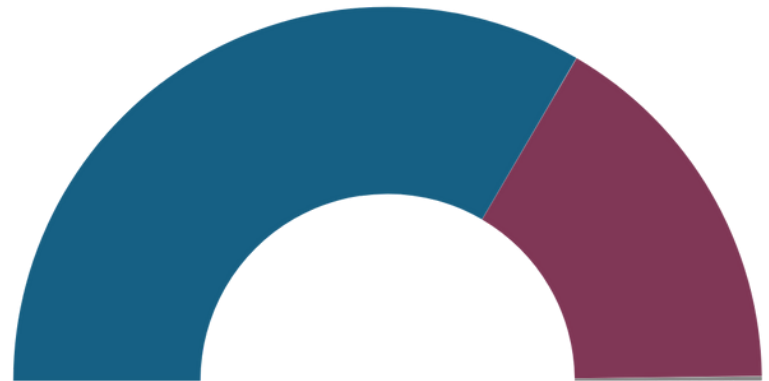


Faculty Data Summary

(As of December 18th 2023)

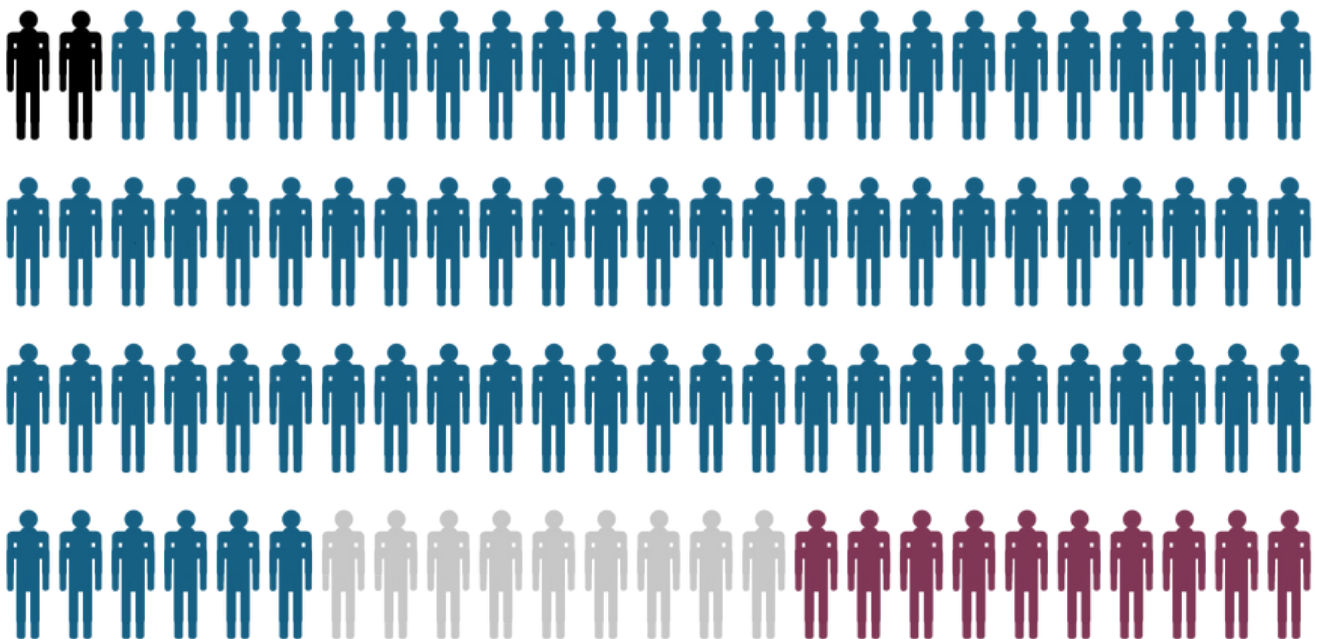
Faculty by Gender

504
Total Faculty



■ Male (66.87%) ■ Female (32.74%)
■ Additional gender not listed (0.4%)

All Faculty Appointments by Rank

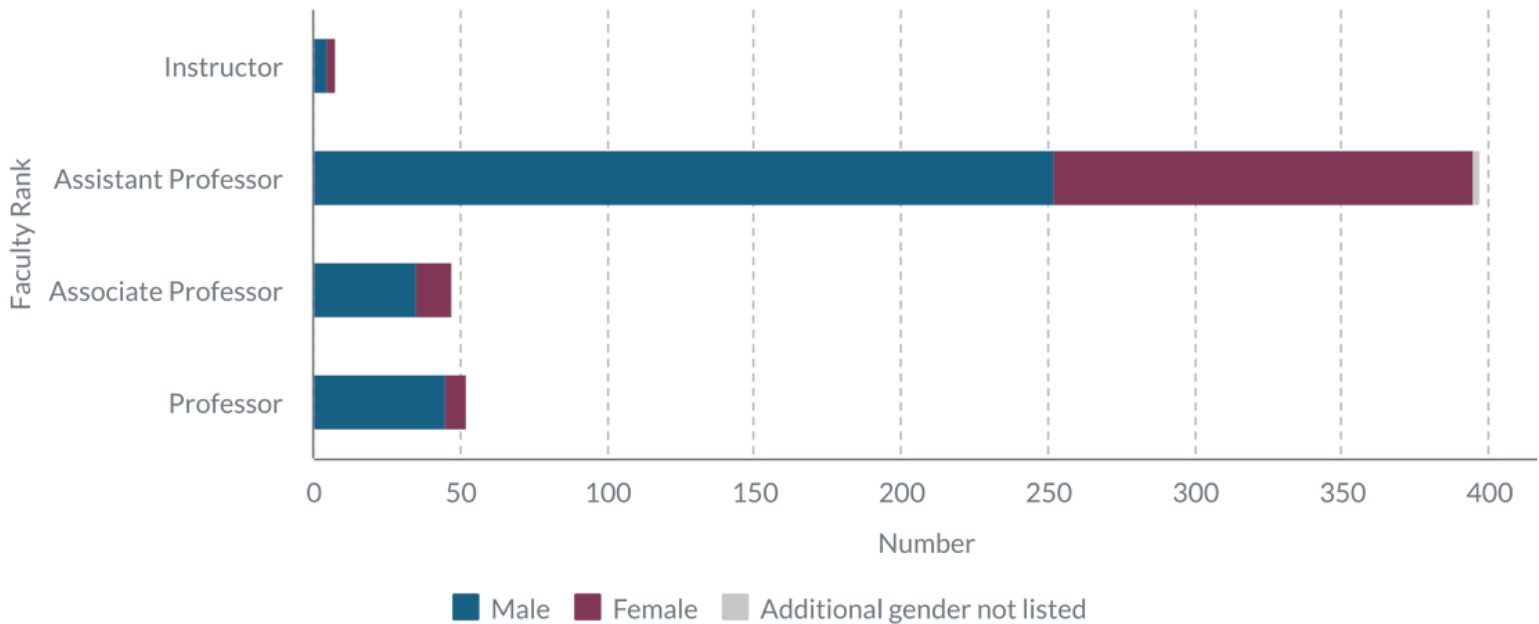


■ Instructor (1.59%) ■ Assistant Professor (78.77%)
■ Associate Professor (9.33%) ■ Professor (10.32%)

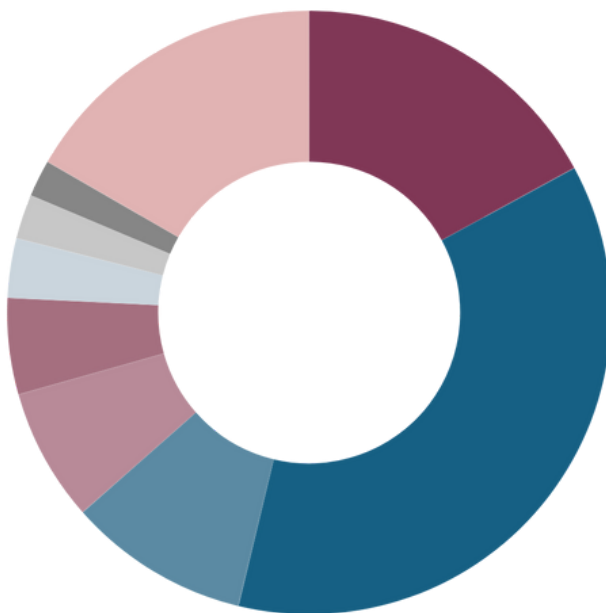
Faculty Data Summary

(As of December 18th 2023)

Faculty Appointments by Gender



Faculty Appointments by Site



- CUSM building (17.06%) ■ ARMC (36.71%)
- Chaparral Medical Group (9.72%) ■ County Dept of Behavioral Health (7.14%)
- Desert Valley Hospital (5.16%) ■ St Bernardine's Medical Center (3.17%)
- Centinela Hospital Medical Center (2.38%)
- Shasta Regional Medical Center (1.98%) ■ Other sites (< 10 faculty/site) (16.67%)



The Office of Faculty & Professional Development

Introduction

The vision of the Office of Faculty and Professional Development is to be an intentionally fertile space for faculty and staff to grow professionally in order to support the learning and success of our students and the realization of the university's mission.

We accomplished much this year and significantly expanded the capacity of our faculty and professional development program. The scope of this annual report is the academic year 2022-2023 (July-June). This year was unusual, as in the middle of the year we formally took on responsibility for staff development in addition to faculty development, something that at the writing of this report, we have begun handing back to the HR/People and Culture team. Therefore, the data presented will occasionally include both faculty and staff.

Faculty Competency Domains



The Faculty Development Program at CUSM supports faculty to be effective:

- Independent, emotionally intelligent and creative servant **leaders** who build effective and collaborative teams;
- Effective **administrators** capable of making and executing plans, strategies, and policies, skillfully managing people and resources;
- Antiracist, development- and growth-focused, compassionate **educators** who engage in inclusive teaching, transformative pedagogy, and continuous improvement;
- **Researchers** who actively engage students and the community in research projects and scholarly work that advances medical science;
- **Communicators** who actively listen, facilitate open discussion, and demonstrate clear speaking and writing skills;
- **Global citizens** who recognize and promote the diversity of background and beliefs among faculty, staff, students, and the broader local and global community in which we live;
- Compassionate, patient-focused **clinicians** who demonstrate superior listening, diagnostic, and treatment skills.



Faculty Development Highlights from 2022-2023

New Members of Faculty Development

We added a team member, moving from a staff of one to two. Luke Ridout's addition as Professional Development Coordinator provided much-needed logistical support for faculty and professional development programming, as well as support for our departmental infrastructure and communications.

Increased Information Pipeline to CUSM

We significantly improved our capacity to provide information and resources to faculty. This occurred primarily through:

- Refurbishment of Faculty & Professional Development SharePoint site
- Addition of the recorded session archives (including past years) from 2020 to present
- Augmentation and consistency of our monthly calendar newsletter to CUSM staff and faculty (including clinical faculty)

Wider Variety of Development Programming

We provided unprecedented levels of staff development programming. This programming ranged from book discussions to specific training in software and professional skills.

Accessible Course Design

We offered an in-house Basic Canvas Certification. This was a series of two 4-week intensive courses, one titled Introduction to Canvas and one titled Creating Accessible Course Content.

8

Canvas Course
Participants

42

Video Trainings
in Archives

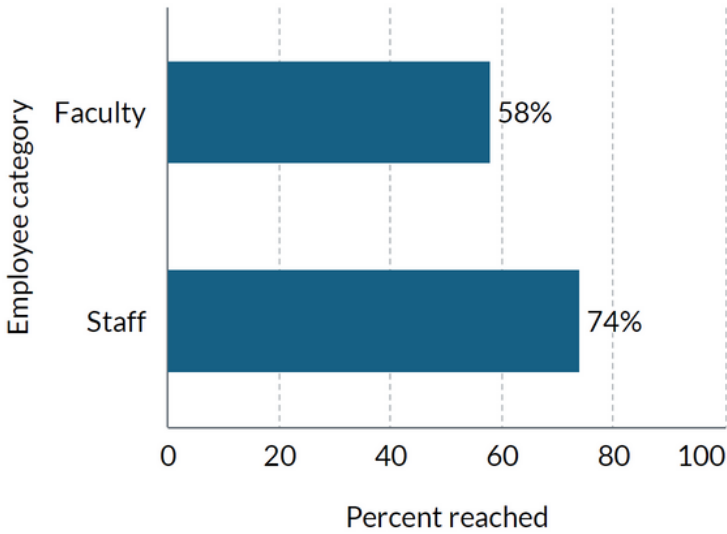
24

Development
Sessions

Faculty Development Data



CUSM-located personnel participation



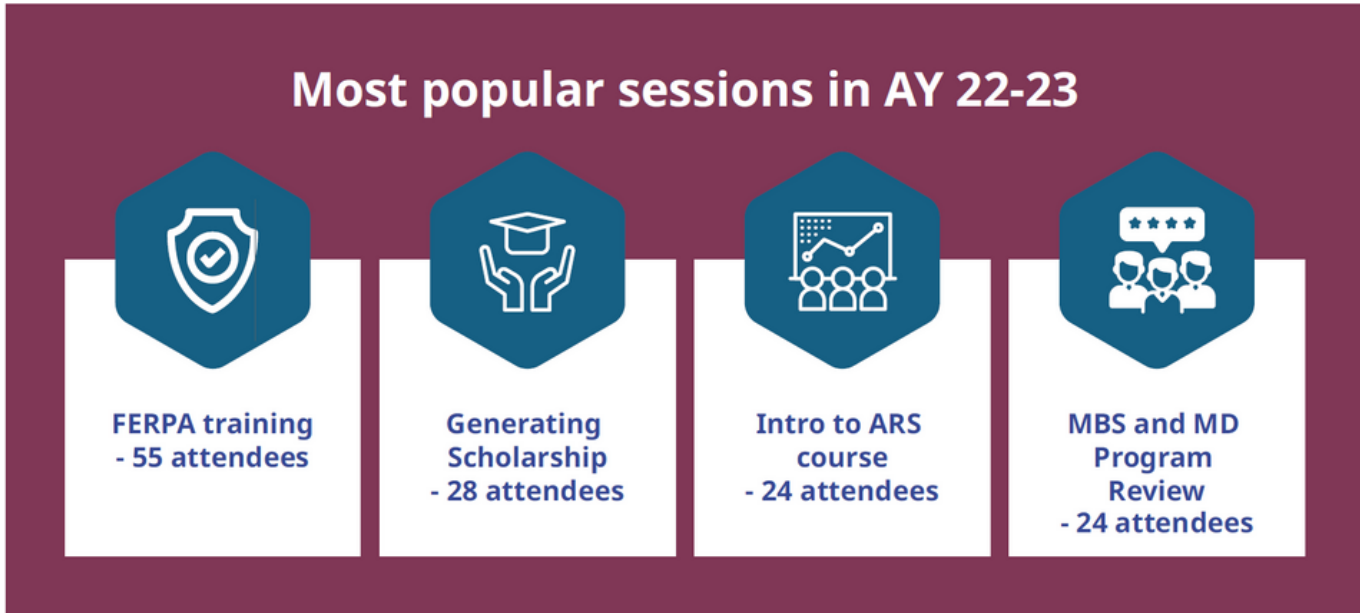
Throughout the 2022-2023 school year, we saw high participation rates across all faculty and staff. Over half (58%) of our faculty located at our CUSM campus participated in at least one of our twenty-six development sessions.

In addition to our participation rates, we calculate total contact hours for our FD programming. In AY 2022-2023, we recorded over 200 total hours of contact with all faculty members at our CUSM campus.

Altogether, our faculty attained 216 hours of professional development to further their knowledge and career in medicine and education.



Faculty Development Data



We offered strategic session topics on identified learning gaps that were well received by staff and faculty alike. Our data show that our audience actively engaged in programming that may have addressed learning gaps in specific areas of expertise.

Post-session survey summary

Content was applicable to me.



Session was relevant to my professional or teaching practice.



Overall, I was satisfied with the session.



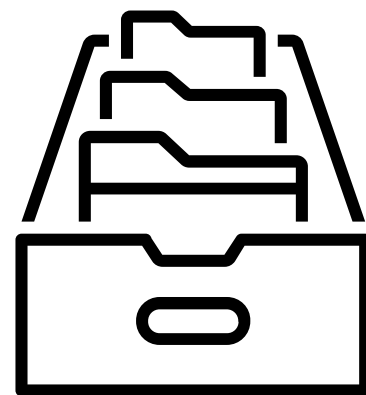
Response survey data indicate that sessions were generally applicable and relevant to the faculty and staff. Satisfaction rates were high, approaching 95%.

Specific Projects



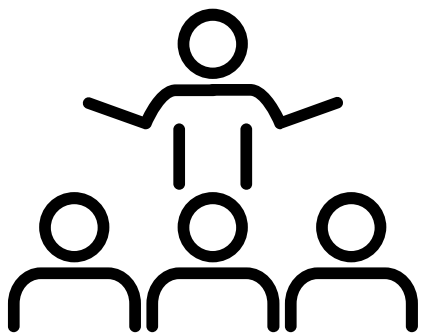
Development Session Archive

In efforts to maximize the usefulness of our sessions, we instituted a robust and comprehensive development session archive. From this archive, our CUSM staff and faculty will be able to conveniently access the past three years of recorded online development sessions which cover a wide range of topics such as teaching, scholarship, technology, and much more. The archives of 2022-2023 included over 40 videos focused on professional development. This archive is available to all CUSM faculty and staff.



Faculty and Staff

Development Week 2022



Our office launched an annual Development Week for faculty and another for staff, providing a week of intensive faculty and staff development programming including seminars on teaching, leadership, technology, wellness, and institutional policy.

Committee Leadership Orientation

In collaboration with Faculty Affairs, we produced an inaugural annual orientation for committee leaders to equip committee leadership with the tools and training needed for effective committee function throughout the year.

13 committee chairs and co-chairs attended

Launched Faculty Teaching Peer Review Program

Our elective and formative peer review process is research-based and was created with input from faculty in medical education and EIDP. It provides, for the first time, a vehicle for CUSM faculty to engage in formative peer review of their own teaching practice. Faculty are beginning to utilize this process.



Monthly Event Calendar

Monthly calendar/newsletter containing curated internal and external development opportunities – The Professional Development calendar newsletter continued on in a modified monthly format that aimed for a wider range of offerings. By providing a consistent monthly overview into our upcoming programming, we have been better able to spotlight our important event for our audience. We have also started highlighting additional external resources, including professional development podcasts and books, to expand our readership’s access to these beneficial tools.

Canvas Certification Program



In response to identified knowledge gaps among faculty and staff in the Canvas CMS, we offered a series of two Canvas courses designed to provide training in basic Canvas function and in how to create accessible course content in Canvas. These courses were bundled into a sequence, offering a Basic Canvas Certificate to those who successfully completed both courses. Data includes:



3

Canvas courses
run

45

faculty & staff
enrolled

550+

hours of course
engagement

14

course completion
certificates earned

3

Basic Canvas
certificates earned

University of Redlands Degree Partnership

CUSM collaborated with the University of Redlands School of Business to offer Redlands academic programming access to CUSM students, staff, and faculty with a 20% tuition discount. Many faculty and staff (and their spouses and domestic partners) have taken advantage of this opportunity and are currently pursuing degrees.



Areas of Service Growth

This year, we augmented our service footprint to better serve our faculty and staff. We

- Instituted a robust and comprehensive development session archive
- Refurbishment of Faculty & Professional Development SharePoint site
- Designed and launched a faculty teaching peer review process; now being used by faculty
- Began collecting and collating monthly data on response surveys and monthly calendar reach
- Offered Canvas courses and a Canvas certificate. This included one introduction course and a course in Canvas accessibility and design.





California University of Science and Medicine

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