



Office of Faculty Affairs

Faculty Handbook 2011

Office of Faculty Affairs

Office of the Dean

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Office of Faculty Affairs

School of Medicine

This handbook provides a brief synopsis of what we thought might be useful information for a new faculty member. It is by no means as comprehensive as the companion campus wide faculty handbook found at:

<http://naples.cc.sunysb.edu/Admin/fshotlinks.nsf/By+Section?OpenView&CollapseView>

This abridged document* is more succinct and contains references to websites which contain more details. The information in this handbook is organized into three sections.

Section I: Introduction

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If you have any suggestions for changes, please let our office know. We hope you will find this information useful. Thank you.

**This booklet was initially created by the Women in Medicine Program at SUNY Stony Brook by Dr. Rishimani Adsumelli (Anesthesiology), Dr. Latha Chandran (Pediatrics), Dr. Marie Gelato (Internal Medicine), and Dr. Elza Mylona (Preventive Medicine). It was revised in 2010 by Dr. Peter Williams (Preventive Medicine and Dean of Academic & Faculty Affairs) and in 2011 by Dr. Elza Mylona (Preventive Medicine and Associate Dean for Faculty Development).*

Section I: Introduction

IA. Information about the Medical Center, Stony Brook University Medical Center comprises of the [School of Medicine](#) and [Stony Brook University Hospital](#)

School of Medicine

The School of Medicine matriculated its first class of 24 students in 1971. At the time, it was one of six schools in the Health Sciences Center – the Schools of Medicine, Dental Medicine, Nursing, Allied Health, Social Welfare and Basic Health Sciences. Over the years, the structure of the HSC changed. Perhaps the most important event was the opening of University Hospital in 1980. Up until that point, our medical students traveled for all their clinical work to a number of affiliated hospitals: Nassau University Medical Center, the VA hospital in Northport, Winthrop University Hospital, and others. The School of Basic Health Sciences was absorbed by the Medical School in the late 1970s. Few years ago, the School of Medicine and University Hospital combined into the Medical Center and formally separated from the remaining four schools comprising the HSC.

There have always been a wide array of outstanding research programs in the 8 basic sciences departments (detailed later in this section). Coupled with 18 clinical science departments, students and faculty have remarkable research opportunities for a school of our size and age. [Dr. Kenneth Kaushansky](#) was appointed Dean of the School of Medicine effective July, 2010.

The School of Medicine is responsible for the preclinical and clinical education of medical students (current enrollment is just over 500). The School of Medicine offers excellent research and clinical opportunities and has attracted a faculty of national and international renown. Faculty participate in joint instructional experiences with faculty in the other schools of the Health Sciences Center and colleges in the University, with students from all programs enjoying the benefits of exposure to these multidisciplinary approaches to education.

The School of Medicine has developed a broad variety of centers of excellence that utilizes multi-disciplinary foci and partnerships. It serves as a hub, networking the life sciences at [Brookhaven National Laboratory](#) and the genetics and molecular biology strengths at [Cold Spring Harbor Laboratory](#), as well as on both sides of the Stony Brook Campus (health sciences and arts and sciences).

The School of Medicine is constantly refined, strengthened, and expanded, and is characterized by a teaching mix that balances lecture classes with smaller, case-based courses. There has also been an increase in the use of information technologies in teaching and clinical instruction to familiarize students with these tools. The [School's curriculum](#) enables students to come in contact with patient cases early in their studies as well as joining faculty in clinical and basic science research.

Stony Brook University Hospital

Stony Brook University Hospital, which celebrated its 25th anniversary in 2005, has also made significant strides in a short amount of time. It is the major educational resource for all students enrolled in the school of the Health Sciences Center and provides training for more than 480 residents in 43 approved specialty programs (including subspecialties), and the general practice/dental medicine program. Our tertiary Neonatal Intensive Care Unit is the only such unit for premature and newborn infants in Suffolk County. In addition, there are 10 other intensive care units including those for anesthesia care, burn care, and transplant care.

Stony Brook University Hospital is Long Island's only university-based academic medical center. It serves as the region's only tertiary care center and Level 1 Trauma Center, and is home to the Stony Brook University Heart Center, Cancer Center, the Stony Brook Long Island Children's Hospital, the Institute for Advanced Neurosciences, and the Gastroenterology Program. Stony Brook provides Suffolk County's only Level 4 Regional Perinatal Center, state-designated AIDS Center, state-designated Comprehensive Psychiatric Emergency Program, state-designated Burn Center, the Christopher Pendergast ALS Center of Excellence, and Kidney Transplant Center. It is home of the nation's first Pediatric Multiple Sclerosis Center.

The Ambulatory Care Pavilion houses the Cancer Center, the Carol M. Baldwin Breast Care Center, outpatient medical and surgical oncology, outpatient pediatric oncology and ancillary support services for cancer patients. This building houses a state-of-the-art outpatient imaging center and pain management services.

The Emergency Department is in the midst of a multi-phased expansion that will triple the size of the current department and expand ED capacity for trauma, general medicine, pediatrics and psychiatric treatment. An expanded Clinical Psychiatric Emergency Program will open in the Fall of 2011.

IB. Information regarding the [Health Sciences Center \(HSC\)](#)

Stony Brook's Health Sciences Center is comprised of the Schools of Dental Medicine, Health Technology and Management, Nursing, and Social Welfare. Until 2006, the School of Medicine was under the administrative umbrella of the HSC but has since formally separated. Current student population is approximately 629 students in the School of Health Technology and Management, 464 social welfare students, 695 nursing students, and 36 graduate students in Public Health. Many programs, centers, and institutes at Stony Brook are affiliated with the Health Sciences Center.

IC. Table of Contents of the Larger Faculty Handbook, i.e. the [Faculty & Staff Digest](#).



This reference guide to SBU websites includes a broad range of procedures, activities, traditions and useful information for navigating Campus.

To immediately access specific topics use the [Search](#) function located above

- ▶ Chapter 01 - Introduction to The Faculty & Staff Digest
- ▶ Chapter 02 - Overview of the University
- ▶ Chapter 03 - Organization of SBU
- ▶ Chapter 04 - Affiliated Organizations
- ▶ Chapter 05 - The ABCs of SBU Campus
- ▶ Chapter 06 - Traditions - Awards, Recognitions & Ceremonies
- ▶ Chapter 07 - Employee Information
- ▶ Chapter 08 - Faculty
- ▶ Chapter 09 - Computing Support Services

ID. Clinical Practice Management Plan & Stony Brook University Physicians

Clinical Practice Management Plan

The Clinical Practice Management Plan was established at the Stony Brook School of Medicine in the 1970s. Its formation and operation is required by the collective bargaining agreement between the State of New York and the United University Professions (UUP). UUP is the union that represents the faculty of the State University of New York. CPMP supports the 18 clinical departments in the Stony Brook University School of Medicine. Each of these departments has a corresponding clinical practice entity through which patient care services are rendered and billed.

Over the past 25 years, CPMP programs and services have grown in response to the direction and needs of the practice entities. Some expanded services have been built on the core billing, collection and disbursement services performed by CPMP; others were intended to increase revenue, reduce cost or strengthen service delivery. Today, CPMP offers a wide range of programs and services designed to add value to the clinical faculty practices. CPMP also provides ongoing information to and coordinates a compliance program on behalf of the clinical practices.

Stony Brook University Physicians

Stony Brook University Physicians (SBU Physicians) is utilized by CPMP to market and promote the clinical practices at Stony Brook as part of a strategy to establish a single brand identity for the 18 specialty practices. In this context, the SBU Physicians website is designed to serve the interests of the Stony Brook practices and community. For more information about the Stony Brook University Physicians-affiliated clinical practices, please visit our website at www.stonybrookphysicians.com.

Section II: Academic Information

IIA. University Senate and School of Medicine Senate

Faculty are encouraged to participate in their own governance through the two official faculty organizations. In addition, there are a number of university, school, and department committees on which faculty serve.

IIB. Degrees, Departments and Awards

Degrees:

- M.D.
- M.D./Ph.D. ([MSTP Program](#))
- [M.D. with Recognition in Research Program](#) for students who successfully complete six months of scientific research during their four years.
- [M.D. with Recognition in Humanistic Studies](#) for students who successfully complete six months of scholarship during their four years.
- [Scholars for Medicine Program](#) (B.A./M.D. Program)
- Graduate Studies in Basic Health Sciences
- Masters in Public Health ([MD/MPH](#))

Stony Brook University Awards, Recognitions and Ceremonies:

- The [President Award's](#) and The Chancellor's Award for Excellence in Teaching, Librarianship, and Professional Service, as well as the President's Award for Excellence in Teaching as Part-Time Faculty; President's Award for Excellence in Diversity and Affirmative Action and the President's Award for Excellence in Classified Service are awarded at the annual University Convocation. The Office of the President distributes calls for nominations and applications.
- [Distinguished Faculty Awards](#) - Contact the Office of the Provost at (631) 632-7000.

School of Medicine Chairs and Visiting Professorships:

- The Edmund D. Pellegrino Professorship of Medicine
- The Evelyn Glick Chair in Experimental Medicine
- The Marvin Kuschner Professorship of Pathology
- The William and Jane Knapp Endowed Chair in Pharmacological Sciences
- Voll Professorship in Cancer Research
- Joel Kenny Professorship in Cancer Research

Departments

The School of Medicine consists of 8 basic science and 18 clinical departments that have the responsibility for preclinical and clinical instruction of students in all the schools of the Health Science Center as well as university-wide responsibility to students in other schools on the campus.

It is the goal of these departments to:

- Integrate as rapidly as possible new scientific knowledge and the advances of basic research into the training of every health professional;
- Promote input from all university disciplines into education and research in the health sciences;
- Ensure that every health care professional trained in the school is prepared to provide the highest level of patient care.

Departments:

Department of Anatomical Sciences
<http://www.anat.stonybrook.edu/>

Department of Anesthesiology
<http://anesthesia.stonybrook.edu/>

Department of Biochemistry and Cell Biology
<http://www.stonybrook.edu/biochem/>

Department of Dermatology
<http://www.stonybrookmedicalcenter.org/dermatology>

Department of Emergency Medicine
http://www.stonybrookmedicalcenter.org/emergency_medicine

Department of Family Medicine
<http://www.stonybrookmedicalcenter.org/familymed>

Department of Medicine
<http://www.stonybrookmedicalcenter.org/medicine/>

Department of Molecular Genetics and Microbiology
<http://www.mgm.stonybrook.edu/index.shtml>

Department of Neurobiology and Behavior
<http://neurobiology.informatics.sunysb.edu/>

Department of Neurological Surgery
<http://www.uhmc.sunysb.edu/neurosurgery/>

Department of Neurology
<http://www.stonybrookmedicalcenter.org/neurology>

Department of Obstetrics, Gynecology and Reproductive Medicine
<http://www.stonybrookmedicalcenter.org/obgyn>

Department of Ophthalmology
<http://www.stonybrookmedicalcenter.org/ophthalmology/>

Department of Orthopaedics
<http://www.stonybrookmedicalcenter.org/orthopaedics>

Department of Pathology
<http://www.stonybrookmedicalcenter.org/pathology/>

Department of Pediatrics
<http://www.stonybrookmedicalcenter.org/pediatrics/>

Department of Pharmacological Sciences
<http://www.pharm.stonybrook.edu/>

Department of Physical Medicine and Rehabilitation
<http://www.stonybrookmedicalcenter.org/physicaltherapy/>

Department of Physiology and Biophysics
<http://pnb.informatics.stonybrook.edu/>

Department of Preventive Medicine
<http://www.stonybrookmedicalcenter.org/prevmed/>

Department of Psychiatry and Behavioral Science
<http://www.stonybrookmedicalcenter.org/psychiatry>

Department of Radiation Oncology
<http://www.stonybrookmedicalcenter.org/radiationoncology/>

Department of Radiology
<http://www.stonybrookmedicalcenter.org/radiology/>

Department of Surgery
<http://www.stonybrooksurgery.org/>

Department of Urology
<http://www.stonybrookmedicalcenter.org/urology/>

Department of Biomedical Engineering
<http://bme.sunysb.edu/>

Clinical Sites

- a) [Stony Brook University Medical Center](#)
- b) [Huntington Hospital](#)
- c) [Nassau University Medical Center](#)
- d) [Peconic Bay Medical Center](#)
- e) [South Nassau Community Hospital](#)
- f) [Southside Hospital](#)
- g) [Veterans Medical Center at Northport](#)
- h) [Winthrop University Hospital](#)
- i) [Long Island State Veterans Home](#)

IIC. Research Information

1. [General Clinical Research Center \(GCRC\)](#) is located on 12 South in the hospital. The center is funded by the NIH to support investigator- initiated studies. The GCRC offers space (inpatient and outpatient), nursing staff, biostatistical, administrative and data management support for all studies. There is also laboratory support for processing samples and some specialty assays for hormones, cytokines and metabolites. There are competitively priced charges to use the GCRC. For more information about the GCRC, call 444-6900 or go to the website for information on how to apply to use the facility.
2. [Biostatistical Consulting Core \(BCC\)](#) The BCC provides biostatistical guidance and programming support for all aspects of a research endeavor. The services include: general biostatistical consulting, biostatistical assistance in grant preparation, short statistics courses/workshops. For more information, visit their website.
3. [Clinical Trials Office](#). The purpose of this office is to facilitate the partnership between Stony Brook and Industry.
4. [The Office of Scientific Affairs \(OSA\)](#). This is headed by Dr. Wadie Bahou. Information about the office can be found on their web-site. The website lists a number of programs sponsored by OSA (research funding opportunities, seminars, courses, research facilities for faculty, etc).
5. [Office of the Vice President for Research](#) is another source of information. Their website will give you directions on how to submit research proposals and formulate a budget. They also offer courses on grant writing, how to get your proposal out the door, grants management, etc.
6. [The Office of Research Compliance](#) is a valuable source of information and mandatory training in responsible conduct of research – required of all faculty and for training both in human subjects and in animal research. Their website will give you all the information needed. They provide templates for consent forms. For human subjects research, there is compliance training that must be completed before any investigator can start projects. Their number is 632-9036.
7. There are a number of [health and safety training](#) courses that need to be taken for faculty involved in research. Contacts are: Kim Auletta at 632-3032 for chemical training; Robert Holthausen at 632-9672 for Hazardous Material training; Edward O'Connell at 632-9674 for radiation safety training.

IID. Getting Ahead – What you need to know about academic promotions

APT Policies: <http://www.stonybrookmedicalcenter.org/body.cfm?id=1824>

The Committee on Appointments, Promotions, and Tenure (APT Committee) is a standing committee of the Faculty Senate of the School of Medicine. The APT Committee considers for recommendation to the Dean proposals for the following:

1. Granting of tenure,
2. Appointment or promotion to professorship, whether unqualified (Scholars tracks), qualified (Clinical Educator, or Associate Research tracks), or modified (Voluntary Clinical track), and
3. Appointment or promotion to associate professorship, whether unqualified, qualified, or modified
4. All appointments of faculty members salaried by the Veterans Administration Medical Center at Northport and similar affiliated institutions, will be considered as though they were proposed for positions with continuing appointment at the School of Medicine
5. Voluntary Clinical appointments as requested by the Dean.

Available tracks

The following table describes the available tracks and the point system used to determine eligibility for promotion. Requirements for consideration of proposals for promotion and/or tenure vary by level and you should refer to the website for details.

Title	Track	Tenure Eligible	Min. Total	Min Res/Schol
Associate Professor Ranks				
Associate Professor of X	Research Scholar	Yes	5	3
Associate Professor of X	Educator Scholar Clinical Scholar	Yes	5	2
Assoc. Prof. of Research X	Research	No	3	2
Assoc. Prof. of Clinical X	Clinical Educator	No	3	0
Assoc. Prof. of X Education	Basic Science Educator	No	3	0
Professor Ranks				
Professor of X	Research Scholar	Yes	7	3
Professor of X	Educator Scholar Clinical Scholar	Yes	7	2
Professor of Research X	Research	No	5	3
Professor of Clinical X	Clinical Educator	No	5	1
Professor of X Education	Basic Science Educator	No	5	1

Questions may be addressed to Sharon Nachman, MD, current chair of the committee. Virtually, all require a letter from the Chairperson of the candidate's department to the Dean formally proposing consideration of the desired action, a personal statement may be provided by the candidate, limited to three pages, letters from others specifying the writer's current knowledge of the candidate's character, scholarship quality and productivity, teaching capacity, clinical ability, national stature, and service to his/her

University. It is important that the writer of each letter state that he/she supports the appointment or promotion to the specific rank or tenure status proposed for the candidate.

IIE. Benefits at a glance

1. **Employee Benefits**: The University has a broad range of benefit programs available to employees. Depending on the bargaining unit that employees belong to, benefit programs include health insurance, dental and vision coverage, prescription drug plans, disability insurance, retirement plans and tuition assistance. Voluntary employee paid life insurance; college savings, flexible spending, and long-term care programs are also available to eligible employees.

Clinical faculty members may also be eligible for additional benefits through the practice plan. Please contact your department administrator for additional information.

2. Tuition Assistance **Programs**: Tuition waivers provide tuition remission for up to three credits each Spring and Fall semester for full-time employees of the University and of the Research Foundation attending a SUNY or Empire State College. Tuition waivers are subject to approval and to the availability of funds. Additional information is available on the Human Resource Services website:

<http://www.stonybrook.edu/hr/benefits/state/>

3. **Payroll information**: Most employees are paid by one or more of the following: the State of New York, the Research Foundation, and, for clinicians, the Clinical Practice Management Plan (CPMP). [Checks are disbursed biweekly](#). If you wish, you may participate in the [Electronic Direct Deposit Program](#). Employees may add, change, or cancel a direct deposit by completing a new Direct Deposit Enrollment/Change form and submitting to: Human Resource Services, 390 Administration Building, Zip= 0751. Forms for State and RF paychecks are available on the HRS website: <http://www.stonybrook.edu/hr/>. Clinical faculty should contact their department administrator for information on direct deposit of CPMP checks.
4. **Leave of Absence**: Employees are entitled to various leaves of absence including vacation, sick and holiday. Additional leave information can be found by visiting the Human Resources website at: <http://www.stonybrook.edu/hr/tawc/> or by contacting them directly at 631-632-6161.
5. **Counseling Services**: [The Employee Assistance Program](#) provides a comprehensive worksite-based program to assist faculty, staff and their families in the prevention, early intervention, and resolution of problems that may impact job performance. These include but are not limited to: emotional, family, work stress, legal, financial, grief, change, marital/relationship, alcohol/drug or domestic violence. Services also include:
 - Assessment and referral
 - Information and consultation
 - Supportive Follow-up
 - EAP Workshops
 - Lending Library
 - Management Consultation

The EAP has offices on both East and West Campuses. Please call for an appointment (631) 632-6085. They may also be contacted via email at eap@notes.cc.sunysb.edu

For mental health emergencies after hours and on weekends call Public Safety or go to the University Hospital Emergency Room (631) 632-3333.

Response Crisis Hotline of Suffolk County: Anyone not experiencing an emergency but wanting to speak to a trained volunteer counselor after hours and on week-ends can call (631) 751-7500.

IIF. Committees of the Faculty Senate:

<http://www.stonybrookmedicalcenter.org/facultysenate/committees/intro>

[The Executive Committee](#)

[The Committee on Academic Standing](#)

[The Committee on Student Admissions](#)

[The Committee on Appointment, Promotion, and Tenure](#)

[The Committee on Curriculum](#)

[The Committee on Resource Allocation & Academic Planning](#)

[The Committee on Student Affairs](#)

[The Faculty Assistance Committee](#)

IIG. SOLAR System

SOLAR is an on-line access enabling faculty, staff, and students to electronically complete their monthly time sheets, update personal contact information, view paychecks and other important information. Access to SOLAR can be obtained by clicking on SOLAR Password Help at the following website:

<https://psns.cc.stonybrook.edu/psp/he90prods/?cmd=login&languageCd=ENG&>

Section III. Useful Contact Information

Alternative Dispute Resolution-University Ombuds Office

The Ombuds Office offers advice, informal mediation, information, referrals, and facilitates resolution of a broad range of concepts such as policy/ procedure issues, disciplinary matters, job conflicts, academic disputes and health and safety issues. Hours of operation are 9am-5pm Monday-Friday (631) 632-9200.

Sexual Harassment

Harassment on the basis of gender is a form of sexual discrimination and violates Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. The University does not tolerate gender harassment and treats it as a form of misconduct. Sanctions are enforced against individuals engaging in such behavior. Office for Affirmative Action and Equal Opportunity, Rm. 474, Administration Bdg, (631) 632-6280.

Banking Services

Several banking services are available throughout the Campus. Specifically for the HSC, the following services are available: Teachers Federal Credit Union (www.teachersfcu.org) HSC- Level 2. Automated Teller Machine (ATM) HSC- Level 5.

West Campus Bookstore

The Book Store is located on the ground level of the Frank Melville Library (opposite the Student Union). It stocks a wide selection of text books, trade books, supplies, imprinted clothing, gifts, and a broad selection of other items. For more information and hours of operation, call the University Bookstore at (631) 632-6550/6555.

HSC Bookstore

Located on Level 2 of the Health Sciences Center, it stocks textbooks, supplies, and an extensive selection of health science professional trade and reference books. For more information and hours of operation, call the HSC Bookstore at (631) 444-3685/3686.

Textbook Orders

An online service is also provided to the faculty of Stony Brook
<http://ws.cc.stonybrook.edu/provostliasn/bookstore/>

Campus Maps, Directions and Directories

The State University of New York at Stony Brook is situated on a 1,000- acre site on the north shore of Long Island in southeastern New York, approximately 40 miles from the Queens border.

Map of the entire campus (<http://www.stonybrook.edu/sb/map/onlinemap.html>)

Map of the HSC and Hospital (<http://www.stonybrook.edu/doi/hsc.html>)

Map of Technology Park (<http://www.stonybrookmedicalcenter.org/patientcare/techparkoffices>)

Child Care Services and Preschool

The University has on-campus child care and preschool services for children from 2 months to 5 years. It is a non- profit service for University students, faculty, and staff. For more information refer to the web or call (631) 632-6930 or visit their website:

<http://www.stonybrook.edu/childcare/>

Computing Services

The Division of Information Technology (DoIT) provides computing, networking, and telecommunication services to the faculty, staff, and students of the University. For more detailed information, refer to the Division of Information Technology at **(631) 632-9800**. For Client support services for HSC users (Help Desk **4-HELP**).

E-Mail Access and Requesting E-Mail Accounts:

Established a Lotus Notes email account may be accessed at:

<http://clientsupport.stonybrook.edu/public/notes/index.shtml>.

Audio Visual/Media Services:

HSC/Media Services is comprised of four units: Audio Visual Services, Classroom Scheduling, Medical Illustration, and Medical Photography. Call at **(631) 444-3228**; Fax (631) 444-6172.

Emergency Assistance

To contact the [University Police](#) from off-campus call **(631) 632-3333**

Emergency Closings

Information on cancellations of classes and events:

Medical Center: **(631) 444-SNOW**

West Campus: **(631) 632-SNOW**

Housing

The [Off-Campus Housing Office](#), located in the first floor of the Administration Building, provides faculty and staff members with listing of off-campus rentals and sales. Call **(631) 632-6770**.

Human Resource Services (HRS):

HRS Main Office – Administration Building, Room 390, 631-632-6161

HRS HSC Satellite Office – HSC Level 4, 631-444-2015

SOM Office of Faculty Personnel – HSC Level 4 Room 197, 631-444-7500

Libraries

There are two libraries located on the Stony Brook Campus -- the Health Sciences Library and the Frank Melville Jr. Memorial Library.

Parking Information

Garage Offices: <http://ws.cc.stonybrook.edu/parking/garages.shtml>

HSC: (631) 444-6610

Medical Center: (631) 444-6608

Transportation

Campus bus service is available. Routes and schedules are available from the [Transportation Office](#) or call (631) 632-6418.

[LIRR Schedules](#) are available on line or call (631) 231-5477.

[Suffolk County Transportation](#) schedules are available on line or call (631) 852-5200.

[MTA](#) (Bus and Trains) schedules are available on line.

[Long Island Ferry](#) schedules