Welcome and introduction to the University of Minnesota Medical School.

The University of Minnesota came into existence in 1851, even before Minnesota had attained statehood. Medicine and Science were among the original academic disciplines, which set the framework for the eventual creation of the Academic Health Center on the Twin Cities Campus. The Medical School offered its first classes in 1888. A two-year School of Medicine on the Duluth campus with an emphasis in Primary Care, Rural Medicine, and American Indian Health accepted its first students in 1972. In 2004, the Duluth school joined with the Twin Cities program to establish one Medical School on two campuses.

The University of Minnesota is a public land grant research-intensive university that has a dual commitment to serving the needs of the population of the State of Minnesota and advancing knowledge in the arts and sciences. Six of the University's 20 colleges are brought together in the Academic Health Center: School of Dentistry, Medical School, School of Nursing, College of Pharmacy, School of Public Health, and the College of Veterinary Medicine. The Medical School is fully integrated into the University and thus enjoys opportunities for collaboration across many disciplines. The Medical School's tripartite mission of education, research, and clinical care require faculty committed to excellence in each component of the mission. The Medical School priorities for expanding basic, translational, and clinical biomedical research, to discover new knowledge and ultimately improve diagnoses and cures, include five programmatic areas: cancer; cardiovascular/pulmonary; diabetes and the metabolic syndrome; infectious disease/immunology; and, neuroscience. These priority areas are supported by three areas of technology: genetics/genomics; imaging; and, stem cell sciences. It is within these guiding principles that faculty recruitment, development, and retention are executed.

Physician faculty practice at the school's major affiliates: University of Minnesota Medical Center, Fairview; Hennepin County Medical Center; Regions Hospital; the Veteran's Administration Medical Center; as well as at numerous other hospitals and clinics in proximity to the Twin Cities and Duluth campuses. University of Minnesota Medical School physician full time faculty are members of University of Minnesota Physicians. This independent, not-for-profit organization was founded in 1997 as the practice group for the physician faculty and is governed by a board of directors. UMPhysicians acts as an agent for the Board of Regents of the University and is legally aligned with the University of Minnesota. As a premier multi-specialty physician organization, UMPhysicians provides high-quality, patient-focused clinical care while embracing the research and educational endeavors of the University of Minnesota Medical School, which allows the practice group to continue making significant advances in medicine.

The tripartite mission of the Medical School requires a faculty with many skills and
unique strengths. Accordingly, the school has adopted a system of appointments to accommodate the complementary roles and build upon its rich tradition as a leading medical school in a research-intensive university environment. The Medical School's faculty groups are defined in the school's constitution and bylaws, and include faculty on the regular track, the clinical scholar track, and affiliate faculty. Many community-based volunteer adjunct faculty practitioners serve as preceptors in the medical education programs.

This handbook is intended to provide information for all faculty at various stages in their careers. The faculty tracks available in the Medical School are:

Clinical Scholar track: For faculty whose work is a mix of teaching, scholarship, and applied medical science. Faculty on this track are contract faculty whose appointment requires a probationary period but does not offer tenure at the University of Minnesota.

Regular Faculty track: For faculty whose primary work is research, but who also teach and provide service. This track includes a probationary period leading to review for tenure at the University of Minnesota.

Adjunct Faculty track: For unpaid faculty who volunteer to teach medical students and/or residents within the context of their clinical practice.

Track Transfers: Clinical Scholars are eligible to transfer to the tenure track if a national search was conducted in filling their original position. The chair must be in agreement with the transfer and must sign the track transfer form with the faculty member.

The handbook is divided into three sections:

- General information
- Promotion and Tenure
- Adjunct faculty

For your convenience, this handbook includes links to additional websites, lists of current contacts, a compilation of university documents most referred to by faculty, and Medical School specific documents.

QUESTIONS: If you have any questions or need further assistance, please contact the Medical School Faculty Affairs Office in C692 Mayo at 612-624-5442.
Medical School History

A. History of the University of Minnesota Medical School

The first classes in medicine at the University of Minnesota began in 1888 when three of the four private medical schools in Minneapolis and St. Paul offered their charters and resources to the state. In accepting this offer, the Board of Regents assumed responsibility for medical education on behalf of the people of Minnesota. In 1908, the remaining proprietary school was incorporated into the University of Minnesota Medical School. In 1969 the legislature appropriated planning funds for a two-year medical basic science program at the University of Minnesota, Duluth, and in 1971 provided additional support for development of the Duluth program. The charter class in Duluth began in 1972. In 2004, a decision by accrediting agency Liaison Committee on Medical Education caused the integration of the Duluth program as a campus of the University of Minnesota Medical School.

In 1905 money for the construction of a hospital was offered to the University by the estate of Augustus F. Elliot. After various delays, legislative approval and additional money were obtained. The Elliot Memorial Hospital, the first unit of University Hospitals, was dedicated in 1911. The act of acceptance passed by the legislature stated that the hospital would belong to and be a part of the University, that indigent residents of Minnesota would receive free care and treatment, and that the hospital would be controlled by the University regents. The legislature provided funds for the building of the Institute of Anatomy (Jackson Hall) and Millard Hall, both completed in 1912. Additional hospital and Medical School buildings have been built with private gifts, supplemented by state and federal funding. These include the Todd Hospital and Christian Hospitals (1925), Eustis Hospital (1929), Variety Club Heart Hospital (1950), Mayo Memorial Building (1954), Masonic Cancer Center and Veterans of Foreign Wars Cancer Research Center (1958), Diehl Hall (1960), Children's Rehabilitation Center, Dwan Variety Club Cardiovascular Research Center (1975), and the Phillips-Wangensteen Building (1978). The main hospital services were moved into a new University Hospital in 1986. In 1997, University Hospital merged with Fairview Health Services. The result: University of Minnesota Medical Center, Fairview, and University of Minnesota Children’s Hospital, Fairview.

The Medical School at the University of Minnesota has a rich tradition of research and clinical achievements. The excellence of the Medical School's programs can be traced to the early development of strong departments in the basic medical sciences closely linked to the laboratory of the State Board of Health and to the emergence in the 1920s of clinical departments active in clinical investigation. The pursuit of research in all departments has infused the whole school with a spirit of scientific inquiry and prompted advances in the practice of medicine.
General Information

University of Minnesota Medical Milestones

- 1952 – The world's first successful open-heart surgery performed at U of Minnesota.
- 1955 – First successful heart-lung machine developed.
- 1958 – World’s first artificial heart valve implant performed.
- 1960 – First 11-county, metro-area community heart surgery program developed.
- 1965 – Discovery of bretylium tosylate as an anti-arrhythmic drug.
- 1966 – World’s first pancreas transplant performed.
- 1968 – First successful human bone marrow transplant in the world performed.
- 1972 – New technique developed for the long-term preservation of human cornea before transplant.
- 1975 – First implantable drug pump clinically used for continuous heparin delivery.
- 1977 – One of the first surgeries for the most difficult cases of epilepsy performed.
- 1977-78 – First total-body CT scanner developed.
- 1978 – First use of a new technique for adult kidney transplant in infants.
- 1979 – First islet autograft transplant to treat chronic pancreatitis.
- 1980 – First testing of cyclosporine, a drug that prevents rejection of transplanted organs.
- 1984 – Opening of the Birthplace, the first labor, delivery recovery, postpartum, single-room maternity care offered in the Twin Cities.
- 1994 – First cochlear implant performed in Minnesota.
- 1988 – Midwest’s first successful double-lung transplant performed.
- 1990 – Minnesota’s first cochlear ear implant surgery for a child performed.
- 1993 – First neonatal intensive care unit partnership in Minnesota created.
- 1994 – Discovery that autologous bone marrow transplant can improve survival rates for patients with chronic myelogenous leukemia (CML).
- 1996 – First technically standardized bowel transplant from a living donor.
- 1997 – First hospital in the world to successfully transplant all intra-abdominal organs from both living and deceased donors.
- 1998 – Transplant services celebrated heart transplant program's 20th year, the 1,000th pancreas transplant, and the 5,000th kidney transplant.
- 1998 – Vaccine for Lyme disease developed and patented.
- 1999 – World’s first stem cell institute established.
- 2000 – World’s first blood and marrow transplant performed using genetic testing on an embryo to find a suitable cord blood donor.
• 2000 – Gene that causes a common form of muscular dystrophy, myotonic dystrophy Type 2, in adults discovered.
• 2004 – Discovered first heart drug targeted specifically to treat African-Americans.
• 2004 – Named one of top four NICUs in the nation.
• 2004 – Named Cancer Center of Distinction.
• 2005 – First fully implantable hearing aid placed in Minnesota.
• 2005 – Memory loss reversed in mice with Alzheimer’s type symptoms for the first time.

Citizenship

The faculty set the standards of excellence in research, teaching, and service for the institution and the department. These standards encompass such areas as compliance, credentialing, evaluation, and climate.

**HIPAA:** The Health Insurance Portability and Accountability Act of 1996 requires that individuals who work with protected patient information handle that information in ways that protect the privacy of the individual. If your job involves the gathering or use of patient information, the University requires that you complete a training module to learn how to be HIPAA compliant in your handling of the protected information. New employees whose appointments require HIPAA training are contacted via their e-mail accounts with directions on how to access the training modules.

**CREDENTIALING:** Healthcare providers are credentialed through the affiliate hospitals where they work. See your Center Administrative Director to initiate the credentialing process. Access to patients will be restricted until credentialing has been completed.

**ACADEMIC FREEDOM AND RESPONSIBILITIES:** Universities are built on the principles of academic freedom. The right to pursue new knowledge, unencumbered by the values, politics, or philosophies of any particular interest group, is essential to the development of a safe, creative, breakthrough environment where research and the transfer of the new knowledge that has been generated can flourish and lead to cutting edge advancements for the benefit of the people of the state, the nation, and the world. The Board of Regents has developed policies pertaining to academic freedom and responsibility. These include:

- **Academic Freedom and Responsibility:** [http://www1.umn.edu/regents/policies/academic/Academic_Freedom.pdf](http://www1.umn.edu/regents/policies/academic/Academic_Freedom.pdf)
- **Code of Conduct:** [http://www1.umn.edu/regents/policies/academic/Conduct.pdf](http://www1.umn.edu/regents/policies/academic/Conduct.pdf)
- **Copyright:** The Copyright Information and Education Initiative at [http://www.lib.umn.edu/copyright/](http://www.lib.umn.edu/copyright/)
Governance issues - Faculty Senate:
http://www1.umn.edu/usenate/constitution/sencon.html

CLIMATE: The environment in which Medical School faculty work to achieve the mission and goals of the school depends on many elements ranging from facilities to opportunities for collegial interactions. It is the responsibility of each faculty member to contribute to the climate of the school and their own department in ways which ensure that all faculty experience the academic freedom necessary to explore new areas of scholarship. Practices that reflect a commitment to fairness in the workplace also contribute to a welcoming and supportive climate. Interactions amongst faculty should be free of bias and discrimination and faculty should be made aware of ways in which unconscious biases affect everyday interactions. Individual faculty should pay attention to how the climate of the section, department, school, and university affects their ability to achieve their highest potential. They should also be aware of the ways in which they contribute to the climate that impacts junior faculty and the department as a whole.

Links that address climate issues:

Board of Regents Policies on Equal Opportunity and Sexual Harassment:
http://www1.umn.edu/regents/polindex.html

E. Benefits of Faculty Membership:

Several benefits are available to you as a member of our Medical School faculty. Your U-card is the key to accessing these benefits. Please arrange to obtain this photo identification card as soon as possible. See the instructions listed under "U Card."

Bio-Medical Library
612-626-5653
Web site: http://hsl.lib.umn.edu/biomed
The resources and services of the Bio-Medical Library, and those of all University Libraries, are available to University faculty. University faculty may check out books and journals, request reference assistance; obtain librarian-mediated computer searches on health topics; and attend classes on information management and Internet use. University faculty may access the bibliographic and full text databases provided by the libraries from their home or office. Specialized collections of the Bio-Medical Library include the Wangensteen Historical Library of Biology and Medicine and the Drug Information Service (a substance abuse collection).

Continuing Medical Education (CME)
612-626-7600
Web site: www.med.umn.edu/cme
Most courses offered by the Office of CME include a reduced fee for University faculty. A CME conference schedule is included with this notebook and available online. Please specify that you are University faculty when registering over the phone. Office hours are Monday-Friday from 8:15 a.m.-4:30 p.m.
E-mail/Internet Account
612-301-4357
As a University faculty member, you will automatically receive an e-mail/Internet account and be assigned an e-mail address. Faculty can obtain the internet toolkit at three campus locations: 152 Shepherd Labs, 93 Blegen Hall, and 50 Coffey Hall. Each kit costs $6.00 and will allow you to access the University modem pool from your personal computer for 50 hours a month at no charge. Further information on the internet toolkit can be found on-line at http://www1.umn.edu/adcs/software/internetkit/ or by calling 612-301-4357.

Note: Approximately three weeks from the time you receive your University faculty appointment letter, the University will assign you an e-mail address. At this time, our Academic and Distributed Computer Services Office will send you a letter providing you with your new e-mail address.

Important: E-mail is an important communication link between the Medical School and its University faculty members. If you currently use another e-mail address and will continue to do so, please forward your University account to your preferred email account by following the instructions below.

1. Go to http://www.oit.umn.edu/accounts/
2. Under “Internet Account Options” click on “Set Email Forwarding and Autoreply”
3. When the login screen appears
   o Enter your “Internet ID (X500 ID)” in the space provided (this is your e-mail address given to you by the University minus the “@umn.edu”)
   o Enter your “Password” (given to you by the University)
   o Press “Login”
4. Click on “Set E-mail forwarding and Autoreply”
5. Under “Send e-mail to:” blacken the circle marked “Other” and enter your preferred email address in the space provided
6. Scroll to the bottom of the screen and click “Submit”

Computers
612-626-4276
Web site: http://www.oit.umn.edu/umart/
University faculty, staff, and students may purchase discounted computers and software through this website. You will be required to login using your University Internet ID (your email address minus the “@umn.edu”) and password (your email password).

U Card
612-626-9900
Web site: http://www1.umn.edu/ucard/
e-mail: ucard@umn.edu
All University faculty are entitled to a free U Card which serves as their "key" to
University benefits and services (see brochure included with this manual), including the following:

- Access to University libraries and recreation centers
- Art and athletic ticket discounts
- Purchases at University vending machines and stores

Obtain a U Card at these three U Card offices:

Coffman Memorial Union
300 Washington Ave. S.E., Room G22
Hours: Monday-Friday 8:30 a.m.-4:00 p.m.
612-626-9900

University Recreation Center
1906 University Ave. S.E.
Hours: Monday-Friday 11:00 a.m.–1 p.m., 4-6 p.m.
Saturday 11 a.m.-1 p.m.
612-624-2580

St. Paul Gymnasium
1536 Cleveland Ave. N.
Monday, Tuesday, Thursday 4-6 p.m.
Wednesday, Friday, Saturday 11 a.m.-1 p.m.
612-625-8283

IMPORTANT:

- Call the U Card office before coming to the University to be sure your name has been entered into the database.
- Bring a photo ID such as a driver's license or passport with you to the U Card Office to have a card created for you in approximately five minutes.
- A U Card can be mailed to you if you live over 50 miles from campus – you need to set this up with your department University faculty coordinator. A U-Card can be obtained at Crookston (218-281-8548), Morris (320-589-6125), or Duluth (218-726-8814) campuses.

Athletic Facilities
University Golf Courses located at Larpenteur Avenue and Fulham Street near the St. Paul campus are available at faculty rates. Call 612-627-4000 for more information.

University faculty have access to an 85' x 200' ice rink with 3,000 seats, 10 indoor tennis courts, and eight outdoor tennis courts, located at 19th Avenue Southeast and 4th Street Southeast in Minneapolis. Indoor tennis courts are available to faculty for a reduced fee. Outdoor courts are free of charge. Four additional outdoor courts are located on the St. Paul campus.
Mariucci Arena, located at 1901 Fourth Street Southeast offers indoor skating opportunities for a fee. Call the open skate hotline at 612-625-6648 for further information.

**Athletic Tickets**
612-624-8080
Season tickets for Minnesota Gopher football, hockey, basketball, and other sporting events may be purchased at faculty/staff rates when available. Ticket office hours at Mariucci Arena are Monday-Friday from 9 a.m.-5 p.m.

**Campus Club**
612-625-9696
e-mail: campclub@umn.edu
Membership in the University of Minnesota Campus Club, located on the fourth floor of Coffman Memorial Union, is available to all University faculty members. Benefits include access to lunches and catering services. Call the above number Monday-Friday from 8 a.m.-4 p.m. for details on membership costs, etc.

**Frederick R. Weisman Art Museum**
612-625-9494
Local and national exhibits are available at the Frederick R. Weisman Art Museum at no charge. Reduced admission for special events is available to University faculty. Museum hours are Tuesday, Wednesday, and Friday from 10 a.m.-5 p.m.; Thursday from 10 a.m.-8 p.m.; and Saturday and Sunday from 11 a.m.-5 p.m. The museum is closed on Mondays.

Museum members receive a discount in the gift shop.

**James Ford Bell Museum of Natural History**
612-624-7083
Web site: [www.umn.edu/bellmuse](http://www.umn.edu/bellmuse)
e-mail: bellmuse@tc.umn.edu
The museum houses permanent exhibits on the life sciences and the "Touch and See Room," a favorite with children. Brochures and schedules may be obtained by calling the museum. Admission is free with a U Card. Hours are Tuesday-Friday from 9 a.m.-5 p.m., Saturday from 10 a.m.-5 p.m., and Sunday from noon-5 p.m.

**Recreational Sports**
Web site: [www.recsports.umn.edu](http://www.recsports.umn.edu)
e-mail: recsport@tc.umn.edu
University faculty and their spouses are eligible for membership in Recreational Sports at a minimal fee. Members are eligible to use the following facilities in Minneapolis and St. Paul. Both facilities offer aerobics and cycling classes, personal training, fitness assessments, intramural sports, sport clubs, climbing/adventure programs, and youth and
community programs for an additional fee. Weekly family activities are offered, including a free family day from noon-5 p.m. on Sundays.

The Minneapolis Recreation Center houses two fitness centers, four swimming pools, three gymnasiums, fourteen racquetball and five squash courts.

The St. Paul Gym has a fitness center, indoor track, gymnasium, racquet and squash courts, a newly renovated swimming pool and a climbing wall.

University Theatre Arts Ticket Office
612-624-2345
Web site: www.northrop.umn.edu
University Theatre productions are scheduled throughout the year in Rarig Center, at 330-21st Avenue South, Minneapolis, Minnesota 55455. University faculty may receive a reduced rate for certain performances, depending on the sponsor of the event. In addition to regular productions, University Theatre provides pieces designed, produced and acted by students, and performed in the Experimental Theatre, and the Minnesota Centennial Showboat (in the summer). Season tickets or tickets for individual shows may be purchased by calling Northrop Ticket Office at 612-624-2345 from 8:30 a.m.-5 p.m. Monday-Friday.

QUESTIONS: If you have any questions or need further assistance, please contact the Medical School Faculty Affairs Office in C605 Mayo at 612-624-5442.

Volunteer Adjunct Faculty

The University of Minnesota Medical School pursues its mission of leadership in enhancing the health of people through the education of skilled, compassionate and socially responsible physicians through collaboration with volunteer physician faculty in the greater metropolitan area and throughout the state. Your participation enables our students to experience the practice of medicine in many settings and with diverse populations of patients. Thank you for your invaluable contributions to their medical education. It is our hope that the adjunct faculty also find opportunities for professional growth through their affiliation with our programs. This Web site was developed to serve as a pathway to information and resources that may assist you in providing effective learning experiences for our medical students and advanced training for our residents.

ADJUNCT FACULTY APPOINTMENTS:

There are three types of adjunct faculty appointments in the Medical School:

Adjunct Faculty (Community Based Practitioners - U)

Appointments in this category will be primarily our volunteer clinicians. These individuals have a principal occupation in professional activities within the community or
are retired from such occupation, and are affiliated with the University on a limited, part-time basis.

**Adjunct Faculty (Internal - B)**

Appointments in this category are for individuals who hold regular or non-regular faculty appointments elsewhere in the University, and have been asked to provide additional service to another department in the Medical School. The title may also be used to recognize cross-disciplinary activity.

**Adjunct Faculty (External - A)**

Appointments in this category will be individuals who have a principal occupation in another college or university outside the U of Minnesota or who are industry related professionals, and are affiliated with the University on a limited, part-time basis.

The subcategories in each of these types of adjunct faculty appointments are:

- Adjunct Professor
- Adjunct Associate Professor
- Adjunct Assistant Professor
- Adjunct Instructor

**LINKS TO USEFUL INFORMATION FOR VOLUNTEER FACULTY ON:**

- [Medical Education](#)
- [Faculty Affairs](#)