**Faculty Performance and Professionalism**
**Medical Physics Division**
**Department of Radiation Oncology**
**Implemented 2019**
**Updated February 1, 2025**

**All faculty members in the Department of Radiation Oncology are expected to adhere to University of Maryland Baltimore (UMB) and University of Maryland School of Medicine (UMSOM) policies on professional behavior.** In support of continued excellence and as an expected role model for our institution-wide initiatives, in 2019 we implemented 2 new areas of expectations for faculty members. This document updates these expectations, the purpose of which is to maintain high levels of performance and professionalism within the division and to address remedies for any deficiencies identified.

## 1. Performance

All physics faculty members have responsibilities in fulfilling clinical and academic activities. Irrespective of the percent distribution of effort, faculty are expected to be cognizant of performance requirements in each area.

### Performance (Clinical)

- These points address the ways in which physics faculty members consistently and reliably fulfill expectations and requirements for timely, effective, and high-quality completion of those roles and tasks assigned to them as part of their clinical duties. The range of related issues could include but is not limited to:
  - Timely completion of chart checks (initial, weekly, and EOT);
  - Timely completion of Equipment QA;
  - General level of responsiveness;
  - Timeliness with activities of clinical day;
  - Timely response to staff needs related to patient care; and
  - Effective communication with all stakeholders

### Performance (Academic/Research)

- These points address the ways in which physics faculty members consistently and reliably fulfill expectations and requirements for timely, effective, and high-quality completion of research activities. The range of related issues could include but is not limited to:
  - Adhering to the highest standards of scientific integrity and honesty in data collection, analysis, and presentation and publication of scientific findings;
  - Maintaining detailed documentation for experimental procedures, in-house–developed software programs, scripts, and code;
  - Completing and keeping current with appropriate training and complying with institutional guidelines for research projects involving human or animal subjects;
  - Complying with institutionally mandated standards for conducting research, data sharing, and computer security for research involving human subjects; and
  - Maintaining openness, integrity, and respect with collaborators and staff within and outside the division during the conduct of research

### Reporting

- Reports about deficiencies in performance and/or observed instances of incomplete performance should be directly reported to the Vice Chair for Medical Physics, Amit Sawant, PhD (asawant@som.umaryland.edu), and should not be discussed with other department members. Dr. Sawant will address and/or escalate these issues at his discretion.*

- Repeated issues from the same individual may lead to restrictions on some areas of activities (travel, participation in institutional or extramural activities, etc.) as needed to free up sufficient time to adequately remediate performance.

## 2. Professionalism

- This addresses the ways in which faculty members interact with others inside and outside the department and is part of a larger effort to ensure high standards in the SOM/UMB culture of respectful and collaborative professionalism. The range of related negative issues could include but is not limited to:
  - Addressing staff, other faculty, or support personnel in our department in ways that indicate disrespect or lack of appropriate self-control;
  - Addressing staff, faculty, or support personnel outside our department in ways that indicate disrespect or lack of appropriate self-control;
  - Failure to comply with accepted standards of patient privacy and HIPAA requirements;
  - Failure to work with the department in reporting to the UMB Title IX Office issues related to sexual harassment, gender bias, or discrimination as defined by both SOM and UMMC (the department stands ready as a resource to assist in such reporting);
  - Lack of civility in dealing with patients, families, colleagues, staff, etc.;
  - Failure to comply with basic standards of academic performance in publishing, presenting, research, etc., including failure to comply with academic standards by involvement in plagiarism, image or data falsification, or other scientific misconduct;
  - Failure to adhere to institutional dress code requirements;
  - Failure to attend division meetings and relevant educational and departmental meetings without an approved excuse; and
  - Failure to appropriately engage trainees in educational and other physics opportunities.

**Responses**

Issues may lead to restrictions on some areas of activities (travel, participation in institutional or extramural activities, etc.) as needed to free up sufficient time for the individual to adequately address professionalism. Instances of unprofessional behavior should be directly reported to the Vice Chair for Medical Physics,* who will escalate these, at his discretion, to the department chair or institutional responsible parties. Reports of unprofessional instances may lead to tiered responses. In consultation with the division head:

- The vice chair may require a remediation plan from the individual to avoid future issues and discuss whether some activities will be curtailed to allow for remediation;
- The vice chair may be obligated to report these issues to UMSOM or UMMC;
- The vice chair may require the individual to complete 1 or more SOM or hospital support programs that address lack of professionalism; and/or
- The vice chair may meet with the individual to discuss his or her future in the department.

### Note

- Outside complaints about failure to comply with professional standards may, on occasion, go directly to the chair, who may refer them back to the division head for consultation on next steps.

***Please note: If you are uncomfortable or unwilling to take issues outlined here to the division head or department chair, you should feel free to use the UMB Hot Line at https://www.umaryland.edu/umbhotline/ to report confidentially or anonymously. Both the department and UMSOM/UMMC are supportive of this confidential reporting mechanism and will take all such reports seriously. Additional information for faculty wishing to report concerns about professionalism or academic misconduct is available at https://www.medschool.umaryland.edu/ofapd/faculty-concerns/.**