

**Proposed Indiana University of Pennsylvania College of Osteopathic Medicine
(Proposed IUPCOM – Candidate Status – Seeking Accreditation)**

COCA Pre-Accreditation Element 7.7: Faculty and Staff – Faculty Association
Pre-Accreditation Submission 7.7-3: Faculty Association Handbook

Please note: This is a Draft of the Faculty Handbook which will be further developed once we have a faculty for input.

IUP College of Osteopathic Medicine Faculty Handbook: A Guide to the Academic and Professional Environment

This handbook serves as a supplemental resource for all faculty members within the new IUP College of Osteopathic Medicine (IUPCOM). Faculty are referred first to the [IUP Faculty Guidebook](#) and the IUP website on [New Faculty Orientation](#) for general faculty guidelines and resources. It outlines policies, procedures, and expectations, fostering a culture of excellence in teaching, scholarship, and service, aligning with the osteopathic philosophy of holistic healthcare. This handbook is informed by best practices gleaned from within the osteopathic medical education profession and builds upon the existing framework of Indiana University of Pennsylvania (IUP) faculty resources. This IUPCOM Faculty Handbook can be found on our webpage at: <https://www.iup.edu/president/proposed-com/index.html>.

Message from the Dean

Welcome to the Indiana University of Pennsylvania College of Osteopathic Medicine! The faculty handbook is a guide to help navigate your role and responsibilities within the college. Familiarizing yourself with its contents is encouraged, as it outlines the values, policies, and expectations that will foster a thriving academic and professional environment for all; it represents a foundational framework for IUP that is subject to review and revision by the faculty to ensure its continuing relevance and effectiveness. It is the responsibility of each faculty member to familiarize themselves with the contents of this handbook and to adhere to all policies and procedures outlined within. By working together in shared commitment to the highest standards of teaching, research, patient care, and service, faculty can contribute to the collective success of IUPCOM in its mission to educate future osteopathic physicians who embody the principles of holistic healthcare and serve their communities with compassion and competence.

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Introduction to the IUP College of Osteopathic Medicine

IUPCOM is a new venture for the Indiana University of Pennsylvania. Its establishment is rooted in addressing regional rural healthcare needs and providing an accessible pathway for students to pursue osteopathic medical education. The college is proud to contribute to the growth and advancement of the osteopathic medical profession. IUPCOM adheres to the following in its philosophy and direction:

1. Mission and Vision: IUPCOM's mission is to educate compassionate, competent, and community-responsive osteopathic physicians through a patient-centered, holistic approach to healthcare. The vision is to be a national leader in accessible medical education, developing physicians who excel in serving the needs of their communities by transforming rural and underserved primary care through interprofessional education, research, and community outreach.
2. Values: Accessibility, commitment to Osteopathic Medicine, compassionate care, integrity, respect, inquiry, accountability, and teamwork.
3. Osteopathic Philosophy: Emphasizing the interconnectedness of mind, body, and spirit, the osteopathic philosophy guides all aspects of COM operations and curriculum.

Faculty Rights, Responsibilities, and Professional Conduct

IUPCOM is governed by the university's [Council of Trustees](#), with administrative oversight by the President, Provost, and Dean. Faculty are organized within departments led by department chairs and are expected to participate in shared governance by actively contributing to departmental, college, and university committees, demonstrating leadership in developing policies and procedures. Various committees facilitate the college's operation and ensure faculty input in key decisions. The College recognizes and upholds the principles of academic freedom and tenure, as defined by [University policy](#). Faculty are entitled to engage in teaching, research, and scholarly activities free from unreasonable interference or reprisal. The College is committed to ensuring a fair and equitable process for addressing grievances and appeals.

1. Academic Freedom: Upholding the principles of academic freedom, faculty members have the right to teach, research, and express their professional opinions freely, fostering a spirit of inquiry and intellectual discourse. This freedom must be exercised responsibly, striving for accuracy and appropriate restraint in all critical commentary. Faculty engaged in patient care also have a special obligation to respect patient rights and exercise discretion in clinical settings.
2. Professional Conduct: Demonstration of professionalism includes integrity, compassion, responsibility, and respect in all interactions with students, colleagues, patients, and the community. Faculty are expected to maintain the highest standards of professionalism, respecting patient autonomy, dignity, and privacy, while providing care without discrimination based on gender, race, color, religion, age, and other factors. This includes adhering to the [AOA Code of Ethics](#), and all University and COM policies and procedures.
 - a. The AOA Code of Ethics and Guidelines on Professional Conduct includes principles such as maintaining patient confidentiality, respecting patient autonomy, acting in the best interest of patients, and engaging in ethical and legal behavior in all professional activities.
3. Roles and Responsibilities: Faculty roles typically encompass teaching, mentoring, research, service, and, for some, clinical practice. Responsibilities include designing, implementing, evaluating, and revising curriculum, providing instruction in various formats, student advisement, scholarly investigation, and participation in committees. As contributors to student success, faculty are expected to mentor and advise students on academic, curricular, and career matters. They are also expected to maintain professional competence by staying abreast of current developments in their field and osteopathic medical education through ongoing professional development and scholarship.
4. [Conflict of Interest and Commitment](#): In order to fulfill the university's educational mission and uphold standards of academic integrity, faculty members are expected to avoid apparent or actual conflicts of interest, favoritism, or bias. Ideally, instructors shall

refrain from teaching any person to whom they are related, including their own children, other close relatives (including but not limited to immediate family members), or romantic partners. Instructors with any conflicts of interest have a duty to report, in a timely fashion, the existence of the conflict to their Dean. As part of the disclosure, the instructor shall submit to the Dean a strategy or plan that would mitigate the conflict toward ensuring transparency and impartiality in all professional activities.

5. IUP Faculty Grievances: IUP provides a clear process for addressing faculty grievances and resolving disputes in a fair and equitable manner. If an IUP faculty member has a grievance, they generally have access to a formal process to address their concerns. This process is typically outlined in the university's policies and, potentially, the collective bargaining agreement if the faculty member is part of a union. In general, faculty grievance procedures involve several stages:
 - a. Informal Resolution (often the first step): The faculty member usually first attempts to resolve the issue informally with the involved parties, like their department chair or dean. This is a crucial step towards potentially finding a mutually agreeable solution without needing to escalate the situation. The chair of the IUP University Senate can provide guidance toward informal mediation of faculty grievances.
 - b. Formal Grievance: If informal resolution fails, the faculty member may file a formal, written grievance. This written grievance should clearly detail the nature of the complaint, the dates and parties involved, the specific policy or contractual provision believed to be violated, and the desired resolution.
 - c. Review and Decision: The grievance is then reviewed by the relevant administrators or a designated committee, who will investigate the matter and attempt to resolve it.
 - d. Appeals (if applicable): If the faculty member is not satisfied with the initial decision, they may have the right to appeal to a higher level within the university administration, or, if represented by a union, potentially pursue arbitration as outlined in their collective bargaining agreement.

IUP's Office of Human Resources is responsible for managing labor relations, including grievance processes, and interpreting university policies and applicable employment law. Faculty can consult resources provided by Human Resources, such as their collective bargaining agreement or university policies, to understand their rights and the specific grievance procedures available to them. Important considerations:

- e. Timeliness: There are often time limits for filing grievances, so it is crucial to act promptly once a grievable event occurs.
- f. Documentation: Maintain thorough records of all attempts at informal resolution, correspondence, and relevant documentation related to the grievance.

- g. Seeking Support: Faculty are encouraged to seek guidance from their union (if applicable) or other appropriate resources within the university to navigate the grievance process effectively.
- 6. Evaluation and Promotion: The criteria and processes for faculty appointment, evaluation and promotion based on achievements in teaching, research/scholarly activity, service, and clinical practice, as appropriate for the faculty member's rank and position are [provided on the IUP website here](#). IUPCOM faculty may be eligible for promotion in rank and tenure, based on demonstrated accomplishments in education, scholarship, and service.
 - a. Promotion Process and Procedures
 - [IUP Submission Process and Forms](#):
 - Read and complete the [Promotion Forms and Instructions](#) document.
 - Submit the completed form via the *Promotion Forms Upload* in [MyIUP](#).
 - More information on the process can be found on the [IT Support Center Promotions Upload](#) web page.

Criteria for Appointment/Promotion

Academic Rank at initial appointment and subsequent consideration for promotion, will take into account the faculty member's level of accomplishment in each of the major domains of academic activity. In each domain – Teaching, Research/Scholarship, and Service – three levels of increasing accomplishment are delineated below. Clinicians will have an additional domain – Clinical Practice.

- a. Teaching
 - Meets Expectations: Participates in IUPCOM's teaching programs; demonstrates commitment to developing teaching effectiveness; receives satisfactory and/or good student evaluations; and maintains a high level of professionalism.
 - Exceeds Expectations: Demonstrates an increasing and sustained involvement in IUPCOM's teaching programs; utilizes state-of-the-art and innovative teaching and/or assessment methodologies; involved in planning, organization and implementation of courses and/or curricular areas; is recognized as an effective educator; and receives good and/or excellent student evaluations in all teaching activities.
 - Exemplary: Has achieved status as a recognized leader, having a significant impact on the state-of-the-art of medical education.

Representative criteria demonstrating this level include the following:

- A leadership role in IUPCOM's curriculum development, planning, and implementation and/or in developing, and conducting preceptor/faculty development programs;
- Significant and sustained contributions to the medical education literature, such as peer-reviewed articles, authorship/editorship of significant books/mono-graphs, textbook chapters utilized in teaching or development of curricular and assessment materials.
- Excellent student teaching evaluations and exhibits effective teaching innovations as measured by learning outcomes.

b. Research and Scholarship

- Meets Expectations: Participation in scholarly/research activities resulting in publications in peer-reviewed journals/books. Junior faculty members on initial term of appointment may meet expectations through completion of a research training program.
- Exceeds Expectations: Significant participation in the design and implementation of a focused scholarly/research program; increasing productivity, as evidenced by impact in the field and/or increasing number of publications in high quality, peer-reviewed journals; developing status as an independent scholar, as evidenced by senior author publications and submission of grant applications as Principal Investigator.
- Exemplary: Achieved status as a recognized independent investigator/scholar, having a major impact on the state of knowledge in the field.

Representative criteria demonstrating this level may include the following:

- Receipt of substantial and ongoing, competitively awarded grant support from external funding agencies as PI or Co-PI;
- Frequency of publication citations;
- Invitations to deliver lectures, lead workshops, or chair symposia at national professional society meetings;
- Invitations to serve as peer reviewer of research articles and/or as grant reviewer for funding agency study panels;
- Authorship/editorship of significant books/monographs within discipline;
- Invitations to collaborate with recognized scholars at prestigious external institutions;

- Service as editor of scientific/scholarly journals, or as officer/board member in a professional society; and receipt of professional achievement awards by recognized scientific/professional societies.

c. Service

Service includes participation in the administration or governance of IUP, IUPCOM, home department, and/or IUPCOM affiliated educational sites. For preceptor faculty, service will also include providing healthcare. Faculty should demonstrate commitment to developing effectiveness in one or more service areas, while maintaining high levels of professionalism. Quality assurance and peer review of clinical care is an essential component in assessing clinical practice.

- Meets Expectations: Service activities, exclusive of teaching and research, that support departmental, IUPCOM, and IUP missions include activities such as: participating committees; interviewing prospective students; advising students and/or student organizations; and, participating in alumni and development functions.
- Exceeds Expectations: Demonstrates an increasing and sustained involvement in service through such activities as: chairing IUPCOM, IUP, or regional organization committees/subcommittees; promoting the visibility of the College through participation in community events; and documented mentoring of junior faculty.
- Exemplary: Has achieved status as a recognized leader, demonstrated by: chairing national professional committees or service organizations; fulfilling leadership roles in committees of research organizations, funding agencies, clinical or discipline-specific service or study groups; holding a significant role in national or international education committees; assuming a leadership position in key hospital/affiliate committees; and/or serving on governing boards of professional health/education/ research organizations.

Curriculum, Instruction, and Student Support

1. Curriculum Development: Faculty are responsible for designing, implementing, evaluating, and revising the curriculum, including lecture preparation, instruction methodology, student assessment, and fostering robust learning in an environment of continuous quality improvement.

2. **Teaching Methodologies:** IUPCOM encourages the use of diverse and innovative teaching methods, such as team-based learning, flipped classrooms, and problem-based learning. Focuses on creating engaging and interactive learning environments.
3. **Assessment, Evaluation, and Feedback:** Faculty will employ a variety of assessment methods, including both formative and summative examinations, quizzes, practical exams, presentations, and clinical evaluations, to evaluate student learning and progress. Clear expectations and grading rubrics will be provided to students. Grading policies and procedures will be established to ensure fairness and consistency in evaluating student performance. Policies regarding academic standing, probation, and dismissal will be communicated clearly to students.
4. **Student Advisement and Mentorship:** Emphasizes the crucial role of faculty in advising and mentoring students, providing academic and career guidance, and fostering a supportive learning environment. Mentorship programs, like the AAO Mentorship Program, connect faculty with students, offering valuable guidance and support throughout their medical education.
5. **Academic Integrity:** Reinforces the expectation of academic honesty and outlines the policies and procedures regarding research misconduct, cheating, plagiarism, and other forms of academic dishonesty. The foundation of academic work is intellectual integrity, credibility, and trust. A learning community can only be maintained if its members believe that their work is judged fairly and that they will not be put at a disadvantage because of another member's dishonesty. For these reasons, it is essential that all members of the IUPCOM community understand our shared standards of academic honesty. Academic integrity is the pursuit of scholarly work in an open, honest, and responsible manner. Academic integrity is a basic guiding principle for all academic activity at the College, and all members of the College community are expected to act in accordance with this principle. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception in the completion of academic work. Such acts of dishonesty violate the fundamental and ethical principles of the IUPCOM community and compromise the worth of work completed by others.
6. **Pre-Clinical Education Course Syllabi**

Each course must have a syllabus, which serves as the principal document by which the faculty members communicate to the student the objectives of the course. The course syllabus essentially represents a contract between the faculty and the students.

 - Each course syllabus should contain the following information:
 - i. Course Name, Number and Credit Hours
 - ii. Course Description
 - iii. Personnel (names, titles, contact information, office hours, as relevant) directly involved with the course, as follows:
 - Course Director(s)

- Administrators
 - Faculty
 - Post-Graduate residents (as applicable)
 - Osteopathic Fellows
 - Laboratory Table Trainers (as applicable)
 - Staff
- iv. Learning Activities
 - v. Course Resources
 - vi. College Policies (The lecture-discussion based syllabus for the first course of the academic year should provide the policies in full-text, subsequent syllabi for each academic year to refer to the publications and electronic sources where the specific policy can be found):
 - Attendance Policy
 - Dress Code Policy
 - Academic Integrity Policy
 - Academic Honesty for Examination Policy
 - Make-Up Examination Policy
 - Grading System
 - Remediation
 - vii. Course-Specific Policies
 - Attendance Policy
 - Grading and Evaluation Policy
 - viii. Course Schedule
 - ix. Learning Objectives

After being annually updated by relevant faculty, course directors, and administrators, syllabi are provided to the Curriculum Committee for their review and feedback.

7. Lecture-Discussion Based Course Notes and/or Lecture Presentations

Faculty members should submit electronic versions of lecture-discussion based course notes and/or lecture presentation materials at least two weeks prior to the corresponding lecture(s) to the appropriate thread coordinator and to the Associate Dean of Pre-Clinical Affairs. The IUP IT department is available to assist faculty with technological issues pertaining to course notes and lecture presentations.

8. Curriculum Additions or Changes

IUPCOM's Curriculum Committee reviews requests for curriculum additions and changes. A request for new initiative, pilot program or substantive change must be reviewed and approved by the department involved then referred to the Curriculum Committee for review and action at its next meeting. If approved by the Curriculum Committee, the recommendation is referred to the Dean for final review and implementation.

9. Grades – General Information

Please see XXXX for information regarding grades. *(to be generated by the Curriculum Committee)*

10. Remediation Policy

Please see XXXX for information regarding the remediation policy. *(to be generated by the Curriculum Committee)*

Research and Scholarly Activity

Research and Innovation are supported by IUP through the IUP Research Institute. The IUP Research Institute partners with faculty and staff to provide research administration at all stages of internally and externally funded projects by promoting research and creative activity, encouraging collaborations, responsible stewardship of funds, and award compliance.

1. Research Goals: The COM prioritizes research and scholarly activities that advance healthcare, address health inequities, and contribute to the biopsychosocial-spiritual model of healthcare. Faculty are expected to engage in scholarly activities, including basic science research, clinical research, educational research, and the development of new educational materials and programs.
2. Support for Faculty Research: The COM and IUP will provide resources and support to foster a vibrant research environment and encourage student participation in scholarly projects. The COM will provide its faculty with research workspace and other facilities, discovery resources, preceptor/faculty development programs, and protected research time to foster a culture of excellence in research and scholarly pursuits.
3. Student Research Opportunities: IUPCOM will support opportunities for students to engage in research under faculty mentorship, including summer research experiences and research electives. IUP's resources for student research are extensive.
4. Research Misconduct: Research and scholarly activities must adhere to the highest standards of integrity and ethical conduct, including proper data management, responsible conduct of research, and appropriate dissemination of findings. IUP defines and outlines the procedures for addressing research misconduct, including fabrication, falsification, and plagiarism.

Service and Engagement

1. Internal Service: Explains the importance of faculty participation in internal service activities, such as committee work and administrative responsibilities within the department and College.

2. External Service: Encourages faculty involvement in external service, including community engagement, participation in professional organizations, and contributions to the broader profession.

Administrative Policies and Procedures

1. Human Resources Policies: Relevant IUP and COM human resources policies and procedures, including those pertaining to hiring, leave, benefits, and employee conduct, are succinctly provided below. The purpose of these policies is to create and maintain a safe and respectful environment for the entire University community and ensure compliance with applicable federal, state, and local laws. All IUP employees are expected to review, understand, and comply with University policies. Signed copies of IUP policies are on file in the Office of Human Resources. Visit the [Pennsylvania State System of Higher Education Policies, Procedures, and Standards](#) website to view all [Board of Governors Policies](#) and [State System Procedures and Standards](#).
 - a. Americans with Disabilities Act (ADA) – Gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion.
 - b. Background Investigation Policy – University policy written to ensure a consistent level of pre-employment background investigations for candidates in all positions at Indiana University of Pennsylvania.
 - c. Communicable Disease Policy – University policy establishing operating procedures for all appropriate university departments.
 - d. Drug-Free Schools and Communities Act – Information on the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226)
 - e. Hiring Requirements for Managers – Outlines the hiring requirements for managers at IUP.
 - f. Inclement Weather Policy and Procedures – Establishes guidelines and procedures in the event of inclement weather or extreme disaster situations for Indiana University of Pennsylvania.
 - g. Research Misconduct Policy – Defines the ethical code which governs research conducted by IUP managers, administrators, and staff, defines misconduct in research, establishes procedures for holding an inquiry and, if necessary, an investigation into any allegation of possible misconduct.
 - h. Right-to-Know Policy – The Pennsylvania Right to Know Law (“Right to Know Law” or “Act”) provides that every public Record of a Commonwealth agency shall, at reasonable times, be open for examination and inspection.
 - i. Sexual Discrimination and Sexual Misconduct Policy – IUP is committed to providing a safe and positive living, learning, and work environment that is free from

- sexual discrimination and other prohibited sexual misconduct. The Sexual Discrimination and Sexual Misconduct Policy provides definitions and reporting and complaint resolution procedures. It is applicable to all students and employees of the University, as well as designated volunteers, contractors, and vendors.
- j. Smoking – Policy regarding smoking in IUP buildings and facilities
 - k. Surveillance Camera Policy – University policy to regulate the use of surveillance cameras in order to protect the legal and privacy interests of the university and the university community.
 - l. Telecommuting Policy – University policy to permit telecommuting work arrangements when it is in the best interests of the university and when it will enhance the productivity of the employee.
 2. Information Technology Policies: Outlines the policies and guidelines related to the use of information technology resources within the COM, including software, equipment, and support for teaching, research, and administrative tasks. [IUP Library](#) resource policies such as access to online databases, journals, and other scholarly materials are also provided.
 3. [Center for Teaching Excellence](#): The Center provides faculty resources and support for instructional design, preceptor/faculty development, and educational research. The mission of the Center is to foster the enhancement of teaching excellence in all its forms by providing constructive and developmental mechanisms for nurturing excellence in teaching.
 4. [Safety and Security](#): Provides information on campus safety and security protocols and emergency procedures.
 5. [Other Relevant Policies](#): Includes any other IUP or COM policies and procedures that are applicable to faculty members.

Governance and Shared Leadership

1. IUP University Senate – The IUP University Senate provides a forum for all IUP faculty to discuss and deliberate on defining faculty matters of general consideration for all IUP faculty. of curricula, pedagogy, academic standards, faculty hiring, and faculty retention. Faculty are encouraged to participate in university committees, contributing to policy development, decision-making, and the overall success of IUPCOM as a portion of the university. [The Bylaws for the IUP University Senate can be found here.](#)
2. IUPCOM Faculty Senate – The IUPCOM Faculty Senate provides a local level forum for IUPCOM faculty to discuss and deliberate on matters of IUPCOM curricula, pedagogy, academic standards, faculty hiring, and faculty retention. Faculty are encouraged to participate in departmental and College committees, contributing to policy development, decision-making, and the overall success of IUPCOM as a portion of the university. [The](#)

[proposed draft Bylaws for the IUPCOM Faculty Senate can be found here once more fully matured by the IUPCOM faculty.](#)

Faculty/Professional Development

1. IUPCOM is committed to supporting faculty in enhancing their teaching, research, and clinical skills. The College will offer many opportunities for professional development, including workshops, seminars, and resources for instructional improvement and scholarly activities. Faculty and staff are highly encouraged to participate in these development experiences for personal and professional growth.

Professional Conduct and Ethics

1. AOA Code of Ethics – All faculty are expected to adhere to the [American Osteopathic Association \(AOA\) Code of Ethics](#). This code provides ethical guidance in all aspects of osteopathic medical practice, education, and research.
2. Professional Standards and Policies – IUPCOM has established additional policies and procedures that supplement [those of IUP](#) to address matters of professional conduct, including those related to relationships with students, patient care, and interactions within the academic community. Faculty are expected to be familiar with and abide by these standards.
3. Conflict of Interest – Faculty are required to disclose any potential conflicts of interest that may arise in their teaching, research, clinical practice, or other professional activities, and to manage such conflicts ethically and transparently.

4. Honor Code: Students, Faculty and Staff

The proposed Indiana University of Pennsylvania College of Osteopathic Medicine Honor Code of Conduct (IUPCOM Honor Code) embodies a spirit of mutual trust, intellectual honesty, and professionalism between IUPCOM and the student body. It is the highest expression of the values shared by IUPCOM and its communities. The IUPCOM Honor Code is based on the fundamental belief that every student doctor is worthy of trust and bears personal responsibility to engender that trust. The IUPCOM Honor Code is maintained to protect the right to participate in an academic environment free from injustice caused by dishonesty. This honor code is provided in addition to the University Code of Conduct and standards set forth by the [IUP Office of Community Standards](#), which is anticipated for all students, faculty, and staff to follow.

Students, faculty, and staff at the proposed IUPCOM are expected to conduct themselves in a professional and ethical manner befitting the honorable profession that they are entering. Students, faculty and staff have an obligation to maintain the highest standards

of integrity. It is not possible to enumerate all examples of expected academic and professional behavior, nor is it possible to enumerate all behaviors considered inappropriate, unprofessional, unethical, or not in keeping with the standards of an IUPCOM student. The following serves as a guideline to students.

In general, the founding principles of the IUPCOM Honor Code are the established rules and regulations of the proposed IUPCOM community. The proposed IUPCOM community includes IUPCOM, affiliated hospitals, and any institution where proposed IUPCOM students pursue activities for academic credit. Violation of these rules and regulations may constitute a violation of the IUPCOM Honor Code.

Professional Conduct Inappropriate Behavior Examples

There are various forms of inappropriate behavior. Below is not an exhaustive list but are examples of behaviors that are prohibited by all faculty, staff, and students in all locations. In addition to this list, other behaviors may be deemed inappropriate by administration and/or appropriate supervisory structure, depending on status of constituent:

- Dishonesty
- Abusive behavior and harassment
- Disruptive behavior
- Behaviors that are illegal
- Failure to disclose arrests or unlawful conduct
- Willful patient harm or neglect
- Violation of confidentiality
- Disrespectful behavior
- Malfeasance
- Racism
- Gender or sexual orientation discrimination
- Complacency with unprofessional behavior
- Reporting to school or duty under the influence of alcohol and/or drugs
- Trespassing
- Stealing
- Inappropriate sexual behaviors
- Sexual harassment

Faculty and staff who violate the Code of Professional Conduct will be subject to action by administration through processes described in the faculty and/or staff bargaining agreements and policies as set forth by [IUP Human Resources](#). Note that specific conduct that fall under the consideration of IUP policies on sexual harassment/discrimination may

be a Title IX offense and will be assessed and managed by the [IUP Social Equity and Title IX Office](#).

Operations

1. Employee Benefits – IUPCOM Faculty enjoy a benefits package awarded to all employees of IUP. The list of benefits and a description of them is [available here](#).
2. Identification Cards – Each employee is required to obtain an [identification card with a photograph](#). Cards are to be carried at all times while on college premises and are to be displayed upon request. This card may also be required to enter certain buildings on campus.
3. Jury Duty - If you are summoned for jury duty while employed by IUP, you may be eligible for civil leave under [IUP's civil leave policy](#). This policy allows employees to take leave for required court appearances, including jury duty. You will need to provide your supervisor with evidence of the court appearance, such as a summons or other written notification.
4. Vacation – All full-time faculty employees will receive vacation time off with pay in accordance with the [information found here](#).
5. Sick and Bereavement Leave - Information on sick and bereavement leave [may be found here](#).
6. Security – Personal safety and security is paramount at IUP. Please [see this web page for more information](#).
7. Transportation/Parking – [IUP parking services and maps can be located here](#).

Amendments to the Handbook

This handbook will be reviewed and amended periodically according to IUP and IUPCOM policies, with faculty notified of updates. Suggested changes and amendments can be delivered directly to the IUPCOM Faculty Senate Chair, Vice Chair, or Secretary for consideration.

COCA Accreditation

IUPCOM is seeking full accreditation status through the American Osteopathic Association's Commission on Osteopathic College Accreditation (COCA) operating under authority granted to it by the U.S. Department of Education, to offer an academic program leading to the Doctor of Osteopathic Medicine (DO) degree. On August 15, 2025, the proposed Indiana University of Pennsylvania College of Osteopathic Medicine was granted candidate-accreditation status with the COCA. The DO degree will be conferred by the President of the

University for candidates successfully completing the IUP Proposed College of Osteopathic Medicine program.

Commission on Osteopathic College Accreditation
142 East Ontario Street
Chicago, IL 60611-2864
Toll-free phone: (800) 621-1773
Department of Accreditation: (312) 202-8124
Department of Accreditation Fax: (312) 202-8424

Complaints Regarding COCA Program Accreditation

Description of How Complaints are Filed

Students, faculty, staff, or community members who have concerns regarding IUPCOM's capability to achieve the standards of accreditation or comply with policies and procedures of the AOA Commission on Osteopathic College Accreditation (COCA) may file a confidential grievance using the address and/or phone numbers provided, above. The written grievance may also be addressed to the IUPCOM Dean and include the following: name and contact information, the date of the grievance, the specific COCA accreditation standard, policy or procedure that is involved, and a description of the specific grievance.

Resolution and Adjudication Process

The grievance will be reviewed by the IUPCOM Dean or IUP President within ten business days for investigation, review, and appropriate action. Constituents should expect a timely, fair, and comprehensive review of their complaints to include personal discussions with appropriate administrators, and the opportunity to supply supportive documentation or the testimony of fellow colleagues regarding their concerns. Complainants will be notified regarding the outcome of the review and any actions planned or taken within 15 business days of the complaint being received by the IUPCOM Dean or IUP President.

Notice Regarding Retaliation

All parties to a complaint (complainant, respondent, witnesses, and appropriate administrators or supervisors) will be informed that retaliation by an individual or an individual's associates against any person who files a complaint or any person who participates in the investigation of a complaint is prohibited. Individuals who engage in retaliation are subject to disciplinary action.

Maintenance in IUPCOM's Records Retention System

A record of written grievances regarding the College's adherence with accreditation standards or related policies and procedures, including the original grievance and administration's response, will be maintained in the Office of the IUPCOM Dean for review by appropriate accreditation agencies, unless otherwise prohibited by local, state or federal law. Appropriate deidentified information addressed in such grievances will be utilized in IUPCOM's assessment, planning and self-study processes.

Filing Confidential Complaints with the COCA and Contact Information for COCA

The accreditation standards, policies and procedures for ICOM can be found at: <https://osteopathic.org/wp-content/uploads/2018/02/complaint-review-procedures.pdf>
Students or community members who are not satisfied with the response from the IUP's administration or who wish to file a confidential complaint with the COCA may submit their grievance directly to the COCA by contacting the American Osteopathic Association (AOA)/Commission on Osteopathic College Accreditation (COCA), 142 E. Ontario St., Chicago, IL 60611, at predoc@osteopathic.org or (312) 202-8124.

Other Resources

1. IUP Faculty Resources: Details the various resources available to COM faculty from the broader Indiana University of Pennsylvania system, including the [Center for Teaching Excellence](#), [Department for Disabilities Access and Advising](#), and others, as outlined in the IUP Faculty Handbook.
2. Student Support Services: Awareness of resources available to students, such as counseling services, and disability access and advising.
3. [Living in Pennsylvania's Indiana county.](#)