

School of Health Professions Faculty Practice Plan

- *July 6, 2002 Approved: Board of Curators, July 19, 2002*

Section 1: Name of the Plan

The Plan shall be known as the Health Professions Faculty Practice Plan of the School of Health Professions (SHP), University of Missouri – Columbia

Section 2: Purpose of the Plan

2.1 The purpose of the Plan is to:

1. Promote and support the service and educational endeavors of the faculty of the School of Health Professions.
2. Reward incentive to faculty, departments, and to the School of Health Professions in a fair and equitable manner,
3. Develop and maintain faculty clinical competencies,
4. Promote faculty accountability for workload distribution,
5. Provide a model for successful clinical and business setting for students in the School of Health Professions,
6. Create a standard business enterprise for health care in the School of Health Professions
7. Exemplify health care practice in the University, community, region and nation.

Section 3: Participants

3.1 All full-time benefit eligible faculty members of the School of Health Professions within participating departments, who as part of their faculty responsibilities, generate professional income, as set forth below shall be participants in the Plan.

3.1.1 An employee classified as at least 75% full-time equivalence with an appointment of at least six months duration is considered a full time employee.

3.2 A participating department is defined as any department in the School of Health Professions with faculty members within the department engaged in professional/clinical income activities for that department.

3.2.2 Non-participating departments are defined as any department in the School of Health Professions that does not have a departmental interest in professional/clinical income. A non-participating department will enter the Plan as that respective department engages in professional/clinical revenue generation.

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3.3 Part-time faculty members of the School of Health Professions in participating departments who generate professional income as set forth below, choosing to follow the provisions set forth in the practice Plan, may be included in the practice Plan upon approval of the Dean and their Department Head. Each faculty member will declare their participation or choose a 'non-competition' status.

3.4 For each participant in each participating department, a written agreement shall be executed annually and filed in the SHP Business Office. Each agreement shall contain a statement that the participant will abide by all provisions of the Plan.

3.5 A participant leaving the School of Health Professions faculty terminates membership in the Plan effective at the end of the appointment. Net profit distribution owed to the participant may be awarded for collections received during the participant's period of employment, and in accordance with the respective Department's incentive distribution plan.

The Plan will retain all rights, responsibilities and privileges to seek uncollected payments for services rendered by the participant as a member of the Plan.

3.6 Changing Status from a Non-participating Department to a Participating Department. In the event a non-participant department anticipates professional/clinical activities that generate income for that department, the department and its members will become a Participant Department. Departments becoming participating departments in the Plan will do so with the full benefits and responsibilities of the Plan.

3.6.1 A department with a non-participating status will not generate revenue from department based professional or clinical activities.

Section 4: Professional Income Inclusions

4.1 No faculty will engage in activities that compete with the work of the University, or are otherwise contrary to the best interest of the University (adapted from University of Missouri Policy on Conflict of Interest, 330.01, paragraph D.5).

4.2 Provisions of the Plan are applicable to all professionally generated income by members in participating department(s). That income is defined as:

1. All compensation, income and payments for professional services including, but not limited to, those relating to testing, diagnosis, treatment or evaluation of patients/clients and consultation regardless of location rendered.
2. All payments, whether direct or in kind for providing advice, consultation, supervision or other participation with any person or entity involved with health or medical care, evaluation or care of patients, drugs, devices, therapy of any kind, and health or medical care of any other type.

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3. All other income which relates to and would not exist but for the license, certification, professional education, experience, or training which is related to the faculty appointment in the School of Health Professions.

Section 5: Professional Income Exclusions

5.1 The following professionally generated income is specifically excluded by provisions of the Plan:

1. professional fees for deposition and courtroom testimony.
2. honoraria and non-professional retainers, except in competition with a sponsored program.
3. stipends from grant review boards, editorial reviews, accreditation boards, or stipends for service on affiliated professional societies.
4. royalties or revenue for publications or publications review, except as stipulated by University regulations.
5. awards for achievement.
6. any other professional income activity that is excluded must be submitted as a written waiver indicating the originating department and individual requesting the waiver and a description of the specific clinical activity. Waiver and approval by the department Chair and Dean will occur for a specified duration.

Section 6: Administration of the Plan

6.1 Health Professions Practice Plan Management Committee

6.1.1 The membership of the Health Professions Faculty Practice Plan Management Committee will include:

1. One member from each participating and non-participating departments, as appointed by each Department Head,
2. The Dean of the School of Health Professions, or his/her designate,
3. The Health Professions Faculty Practice Plan fiscal officer,
4. A representative of the School of Health Professions fiscal office, and
5. One additional elected member from each participating department whose collections constitute 30% or more of the total collections for the preceding year. The participants in the Plan from that qualifying department will elect the member from that department.

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6.1.2 Terms: Members representing the Deans office (Dean or designate, SHP Fiscal Officer and Practice Plan Manager) will not be restricted by term limits. These members will not be allowed to hold office, nor have voting privileges, except in the case of a tie of members of the Management Committee when the Dean's representative will have voting privilege.

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6.1.3 The remaining members of the Management Committee as described above, shall have terms of membership for three years with reappointments for consecutive terms. The terms of the additional member(s) elected at large from participating departments shall exist for only one year as based on the respective department's market share as defined above. Each member of the Management Committee, except as described above in Section 6.1.2 shall have voting privileges.

6.1.4 The Committee shall organize by annually electing from the management committee the offices of a Chair and a Secretary. The Secretary shall function as the Vice Chair in the absence of the Chair. Neither the Chair nor the Secretary shall be from the same department.

6.2 Function of the Management Committee

6.2.1 The management committee possesses the authority to perform the following functions:

1. Periodically review the functioning of the Plan to assure it is meeting the objectives of the Plan, and report to the Participating Body of the SHP.
2. To annually review the:
 - operating costs of the Plan,
 - appropriateness of individual expenditures,
 - annual financial audit.
3. It shall make any appropriate recommendations for changes in the operation of the Plan.
4. To develop and recommend such detailed policies and procedures as necessary to assure the effective implementation and operation of the Plan.
5. To recommend the budget for the costs of operation of the Plan.
6. To communicate to the general membership the current rules and regulations pertaining to the Plan.
7. To educate and orient new Participants.
8. To discharge such other duties necessary to the efficient operation of the Plan and Committee.
9. Monitor Participant Body Meeting

6.3 Participant Body

6.3.1 The Participant Body of the Health Professions Practice Plan will consist of all Plan participants and will convene for the following reasons:

1. To review and vote on recommended revisions of the Plan.
2. For business as called by the Chair of the Management Committee.
3. As petitioned by 20% of the voting body to consider issues and develop recommendations for the Management Committee.

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6.3.2 Each participant in the Participant Body will have one vote. The Participant Body shall meet annually and at such other times as appropriate. Written notices giving the date, hour and place of all meetings shall be given to all participants in the Plan in adequate advance prior to the meeting date. Fifty percent (50%) of the Plan participants shall constitute a quorum, which will be required to conduct business. Business related to the Plan shall be discussed at the business meeting, with voting by all Participant members held by electronic mail. Results of the vote will be recorded by the Secretary of the Management Committee and reported to the Participant Body.

6.4 Revision of the Plan

6.4.1 The Management Committee shall take all recommendations for revision of the Plan to the Plan participants. The Chair of the Management Committee shall call a meeting of all participants for the purpose of reviewing, discussing and voting on the proposed revisions of the Plan. A two-thirds affirmative vote of the quorum shall be required for approval of revisions to the Plan. Voting for the revisions shall be by secret ballot. Tally of the votes will be reported to the Plan participants. If approved, the proposed revisions shall be forwarded through the Dean, Vice-Chancellor, Chancellor, President and to the Board of Curators of the University of Missouri for their approval.

Section 7: Income Allocations

7.1 Allocations from collections will occur from the total collections.

7.2 Outsourcing Costs, Deans Office Account and Departmental Account:

7.2.1 Outsourcing Costs – All costs associated with performance of account billing, collecting, record keeping and other activities as provided by the approved outsource vendor will be paid from the collections in which the vendor participated.

7.2.2 Dean's Office Account – A Dean's office account shall be maintained. The account will be credited with 6% of the total collections, including those outsourced.

7.2.3 The Dean's office account is maintained to establish support for purposes that are of general benefit to the School of Health Professions. All expenditures or transfers from this account must conform to standard University budgeting policy.

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7.2.4 Departmental Accounts – A departmental account shall be maintained. The departmental account will be credited with 10% of the total collections, including those outsourced.

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7.2.5 The Departmental account is maintained to establish support for purposes that are of general benefit to each Participating Department. Annually, on a date established by the Dean, each Department will submit a comprehensive budget to include the distribution of the department's share of the Plan income. This annual budget must be approved by the Chair of the Department, and the Dean. Expenditures from these accounts shall be in accordance with standard University policy.

7.3 Salary and Operation Cost Allocations

7.3.1 Operational costs are those costs incurred in the operation of the professional/clinical income activities. Operational costs will be applied to each department in accordance with their respective costs. Distribution of money to these costs will occur after distribution for costs outlined in Section 7.2, above.

7.3.2 Salary Contract: Base Salary – A Participant's base salary may be budgeted from Plan revenue and/or from funds derived outside the Plan. Recommendation of the individual faculty member's base salary contract from all sources including Plan revenue shall be made by the appropriate Departmental Chair and approved by the Dean to the appointing authority with this determination becoming a part of the recommended School of Health Professions budget. That portion of the faculty member's base salary, which is budgeted from Plan income, shall reflect the extent of his/her efforts in contribution to the Plan income. The salary contract will be negotiated in the same manner as other School of Health Professions faculty contracts.

7.3.3 The portion of the base salary budgeted from Plan revenue shall be payable by departmental Plan revenue. If Departmental net Plan revenues are not sufficient to meet budgeted base salary, then the individual department funds may meet the remainder of the obligation.

7.3.4 The faculty contract year for the purposes of the Plan will be the faculty contract year of the University of Missouri-Columbia. Faculty members who commence employment subsequent to the beginning of the faculty contract year may be a participant for the remainder of the year.

7.4 Distributions of Incentive Income

7.4.1 The words "Incentive Income" shall be construed to be plan collections less the allocation of Plan collections as outlined in Sections 7.1, 7.2, and less Plan expenses outlined in Section 7.3. Incentive Income will become available as participant incentive distributions.

7.4.2 Each Department will devise a faculty incentive income distribution plan that will be reviewed and approved by the Dean. Incentive income distributions will be based on the individual departmental plans.

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7.4.3 Individual Participant – In addition to base salary, a participant may receive available incentive income as incentive salary. A participant may receive incentive salary only if the Participating Department generated net revenue sufficient to meet the operational costs as defined in Section 7.3. Incentive salary amounts are prohibited from credit towards retirement and some benefits calculations.

7.4.4 The Dean and each Department Chair will review a report of the proposed distribution of incentive income. The Dean will have the prerogative to limit the incentive payment to any participant. Incentive payments will not exceed 100% more than a benchmarked national average salary for the respective participant's position. The national survey utilized for the benchmark salary will be approved by the Dean. Any incentive distribution must be approved by the Chair of the Department, and the Dean. Any net revenue that is not distributed to any individual participant will revert to the respective Departmental account. Expenditures shall be in accordance with standard University policy.