

M.1 THE UNIVERSITY OF OKLAHOMA COLLEGE OF ALLIED HEALTH PROFESSIONAL PRACTICE PLAN

I. PREAMBLE

The faculty of the College of Allied Health ("College") is composed of professionals in a wide variety of health professions. These professionals and those they train form an integral part of the health care delivery system and are essential to quality patient care and services. When members of the faculty deliver specialized personal consultative services or patient care, these faculty members by their personal efforts and presence enhance the stature and reputation of the College and the University of Oklahoma Health Sciences Center ("University").

The obligations of a faculty member to the University are not limited to meeting classes. There are obligations that include, but are not limited to, advising and being available to students; conducting research or scholarly activity; meeting clinical assignments; providing patient care and supervising students and/or trainees; reading and remaining professionally competent; attending professional meetings; and participating in essential committee work of the department, the college, and the University as a whole. Faculty are encouraged to engage, through the College Professional Practice Plan (PPP) in income-producing activities including consultant work, patient care, and professional education activities. Each PPP-eligible faculty member shall have the option to choose whether to engage in professional activity other than those activities specifically assigned. If the decision is to engage in professional activity, the rules governing the PPP shall be strictly observed. Adherence to this policy is a condition of employment for full-time faculty of the College. Under this policy, the lines of authority are from faculty member to Department Chair to Dean to Senior Vice President and Provost to President to the University of Oklahoma Board of Regents.

II. OBJECTIVES

1. To provide a mechanism for faculty to supplement income and to enhance recruitment and retention of highly qualified faculty.
2. To provide incentives to the faculty to engage in the practice of their professions, to maintain and improve professional skills, to participate actively in patient care and/or consultative services, and to enhance faculty scholarship.
3. To define rules governing the amount of time that may be devoted to activities under the PPP.
4. To provide a uniform procedure by which to account for the total revenue generated by each member of the full-time faculty of the College of Allied Health for approved PPP activities.
5. To provide a uniform procedure by which to account for distribution of those revenues to faculty members.

III. DEFINITION OF TERMS

1. Membership

- a. Members of the full-time faculty of The University of Oklahoma College of Allied Health will have the obligation (participation being a condition of employment) to participate as voting members in the PPP.
- b. For those full-time faculty who hold less than a 12-month appointment, professional activities that are performed completely outside of the University contracted employment period and that do not involve University resources, including employee time, will generally not be considered PPP activity.
- c. Faculty who hold less than a full-time appointment are not eligible to participate in the PPP.
- d. Members of the faculty in phased retirement shall participate in the PPP to the extent that income is generated during the agreed-upon work week or using University resources, including employee time.

2. Guaranteed Base

- a. The Guaranteed Base is the specific salary that is guaranteed annually by the University of Oklahoma through

appointment to the faculty of the College by the Board of Regents of the University of Oklahoma.

- b. The Guaranteed Base is intended to compensate the individual faculty member for that portion of his or her time devoted to academic programs and to ensure that the academic programs take precedence over other responsibilities. The Guaranteed Base salary may change from the date of employment through approved increases.

3. Maximum Professional Earnings Potential

- a. The Maximum Professional Earnings Potential is the upper limit of a faculty member's yearly earnings generated through activities under the PPP.
- b. Effective January 1, 2023, the Maximum Professional Earnings Potential for each PPP-eligible faculty member shall be equivalent to the faculty member's Guaranteed Base salary.
- c. As needed, the Maximum Professional Earnings Potential for individual faculty members may be renegotiated with the faculty member's Department Chair and with written approval from the Dean.

4. Full-Time Equivalent Salary

- a. The Full-Time Equivalent (FTE) salary is the total potential salary that may be earned annually by a faculty member. It is the total of the Guaranteed Base and the Maximum Professional Earnings Potential.
- b. The FTE salary expresses the potential maximum salary a faculty member may earn per year and is dependent on earnings from PPP activities of that faculty member and on the policies and procedures specified in the College PPP.

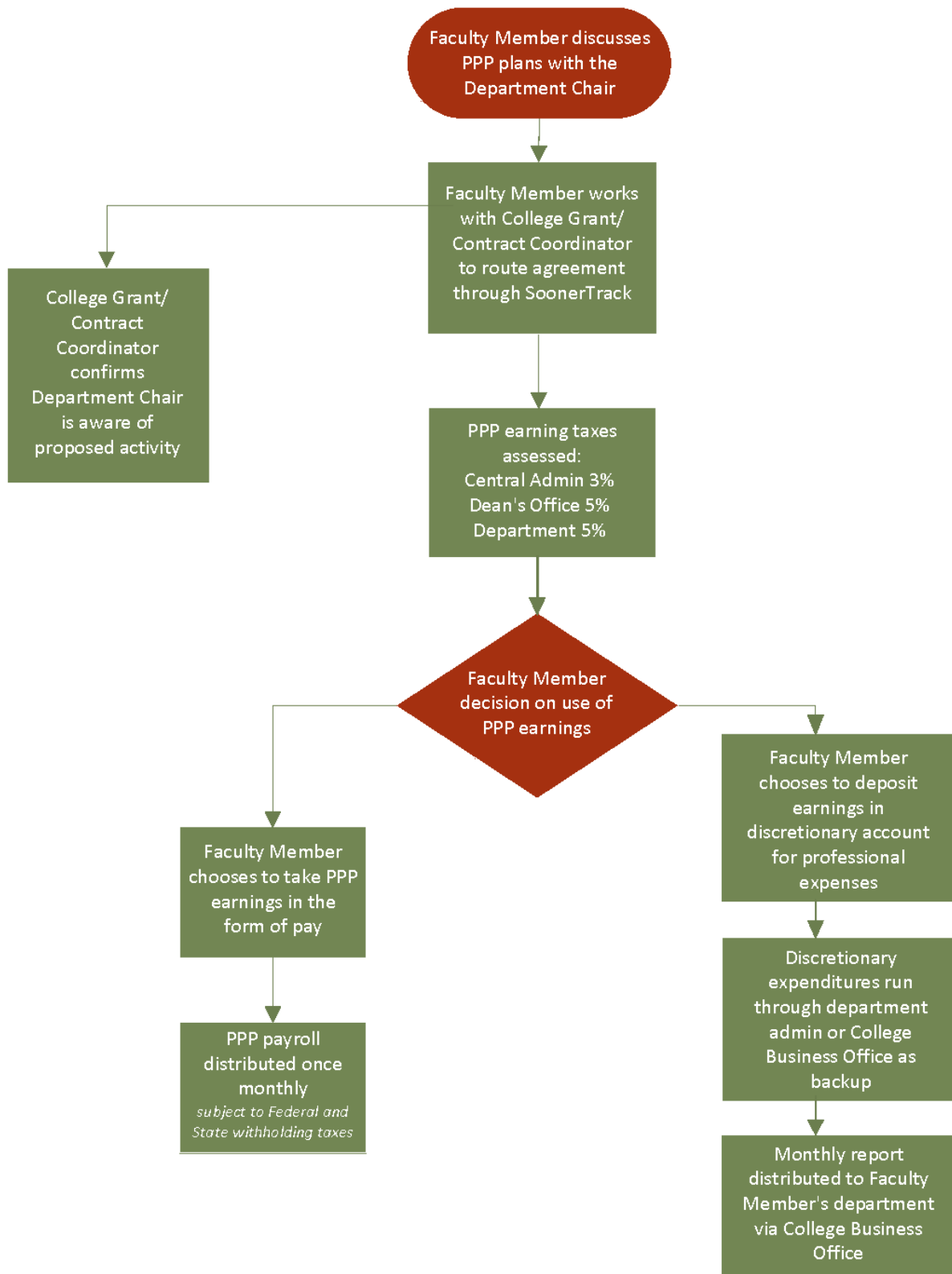
IV. OPERATIONAL PROCEDURES

- 1. The faculty member's decision to engage in PPP activities shall be made with the knowledge and understanding that activities must be carried out in accordance with the provisions of the College PPP.
- 2. To assure the successful performance of the College's assigned tasks, PPP-eligible faculty shall not engage in professional activity that interferes with their assigned duties. It is expected that a faculty member's first priority will be the faculty member's assigned duties to the College.
- 3. An individual faculty member's total time spent in PPP activity shall not exceed the equivalent of 20% of a full-time work week (8 hours per week for a 1.0 faculty). Exceptions to this limit may be made only with prior written approval by the Department Chair and Dean.
- 4. Prior to engaging in any PPP activity, the faculty member must meet with the Department Chair of that faculty member's primary department to seek approval for that activity. At this meeting, the faculty member shall be prepared to discuss the nature, scope, and timeline of the proposed activity.
- 5. The Department Chair shall determine whether the faculty member's proposed PPP activity is consistent with the College PPP and shall indicate approval in writing for the activity to be conducted.
- 6. If a proposed PPP activity will take place during the faculty member's regular work week, the faculty member shall negotiate with the Department Chair regarding how assigned duties will be met in full while engaging in the PPP activity.
- 7. If the Department Chair approves the PPP activity proposed, the faculty member shall then meet with the College Grants/Contracts Coordinator to initiate a formal agreement for the activity. Activities may begin when (1) approved by the Department Chair and (2) approved by the College in the form of a fully executed contractual agreement. If an activity requires additional approvals or memoranda of agreement, the College Grants/Contracts Coordinator shall assist the faculty member in meeting those requirements prior to the start of the PPP activity. Depending on the activity, a conflict of interest disclosure also may be required.
- 8. Once PPP activity is initiated, it is the faculty member's responsibility to keep records of time spent in the activity and

to share those records with the Department Chair or Dean on request. It is the sole responsibility of the faculty member to ensure that these records are accurate and up-to-date.

9. All sources of collected revenue generated by faculty, including but not limited to the following, are included within the scope of the PPP. Note that services provided to OUH by dually employed individuals are not considered PPP sources and are thus excluded from this Policy. Examples of PPP sources include:
 - a. Patient care services and consultations
 - b. Professional consultation and/or supervision including scientific consultation
 - c. Honoraria
 - d. Continuing education
 - e. Expert legal testimony and medical legal consultations
 - f. Professional services agreements
 - g. All other professional activities not specified as excluded (below)
10. Income Exclusions. The following sources of revenue are not included within the scope of the PPP:
 - a. Prizes and awards
 - b. Compensation received as a result of military leave or jury duty
 - c. Activities performed outside of the faculty member's profession and that do not involve University resources
 - d. Income earned during sabbatical leave as described in the OUHSC Faculty Handbook
 - e. Reimbursement for travel expenses
 - f. Faculty members' interests in:
 - i. Royalties
 - ii. Copyrights
 - iii. Patent Rights
11. The determination of whether an activity is classified as PPP or PPP-exempt shall be made at the initial meeting between the faculty member and Department Chair and in consultation with the Dean, consistent with the above.
12. Income generated from PPP activity shall be deposited to the faculty member's uniquely-identified account by the College Business Office. Prior to distribution to the faculty member, deposited PPP income is subject to University, College, and departmental taxes for administrative costs, and expenses including University time. Distribution of these funds will be in the order listed below.
 - a. To the Office of the Senior Vice President and Provost, 3% of PPP-generated income;
 - b. To the College Dean's Office, 5% of PPP-generated income;
 - c. To the faculty member's primary department, 5% of PPP-generated income;
 - d. To the individual faculty member, all remaining PPP-generated income until any difference between the faculty member's Guaranteed Base and Full-Time Equivalent Salary is equaled;
 - e. Thereafter, any remaining balance in PPP-generated income will be retained by the department.
13. When income is deposited to the faculty member's account, the Business Office will request that the faculty member elect whether to receive that income in the form of pay or to keep the income in a discretionary account to be used for professional expenses (*see Figure 1*).
 - a. **If taken as pay**, PPP earnings will be distributed to the faculty member once monthly according to the College PPP payroll calendar.
 - i. PPP earnings taken as pay are considered income subject to State and Federal withholding.
 - ii. Retirement benefits are not paid on PPP earnings taken as pay.
 - b. **If deposited into the faculty member's discretionary account**, PPP earnings will be held indefinitely for the faculty member's use. Expenditures from these funds must be for professional expenses and must be approved by the Dean.
 - i. PPP earnings held in this way are not paid to the faculty member, considered income, and are therefore not subject to State and Federal taxes. Purchases made with these funds may be subject to sales or other taxes.
 - ii. PPP earnings held in this way do not expire. If a faculty member retires or resigns from the University, any unspent funds in that faculty member's discretionary account are returned to the department.
 - iii. Equipment and supplies purchased using PPP earnings remain the property of the University and may not be removed if the faculty member retires or resigns from the University.

Allied Health Professional Practice Plan Flow



V. BILLING, COLLECTING, ACCOUNTING, DISBURSEMENT, AND AUDITING

1. All procedures for billing, collecting, accounting, disbursement, and auditing shall be in accordance with controlling State law in this regard and with current Board of Regents and University/College policies and procedures. Fees relating to professional consultation, honoraria, and the like that are received directly by the individual faculty member shall be deposited by the primary Department of the faculty member as PPP earnings.
2. Each faculty member holding an appointment in more than one Department of the College shall have, for purposes of this Professional Practice Plan, a primary Department responsible for depositing and monitoring generated income. Faculty members holding joint appointments in the College of Allied Health and in another college shall participate in the Professional Practice Plan of the College that has primary responsibility for their promotion and tenure.

VI. GOVERNANCE OF THE PROFESSIONAL PRACTICE PLAN

1. The Advisory Council

- a. The Advisory Council shall represent the full membership of the PPP and shall be responsible for advising the Dean of the College on policy matters reflecting the operations covered by this policy. The members of the PPP shall be governed by this policy as amended from time to time by the Board of Regents.
- b. The Advisory Council shall consist of:
 - i. The Chair of each department in the College, and
 - ii. One PPP-eligible faculty member-at-large per department, elected by and from the faculty of the College. Members-at-large shall serve two-year staggered terms.
- c. The officers of the Advisory Council shall be Chair, Vice Chair, and Secretary, who shall each be elected annually by and from the members of the Advisory Council and who shall serve as the Executive Committee. The Chair of the Advisory Council shall preside.
- d. The Advisory Council shall meet at least once annually at a time designated by the Chair of the Advisory Council or upon the request of four (4) members of the Advisory Council. Notice of the meeting and an agenda shall be distributed to each member at least one week prior to the meeting.
- e. A quorum shall consist of a simple majority plus one of voting members of the Advisory Council. Any official action of the Advisory Council requires a majority vote of its members present. Each member shall have one vote.
- f. All items of business not requiring formal action by the Advisory Council, unless an objection is registered, are accepted "for information only." All items of business requiring formal action by the Advisory Council must be in the form of a resolution.
- g. The latest edition of Robert's Rules of Order Newly Revised will be accepted as final authority for parliamentary procedures.

2. Policy Amendments

- a. The policy for operation and governance of the PPP may be amended from time to time by the Senior Vice President and Provost. Proposed amendments may also be submitted to the Advisory Council for consideration consistent with the University's PPP policies and procedures.
- b. Amendments shall be considered by the Advisory Council that are:
 - i. Proposed to the Advisory Council by the Executive Committee, or
 - ii. Proposed by fifteen (15) or more members of the PPP.
- c. Ratification of the proposed amendment shall require a two-thirds affirmative vote of the full voting faculty membership of the Professional Practice Plan.
- d. The amended Professional Practice Plan, if ratified, shall then be forwarded through the Dean of the College of Allied Health to the Senior Vice President and Provost of the Health Sciences Center, for approval.

(Regents, 05-10-91, 09-11-03, 6-21-24)