**Faculty Performance and Professionalism**
**Division of Translational Radiation Sciences**
**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 within the Division of Translational Radiation Sciences (DTRS) 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

- This initiative addresses the ways in which 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 duties. The range of related issues could include but is not limited to:
  - Fulfillment of assigned department roles;
  - Timely completion of required documentation;
  - Timely completion of all university-required training/certification;
  - Effective communication with colleagues and staff;
  - Compliance with all animal care or study activities per animal use protocols approved by the Institutional Animal Care and Use Committee;
  - Provision of mentoring as needed for postdoctoral fellows, students, residents, visitors, and other trainees in DTRS;
  - Timely completion and compliance on research activities, including advance notification of solicitation of outside funding; requests for Executive Academic Advisory Council approval for visiting physicians, residents, researchers, and students; working closely with staff to comply with university and agency requirements; and financial reporting;
  - Demonstration of excellence in academic science, including publication of peer-reviewed manuscripts, presentations at national/international conferences, and submission of proposals to industry, foundation, and federal funding agencies.

**Reporting**

- Deficiencies in performance and/or observed instances of incomplete performance should be directly reported to the division's head, France Carrier, PhD (fcarrier@som.umaryland.edu), and should not be discussed with other staff members. Dr. Carrier will address and/or escalate these issues at her 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 initiative addresses the ways in which faculty members interact with others inside and outside the division and uphold scientific standards in a culture of respectful and collaborative professionalism. Potential negative professionalism issues include but are not limited to:
  - Addressing staff, other faculty, trainees, or support personnel inside or outside of our division in ways that indicate disrespect or lack of appropriate self-control;

- Failure to maintain scientific integrity through good documentation and scientific practices;
- Failure to maintain confidentiality standards;
- Failure to comply with UMB/UMSOM requirements governing outside consulting;
- Failure to comply with Title IX as defined by both SOM and UMB;
- Lack of civility in dealing with sponsors and outside agencies;
- Failure to comply with basic standards of scientific/academic performance in publishing, presenting, and conducting research.

**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 the problems. Instances of unprofessional behavior should be directly reported to the DTRS head, France Carrier, PhD.* Reports of unprofessional behavior/activities may lead to tiered responses:

- The division head may require a performance improvement plan from the individual to avoid future issues and discuss whether some activities will be curtailed to allow for remediation;
- The division head may require the individual to complete 1 or more University programs that address lack of professionalism;
- The division head may meet with the individual to discuss his or her future in the department; and/or
- The division head may raise the issue to the level of the department chair and/or appropriate responsible parties at the SOM or UMB levels.

***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/UMB 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/.**