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# PROFESSIONAL PRACTICE PLAN

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THE UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER

**COLLEGE OF ALLIED HEALTH**



SEPTEMBER 2003



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*Professional Practice Plan*

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**PROFESSIONAL PRACTICE PLAN (PPP)  
- COLLEGE OF ALLIED HEALTH -**

I. PREAMBLE

Participation in the Professional Practice Plan is a condition of employment as stated in the Faculty Handbook. Faculty are obligated to comply with the Professional Practice Plan of their College. The faculty of the College of Allied Health is composed of professionals in a wide variety of specialties in the health-related fields. Diverse in their nature and scope, these specialties form an integral part of the health care delivery system and are essential to quality patient care and services. Professional services provided by the faculty of the College include, but are not limited to, those relating to health care distribution and delivery, rehabilitation of the sick and the handicapped, maintenance of health and quality of life. Faculty provision of professional services may include direct service delivery, patient care, consultation, and/or education of patients and professionals.

The Professional Practice Plan is a formal grouping of full-time faculty who render services to patients and/or specialized consultative services for a fee or who provide other services directly related to their professional credentials for fee. Patient care services shall be provided only by those faculty who are appropriately credentialed (license, certificate, or registration, where such exist) by the State of Oklahoma and/or by the appropriate national agency.

The Professional Practice Plan shall be governed by the following principles and policies:

It is the prerogative of the faculty member to decide whether or not to engage in professional activity other than as specifically assigned. If the decision is to engage in professional activity, the rules governing the Professional Practice Plan must be strictly observed. Engaging in professional activity other than in accordance with this document violates Regent's policy and is grounds for severe sanctions.

Fees received for professional activities are generated income governed by this Policy.

When members of the faculty engage in professional practice activities, these faculty members by their personal efforts and presence enhance the stature and reputation of the College of Allied Health and the Health Sciences Center.

Opportunities for professional practice will be delineated initially in the offer of employment letter for each new faculty person. As per the Faculty Handbook, annual work loads are subsequently negotiated between each faculty member and his or her Department Chair. The participation of faculty in professional practice contributes to the educational mission of the College of Allied Health, including the research component of education.

There must be upper limits to the time spent and income delivered from professional practice so that the primary goals of teaching, service, and scholarly activity are achieved. These limits are negotiated with the Department Chair with the approval of the Dean and within the guidelines articulated herein and in the Department Professional Practice Plan policies. Computation of fringe benefit withholding, FICA, and other payroll deductions shall be in accordance with University policies.

Fundamental differences exist among professional practice circumstances within the College and the Departments that include but are not limited to: (1) the unit of service for which a professional fee is rendered; (2) the amount of the customary fee per unit of service; (3) the status of the patient (ambulatory or hospitalized); and (4) the goal of the services rendered.

Adherence to this policy, is a condition of employment for full-time faculty of the College of Allied Health of The University of Oklahoma Health Sciences Center. Under this policy, the lines of authority are from faculty to Chair to Dean to Provost to President to the Regents.

## II. OBJECTIVES

- A. To provide a mechanism for faculty to supplement income and to enhance recruitment and retention of highly qualified faculty.
- B. To provide incentives to the faculty to engage in the practice of their professions, to maintain and improve professional skills, to participate more actively in patient care and/or consultative services, and to enhance faculty scholarship.
- C. To define rules governing the amount of time that shall be devoted to patient care and/or consultation for extra remuneration.
- D. To provide a uniform procedure by which to account for the total income received by each member of the full-time faculty of the College of Allied Health in remuneration for all academic and other professional services, irrespective of the source of payment or nature of the professional service.
- E. To provide a uniform procedure by which to account for all earnings generated by the faculty under the Professional Practice Plan.

## III. DEFINITION OF TERMS

### A. Membership

- 1. Members of the faculty of The University of Oklahoma College of Allied Health who hold a full-time appointment (9, 10, or 12 month appointments) in the College of Allied Health will have the obligation (participation being a condition of employment) to participate and vote in the Professional Practice Plan. For those full-time faculty who hold less than a 12-month appointment, professional activities that are performed outside of the University contracted employment period and that do not involve University resources will not be considered under the Professional Practice Plan.
- 2. Members of the faculty in phased retirement must participate in the Professional Practice Plan to the extent that income is generated during the agreed-upon work week or using University resources.

- B. Department Professional Practice Plan  
Each Department will prepare a comprehensive Professional Practice Plan defining policies and procedures for professional practice activities within the Department. The Department Professional Practice Plan shall be consistent with the Professional Practice Plan policies of the Board of Regents and the College. The Department Professional Practice Plan will be developed and approved by those faculty engaged in Professional Practice Plan activities and the Dean. Administration of the Department Professional Practice Plan will be the responsibility of the Department Chair, with the advice of the Department Professional Practice Plan Advisory Committee, elected by and from Department members of the Professional Practice Plan. The Chair shall serve as a member of this committee with vote.
- C. Guaranteed Base  
This is the specific salary that is guaranteed annually by The University of Oklahoma through appointment to the faculty of the College of Allied Health by the Board of Regents of The University of Oklahoma 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. This guaranteed base salary may change from the date of employment through annual increases for merit pay and/or cost of living.
- D. Full-Time Equivalent Salary  
The FTE salary figure is a figure negotiated between the faculty member and the Department Chair and approved by the Dean. The FTE salary figure 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.
- E. Maximum Professional Earnings Potential  
This is the difference between the guaranteed base salary and the full-time equivalent salary (the difference between III, D. and III, C. above).
- F. The full-time equivalent salary will be developed and reviewed annually for each faculty member by the Department Chair. These recommendations from the Chair are transmitted to the Dean of the College of Allied Health and recommended for approval to the President and the Board of Regents of The University of Oklahoma. The only guaranteed salary is that specified in the Guaranteed Base. The total full-time equivalent salary expresses only the potential maximum salary a faculty person may earn in a given year and is dependent on earnings from Professional Practice Plan activities of that individual and the policies and procedures specified in the College and Department Professional Practice Plans.
- G. The yearly income for each member from the Professional Practice Plan shall not exceed his/her annual base salary.
- H. Each faculty member who participates in the Professional Practice Plan shall be informed in writing, at the beginning of each fiscal year, of his guaranteed annual base and full-time equivalent salary.

#### IV. OPERATIONAL PROCEDURES

- A. Professional practice of faculty should be conducted so as not to interfere with teaching, service, scholarly activities, administration, or other Department activities as determined by the Department Chair.
- B. The amount of time and the schedule of time devoted to generation of Professional Practice Plan income must defer to the teaching, service, and scholarly activity needs of the Department.
- C. Professional income earned must be deposited to the Professional Practice Plan account. Income earned may or may not be subject to the Professional Practice Plan overhead and/or "tax" rules depending on the policies and procedures expressed herein and in Department Professional Practice Plans.
- D. To assure the successful performance of the College's assigned tasks, members of the Professional Practice Plan shall not engage in professional activity which will result in their being unduly diverted from assigned duties. No more than an average of 20% of the work week shall be spent in Professional Practice Plan activities. Should a Department Chair determine it is in the interest of the Department that an exception be made and that other members of the Department can and will assume additional responsibilities, exceptions may be allowed to the 20% rule with approval of the Dean. In no event will an exception be made, nor any individual be absent from the campus more than a week at a time for Professional Practice Plan activities without the prior approval of the Dean. This approval will be given only in the most exceptional circumstances. Reports of time spent in the generation of income under this Professional Practice Plan shall be submitted each semester to the Department Chair and to the Dean of the College.
- E. Sources of Generated Income
  1. Patient care fees wherever earned by the faculty member
  2. Professional consultation
  3. Honoraria
  4. Other professional income
- F. Income Exclusions
  1. Prizes and awards
  2. Faculty members interests in:
    - a. Royalties
    - b. Copyrights
    - c. Patent Rights
  3. Non-professional income
  4. Compensation received as a result of military leave
  5. Income earned during leave of absence without pay, and/or sabbatical leave as set out in the Faculty Handbook.

#### G. Disposition of Gross Generated Income

Generated income described above will be deposited daily by the individual Departments within the College of Allied Health to the designated appropriate accounts through the Office of the Bursar, The University of Oklahoma Health Sciences Center. The distribution of funds is determined by the College and Department Professional Practice Plans and will be administered by the Department Chair. Distribution of these funds will be in the order listed below:

1. To the Department, for expenses and administrative costs as defined in the approved Department Professional Practice Plan.
2. To the Dean's Office, 5% of all income generated using University facilities and/or other University resources, including time.
3. To that individual faculty member within each Department, to the extent that the individual faculty member has contributed to the generation of income, until any difference between guaranteed base and the full-time equivalent salary is equaled; and thereafter,
4. Any remaining balance will be retained in the Department sub-account to pay for the various expenditures related to Department functions as authorized by The University of Oklahoma Health Sciences Center Professional Practice Plan Expenditure Policy (8/26/97) and/or future amendments thereto.
5. The College of Allied Health will not pay retirement benefits on generated income.
6. Acceptable Categories of Expenditures by Departments include:
  - a. Visiting consultants and lecturers at the Health Sciences Center.
  - b. Expenses directly related to faculty and staff recruitment.
  - c. Students – scholarships, stipends, and tuitions.
  - d. Personnel training courses and attendance at professional and educational meetings.
  - e. Maintenance of laboratories and equipment.
  - f. Office and administrative expenses.
  - g. Other expenses incurred in support of Department teaching, research, and professional service, including salaries.
  - h. Professional dues.
  - i. Other Department business expenses directly related to generation of professional fees. Since funds for which the University acts as custodian are commingled with public funds, all expenditures from such funds must be treated as public expenditures. Public policy requires that public monies be expended for public and not private purposes. University administration, in consultation with the Advisory Council, will develop and publish guidelines consistent with public policy.

#### H. 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 which are received directly by the individual faculty member shall be deposited by the primary Department of the faculty member. 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 some other College shall participate in the Professional Practice Plan of the College which has primary responsibility for their promotion and tenure.
2. All accounts will be handled in accordance with standard accounting principles, the statutes of the State of Oklahoma, and the policies of the Regents of The University of Oklahoma, as they apply to such accounts.

I. Governance of the Professional Practice Plan

1. The Advisory Council

a. Duties

The Advisory Council shall represent the full membership of the Professional Practice Plan 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 Professional Practice Plan will be governed by this policy as amended from time to time by the Board of Regents.

b. Members of the Advisory Council shall consist of:

- 1) The Chair of each Department of the College of Allied Health.
- 2) One additional faculty member-at-large elected by and from the faculty members of each Department of the College. Terms of members-at-large shall be for two (2) years.

c. Meetings

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 will be distributed to each member at least one week prior to the meeting.

d. Officers

The officers of the Advisory Council shall be a Chair, a Vice Chair, and a Secretary who shall be elected annually by and from the members of the Advisory Council and serves as the Executive Committee. The Chair shall preside.

e. Ad Hoc Committees

Ad Hoc committees may be appointed as necessary by the Chair.

f. Quorum and Voting

A quorum shall consist of a simple majority 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.

g. Rules of Order for Advisory Council and its Committees

1) Agenda

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.

2) Procedural Motions

The latest edition of Robert's Rules of Order Newly Revised will be accepted as final authority for parliamentary procedures.

J. Department Governance and Restrictions

Nothing contained herein shall be construed to prevent members within any Department from suggesting additional Department restrictions as they may wish, but such restrictions shall not conflict with the College Professional Practice Plan.

K. Accountability

Gross and willful withholding of or misrepresentation in reports of income generated and/or time spent under this Professional Practice Plan shall constitute grounds for disciplinary action under the relevant provisions of the Faculty Handbook.

L. Policy Amendments

The policy for operation and governance of the Professional Practice Plan may be amended from time to time by the Regents of The University of Oklahoma. Proposed amendments may also be submitted to the Advisory Council for consideration consistent with the University's Professional Practice Plan policies and procedures. Amendments shall be considered by the Advisory Council that are:

1. Proposed to the Advisory Council by the Executive Committee, or
2. Proposed by fifteen (15) or more faculty members of the Professional Practice Plan.

M. Ratification

1. Ratification of the proposed amendment requires a 2/3rds affirmative vote of the full voting faculty membership of the Professional Practice Plan.
2. The amended Professional Practice Plan, if ratified, will then be forwarded through the Dean of the College of Allied Health and Provost, Health Sciences Center, to the President for the approval and for submission to the Board of Regents of The University of Oklahoma.



*The University of Oklahoma*

*Health Sciences Center*

OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

September 12, 2003

Carole Sullivan, Ph.D.  
Dean—College of Allied Health  
CHB 128

Dear Carole:

At their meeting on September 11, 2003, the University Regents approved the revisions to the College of Allied Health Professional Practice Plan.

Sincerely,

Joseph J. Ferretti, Ph.D.  
Senior Vice President and Provost

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