



## MEMORANDUM

**TO:** Clinical Department Chairs

**FROM:** John F. Williams, M.D. EdD  
Provost, Vice President for Health Affairs and

**RE:** Academic Affiliation Requirements

**DATE:** June 21, 2004

---

As the Provost of the School of Medicine and Health Sciences, I have responsibility for and final decision-making authority over all academic programs in the SMHS. The Academic Affiliation agreement is the framework from which to manage this responsibility with the MFA. Through this document, we mutually agree to support and further the academic and clinical teaching missions of the University.

According to the Academic Affiliation Agreement between the University and MFA, the Dean shall allocate all funds for MFA Clinical Teaching and Administrative Services for Education Programs and make reasonable effort to notify the Academic Departments by March 1<sup>st</sup> of each year of these allocations. Subject to the approval of the Dean, Department Chairs shall then allocate the funds within the Academic Department, including specifying the compensation of any particular faculty member (whether an MFA Faculty Member or a University-Employed Clinician) for academic effort. In order for me to meet my obligations, I need certain information on a consistent basis in a consistent format. This has been problematic. I have, therefore, developed a template and instructions that I hope will clarify what it is I need, when I need it and who I hold responsible for providing the requested information. It is then my responsibility to communicate back to the Clinical Departments regarding such issues as compensation, quality or quantity of service levels, and programmatic changes that may be required.

Attached is the Academic Affiliation Agreement Task List for FY 04 and FY 05. MFA administration and Medical Center Administration have reviewed this list and agree that the information being requested is reasonable, obtainable and not unduly burdensome. It is your responsibility as Chair to provide the requested information to **my office** according to the due dates listed.

I believe this new process will insure that all parties are well informed as to the needs and services provided to our educational programs.

Cc: Alan Wasserman, M.D.  
Medical Director, MFA, Inc.