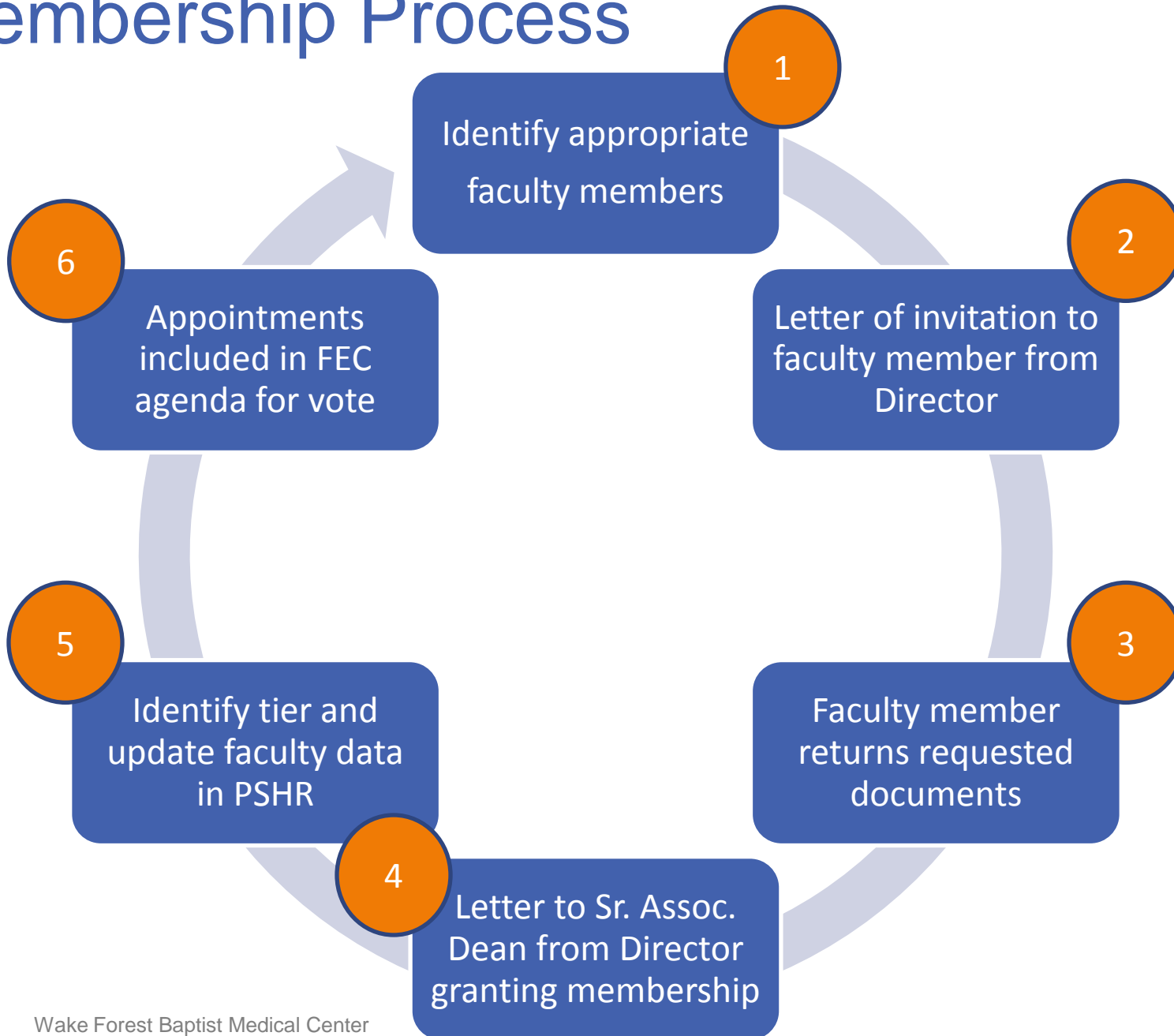


Center Membership Process 2014



Membership Process



Identify Appropriate Faculty Member

- The Center Director will review the current membership list and will identify the appropriate faculty and/or students he/she would like to have as a member in their center.

Letter of Invitation from Center Director

- Director sends a letter of invitation to faculty member requesting current curriculum vitae (CV) and other documents of support (Template #1) along with a Center Membership Candidate Summary Form (Template #2) to be completed for membership into the center.
- Faculty member must obtain consent from primary department chair.

[today's date]

Faculty Name: [name] [degree]

Title/Rank: [rank]

Primary Department of Appointment: [home]

Wake Forest University School of Medicine

Dear Dr. [name]:

The mission of the [Center Name] (center initials) is to integrate established research programs into multi-departmental and trans-disciplinary team science by attracting and training new investigators in basic and clinical critical care research, connecting with local and national communities, implementing policy through evidence-based knowledge, leveraging resources across multiple departments, institutes and centers, and extending value to other academic medical centers.

As the center begins to build the membership to reach its goals, I feel it is important to request you as a full member to the [center initials] effective [date]. In order to approve your membership request, I need your current curriculum vitae, and/or your biosketch and other support pages for submission to Dr. Block, Senior Associate Dean, to bring to the Faculty Executive Committee (FEC) for approval.

Please return the completed Center Membership Candidate Form with the faculty members(s) CV and/or Biosketch to the center business manager, in the collection of the membership data for submission to Dr. Block.

Sincerely,

[Center Director]

[rank], Section on [Home Department]

Director, [Center Name]

CC:

[Department chair]

[Name], [Center] Financial Manager

Laurie Molloy, MBA, Director, Research Centers, Institutes and Shared Resources

CENTER MEMBERSHIP CANDIDATE SUMMARY

Template #2

•Center Name: _____ Center Director:_____

Primary Department: _____ Department Chair: _____

•MEMBERSHIP DATA REQUEST:

Name _____ Degree _____

Rank _____

Student (specify) _____

Leadership Role in Center (if applicable) _____

Documents required for appointment approval:

- Candidate summary form
- Letter from Center Director to the Senior Associate Dean
- Current Curriculum Vitae/Biosketch
- Other supportive documents

Effective Date: ____/____/____

End date: ____ \ ____ \ ____

FOR HUMAN RESOURCES USE ONLY

Need:
Dept Chair approval _____

Dr. Block approval _____

FEC _____

Four Recommended Tiers

Full/Core Member _____ *Faculty who are primarily responsible for achieving the center's mission and goals*

Associate Member _____ *Internal faculty members who support and assist the centers research and other activities. They can be used in the denominator as a secondary metric measure of center activity for grants specific to the centers research focus.*

External Members _____ *Those collaborators from outside the institution. Their research activity will not be included in the metrics calculations and data collection.*

Student/Trainee Members _____ *These include post docs, residents, graduate and medical students. They can be classified as either student or Associate members based on the reporting needs of the center.*

Center membership positions are subject to the approval of the Senior Associate Dean and will be approved by the Faculty Executive Council. (FEC)

Center Director

Date

Faculty Member Returns Requested Documents

- Faculty member returns the requested documents to the Center Business Manager for submission of approval by Senior Associate Dean for Faculty Affairs.

Letter to Senior Associate Dean

- Center Director submits a letter addressed to the Senior Associate Dean of Faculty Affairs, granting the faculty member(s), membership into their center. (Template #3)

SOM LOGO
[today's date]

Template #3

Steven M. Block, MB, BCh
Senior Associate Dean, Faculty Affairs
Wake Forest University School of Medicine

Dear Dr. Block:

The mission of the [NAME OF CENTER] (Center initials) is to integrate established research programs into multi-departmental and trans-disciplinary team science by attracting and training new investigators in basic and clinical critical care research, connecting with local and national communities, implementing policy through evidence-based knowledge, leveraging resources across multiple departments, institutes and centers, and extending value to other academic medical centers. As the center begins to build the center membership to reach its goals, I feel it is important to request the following person(s) be granted membership to the [Center Initials].

Faculty Name: [name] [degree]
Title/Rank: [rank]
Primary Department of Appointment: [home]
Type of Membership: Full Member
Effective Date: [start date]

Dr. [name] is requested to be a full member of our center to help the center achieve its mission. Attached is a copy of Dr. [name]'s current curriculum vitae. Please let us know if additional information is needed.

Sincerely,

[Department Chair]
[Rank], Section on [Section if applicable]
Director, [Center]

CC:
[Department chair]
[Faculty member]
[Name], [Center] Financial Manager
Laurie Molloy, MBA, Director, Research Centers, Institutes and Shared Resources

Identify Tier and update faculty data in PSHR

- After the Senior Associate Dean has approved the faculty appointment(s) by signing/dating each letter, the Office of Faculty Affairs will then update in PSHR panels for membership term and identify the tier appropriate for the faculty member(s).

Four Recommended Tiers:

✓ Full/Core Members

- are those faculty whose data will be used in the denominator for the center's calculations for the center's primary research activity.

✓ Associate Members

- are other internal faculty members who support and assist the center's research and other activities. They can be added in for a secondary metric measure of center activity for grants specific to the center's research focus.

✓ External Members

- are those collaborators from outside the institution. Their research activity will not be included in the metrics calculations and data collection.

✓ Student/Trainee Members

- These could also be associated members, but some centers need to track the activity of their student members for external reporting.

Appointments Included in FEC Agenda for Vote

- The Appointments are then included in the agenda for approval at the Faculty Executive Council (FEC) meeting, and posted to the Dean's Office website minutes.
- After FEC approval, the signed/dated original letter of invitation and copies are sent to:
 - Original – Faculty Member
 - Copy – Center Director
 - Copy – Office of Faculty Recruitment & Compensation for faculty file
 - Copy – Department Chair/Section Head (if applicable)
 - Copy – Director, Research Center, Institute and Shared Resource Administration
- Confirmation of membership by center membership query in PSHR. Information entered into Center Membership spreadsheet for tracking and reporting by Karen Loy.