



## Alternative Performance Evaluation Form

*For all staff and non-bargaining unit faculty*

*For review period April 1, 2018 through April 30, 2019*

### Personal Information

Employee Name: Sheela Barhan  
*Should be employee's legal name as it appears on the employee's official record*

Employee UID: [REDACTED]

Current Job Title: Associate Professor

Department/Unit: WSU/BSOM Department of Obstetrics & Gynecology

Supervisor's Name: Jerome L. Yaklic, M.D., MBA

### Statement from Unit Head

*Unit head should use this section to share their thoughts on the performance of the unit as a whole for the previous year. They should also share their vision for the unit in the coming year. The message should be the same for all employees in a particular unit.*

The WSU Boonshoft School of Medicine department of Obstetrics and Gynecology enjoyed another successful year despite significant staffing and external financial challenges. This was only possible due to the dedication and commitment of the department's faculty and staff. At one-point mid-year, the department was down 3 of its 6 chief residents. The department also saw 3 of 9 civilian faculty depart, two to pursue significant career advancement at other institutions and one to follow her husband due to a job change. Despite these staffing challenges, the department has continued to meet its educational, research and patient care missions. Learner moral and satisfaction with the department's UME and GME programs are both much improved compared to a year ago.

### Statement from Immediate Supervisor

*The immediate supervisor should use this section to summarize conversations had with the individual employee, specifically noting accomplishments and recognized areas for progress. Any specific plans for growth and/or development can be shared as well.*

Dr. Sheela Barhan is the foundation of the department's formal undergraduate medical education (UME) efforts. Despite the 2018/2019 academic year being a one-off transition from the old BSOM curriculum to the new Wright Curriculum, Dr. Barhan managed to provide an exceptionally well-rounded, albeit condensed, experience to the third-year students rotating with our department. Their evaluations praise Dr. Barhan as an educator and applaud the experience she was able to provide to them. With her guidance, beginning in July, clerkship students will experience a restructured rotation designed to fit within the BSOM's new Wright Curriculum. She has also been instrumental in recruiting new preceptors to alleviate overcrowding on the 3<sup>rd</sup>-year rotation. While we have only begun to get feedback from students on these changes, so far it has been very positive. Dr Barhan also serves as a simulation instructor at ICM Bootcamp, clerkship director for all the department's 4<sup>th</sup>-year electives and hosted Ob/Gyn Career Night functions for students intending to apply to Ob/Gyn residencies this fall.

Dr. Barhan is an active member of several department committees including the Promotion Committee which she chairs. She is a member of the BSOM Nominating, Biennium 2 and Bylaws committees. She serves as a department representative on the Miami Valley Hospital Perinatal M&M and Hospital Quality Committee. Nationally, she is a Liaison for Women Faculty to the AAMC and is a member of ACOG and APGO.

We briefly discussed the requirements for promotion to the rank of Professor and her goals for next year. Dr. Barhan is ready to begin looking for a successor for her clerkship director role. We discussed working together to identify this individual and beginning to transition responsibilities with plans to turn over the directorship role in the next 1-2 years. We also discussed options for what her post-clerkship director role in the department may look like. She will work with me over the coming year to help develop the plan for what this role may entail.

### Statement from Employee

*The employee should use this section to summarize their thoughts on their performance in the past year and specifically note desired areas for development and plans for growth.*



## Signatures

This form is one of several opportunities for reflection on an employee's performance during an evaluation cycle. Our signatures acknowledge discussion and receipt of this document and does not necessarily imply the employee's agreement.

However, because this appraisal does not require the recording of goals that have been set, our signatures do indicate our commitment to continuously developing and working to achieve goals that are responsive to the university's needs as it launches its strategic plan and continues its path forward.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

7/5/2019

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

7/9/19

\_\_\_\_\_  
Second Level/Unit Head Signature

\_\_\_\_\_  
Date

7/15/2019

FOR HUMAN RESOURCES USE ONLY	
Updated in System	Date



# Formal Performance Evaluation Form

*For all staff and non-bargaining unit faculty*

Review Period:

From Jan 1, 2017 To Mar 31, 2018

Type of Appraisal: ☒ Annual ☐ Probationary (midpoint) ☐ Probationary (final) ☐ Special

## Personal Information

Employee Name: Sheela M. Barhan  
*Should be employee's legal name as it appears on the employee's official record*

UID: [REDACTED]

Position Title: Associate Professor

Department: WSU/BSOM Department of Obstetrics and Gynecology

Evaluator's Name: Jerome L. Yaklic, M.D., MBA

## Purpose of Formal Performance Evaluation Form

Providing employees, both faculty and staff, with feedback and direction is essential to fulfilling Wright State University's mission of empowering all faculty and staff to develop professionally, personally and intellectually.

The *Formal Performance Evaluation Form* functions as an instrument for supervisors to record and share information with employees and/or summarize the communications that have been had over the evaluation period. Nothing on the form should be a surprise to the employee. Any action to improve unacceptable performance should be taken at the time the issue became apparent.



Supervisors must complete and discuss this form with their employees and remit it to Human Resources for inclusion in the official personnel file on an annual basis in accordance with the timeline published each year. For information about the process, including the differences between this form and the *Self-Appraisal Form*, please see the *Guidebook for the Wright State University Performance Evaluation Process* located on Human Resources webpage.

## **Section 1 – Purpose of Position**

This section should be developed jointly by the employee and supervisor and should state how the position being evaluated relates to the Wright State University Mission, Vision, Values and Goals. It should also reference how the position fits within the college/division/department goals. An employee's current position description should support this information. *Please enter the purpose of the employee's position here:*

Supports the educational, research and patient care mission of the department of Obstetrics and Gynecology. Serves as the department's Women's Health Clerkship Director and leads the department's undergraduate medical education efforts. Acts as an advocate for medical students within the department and holds them accountable to expectations set by the faculty, department, and Boonshoft School of Medicine. Provides direct patient care to women with obstetric and gynecologic needs and supervises the care provided by medical students and resident physicians. Conducts scholarly activity relating to obstetrics and gynecology or medical education. Provides obstetric and gynecologic education to medical students and residents rotating in the department and serves as a positive OB/Gyn role model.

## **Section 2 – Goals and Objectives for this Review Period**

This section should list the top five goals and objectives developed jointly by the employee and supervisor at the beginning of this review period. If there were circumstances outside the employee's control that caused a goal to not be achievable, please note what those mitigating circumstances were.

Goals and Objectives for This Review Period		Results	
1.	Complete the implementation/conversion of all didacts for the BSOM 3 <sup>rd</sup> -year Women's Health Clerkship to a Team Based Learning (TBL) format, assess the effectiveness of the new format in meeting the rotation objectives, and facilitate any faculty development necessary to accomplish the conversion.		Achieved
		X	Exceeded
			Not Achieved
	If not achieved, list any mitigating circumstances outside the employee's control:		
2.	Address medical student concerns about mistreatment by residents while on the Women's Health Clerkship and work with the residency program director to facilitate any re-education/remediation necessary to correct the problem.	X	Achieved
			Exceeded
			Not Achieved
	If not achieved, list any mitigating circumstances outside the employee's control:		
3.	Assist in orienting the new clerkship coordinator to her duties. Review and restructure orientation and the resources provided to students starting	X	Achieved
			Exceeded
			Not Achieved

	the 3 <sup>rd</sup> -year Women's Health clerkship to better utilize time and meet student's needs.		
	If not achieved, list any mitigating circumstances outside the employee's control:		
4.	Identify new clinical sites for Women's Health Clerkship to both make up for the lost Good Samaritan site and to accommodate the increasing BSOM class size.	<input checked="" type="checkbox"/>	Achieved
		<input type="checkbox"/>	Exceeded
		<input type="checkbox"/>	Not Achieved
	If not achieved, list any mitigating circumstances outside the employee's control:		
5.	Continue to produce scholarly activity by starting a new research project and if possible including learners (medical students or residents) on the research team.	<input checked="" type="checkbox"/>	Achieved
		<input type="checkbox"/>	Exceeded
		<input type="checkbox"/>	Not Achieved
	If not achieved, list any mitigating circumstances outside the employee's control:		

### Section 3 – Core Competencies/Expected Behaviors

Wright State University expects certain competencies and behaviors from all employees. These competencies/behaviors are listed below. At the end of the review period, the supervisor will indicate whether or not the employee demonstrated these behaviors. For examples of the behavior expected at each level of rating, please see pgs. 13-16 of the *Guidebook for the Wright State University Performance Evaluation Process*. If any of the expected behaviors are identified as "Development Needed", the supervisor and employee must identify a plan to improve the behavior

Transparency and Trust		
1	Communicates in a direct, professional and honest manner	<input checked="" type="checkbox"/> Meets Expectations (Demonstrated) <input type="checkbox"/> Does Not Meet Expectations (Development Needed) <input type="checkbox"/> Exceeds Expectations (Role Model)
2	Is open to constructive feedback and asks appropriate questions	<input checked="" type="checkbox"/> Meets Expectations (Demonstrated) <input type="checkbox"/> Does Not Meet Expectations (Development Needed) <input type="checkbox"/> Exceeds Expectations (Role Model)
3	Is respectful of guidelines, policies, procedures and confidentiality	<input checked="" type="checkbox"/> Meets Expectations (Demonstrated) <input type="checkbox"/> Does Not Meet Expectations (Development Needed) <input type="checkbox"/> Exceeds Expectations (Role Model)
4	Listens attentively and openly to the ideas, suggestions and concerns of others	<input type="checkbox"/> Meets Expectations (Demonstrated) <input type="checkbox"/> Does Not Meet Expectations



			(Development Needed)
		X	Exceeds Expectations (Role Model)
Problem Solving			
5	Is sensitive to different perspectives and resolves conflict constructively	X	Meets Expectations (Demonstrated)
			Does Not Meet Expectations (Development Needed)
			Exceeds Expectations (Role Model)
6	Prioritizes appropriately and produces work that is comprehensive in scope, complete in detail and accurate in content	X	Meets Expectations (Demonstrated)
			Does Not Meet Expectations (Development Needed)
			Exceeds Expectations (Role Model)
7	Develops sound, timely and practical solutions to daily challenges and unique conflicts		Meets Expectations (Demonstrated)
			Does Not Meet Expectations (Development Needed)
		X	Exceeds Expectations (Role Model)
8	Delivers an appropriate level of follow-through for problems and sees issues to a resolution	X	Meets Expectations (Demonstrated)
			Does Not Meet Expectations (Development Needed)
			Exceeds Expectations (Role Model)
Inclusive Excellence			
9	Is respectful of different interpersonal, leadership, work styles and lifestyles		Meets Expectations (Demonstrated)
			Does Not Meet Expectations (Development Needed)
		X	Exceeds Expectations (Role Model)
10	Is appreciative of the contributions of other members of the community	X	Meets Expectations (Demonstrated)
			Does Not Meet Expectations (Development Needed)
			Exceeds Expectations (Role Model)
11	Interacts professionally and effectively with various customers (both internal and external) in both routine and non-routine situations		Meets Expectations (Demonstrated)
			Does Not Meet Expectations (Development Needed)
		X	Exceeds Expectations (Role Model)
12	Acts ethically, tactfully and with integrity in all interactions	X	Meets Expectations (Demonstrated)
			Does Not Meet Expectations (Development Needed)

			Exceeds Expectations (Role Model)
Shared Leadership			
13	Sets priorities and aligns individual goals with group goals in support of the WSU Mission, Vision, Values and Goals	X	Meets Expectations (Demonstrated)
			Does Not Meet Expectations (Development Needed)
			Exceeds Expectations (Role Model)
14	Willingly shares ideas and information and provides assistance to others		Meets Expectations (Demonstrated)
			Does Not Meet Expectations (Development Needed)
		X	Exceeds Expectations (Role Model)
15	Takes responsibility for decisions and consequences	X	Meets Expectations (Demonstrated)
			Does Not Meet Expectations (Development Needed)
			Exceeds Expectations (Role Model)
16	Meets established deadlines and effectively uses work time to achieve goals and objectives		Meets Expectations (Demonstrated)
			Does Not Meet Expectations (Development Needed)
		X	Exceeds Expectations (Role Model)
Team-Based Effort			
17	Commits to team objectives and respects decision-making structures, even while holding a dissenting viewpoint	X	Meets Expectations (Demonstrated)
			Does Not Meet Expectations (Development Needed)
			Exceeds Expectations (Role Model)
18	Participates in achieving unit goals and objectives and works effectively with other colleagues at the University	X	Meets Expectations (Demonstrated)
			Does Not Meet Expectations (Development Needed)
			Exceeds Expectations (Role Model)
19	Demonstrates sufficient competency and understanding of all aspects of the position to perform the functions effectively and safely and is able to disseminate that knowledge as appropriate		Meets Expectations (Demonstrated)
			Does Not Meet Expectations (Development Needed)
		X	Exceeds Expectations (Role Model)
20	Establishes and develops collaborative relationships with others in the University community		Meets Expectations (Demonstrated)
			Does Not Meet Expectations (Development Needed)
		X	Exceeds Expectations (Role Model)

Innovation/Entrepreneurial Spirit		
21	Anticipates and makes necessary changes to meet department and University goals	X Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)
22	Identifies new and/or creative techniques, technologies or processes to improve institutional effectiveness	X Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)
23	Accepts and carries out current and new responsibilities through resourcefulness and self-reliance	Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		X Exceeds Expectations (Role Model)
24	Demonstrates a commitment to self-development and continuous learning	X Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)

## **Section 4 – Achievements and Areas for Improvement/Growth**

In the space below, employees and supervisors can provide feedback on ratings above, acknowledge significant strengths and achievements seen during the review period, note plans for further development of those strengths and/or document plans to improve any behaviors identified as “Does Not Meet Expectations (Development Needed).”

**Achievements:** *Briefly describe the employee’s most significant strengths and accomplishments during this review period:*

Dr. Barhan’s commitment to and advocacy for undergraduate medical education at the WSU/BSOM remains unwavering. She continues to provide a large portion of the formal teaching to 3<sup>rd</sup> and 4<sup>th</sup> year medical students herself. Her administration and coordination of the educational experience ensures all our students have the Ob/Gyn skills and knowledge they require regardless of their chosen medical specialty. When the department, already challenged for clinical experiences for 3<sup>rd</sup>-year medical students by the increased class size, was notified of the closure of Good Samaritan Hospital and the loss of its clinical experiences, she sprang to action to rapidly secure replacement sites. Thanks to her efforts, we anticipate a net increase in clinical sites/preceptors for the 2018/19 academic year when compared to prior to GSH’s closure. In addition to her work with medical students, Dr. Barhan remains

an active teacher and role model for resident physicians. Her evaluations from all the department's learners are excellent and all stress her commitment to their education and the care of her patients.

**Areas for Improvement/Growth:** *Indicate areas in which an employee should expand competencies and/or address professional shortcomings. Additionally, provide a brief description of a development plan to support achievement (supervisor's role, resources, etc.):*

Dr. Barhan needs to select and orient a civilian Associate Clerkship Director and empower them to take on some of the day-to-day operations of the 3<sup>rd</sup>-year clerkship. This will free her to complete the 3<sup>rd</sup>-year Women's Health Clerkship changes that need to be accomplished to accommodate the newly implemented Wright Curriculum's changes to the clinical years. It will also allow her to reassess and update the department's 4<sup>th</sup>-year rotation offerings.

## **Section 5 – Goals and Objectives for Next Review Period**

This section should list those goals and objectives developed jointly by the employee and supervisor at the end of this review period to be achieved during the next review period. These goals and objectives should have FOCUS (i.e. be feasible, observable, communicated, unambiguous and suitable).

<b>Goals and Objectives for the Next Review Period</b>	
1.	Work with other BSOM faculty to revise/develop the Women's Health component of the 2019/20 Wright Curriculum and to revise/update the department's 4 <sup>th</sup> -year electives.
2.	Make the necessary rotational adjustments to the Women's Health 3 <sup>rd</sup> -year clerkship rotation for the shortened "transition" 2018/19 academic year while ensuring an adequate Ob/Gyn experience for the effected learners.
3.	Investigate options to increase participation in the Association of Professors of Gynecology and Obstetrics (APGO) and the regional and national level.
4.	Review university requirements for promotion from Associate Professor to Professor and determine needed items (including additional publications) that may be needed for promotion. Work with the department and chair to ensure that she has access to the needed resources and develop a timeline for promotion.
5.	Work to present/publish recently completed project on lichen sclerosis. Continue to develop new/additional research projects when possible involving medical students or residents.



## **Section 6 – Professional Development Plan**

Identify any experience or learning opportunities that will support the employee's professional development and high-level performance. Include training, competency development and other efforts. These should be suggestions for things that might be beneficial but not things that the employee will be required to complete. Be as specific as possible. For instance, if available, list course titles/dates, position titles for cross-training efforts or committees to consider.

For example:

- Take a credit or non-credit course (list course and provider if possible)
- Attend a seminar in the community (list title and location if possible)
- Use research to develop process improvements (specify sources and methods)
- Attend meetings to become more familiar with community partners (specify dates, times, etc.)
- Cross train with others to gain increased knowledge in technical areas within the unit (specify persons/positions and knowledge to be obtained)

***Please enter any detailed professional development plan information here:***

Continue participation in APGO and consider again attending the annual meeting.

## **Section 7 – Final Comments and Signatures**

**Supervisor:** ***Please enter any summative and/or final comments here:***

Dr. Barhan remains one of the department's most committed educators and an excellent Ob/Gyn role-model for students and residents alike. Her contributions as both a formal and informal leader within the department are immeasurable. The department would be hard pressed to meet its education, research and patient care missions without her on the faculty.

### **Annual Pay Increase Eligibility**

#### **Across-the-Board Increase**

☒

Employee IS eligible for part/all of the total available across-the-board increase

☐

Employee IS NOT eligible for any of the total available across-the-board increase

If NOT eligible for any portion of the **across-the-board** increase, please state the reason:

**Merit Increase**

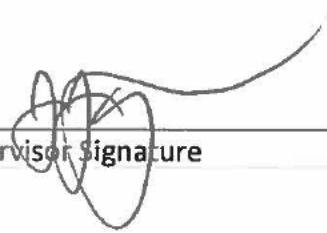
☒

Employee IS eligible for part/all of the total available merit increase

☐

Employee IS NOT eligible for any of the total available merit increase

If NOT eligible for any portion of the merit increase, please state the reason:

  
Supervisor Signature

5/30/2018  
Date

**Employee:** Please enter any summative and/or final comments here:

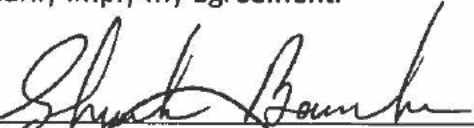
☒

I agree with the contents of this appraisal

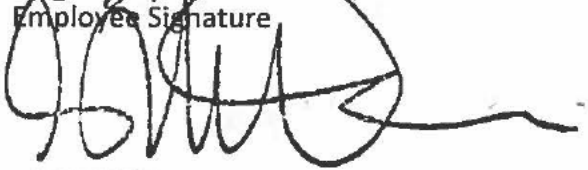
☐

I do NOT agree with the contents of this appraisal  
(Explain why in the space above or attach additional records)

I understand that my signature only acknowledges discussion and receipt of this appraisal and does not necessarily imply my agreement.

  
Employee Signature

5/30/18  
Date

  
Second Level Signature

6/6/18  
Date

**FOR HUMAN RESOURCES USE ONLY**

Updated in System

Date



**FORMAL PERFORMANCE EVALUATION FORM**  
**For all staff and non-bargaining unit faculty**

**Review Period:**

**From January 1, 2016 to December 31, 2016**

**Type of Appraisal: Annual**

**Personal Information**

**Employee Name:** Sheela M. Barhan  
*Should be employee's legal name as it appears on the employee's official record*

**UID:** [REDACTED]

**Position Title:** Associate Professor & Women's Health Clerkship Director

**Department:** Obstetrics/Gynecology, Boonshoft School of Medicine

**Evaluator's Name:** Jerome L. Yaklic, M.D., M.B.A., WSU Boonshoft School of Medicine

**Purpose of Position**

Supports the educational, research and patient care mission of the department of Obstetrics and Gynecology. Serves as the department's Women's Health Clerkship Director and leads the department's undergraduate medical education efforts. Acts as an advocate for medical students within the department and also holds them accountable to expectations set by the department, faculty and Boonshoft School of Medicine. Provides direct patient care to women with obstetric and gynecologic needs and supervises the care provided by medical students and resident physicians. Conducts scholarly activity relating to obstetrics and gynecology or medical education. Provides obstetric and gynecologic education to medical students and residents rotating in the department and serves as a positive OB/Gyn role model.

**Achievements and Areas for Improvement/Growth**

*Achievements: Briefly describe the employee's most significant strengths and accomplishments during this review period.*

Dr. Barhan continued to lead the Obstetrics and Gynecology clerkship to success. She continues to update the course content to better align with course objectives and provide more opportunity for the students to gain clinical/"hands on" experience in all facets of women's healthcare. She continues to engage more clinical faculty and other hospital staff to participate

in medical student education – activities that continue to receive great praise from the students. She transformed the clerkship from one of near complete passive-learning to a completely active-learning experience over the past few years. An active educator of both medical students and residents, Dr. Barhan is consistently identified as a positive role model who goes “above and beyond” for both her patients and her learners.

Dr. Barhan continues to show scholarly productivity. In addition to serving as a co-investigator on several of the departments industry and investigator-initiated trials, she has several ongoing research projects including a retrospective review of the neonatal effects of maternal Neurontin use in opiate-addicted mothers and a retrospective review analyzing predisposing and protective factors for vulvar lichen sclerosis. She is in the investigational stages of a project to enhance exclusive breastfeeding in mothers in the first 48 hours following delivery.

Dr. Barhan has many leadership roles and serves on numerous committees both for the department and the Boonshoft School of Medicine. She is a member of several department committees including its Executive Committee; serves on the BSOM Nominations committee and its Student Promotions committees – which she chaired in 2016; and as a liaison for Women Faculty to the AAMC.

*Areas for Improvement/Growth: Indicate areas in which an employee should expand competencies and/or address professional shortcomings. Additionally, provide a brief description of a development plan to support achievement (supervisor's role, resources, etc.):*

I encouraged Dr. Barhan to seek professional development opportunities relating to physician leadership skills and to continue looking for leadership opportunities at the local, regional, and national level to enhance her reputation as an OB/Gyn leader in medical education. I suggested she select an associate clerkship director from among the recent hires in the department and empower them to assist her in running the clerkship. I asked that she work with them to develop the skills necessary to someday take on the role of clerkship director themselves by assigning a task and empowering them to develop and implement a solution independently. I encouraged her to provide guidance and support while allowing them to develop their own ideas within her established parameters rather than simply telling them what to do.

Dr. Barhan and I discussed her continued progression toward full Professor including the need for additional first/senior author, peer-reviewed publications. I encouraged her to involve our learners in these projects to both assist her in workload and provide an opportunity to participate in the department's scholarly activity which may include opportunities to publish the results of her continued activities in the areas of medical education and patient care. I encouraged her to review the requirements for promotion to full professor and let me know if there is any other support the department can provide to assist her in reaching this goal.



Our department's strategic plan, mission and values includes the expectation that all members of the department recognize the importance of education, patient care, and scholarly productivity. As a ranking member of the department, I encouraged Dr. Barhan to continue to serve as a physician leader and role model to junior faculty, staff and learners in changing the culture of the department to better align with our department's mission and values.

### **Goals and Objectives for Next Review Period**

List those goals and objectives developed jointly by the employee and supervisor at the end of this review period to be achieved during the next review period. These goals and objectives should have FOCUS (i.e. be feasible, observable, communicated, unambiguous and suitable).

- Select and empower a civilian associate clerkship director to assist with medical student education and clerkship administration
- Complete and publish additional scholarly work to support promotion to full professor

### **Professional Development Plan**

Identify any experience or learning opportunities that will support the employee's professional development and high-level performance. Include training, competency development and other efforts. These should be suggestions for things that might be beneficial but not things that the employee will be required to complete. Be as specific as possible. For instance, if available, list course titles/dates, position titles for cross-training efforts or committees to consider.

I encouraged her to continue to seek leadership roles and professional development opportunities related to leadership and management. I asked that she keep me informed if there is anything the department can provide her to support continued development as a physician leader and support her long-term career goals.

### **Final Comments and Signatures**

*Supervisor: enter any summative and/or final comments here*

**I greatly appreciate your continued support of myself and the department. I want to acknowledge your achievements for the past year and look forward to working with you to achieve your stated goals for the upcoming year.**

### Annual Pay Increase Eligibility

#### Across-the-Board Increase

- ☒ Employee IS eligible for part/all of the total available across-the-board increase
- ☐ Employee IS NOT eligible for any of the total available across-the-board increase

If NOT eligible for any portion of the **across-the-board** increase, please state the reason:

#### Merit Increase

- ☒ Employee IS eligible for part/all of the total available merit increase
- ☐ Employee IS NOT eligible for any of the total available merit increase

If NOT eligible for any portion of the **merit** increase, please state the reason:

Supervisor Signature

Jerome L. Yakis, M.D., M.B.A

Chair and Associate Professor,

Department of OB/Gyn, WSU Boonshoft School of Medicine

Date

4/5/17

Employee: *enter any summative and/or final comments here*



I agree with the contents of this appraisal



I do NOT agree with the contents of this appraisal (*Explain why in the space above or attach additional records*)

I understand that my signature only acknowledges discussion and receipt of this appraisal and does not necessarily imply my agreement.

Employee Signature

Date

4/5/17

Second Level Supervisor Signature

Date

4/26/2017



**FORMAL PERFORMANCE EVALUATION FORM**  
For all staff and non-bargaining unit faculty

Review Period:

From January 1, 2015 to December 31, 2015  
Type of Appraisal: Annual

**Personal Information**

**Employee Name:** Sheela M. Barhan  
*Should be employee's legal name as it appears on the employee's official record*

**UID:** [REDACTED]

**Position Title:** Associate Professor & Women's Health Clerkship Director

**Department:** Obstetrics/Gynecology, Boonshoft School of Medicine

**Evaluator's Name:** Jerome L. Yaklic, M.D., M.B.A., WSU Boonshoft School of Medicine

**Purpose of Position**

Supports the educational, research and patient care mission of the department of Obstetrics and Gynecology. Serves as the department's Obstetrics and Gynecology Clerkship Director and leads the department's undergraduate medical education efforts. Acts as an advocate for medical students within the department and also holds them accountable to expectations set by the department, faculty and Boonshoft School of Medicine. Provides direct patient care to women with obstetric and gynecologic needs and supervises the care provided by medical students and resident physicians. Conducts scholarly activity relating to obstetrics and gynecology or medical education. Provides obstetric and gynecologic education to medical students and residents rotating in the department and serves as a positive OB/Gyn role model.

**Achievements and Areas for Improvement/Growth**

*Achievements: Briefly describe the employee's most significant strengths and accomplishments during this review period.*

Dr. Barhan led the Obstetrics and Gynecology clerkship to continued success. She updated the curriculum and continues to seek opportunities for the students to gain more clinical/"hands on" involvement in their learning experience. She effectively engaged more clinical faculty to participate in medical student education – an activity which has received great praise from the

students. Dr. Barhan initiated the process and continues to lead progress toward increasing active learning on the rotation. Active in both the education of medical students and resident physicians, Dr. Barhan is consistently identified as a positive role model. Her evaluations from learners consistently identify dedication to her patients and her learners' education. Dr. Barhan is repeatedly described as going "above and beyond" as both mentor and an educator and her evaluation scores consistently set the standard.

Dr. Barhan continues to produce scholarly activity. She was an invited speaker on *Vaginitis* at the International FIGO conference in Vancouver, Canada in Oct 2015. She was also invited to speak on *Gynecologic Anatomy and Physiology* at the *Sexual Assault Nurse Examiner (SANE) Training* by SANE of Butler County in September 2015. She authored a book chapter on *Vaginitis* for the *Manual of Infectious Disease* (2015) and was a co-author on the paper *Metroplasty to Treat Chronic Pelvic Pain Resulting from Outflow Tract Mullerian Anomalies*, published in the December 2015 edition of the *American Journal of Obstetrics and Gynecology*.

Dr. Barhan has many leadership roles and serves on several committees both for the department and the Boonshoft School of Medicine including membership on the department Executive Committee and the BSOM Nominating, Student Promotions and Admissions Committees; she chairs the Admissions Committee. She also serves as a Liaison for Women Faculty to the AAMC.

*Areas for Improvement/Growth: Indicate areas in which an employee should expand competencies and/or address professional shortcomings. Additionally, provide a brief description of a development plan to support achievement (supervisor's role, resources, etc.):*

I encouraged Dr. Barhan to seek leadership opportunities at the regional and national level to advance her reputation and that of the department. I also recommended her to continue to develop leadership skills especially with regard to delegation. I suggested she select an associate clerkship director and empower them as well as other faculty members and staff to assist her in running the clerkship. Rather than assign a task to complete, I urged her to give them a problem to solve and empower them to develop and implement a solution. I encouraged her to establish parameters for them and be willing to support their solutions even when they may differ from her own ideas.

Dr. Barhan and I discussed her progression toward full Professor and her need for additional first author peer-reviewed publications. I proposed her to look for opportunities to publish results of her continued activities in the areas of educational and patient care to assist in and support her promotion.

Our department's strategic plan, mission and values includes the expectation that all members of the department recognize the importance of education, patient care, and scholarly productivity. As a ranking member of the department, I encouraged Dr. Barhan to take on a



greater departmental leadership role and assist in changing the culture of the department to better align with the strategic plan, mission and values.

### **Goals and Objectives for Next Review Period**

List those goals and objectives developed jointly by the employee and supervisor at the end of this review period to be achieved during the next review period. These goals and objectives should have FOCUS (i.e. be feasible, observable, communicated, unambiguous and suitable).

- Seek a national office position/role
- Complete and publish additional scholarly work to support promotion to full professor

---

### **Professional Development Plan**

Identify any experience or learning opportunities that will support the employee's professional development and high-level performance. Include training, competency development and other efforts. These should be suggestions for things that might be beneficial but not things that the employee will be required to complete. Be as specific as possible. For instance, if available, list course titles/dates, position titles for cross-training efforts or committees to consider.

I encouraged her to continue her formal education in leadership and management and to let me know if there is anything the department can provide in her continued professional development and in support of her career goals.

### **Final Comments and Signatures**

**Supervisor:** *enter any summative and/or final comments here*

**I greatly appreciate your continued support of myself and the department. I want to acknowledge your achievements for the past year and look forward to working with you to achieve your stated goals for the upcoming year.**

### Annual Pay Increase Eligibility

#### Across-the-Board Increase

☒ Employee IS eligible for part/all of the total available across-the-board increase

☐ Employee IS NOT eligible for any of the total available across-the-board increase

If NOT eligible for any portion of the across-the-board increase, please state the reason:

#### Merit Increase

☒ Employee IS eligible for part/all of the total available merit increase

☐ Employee IS NOT eligible for any of the total available merit increase

If NOT eligible for any portion of the merit increase, please state the reason:

Supervisor Signature

Jerome L. Yaklic, M.D., M.B.A

Chair and Associate Professor,

Department of OB/Gyn, WSU Boonshoft School of Medicine

Date

4/29/2016

Employee: enter any summative and/or final comments here

☒ I agree with the contents of this appraisal

☐ I do NOT agree with the contents of this appraisal (Explain why in the space above or attach additional records)

I understand that my signature only acknowledges discussion and receipt of this appraisal and does not necessarily imply my agreement.

Employee Signature

Date

4-29-16

Second Level Supervisor Signature

Date



February 17, 2015

Re: 2014 Faculty Evaluation for Dr. Sheela Barhan

Dr. Barhan is an Associate Professor in the OB/GYN Department of the Wright State University Boonshoft School of Medicine (BSOM) as well as Ob/Gyn Clerkship Director. In 2014, Dr. Barhan remained very active both clinically and academically. She served as course director for the mandatory 3<sup>rd</sup> year Women's Health Clerkship, both the Obstetrics and Gynecology 4<sup>th</sup> year Sub-Internships and the 1<sup>st</sup> year *Intro to Ob/Gyn* elective. She also served the BSOM on two committees, *Admissions and Student Promotions*, and is serving as the *Student Promotions Committee Chairperson* during 2014/2015.

Both medical students and residents often rate her teaching as superior; she is frequently cited as a physician role-model by both groups. Her efforts to make the clerkship more interactive and hands-on resulted in greater student satisfaction. She remains one of the most effective and respected educators in our department.

Dr. Barhan's 2014 scholarly activity included publication acceptance on a review article titled *Vaginitis*, in the Manual of Infectious Disease. She is also engaged in a research project assessing the impact of a clinical experience in lactation medicine, in addition to the standard didactic lectures on student's attitudes toward breast feeding – a project she is undertaking in conjunction with a medical student.

Dr. Barhan expressed an interest in taking on greater administrative responsibilities. To that end, Dr. Barhan and I agree she needs to take a more prominent role in the department leadership. As a result, I asked her to serve on the newly formed department of Ob/Gyn Executive Committee in 2015 where she can gain better insight into the overall workings of the department. This will necessitate that she continue to develop and hone her management skills – especially as they relate to delegation and coordination of others. I encouraged her to name a second Associate Clerkship Director and to empower, under her guidance, her Associate Directors and other faculty members to complete tasks associated with curriculum development and implementation. I reassured Dr. Barhan that the department will support her efforts to strengthen her management skills as she looks to play a more prominent role in the department and the BSOM.

Jerome L. Yaklic, MD, MBA, FACOG  
Associate Professor and Chair

Sheela Barhan, MD  
Associate Professor





February 24, 2014

Jerome L. Yaklic, M.D.  
Chairman and Associate Professor

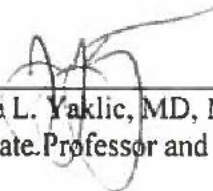
Re: 2013 Faculty Evaluation for Dr. Sheela Barhan

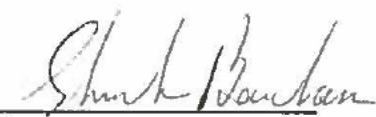
Dr. Barhan is an Associate Professor in the OB/GYN Department of the Wright State University Boonshoft School of Medicine as well as the Clerkships Director. In 2013, she was very active as an educator and a clinician. She served as course director for 1<sup>st</sup> year longitudinal *Women in Medicine* elective as well as serving on two BSOM committees – Promotions and Admissions. As Clerkship Director, she was vital in restructuring the 3<sup>rd</sup> year Women's Health Clerkship which is now better aligned with the USMLE Step 2 objectives and utilizes more hands-on and team-based learning; also, she served as coordinator for all 4<sup>th</sup> year Ob/Gyn electives and sub-internships.

At the 2013 graduation ceremony, Dr. Barhan was selected for the *Physician Role Model Award* (2<sup>nd</sup> occurrence) recognizing the faculty member chosen by residents for possessing and demonstrating the personal and professional qualities our residents wish to emulate. In addition, her evaluations by both medical students and residents place her as one of the most effective and respected educators on our faculty.

Dr. Barhan's 2013 scholarly activity included publication in the *Journal of Gynecologic Surgery* with Dr. Ventolini, our former chair titled, *Breast Abscess and Community-Acquired Resistant Staphylococcus aureus: Case Report and Literature Review*.

In discussing Dr. Barhan's goals for 2014, she is continuing to work to improve the Clerkship including more active learning techniques. She plans to form a Clerkship Steering Committee to assist in better defining objectives and looking for new and innovative means to relay material to students. Additionally, she plans to attend the Clerkship Director's course which will enhance her notable skills as an educator and Clerkship Director. I encouraged her to better define her research goals and advise the department on what resources we can provide to assist her. I also encouraged her to continue to develop and hone her management skills especially as they relate to delegation and coordination. I encouraged her to rely more on other faculty members and Associate Directors, under her guidance, to complete tasks associated with curriculum content and development.

  
Jerome L. Yaklic, MD, MBA, FACOG  
Associate Professor and Chair

  
Sheela Barhan, MD  
Associate Professor



*20m*  
*5/23/14*





Boonshoft  
School of Medicine  
WRIGHT STATE UNIVERSITY

February 25, 2013

Re: 2012 Faculty Evaluation for Dr. Sheela Barhan

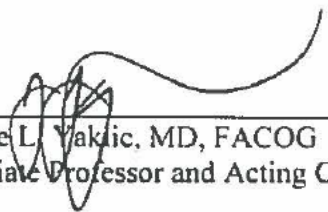
Dr. Barhan is an Associate Professor in the OB/GYN Department of the Wright State University Boonshoft School of Medicine. In 2012, she was very active—educationally she was appointed to two SOM committees—Promotions and Admissions. Her involvement in the Promotions Committee and especially her interactions with Clerkship Directors in other disciplines has prompted her to increase involvement in our 3<sup>rd</sup> yr clerkship program. She served as coordinator for all 4<sup>th</sup>-yr electives and was course director for 1<sup>st</sup>-yr longitudinal *Women in Medicine* elective. She has been instrumental in enhancing interaction and relationships between 1<sup>st</sup>-yr female students and female faculty members providing a strong professional role models.


In May 2012, she was honored by selection as the university's *Leonard Tow Humanism in Medicine Award* recipient thereby demonstrating her commitment to teaching and compassionate treatment of patients and families, students and colleagues. Dr. Barhan was also selected for the *Physician Role Model Award* recognizing the faculty member chosen by residents for possessing and demonstrating the personal and professional qualities our residents wish to emulate. She also received the *APGO Award* recognizing the faculty member chosen by the residents for promoting high standards of residency education in OB/GYN. Dr. Barhan attended/completed training and was credentialed for robotic assisted surgery using the DaVinci system.

Dr. Barhan's evaluation scores from medical students, residents and fellows have consistently been among the highest of all graded faculty; she is consistently identified in evaluation comments as a role model for young physicians.

Dr. Barhan's 2012 scholarly activity included, *Reducing emergency births by modification in oxytocin utilization*, being published in the *Journal of Clinical Gynecology and Obstetrics*.

In 2013, Dr. Barhan plans to increase her involvement in education related research; she is formulating projects hoping to complete and submit them by the end of 2013. She intends to remain active as educator and increase level of activity in management and design of the Women's Health Clerkship. I encourage her to pursue research and publication and also pursue additional career development training to provide skills necessary to take greater administrative roles in future. She will undoubtedly remain one of the clinical and academic backbones of the department.

  
Jerome L. Yaklic, MD, FACOG  
Associate Professor and Acting Chair

  
Sheela Barhan, MD  
Associate Professor





## Summary of Academic Activities from 1/1/2012-12/31/2012

Sheela Barhan, MD

Associate Professor

Department of Ob/Gyn

### Teaching:

#### A. Undergraduate Medical

1. Director *Women's Health* elective (year 1)
2. Director *Women in Medicine* 10 week longitudinal elective (year 1)
3. Lecturer for ICM II (Intro to Clinical Medicine), *Physiologic Changes in Pregnancy*
4. Lecturer for ObGyn Clerkship (year 3), *Dysmenorrhea and Chronic Pelvic Pain*

#### B. Graduate Medical

- a. Ob/Gyn resident lectures, *Normal Labor, Abnormal Labor, Pregnancy Termination, Ectopic Pregnancy, and Hormone Replacement Therapy.*
- b. *Grand Rounds at Miami Valley Hospital- "Venous Thromboembolism".*

### Scholarly Activity:

1. Abnormal Placental Findings Associated with Non-Reassuring Fetal Monitoring and Excellent Neonatal Outcomes, Ventolini G., Ramesh S., Barhan S., Neiger, R., et al, International Journal of Clinical Medicine, July 2011
2. Reducing Emergency Births by Modification in Oxytocin Utilization, Ventolini G., Galloway M., Barhan S., Belcastro, M., et al, J Clin Gynecol Obstet, October 2011

### Service:

- A. Advisor to first, second, third and fourth year medical students  
Advisor to Ob/Gyn residents
- B. Director of Ob/Gyn Medical Student Electives, Year 1, 2 and 4
- C. Associate Director Residency in Ob/Gyn
- D. Committee Memberships
  1. Department of Ob/Gyn

Student Education Committee

Resident Education Committee

Resident Evaluation Committee

CME Committee

2. BSOM- Student Promotions Committee and Admissions Committee.

3. Miami Valley Hospital  
Perinatal Morbidity and Mortality

4. Local  
Dayton Ob-Gyn Society

---

5. State  
Ohio State Medical Association  
Montgomery County Medical Society

6. National  
Fellow, The American College of Ob-Gyn  
Liaison for Women Faculty to the AAMC

#### **Patient Care Summary:**

Private Practice- University Physicians Ob-Gyn, Medical Director

Attending Physician in Five Rivers Center for Women's Health Clinic– participating in day and night coverage.

#### **Awards:**

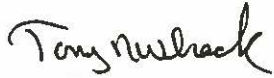
Physician Role Model Award- presented at graduation.

Humanism Award- presented by WSU BSOM

This document serves as verification of promotion to faculty rank of Assistant Professor, per discussion with Stephanie Ours, BSOM.

Member was promoted to Assistant Professor upon completion of Board Certification in February 1999.

See attached.

A handwritten signature in black ink, appearing to read "Tony N. Whack". The signature is written in a cursive, slightly slanted style.

Tony N. Whack  
December 15, 2009



Wright State  
University



School of Medicine  
Department of Obstetrics  
and Gynecology  
Miami Valley Hospital  
128 Apple St., Ste. 3800 CHE  
Dayton, OH 45409-2793  
(937) 208-2850  
FAX (937) 222-7255  
Campus Communication

January 5, 1999

TO: Sheela M. Barhan, M.D.  
Instructor, Department of Obstetrics and Gynecology

FROM: Stephen H. Cruikshank, M.D.  
Nicholas J. Thompson Professor and Chairman  
Department of Obstetrics and Gynecology

SUBJECT: Faculty Evaluation - 1998

Dr. Barhan, please find your 1998 annual Chairman's evaluation listed below:

Your **Teaching** is excellent. We appreciate this in the department and hope that you will choose to keep this up. Thank you for your fine work as Co-Clerkship Director.

As a faculty member of the department, I understand that **Research** is somewhat difficult to begin and I hope that your recent endeavors will be maintained through the help of your mentors and senior faculty people. Your clinical and revenue generating abilities are again beyond reproach. You have an excellent clinical practice, and your ability to generate the revenue has been excellent. As you know, revenue generation helps the department in many ways with two ways being both salary and funding research. Thank you for your hard work in these situations.

Last but not least, your **Community** relationships are good. I have heard nothing negative, but only positive things about you. Please keep these up and try to groom these as much as possible for the department's sake.

Congratulations, too, on passing your Board Certification!

I rate your **Annual Evaluation for 1998 as Excellent!**

If you have anything you would like to talk about, please feel free to contact me.

RECEIVED

APR 2 - 1999

PERSONNEL RECORDS

S. H. Cruikshank 2/25/99  
Stephen H. Cruikshank, M.D. Date  
Nicholas J. Thompson Professor and Chairman  
Department of Obstetrics and Gynecology  
Wright State University School of Medicine

Sheela M. Barhan 2/25/99  
Sheela M. Barhan, M.D. Date  
Instructor  
Division of General Obstetrics and Gynecology

SHC:jr

# Personnel Action Form

Human Resources  
(937) 775-2120

BARHAN SHEELA m

Name (Last, First, MI)

07/01/2019

Job Start Date

Affirmative Action Number

ASSOCIATE PROFESSOR

Job Title

\$ 118,372.20

Annual Base Salary

UID Number/SSN (New Only)

08/30/2020

Job Stop Date

Campus Address/Campus Phone Number

Position Class Number Salary Band

\$ 56.91

Base Monthly/Hourly Rate

997598

NBAPOSN

JUN 06 2019

OB/GYN

Organization Name

MVH

City Work Loc. (other than main campus)

100%

☐ Essential Employee

Position FTE: ☐ Emergency Responder

\$

Monthly Stipend Rate (If Applicable)

## Employment Type

☒ Faculty

☒ Fiscal (12 month)

Academic (9 month)

Tenure Track

Non-Tenure Track

AAUP

Unclassified

Unclassified Hourly

Classified

Certified

Provisional

Classified PTOC

Retiree

Bargaining Unit

## Contract Type

☒ Continuing Employment

Special Contract

Interim Appointment (6 month)

Visiting Scholar / Faculty

Visiting NIT

Auxiliary

One-Time Payment (bonus/award)

Gross

Net

## Employment Status

Superseding Appointment

New Hire / Re-hire

Leave with pay

without pay

returning from leave

Termination / Separation

Retirement

Promotion

Demotion

Job Reclassification (Title/Pay Grade)

Transfer

Job Audit

Job Audit with grade change

Special Salary Adjustment- Market

Special Salary Adjustment- Other

Other Data Change

Salary Distribution	Distribution 1	Distribution 2	Distribution 3	Distribution 4	Distribution 5	Distribution 6
Index						
Fund						
Org						
Acct						
Program						
Activity						
Funding Source						
Academic salary (2 sem)	\$	\$	\$	\$	\$	\$
Academic stipend (2 sem)	\$	\$	\$	\$	\$	\$
Fiscal year salary	\$	\$	\$	\$	\$	\$
Fiscal year stipend	\$	\$	\$	\$	\$	\$
Special contract salary	\$	\$	\$	\$	\$	\$
Percent of Salary	50%	50%				

Reallocation ☐

Funding JV or Position Number

Position Incumbent Name (If applicable)

Comments/Additional Information: FY20 RENEWAL

Timesheet / Leave Report Approver (Name, UID): JOAN MANGAN-BOLES:

Action Code

ECLS

Earn Code

Cert. Date

Chair/Dir. Approval/Date

Dean/VP Approval/Date

Business Mgr Approval/Date

Budget/RSP Approval/Date

HR Approval/Date

Payroll Approval/Date

\*Shaded areas for HR use ONLY



8

Spent

# Personnel Action Form

Human Resources  
(937) 775-2120

HR

BARHAN SHEELA m

Name (Last, First, MI)

07/01/2019

Job Start Date

Affirmative Action Number

Medical Student Education Dir

Job Title

\$

Annual Base Salary

UID Number/SSN (New Only)

06/30/2020

Job Stop Date

Campus Address/Campus Phone Number

Position Class Number

Salary Band

\$

Base Monthly/Fourly Rate

P89488

NBAPOSN

JUN 21 2019

OB/GYN

Organization Name

MVH

City Work Loc. (other than main campus)

100%

☐ Essential Employee

Position FTE ☐ Emergency Responder

\$2083.33

Monthly Stipend Rate (If Applicable)

## Employment Type

☒ Faculty

☒ Fiscal (12 month)

Academic (9 month)

Tenure Track

Non-Tenure Track

AAUP

Unclassified

Unclassified Hourly

Classified

Certified

Provisional

Classified PTOC

Retiree

Bargaining Unit

## Contract Type

☒ Continuing Employment

Special Contract

Interim Appointment (6 month)

Visiting Scholar / Faculty

Visiting NTT

Auxiliary

One-Time Payment (bonus/award)

Gross

Net

## Employment Status

Superseding Appointment

New Hire / Re-hire

Leave with pay

without pay

returning from leave

Termination / Separation

Retirement

Promotion

Demotion

Job Reclassification (Title/Pay Grade)

Transfer

Job Audit

Job Audit with grade change

Special Salary Adjustment- Market

Special Salary Adjustment- Other

Other Data Change

Salary Distribution	Distribution 1	Distribution 2	Distribution 3	Distribution 4	Distribution 5	Distribution 6
Index						
Fund						
Org						
Aect						
Program						
Activity						
Funding Source						
Academic salary (7 sem)	\$	\$	\$	\$	\$	\$
Academic stipend (2 sem)	\$	\$	\$	\$	\$	\$
Fiscal year salary	\$	\$	\$	\$	\$	\$
Fiscal year stipend	\$ 24,999.16	\$	\$	\$	\$	\$
Special contract salary	\$	\$	\$	\$	\$	\$
Percent of Salary	100%					

Reallocation ☐

Funding JV or Position Number

Position Incumbent Name (if applicable)

Comments/Additional Information: FY20 RENEWAL

Base: \$ 118,372.16

Timesheet / Leave Report Approver (Name, UID): JOAN MANGAN-BOLES: [redacted]

Action Code

ECLS

Earn Code

Cert. Date

\*Shaded areas for HR use ONLY

Chair/Dir. Approval/Date

Dean/VP Approval/Date

Business Mgr Approval/Date

Budget/RSI Approval/Date

HR Approval/Date

Payroll Approval/Date

5/28/2019

Kimberly A. Dene 6/4/19

6/15/19

6/21/19

6/21/19

7/16/19

# Personnel Action Form

Human Resources  
(937) 775-2120

BARHAN SHEELA M

Name (Last, First, MI)

02/01/2019

Job Start Date

Affirmative Action Number

ASSOCIATE PROFESSOR

Job Title

\$118,372.20

Annual Base Salary

UID Number/SSN (New Only)

06/30/2019

Job Stop Date

Campus Address/Campus Phone Number

Position Class Number

Salary Band

\$56.91

Base Monthly/Hourly Rate

997598

NBAPOSN

OB/GYN

Organization Name

MVH

City Work Loc. (other than main campus)

100%

☐ Essential Employee

Position FTE ☐ Emergency Responder

\$

Monthly Stipend Rate (If Applicable)

## Employment Type

☒ Faculty

- ☒ Fiscal (12 month)
- ☐ Academic (9 month)
- ☐ Tenure Track
- ☐ Non-Tenure Track
- ☐ AAUP

☐ Unclassified

☐ Unclassified Hourly

☐ Classified

☐ Certified

☐ Provisional

☐ Classified PTOC

☐ Retiree

☐ Bargaining Unit

## Contract Type

☒ Continuing Employment

☐ Special Contract

☐ Interim Appointment (6 month)

☐ Visiting Scholar / Faculty

☐ Visiting NTT

☐ Auxiliary

☐ One-Time Payment (bonus/award)

☐ Gross

☐ Net

## Employment Status

☐ Superseding Appointment

☐ New Hire / Re-hire

☐ Leave ☐ with pay

☐ without pay

☐ returning from leave

☐ Termination / Separation

☐ Retirement

☐ Promotion

☐ Demotion

☐ Job Reclassification (Title/Pay Grade)

☐ Transfer

☐ Job Audit

☐ Job Audit with grade change

☐ Special Salary Adjustment- Market

☐ Special Salary Adjustment- Other

☒ Other Data Change

Salary Distribution	Distribution 1	Distribution 2	Distribution 3	Distribution 4	Distribution 5	Distribution 6
Index						
Fund						
Org						
Acct						
Program						
Activity						
Funding Source						
Academic salary (2 sem)	\$	\$	\$	\$	\$	\$
Academic stipend (2 sem)	\$	\$	\$	\$	\$	\$
Fiscal year salary	\$	\$	\$	\$	\$	\$
Fiscal year stipend	\$	\$	\$	\$	\$	\$
Special contract salary	\$	\$	\$	\$	\$	\$
Percent of Salary	50%	50%				

Reallocation ☐

Funding JV or Position Number

Position Incumbent Name (if applicable)

Comments/Additional Information: FY19 Correction per BSOM Business Office (1-15-2019)

Timesheet / Leave Report Approver (Name, UID): Joan Mangan-Boles: [redacted]

Action Code

J0001

ECLS

14

Earn Code

Cert. Date

Chair/Dir. Approval/Date

Dean/VP Approval/Date

Business Mgr Approval/Date

Budget/RSP Approval/Date

IIR Approval/Date

Payroll Approval/Date

1/16/2019

Mobile Approval 1/18/19

Kristina 1/24/19 - Sheri 1/25/19  
Brenda Williams 2/7/19

\*Shaded areas for HR use ONLY



WRIGHT STATE UNIVERSITY  
Payroll Office

COPY

**Adjustment Request**

This request form must be completed and submitted with applicable documentation (PAF, timesheet, or EA) to the Payroll Office by 10:00am. Requests will be completed within 2 business days.

**Please complete all areas. Please print or type.**

Full Name: Sheela Barhan UID: [REDACTED]

Position #: P89488 Suffix 00 Record No: 15344

Fund	Org	Acct	Prog	Actvy	Pct
FOAPAL 1:	[REDACTED]				100

Pay Period #: 4 Monthly or Bi-Weekly : Monthly

Hours Missed:                      Or Amount Missed: \$416.66

Reg Hrs:                      OT Hrs:                      Shift Differential:                     

Vacation Hours:                      Sick Hours:                      Other:                     

**Reason For Request**

Stipend increase-owe difference of \$416.66 for April:  
  
\$2083.33 (new amt) - \$1666.67 (old amt) = \$416.66 owed. Please pay with the supplemental run on 5/13/16.  
Thanks!

HSA Out of Cycle Deposit: ☐

Requested By Brenda Williams Date: 4/25/2016 Phone: 4220

Approved by:                      Date                      Phone Extension                     

Handwrite Requested                      FOAP to charge                     

Request for Handwrite fee waiver                     

*Must be approved by Payroll Manager*

Employee Jobs NBAJOBS 8.10 (PROD) 25-APR-2016 12:50 PM

ID: [REDACTED] Dr. Sheela M. Barhan  
 Position: P89488 Suffix: 00  
 Last Paid Date: 30-APR-2016  
 Query Date: 30-JUN-2016

Base Job Job Detail Payroll Default Deferred Pay Miscellaneous Excluded Deduction... Default Earnings Work Schedules Job Labor Distribution

Effective Date: 01-MAY-2016  
 Personnel Date: 01-APR-2016  
 Status: Active  
 Title: Clerkship Director, OB/GYN  
 Job FTE: 0.001  
 Appointment Percent: 100.00  
 Encumbrance Hours:  
 Encumbrance Indicator: System Calculated  
 Hours per Day: 1.00  
 Employee Class: 1Y Fiscal Faculty Stipend  
 Leave Category:  
 Change Reason: C0001 Correction - Payrate  
 Employer Code: WSU Wright State University

Pay Plan  
 Group: 2016 Grade: STPND  
 Table: FA Step: 0

Compensation  
 Rate: 2,083.33333  
 Hours per Pay: 1.00  
 Assign Salary: 2,083.33  
 Factor: 12.0  
 Pays: 12.0  
 Annual Salary: 25,000.00

New Stipend amt : \$ 2,083.33

Old Stipend amt : ~~-\$ 1,666.67~~

416.66 owed for April.

Employee Jobs NBAJOBS 9.10 (PROD) 25-APR-2016 12:51 PM

ID:  Dr. Sheela M. Barhan  
Position: P89488 Suffix: 00  
Last Paid Date: 30-APR-2016  
Query Date: 30-JUN-2016

Base Job Job Detail Payroll Default Deferred Pay Miscellaneous Excluded Deduction... Default Earnings Work Schedules Job Labor Distribution

Effective Date: 01-SEP-2015  
Personnel Date: 01-SEP-2015  
Status: Active  
Title: Clerkship Director, OB/GYN  
Job FTE: 0.001  
Appointment Percent: 100.00  
Encumbrance Hours:  
Encumbrance Indicator: System Calculated  
Hours per Day: 1.00  
Employee Class: 1Y Fiscal Faculty Stipend  
Leave Category:  
Change Reason: 00001 Job Labor Distribution Change  
Employer Code: WSU Wright State University

Pay Plan  
Group: 2016 Grade: STPND  
Table: FA Step: 0

Compensation  
Rate: 1,666.66667  
Hours per Pay: 1.00  
Assign Salary: 1,666.67  
Factor: 12.0  
Pays: 12.0  
Annual Salary: 20,000.00



# Personnel Action Form

Human Resources  
(937) 775-2120

**Barhan, Sheela M.**  
Name (Last, First, MI)  
**09/01/15** 4/1/16 TS  
Job Start Date  
Affirmative Action Number  
Job Title  
\$  
Annual Base Salary

UID Number/SSN (New Only)  
**06/30/16**  
Job Stop Date  
Campus Address/Campus Phone Number  
**LF039** **STPND**  
Position Class Number Salary Band  
\$  
Base Monthly/Hourly Rate

**P89488** X  
NBAPOSN  
**Obstetrics & Gynecology**  
Organization Name  
City Work Loc. (other than main campus)  
☐ Essential Employee  
Position FTE ☐ Emergency Responder  
**2083.33**  
Monthly Stipend Rate (If Applicable)

**Employment Type**  
☒ Faculty  
☒ Fiscal (12 month)  
☐ Academic (9 month)  
☐ Tenure Track  
☐ Non-Tenure Track  
☐ AAUP  
☐ Unclassified  
☐ Unclassified Hourly  
☐ Classified  
☐ Certified  
☐ Provisional  
☐ Classified PTOC  
☐ Retiree  
☐ Bargaining Unit

**Contract Type**  
☐ Continuing Employment  
☒ Special Contract  
☐ Interim Appointment (6 month)  
☐ Visiting Scholar / Faculty  
☐ Visiting NTT  
☐ Auxiliary  
☐ One-Time Payment (bonus/award)  
☐ Gross  
☐ Net

**Employment Status**  
☐ Superseding Appointment  
☐ New Hire / Re-hire  
☐ Leave ☐ with pay  
☐ without pay  
☐ returning from leave  
☐ Termination / Separation  
☐ Retirement  
☐ Promotion  
☐ Demotion  
☐ Job Reclassification (Title/Pay Grade)  
☐ Transfer  
☐ Job Audit  
☐ Job Audit with grade change  
☐ Special Salary Adjustment- Market  
☒ Special Salary Adjustment- Other  
☐ Other Data Change (inc. Renewals)

**RECEIVED**  
**APR 20 2016**  
**RESEARCH AND SPONSORED PROGRAMS**

Salary Distribution	Distribution 1	Distribution 2	Distribution 3		Distribution 1	Distribution 2	Distribution 3
Index				Stipend 1			
Fund				P89488			
Org				\$25,000.00			
Acct							
Program							
Activity							
Funding Source							
Academic salary ( sem)	\$	\$	\$		\$	\$	\$
Academic stipend ( sem)	\$	\$	\$		\$	\$	\$
Fiscal year salary	\$	\$	\$		\$	\$	\$
Fiscal year stipend	\$	\$	\$		\$	\$	\$
Special contract salary	\$	\$	\$		\$	\$	\$
Percent of Salary	100.00						

Funding JV or Position Number Position Incumbent Name (if applicable) Reallocation ☐  
Comments/Additional Information Increasing stipend amount, see attached offer letter

Timesheet / Leave Report Approver (Name, UID):

Action Code **C0001**  
ECLS **14**  
Earn Code  
Cert. Date  
Chair/Dir. Approval/Date  
Dean/VP Approval/Date  
Business Mgr. Approval/Date  
Budget RSP Approval/Date  
HR Approval/Date  
Payroll Approval/Date

\*Shaded areas for HR use ONLY

4/25/16

# Personnel Action Form

Human Resources  
(937) 775-2120

VP  
HRC

**Barhan, Sheela M.**  
Name (Last, First, MI)  
**09/01/15** 4/1/16 TS  
Job Start Date  
Affirmative Action Number  
Job Title  
\$  
Annual Base Salary

UID Number/SSN (New Only)  
**06/30/16**  
Job Stop Date  
Campus Address/Campus Phone Number  
**LF039** **STPND**  
Position Class Number Salary Band  
\$  
Base Monthly/Hourly Rate

**P89488** X  
NBAPOSN  
**Obstetrics & Gynecology**  
Organization Name  
City Work Loc. (other than main campus)  
☐ Essential Employee  
Position FTE ☐ Emergency Responder  
\$ **2083.33**  
Monthly Stipend Rate (If Applicable)

Aug 2 10 52  
Undest  
8/6  
4/19/16  
Comp  
2 21

**Employment Type**  
☒ Faculty  
☒ Fiscal (12 month)  
☐ Academic (9 month)  
☐ Tenure Track  
☐ Non-Tenure Track  
☐ AAUP  
☐ Unclassified  
☐ Unclassified Hourly  
☐ Classified  
☐ Certified  
☐ Provisional  
☐ Classified PTOC  
☐ Retiree  
☐ Bargaining Unit

**Contract Type**  
☐ Continuing Employment  
☒ Special Contract  
☐ Interim Appointment (6 month)  
☐ Visiting Scholar / Faculty  
☐ Visiting NTT  
☐ Auxiliary  
☐ One-Time Payment (bonus/award)  
☐ Gross  
☐ Net

**Employment Status**  
☐ Superseding Appointment  
☐ New Hire / Re-hire  
☐ Leave ☐ with pay  
☐ without pay  
☐ returning from leave  
☐ Termination / Separation  
☐ Retirement  
☐ Promotion  
☐ Demotion  
☐ Job Reclassification (Title/Pay Grade)  
☐ Transfer  
☐ Job Audit  
☐ Job Audit with grade change  
☐ Special Salary Adjustment- Market  
☐ Special Salary Adjustment- Other  
☒ Other Data Change (inc. Renewals)

Apr 9 24  
Undest

**RECEIVED**  
**APR 20 2016**  
**RESEARCH AND SPONSORED PROGRAMS**

Salary Distribution	Distribution 1	Distribution 2	Distribution 3		Distribution 1	Distribution 2	Distribution 3
Index				Stipend 1			
Fund				P89488			
Org				\$25,000.00			
Aect							
Program							
Activity							
Funding Source							
Academic salary ( sem)	\$	\$	\$		\$	\$	\$
Academic stipend ( sem)	\$	\$	\$		\$	\$	\$
Fiscal year salary	\$	\$	\$		\$	\$	\$
Fiscal year stipend	\$	\$	\$		\$	\$	\$
Special contract salary	\$	\$	\$		\$	\$	\$
Percent of Salary	100.00						

Funding JV or Position Number \_\_\_\_\_ Position Incumbent Name (if applicable) \_\_\_\_\_ Reallocation ☐  
Comments/Additional Information **Increasing stipend amount, see attached offer letter**

Timesheet / Leave Report Approver (Name, UID): \_\_\_\_\_

Action Code <b>C0001</b>	Chair/Dir. Approval/Date
ECLS <b>14</b>	Dean/VP Approval/Date
Earn Code	Business Mgr. Approval/Date
Cert. Date	Budget RSP Approval/Date
	HR Approval/Date
	Payroll Approval/Date

\*Shaded areas for HR use ONLY

4/25/16



APP

March 14, 2016

Sheela M. Barhan, M.D.

Dear Dr. Barhan:

I am pleased to offer you an appointment as Clerkship Director effective April 1, 2016. You will be paid a stipend of \$25,000 annually for this administrative position with the Wright State University Boonshoft School of Medicine (WSU-BSOM).

As Clerkship Director with WSU-BSOM, you will:

- Establish, set and monitor the core educational goals and objectives for the clerkship as the chair of the clerkship steering committee, with oversight by the Faculty Curriculum Committee
- Develop and implement a curriculum, based on departmental vision, mission, educational objectives and national standards, including the use of active and engaged learning strategies
- Monitor the effectiveness of all clinical sites, faculty, and the clerkship in achieving the educational objectives of WSU-BSOM
- Monitor student clerkship logs to ensure that expected clinical encounters and skills are being met
- Ensure that timely formative and summative evaluations (LCME Standard) are provided to all students, including mid-rotation feedback
- Collaborate with other clerkship directors and the Office of Academic Affairs in meeting the educational objectives related to the clinical education of the students
- Participate in and provide leadership as needed for the Biennium II Subcommittee and its activities, and
- Demonstrate educational innovation and a scholarly approach to the activities of the clerkship and the clinical education of the medical students

The position Clerkship Director is an administrative appointment. In this role you will report to the Chair of the department will be evaluated by the Chair on an annual basis with input from the Associate Dean for Academic Affairs, who serves as the chief academic officer of the School. Your appointment may be renewed annually and can be terminated at the discretion of the chair, or by mutual agreement with 90 days notice.



You will receive support for educational materials, and faculty development activities.

We are confident that you will be a valuable addition to Wright State University Boonshoft School of Medicine and sincerely hope you will accept this offer.

Please sign the original and the enclosed copy of this offer letter, which will constitute our agreement. Please return the original to me by March 21, 2016 and keep the copy for your files.

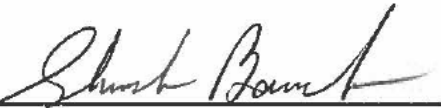
Sincerely yours,



Dean Parmelee, M.D.  
Associate Dean, Academic Affairs  
Boonshoft School of Medicine  
Wright State University

---

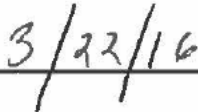
I accept the offer contained herein as indicated by my signature below.



Signature



Social Security Number



Date



WRIGHT STATE UNIVERSITY

WINGSExpress

Need Help? Visit: [www.wright.edu/wrc](http://www.wright.edu/wrc)

Your Self-Service Command Center

## EPAF Preview

**Name and ID:** Sheela M. Barhan, [REDACTED] **Job and Suffix:** V89287-S1, Faculty Overload  
**Transaction:** 94608 **Query Date:** Jan 01, 2016  
**Transaction Status:** Approved **Last Paid Date:**  
**Approval Category:** Create Faculty Overload Job, OJ001

Next

[Add Comment](#)
[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)
[EPAF Approver Summary](#)[Return to EPAF Menu](#)[Jump to Bottom](#)

\* - indicates a required field.

## Create a Faculty Overload Job, V89287-S1 Faculty Overload

Enter Changes	Current Value	New Value
Job Begin Date: *		01/01/2016
Jobs Effective Date: *		01/01/2016
Personnel Date: *		01/01/2016
Contract Type: *		Overload
Job Status: *		Active
Job Change Reason: *		OV001
Step: *		0
Annual Salary: *		2500.00
Factor: *		1
Pays: *		1
IPEDS Report Ind: *		No
FTE: *		.001
Timesheet Orgn: *		223100

## Verify Labor Distribution, V89287-S1 Faculty Overload

## Current

Effective Date: 01/01/2016

COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

## New

Effective Date: 01/01/2016

COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

W [REDACTED] [REDACTED] 100.00

## Terminate Employee Job, V89287-S1 Faculty Overload

Enter Changes	Current Value	New Value
Job Change Reason: *		OV002
Jobs Effective Date: *		01/31/2016
Personnel Date: *		01/31/2016
Job Status: *		Terminated



**Personnel  
Action Form**

Human Resources  
3640 Colonel Glenn Hwy.  
Dayton, OH 45435-0001  
(937) 775-2120

Barhan, Sheela M.		[REDACTED]		997598-00	
Name (Last, First, MI)		Social Security Number/UID Number		NBAPOSN	
7/1/2014				OBJ55-Obstetrics & Gynecology	
Job Start Date/Effective Date		Job End Date		Organization Name	
Affirmative Action Number		Campus Address/Campus Phone Number		City Work Loc. (other than main campus)	
Associate Professor		LF032-Associate Professor		2014 FA NA 0	
Job Title:		Position Class Number		SGRP Table Grade Step	
\$114,341.67		\$9,528.47		1.000 12 12	
Annual Base Salary		Base Monthly Rate		Position FTE Factor / Pays	

<b>Employment Type</b>	<b>Contract Type</b>	<b>Employment Status</b>
<input type="checkbox"/> Faculty <input type="checkbox"/> Fiscal (12 month) <input type="checkbox"/> Academic (9 month) <input type="checkbox"/> Tenure Track <input type="checkbox"/> Non-Tenure Track <input type="checkbox"/> Unclassified <input type="checkbox"/> Unclassified Hourly <input type="checkbox"/> Classified <input type="checkbox"/> Certified <input type="checkbox"/> Provisional <input type="checkbox"/> Classified PTOC <input type="checkbox"/> Retiree <input type="checkbox"/> Bargaining Unit	<input type="checkbox"/> Continuing Employment <input type="checkbox"/> Special Contract <input type="checkbox"/> Temporary <input type="checkbox"/> 30-Day Emergency <input type="checkbox"/> Interim Appointment (6 month) <input type="checkbox"/> Visiting Scholar / Faculty <input type="checkbox"/> Visiting NTT <input type="checkbox"/> Limited NTT <input type="checkbox"/> Auxiliary <input type="checkbox"/> One-Time Payment (bonus/award) <input type="checkbox"/> Gross <input type="checkbox"/> Net	<input type="checkbox"/> Superseding Appointment <input type="checkbox"/> New Hire / Re-hire <input type="checkbox"/> Leave <input type="checkbox"/> with pay <input type="checkbox"/> <input type="checkbox"/> without pay <input type="checkbox"/> <input type="checkbox"/> returning from leave <input type="checkbox"/> Termination / Separation <input type="checkbox"/> Retirement <input type="checkbox"/> Promotion <input type="checkbox"/> Demotion <input type="checkbox"/> Job Assignment Change <input type="checkbox"/> Transfer <input type="checkbox"/> Other Data Change <input type="checkbox"/> Renewal

**14 - Faculty FT Fiscal**

Salary Distribution	Index	Fund	Org	Acct	Program	Activity	Fund Source	Pct of Sal
Distribution 1								100
Distribution 2								
Distribution 3								
Distribution 4								
Distribution 5								
Distribution 6								

Academic Salary (3 qtrs)	\$	\$	\$	\$	\$	\$	\$	
Academic Stipend (3 qtrs)	\$	\$	\$	\$	\$	\$	\$	
Fiscal Year Salary	\$	\$	\$	\$	\$	\$	\$	
Fiscal Year Stipend	\$	\$	\$	\$	\$	\$	\$	
Special Contract Salary	\$	\$	\$	\$	\$	\$	\$	

Annual Salary/Hourly Increase - Effective July 1, 2014

100.00%

ATB Pct: 0.50%    Merit Pct: 1.50%    Total Pct Incr: 2.00%  
 ATB Amt: \$560.50    Merit Amt: \$1,681.50    Total Increase Amt: \$2,241.99

Action Code INC28	Dept./College Approval/Date
ECLS 14	Budget/RSP Approval/Date
Analyst: Williams	HR Approval/ Date Sylvia Brockman July 1, 2014
Cert. Date	Payroll Approval/Date

\* SHADED AREAS FOR HR USE ONLY

# Personnel Action Form

Human Resources  
(937) 775-2120

**Barhan, Sheela M.**  
Name (Last, First, MI)  
**9/01/2015**  
Job Start Date  
**Associate Professor**  
**Medical Student Educ Director**  
Job Title  
**\$ 117,200.18**  
Annual Base Salary

**[REDACTED]**  
UID Number/SSN (New Only)  
**99/99/99**  
Job Stop Date  
**[REDACTED]**  
Campus Address/Campus Phone Number  
**[REDACTED]**  
Position Class Number **Salary Band**  
**\$ 9,766.68**  
Base Monthly/Hourly Rate

**997598**  
NBAPSN  
**Obstetrics & Gynecology**  
Organization Name  
**100.00%** ☐ Essential Employee **11/23**  
Position FTE ☐ Emergency Responder **Budget**  
**\$**  
Monthly Stipend Rate (If Applicable)

**Employment Type**  
☒ Faculty  
☒ Fiscal (12 month)  
☐ Academic (9 month)  
☐ Tenure Track  
☐ Non-Tenure Track  
☐ AAUP  
☐ Unclassified  
☐ Unclassified Hourly  
☐ Classified  
☐ Certified  
☐ Provisional  
☐ Classified PTOC  
☐ Retiree  
☐ Bargaining Unit

**Contract Type**  
☐ Continuing Employment  
☒ Special Contract  
☐ Interim Appointment (6 month)  
☐ Visiting Scholar / Faculty  
☐ Visiting NTT  
☐ Auxiliary  
☐ One-Time Payment (bonus/award)  
☐ Gross  
☐ Net

**RECEIVED**  
**SEP 18 2015**  
**RESEARCH AND SPONSORED PROGRAMS**

**Employment Status**  
☐ Superseding Appointment  
☐ New Hire / Re-hire  
☐ Leave ☐ with pay  
☐ without pay  
☐ returning from leave  
☐ Termination / Separation  
☐ Retirement  
☐ Promotion  
☐ Demotion  
☐ Job Reclassification (Title/Pay Grade)  
☐ Transfer  
☐ Job Audit  
☐ Job Audit with grade change  
☐ Special Salary Adjustment- Market  
☒ Special Salary Adjustment- Other  
☒ Other Data Changes (inc. Renewals)

Salary Distribution	Distribution 1	Distribution 2	Distribution 3	Distribution 4	Distribution 5	Distribution 6	Distribution 7	Distribution 8
Index								
Fund								
Org								
Acct								
Program								
Activity								
Funding Source								
Academic salary ( sem)	\$	\$	\$	\$	\$	\$	\$	\$
Academic stipend ( sem)	\$	\$	\$	\$	\$	\$	\$	\$
Fiscal year salary	\$	\$	\$	\$	\$	\$	\$	\$
Fiscal year stipend	\$	\$	\$	\$	\$	\$	\$	\$
Special contract salary	\$	\$	\$	\$	\$	\$	\$	\$
Percent of Salary	100.00							

Funding JV or Position Number

Position Incumbent Name (if applicable)

Reallocation ☐

Comments/Additional Information Update to new line item fund numbers

Timesheet / Leave Report Approver (Name,

Action Code <b>1000 1</b> ECLS <b>14</b> Earn Code Cert. Date	Chair/Dir. Approval/Date Dean/VP Approval/Date Business Mgr. Approval/Date <b>9/17/15</b> Budget RSP Approval/Date <b>9/18/15</b> HR Approval/Date <b>9/21/15</b> Payroll Approval/Date
--	--

\*Shaded areas for HR use ONLY



# Personnel Action Form

Human Resources  
(937) 775-2120

**Barhan, Sheela M.**  
Name (Last, First, MI)  
**09/01/15**  
Job Start Date  
Affirmative Action Number  
Job Title  
\$  
Annual Base Salary

**[REDACTED]**  
UID Number/SSN (New Only)  
**06/30/16**  
Job Stop Date  
Campus Address/Campus Phone Number  
Position Class Number Salary Band  
\$  
Base Monthly/Hourly Rate

**P89488**  
NBAPOSN  
**Obstetrics & Gynecology**  
Organization Name  
City Work Loc. (other than main campus)  
☐ Essential Employee  
Position FTE ☐ Emergency Responder  
\$ **1666.67**  
Monthly Stipend Rate (If Applicable)

**Employment Type**  
☒ Faculty  
☒ Fiscal (12 month)  
☐ Academic (9 month)  
☐ Tenure Track  
☐ Non-Tenure Track  
☐ AAUP  
☐ Unclassified  
☐ Unclassified Hourly  
☐ Classified  
☐ Certified  
☐ Provisional  
☐ Classified PTOC  
☐ Retiree  
☐ Bargaining Unit

**Contract Type**  
☐ Continuing Employment  
☒ Special Contract  
☐ Interim Appointment (6 month)  
☐ Visiting Scholar / Faculty  
☐ Visiting NTT  
☐ Auxiliary  
☐ One-Time Payment (bonus/award)  
☐ Gross  
☐ Net

**RECEIVED**  
**SEP 18 2015**  
**RESEARCH AND SPONSORED PROGRAMS**

**Employment Status**  
☐ Superseding Appointment  
☐ New Hire / Re-hire  
☐ Leave ☐ with pay  
☐ without pay  
☐ returning from leave  
☐ Termination / Separation  
☐ Retirement  
☐ Promotion  
☐ Demotion  
☐ Job Reclassification (Title/Pay Grade)  
☐ Transfer  
☐ Job Audit  
☐ Job Audit with grade change  
☐ Special Salary Adjustment- Market  
☒ Special Salary Adjustment- Other  
☒ Other Data Change (inc. Renewals)

Salary Distribution	Distribution 1	Distribution 2	Distribution 3		Distribution 1	Distribution 2	Distribution 3
Index				Stipend 1			
Fund				P89488			
Org				\$20,000.04			
Acct							
Program							
Activity							
Funding Source							
Academic salary ( sem)	\$	\$	\$		\$	\$	\$
Academic stipend ( sem)	\$	\$	\$		\$	\$	\$
Fiscal year salary	\$	\$	\$		\$	\$	\$
Fiscal year stipend	\$	\$	\$		\$	\$	\$
Special contract salary	\$	\$	\$		\$	\$	\$
Percent of Salary	100.00						

**Funding JV or Position Number** **Position Incumbent Name (if applicable)** **Reallocation** ☐  
**Comments/Additional Information** **Update to new line item for fund numbers**

**Timesheet / Leave Report Approver (Name,**

<b>Action Code</b> <u>J0001</u> <b>ECLS</b> <u>14</u> <b>Earn Code</b> <b>Cert. Date</b> <b>*Shaded areas for HR use ONLY</b>	<b>Chair/Dir. Approval/Date</b> <b>Dean/VP Approval/Date</b> <b>Business Mgr. Approval/Date</b> <b>Budget RSP Approval/Date</b> <b>HR Approval/Date</b> <b>Payroll Approval/Date</b>
---	---

9/17/15  
 9/18/15  
 9/18/15  
 9/21/15

9

# Personnel Action Form

Human Resources  
(937) 775-2120

HE  
11/1/12  
budget

Barhan, Sheela  
Name (Last, First, MI)  
11/1/13  
Job Start Date  
Associate Professor  
Job Title  
\$ 112,099.67  
Annual Base Salary

[Redacted]  
UID Number/SSN (New Only)  
99  
Job Stop Date  
[Redacted]  
Campus Address/Campus Phone Number  
[Redacted]  
Position Class Number Salary Band  
\$ 9,341.64  
Base Monthly/Hourly Rate

997598  
NBAPOSN  
Ob/Gyn  
Organization Name  
Dayton  
City Work Loc. (other than main campus)  
100% ☐ Essential Employee  
Position FTE ☐ Emergency Responder  
Monthly Stipend Rate (If Applicable)

**Employment Type**  
☒ Faculty  
☒ Fiscal (12 month)  
Academic (9 month)  
Tenure Track  
☒ Non-Tenure Track  
AAUP  
☐ Unclassified  
☐ Unclassified Hourly  
☐ Classified  
☐ Certified  
☐ Provisional  
☐ Classified PTOC  
☐ Retiree  
☐ Bargaining Unit

**Contract Type**  
☒ Continuing Employment  
☐ Special Contract  
☐ Interim Appointment (6 month)  
☐ Visiting Scholar / Faculty  
☐ Visiting NTT  
☐ Auxiliary  
☐ One-Time Payment (bonus/award)  
☐ Gross  
☐ Net

**Employment Status**  
☐ Superseding Appointment  
☐ New Hire / Re-hire  
☐ Leave ☐ with pay  
☐ without pay  
☐ returning from leave  
☐ Termination / Separation  
☐ Retirement  
☐ Promotion  
☐ Demotion  
☐ Job Reclassification (Title/Pay Grade)  
☐ Transfer  
☐ Job Audit  
☐ Job Audit with grade change  
☐ Special Salary Adjustment- Market  
☐ Special Salary Adjustment- Other  
☒ Other Data Change

Salary Distribution	Distribution 1	Distribution 2	Distribution 3	Distribution 4	Distribution 5	Distribution 6
Index						
Fund						
Org						
Acct						
Program						
Activity						
Funding Source						
Academic salary (2 sem)	\$	\$	\$	\$	\$	\$
Academic stipend (2 sem)	\$	\$	\$	\$	\$	\$
Fiscal year salary	\$ 112,099.67	\$	\$	\$	\$	\$
Fiscal year stipend	\$	\$	\$	\$	\$	\$
Special contract salary	\$	\$	\$	\$	\$	\$
Percent of Salary	100%					

budget neutral, will upload budget transfer

Reallocation ☒

**Funding JV or Position Number** **Position Incumbent Name (if applicable)**  
Comments/Additional Information: MOU for Clinical Teaching Subsidy. Reallocate faculty salary and benefits to provide detail of expense as required as part of the MOU, Exhibit 1. Note, July, August, Sept., and Oct. will be reallocated through labor redistribution process.

**Timesheet / Leave Report Approver (Name, UID):**

Action Code <u>J0001</u>	Chair/Dir. Approval/Date <u>[Signature] 11/1/13</u>
ECLS <u>14</u>	Dean/VP Approval/Date <u>[Signature] 11/8/13</u>
Earn Code	Business Mgr Approval/Date <u>[Signature] 11/14/13</u>
Cert. Date	Budget/RSP Approval/Date
	HR Approval/ Date
	Payroll Approval/Date

\*Shaded areas for HR use ONLY

11/13/13



9

# Personnel Action Form

Human Resources  
(937) 775-2120

for  
Nov 11/12  
budget

Barhan, Sheela  
Name (Last, First, MI)

[Redacted]  
UID Number/SSN (New Only)

P89488  
NBAPOSN

11/1/13  
Job Start Date

6/30/14  
Job Stop Date

Ob/Gyn  
Organization Name

Affirmative Action Number  
Clerkship Director  
Job Title

Campus Address/Campus Phone Number

Dayton  
City Work Loc. (other than main campus)

\$  
Annual Base Salary

Position Class Number Salary Band  
Base Monthly/Hourly Rate

☐ Essential Employee  
Position FTE ☐ Emergency Responder  
\$ 1,666.67  
Monthly Stipend Rate (If Applicable)

**Employment Type**

☒ Faculty

☒ Fiscal (12 month)

☐ Academic (9 month)

☐ Tenure Track

☒ Non-Tenure Track

☐ AAUP

☐ Unclassified

☐ Unclassified Hourly

☐ Classified

☐ Certified

☐ Provisional

☐ Classified PTOC

☐ Retiree

☐ Bargaining Unit

**Contract Type**

☐ Continuing Employment

☒ Special Contract

☐ Interim Appointment (6 month)

☐ Visiting Scholar / Faculty

☐ Visiting NTT

☐ Auxiliary

☐ One-Time Payment (bonus/award)

☐ Gross

☐ Net

**Employment Status**

☐ Superseding Appointment

☐ New Hire / Re-hire

☐ Leave ☐ with pay

☐ without pay

☐ returning from leave

☐ Termination / Separation

☐ Retirement

☐ Promotion

☐ Demotion

☐ Job Reclassification (Title/Pay Grade)

☐ Transfer

☐ Job Audit

☐ Job Audit with grade change

☐ Special Salary Adjustment- Market

☐ Special Salary Adjustment- Other

☒ Other Data Change

Salary Distribution	Distribution 1	Distribution 2	Distribution 3	Distribution 4	Distribution 5	Distribution 6
Index						
Fund						
Org						
Acct						
Program						
Activity						
Funding Source						
Academic salary (2 sem)	\$	\$	\$	\$	\$	\$
Academic stipend (2 sem)	\$	\$	\$	\$	\$	\$
Fiscal year salary	\$	\$	\$	\$	\$	\$
Fiscal year stipend	\$ 20,000.00	\$	\$	\$	\$	\$
Special contract salary	\$	\$	\$	\$	\$	\$
Percent of Salary	100%					

budget neutral, will upload budget transfer

Reallocation ☒

Funding JV or Position Number

Position Incumbent Name (if applicable)

Comments/Additional Information: MOU for Clinical Teaching Subsidy. Reallocate faculty salary and benefits to provide detail of expense as required as part of the MOU, Exhibit 1. Note, July, August, Sept., and Oct. will be reallocated through labor redistribution process.

Timesheet / Leave Report Approver (Name, UID):

Action Code <u>10001</u>	Chair/Dir Approval/Date <u>[Signature] 11/1/13</u>
ECLS <u>17</u>	Dean/VP Approval/Date <u>[Signature] 11/18/13</u>
Earn Code <u>[Signature]</u>	Business Mgr Approval/Date <u>[Signature] 11/14/13</u>
Cert. Date <u>[Signature]</u>	Budget/RSP Approval/Date <u>[Signature]</u>
*Shaded areas for HR use ONLY	HR Approval/ Date <u>[Signature]</u>
	Payroll Approval/Date <u>[Signature]</u>



**Personnel  
Action Form**

Human Resources  
3640 Colonel Glenn Hwy.  
Dayton, OH 45435-0001  
(937) 775-2120

Barhan, Sheela M. Name (Last, First, MI)	<div style="background-color: black; width: 100px; height: 1.2em;"></div> Social Security Number/UID Number	997598-00 NBAPOSN
7/1/2011 Job Start Date/Effective Date	 Job Stop Date	OBJ55-Obstetrics & Gynecology Organization Name
Affirmative Action Number	Campus Address/Campus Phone Number	City Work Loc. (other than main campus)
Associate Professor	LF032-Associate Professor	1.000      12      12
Job Title:	Position Class Number	Position FTE      Factor / Pays
\$107,746.68 Annual Base Salary	\$8,978.89 / \$51,901 Base Monthly/Hourly Rate	\$ Monthly Stipend Rate (If Applicable)

Employment Type	Contract Type	Employment Status
<input type="checkbox"/> Faculty <input type="checkbox"/> Fiscal (12 month) <input type="checkbox"/> Academic (9 month) <input type="checkbox"/> Tenure Track <input type="checkbox"/> Non-Tenure Track <input type="checkbox"/> Unclassified <input type="checkbox"/> Unclassified Hourly <input type="checkbox"/> Classified <input type="checkbox"/> Certified <input type="checkbox"/> Provisional <input type="checkbox"/> Classified PTOC <input type="checkbox"/> Retiree <input type="checkbox"/> Bargaining Unit	<input type="checkbox"/> Continuing Employment <input type="checkbox"/> Special Contract <input type="checkbox"/> Temporary <input type="checkbox"/> 30-Day Emergency <input type="checkbox"/> Interim Appointment (6 month) <input type="checkbox"/> Visiting Scholar / Faculty <input type="checkbox"/> Visiting NTT <input type="checkbox"/> Limited NTT <input type="checkbox"/> Auxiliary <input type="checkbox"/> One-Time Payment (bonus/award) <input type="checkbox"/> Gross <input type="checkbox"/> Net	<input type="checkbox"/> Superseding Appointment <input type="checkbox"/> New Hire / Re-hire <input type="checkbox"/> Leave <input type="checkbox"/> with pay <input type="checkbox"/> without pay <input type="checkbox"/> returning from leave <input type="checkbox"/> Termination / Separation <input type="checkbox"/> Retirement <input type="checkbox"/> Promotion <input type="checkbox"/> Demotion <input type="checkbox"/> Job Assignment Change <input type="checkbox"/> Transfer <input type="checkbox"/> Other Data Change <input type="checkbox"/> Renewal

**14 - Faculty FT Fiscal**

Salary Distribution	Index	Fund	Org	Acct	Program	Activity	Fund Source	Pct of Sal
Distribution 1	✓							100
Distribution 2								
Distribution 3								
Distribution 4								
Distribution 5								
Distribution 6								
Academic Salary (3 qtrs)	\$	\$	\$	\$	\$	\$	\$	
Academic Stipend (3 qtrs)	\$	\$	\$	\$	\$	\$	\$	
Fiscal Year Salary	\$	\$	\$	\$	\$	\$	\$	
Fiscal Year Stipend	\$	\$	\$	\$	\$	\$	\$	
Special Contract Salary	\$	\$	\$	\$	\$	\$	\$	
								100.00%

Annual Salary/Hourly Increase - Effective July 1, 2011

ATB: \$2,112.680      7.5% Promotion Adjustment

Total Pct Incr 2.00%      Total annual pay increase amount: \$2,112.680      Lump Sum Amt

Action Code INC23	Dept./College Approval/Date
Job ECLS 14	Budget/RSP Approval/Date
HR Rep: Williams	HR Approval/ Date Sharon Shaw July 1, 2011
Cert. Date	Payroll Approval/Date

\* SHADED AREAS FOR HR USE ONLY



Department of Human Resources  
3640 Colonel Glenn Hwy.  
Dayton, OH 45435-0001  
(937) 775-2120  
FAX (937) 775-3040

July 29, 2011

Sheela M. Barhan  
Associate Professor  
SOMD - OBJ55

#### July 1, 2011 Increase Notification

Based upon the recommendation of your supervisor and the approval of senior management, on July 1, 2011 the following salary action(s) occurred.

Previous Annual Salary	\$105,634.00
Across-the-Board Increase Amount	\$2,112.68
New Annual Salary	\$107,746.68

#### Increase Parameters:

The percentage of the across-the-board increase for this year is 2.0%. Prorated increase amounts (calculated on the number of months worked during the year) were awarded to employees hired between August 1, 2010 and April 30, 2011.

Any employee who was at or above his/her range maximum received any annual increase amount in a lump sum payment. If an employee was not at the range maximum, but the increase amount took that employee above the range maximum, the employee's salary was increased to the range maximum and the remaining amount paid as a lump sum payment.

If you have any questions regarding this notification, please contact your supervisor and/or your business manager.

Your continued service to the university is greatly appreciated.

Sincerely,

Allan L. Boggs  
Assistant Vice President, Human Resources

WRIGHT STATE  
UNIVERSITY

PERSONNEL  
ACTION FORM

HUMAN RESOURCES  
3640 Colonel Glenn Hwy  
Dayton, OH 45435-0001  
(937) 775-2120

<b>BARHAN, SHEELA</b> NAME (Last, First, MI) 1/01/2010 Job Start Date Affirmative Action Number Job Title Annualized Salary <b>98,263.93</b>	[REDACTED] Empl U# 99/99/99 Job Stop Date Campus Address [REDACTED] Position Class Number \$8,188.661 Base monthly/hourly rate	997598 NBAPOSN OB/GYN Department Name City Work Loc (Other than main campus) 100.00% Position FTE Monthly stipend rate (if applicable)
--	--	---

<b>Employment Type</b> <input checked="" type="checkbox"/> Faculty _____ Fiscal (12 month) _____ Academic (9 month) _____ Tenure Track _____ Non-tenure track _____ Unclassified _____ Unclassified Hourly _____ Classified _____ Certified _____ Provisional _____ Classified PTOC _____ Retiree _____ Bargaining Unit	<b>Contract Type</b> <input checked="" type="checkbox"/> Continuing employment _____ Special Contract _____ Temporary _____ 30-day emergency _____ Interim appointment (6 mos) _____ Visiting scholar/faculty _____ Visiting NTT _____ Limited NTT _____ Auxiliary _____ One-time payment (bns/awd) _____ Gross _____ Net	<b>Employment Status</b> _____ Superceding appointment _____ New Hire/Re-hire _____ Leave _____ with pay _____ without pay _____ returning from leave _____ Termination/Separation _____ Retirement _____ Promotion _____ Demotion _____ Job Assignment Change _____ Transfer <input checked="" type="checkbox"/> Other data change _____ Renewal
--	---	---

Salary Distribution	Distribution1	Distribution2	Distribution3	Distribution4	Distribution5	Distribution6	Distribution 7
Index	[REDACTED]						
Fund							
Org							
Acct	[REDACTED]						
Program							
<b>ACTIVITY CODE</b>							
Academic salary 3qtrs							
Academic stipend 3qtrs							
Fiscal year salary							
Fiscal year stipend							
Special contract salary							
<b>Percent of Salary</b>	<b>100</b>						

COMMENTS/CONDITIONS

**FOR HR OFFICE:**  
OBJ55

Reallocation X

Action Code	10001
Earn Type	19
Earn Type	
Cert. Date	

Dept/College approval/Date	[Signature] 1/13/10
Budget/RSP approval/Date	[Signature] 1/14/10
HR approval/Date	[Signature] 1/20/10
Payroll approval/Date	

Shaded areas for HR use only



9

WRIGHT STATE  
UNIVERSITY

# Personnel Action Form

Human Resources  
3640 Colonel Glenn Hwy.  
Dayton, OH 45435-0001  
(937) 775-2120

HR  
APR 21 11 33  
Provost  
JFZ

Barhan, Sheela

Name (Last, First, MI)

2/1/13

Job Start Date

Affirmative Action Number

Medical Student Education Director

Job Title

\$  
Annual Base Salary

██████████  
Social Security Number/UID Number

6/30/13

Job Stop Date

3800 CHE/208-2948

Campus Address/Campus Phone Number

WFO39

Position Class Number/Salary Band

\$  
Base Monthly/Hourly Rate

NRAPSN

BSOM

Organization Name

MVH

City Work Loc. (other than main campus)

Depend ☐ Essential Employee OR

Position FTE ☐ Emergency Responder

\$ 1,666.67

Monthly Stipend Rate (If Applicable)

## Employment Type

- ☐ Faculty  
☒ Fiscal (12 month)  
☐ Academic (9 month)  
☐ Tenure Track  
☐ Non-Tenure Track  
☐ Unclassified  
☐ Unclassified Hourly  
☐ Classified  
☐ Certified  
☐ Provisional  
☐ Classified PTOC  
☐ Retiree  
☐ Bargaining Unit

## Contract Type

- ☐ Continuing Employment  
☒ Special Contract *Depend*  
☐ Temporary  
☐ 30-Day Emergency  
☐ Interim Appointment (6 month)  
☐ Visiting Scholar / Faculty  
☐ Visiting NTT  
☐ Limited NTT  
☐ Auxiliary  
☐ One-Time Payment (bonus/award)  
☐ Gross  
☐ Net

## Employment Status

- ☐ Superseding Appointment  
☐ New Hire / Re-hire  
☐ Leave ☐ with pay  
☐ without pay  
☐ returning from leave  
☐ Termination / Separation  
☐ Retirement  
☐ Promotion  
☐ Demotion  
☒ Job Assignment Change  
☐ Transfer  
☐ Other Data Change  
☐ Renewal

Salary Distribution	Distribution 1	Distribution 2	Distribution 3	Distribution 4	Distribution 5	Distribution 6
Index	██████████	██████████				
Fund						
Org						
Acct						
Program						
Activity						
Funding Source						
Academic salary (3 sem)	\$	\$	\$	\$	\$	\$
Academic stipend (3 sem)	\$	\$	\$	\$	\$	\$
Fiscal year salary	\$	\$	\$	\$	\$	\$
Fiscal year stipend	\$20,000	\$	\$	\$	\$	\$
Special contract salary	\$	\$	\$	\$	\$	\$
Percent of Salary	100%					100%

Comments/Conditions:

Timesheet Approver Joan Mangan-Boles/██

Copy of signed offer letter attached

Reallocation ☐

Name/UID#

Action Code ST003  
ECLS  
Earn Code  
Cert. Date 14

Dept./College Approval/Date

Budget/RSP Approval/Date

HR Approval/Date

Payroll Approval/Date

Denise Porter 4/8/13

Sheela Barhan 4/18/13

Chapetta 5/9/2013

Brenda Williams

\*SHADED AREAS FOR HR USE ONLY.

Revised August 2010

5/9/13



# Wright State Physicians

## WOMEN'S HEALTH CARE

Berry Women's Health Pavilion  
One Wyoming Street, Suite 4130 • Dayton, OH 45409  
Tel 937.208.6810 • Fax 937.208.2030  
wrightstatephysicians.org

March 15, 2013

Sheela Barhan, MD

Dear Dr. Barhan:

I am pleased to offer you an appointment as Medical Student Education Director for the Department of Obstetrics and Gynecology (OB/GYN), Wright State University Boonshoft School of Medicine (WSUBSOM) effective February 1, 2013. You will be paid a stipend of \$20,000 annually for this administrative position.

Your duties as Medical Student Education Director, WSUBSOM consist of overseeing all aspects related to the OB/GYN Clerkship as noted in the attached Addendum. You will perform other duties as mutually agreed upon by your chair.

The position of Medical Student Education Director is an administrative appointment. In this role you will report to the chair of Department of OB/GYN and will be evaluated by the chair on an annual basis.

The term of your appointment as Medical Student Education Director WSUSOM shall be at the pleasure of the chair of the Department OB/GYN. Your appointment may be renewed annually and can be terminated by the chair without notice, or by mutual agreement with 90 days notice.

Your faculty appointment in the Department of OB/GYN will continue at the rank of Associate Professor.



Sheela M. Barhan, MD  
March 15, 2013  
Page 2

In order to accept this offer, please sign the original and copy of this offer letter (enclosed), which will constitute our agreement. Please return the original to me by ~~January 31~~, 2013, and keep the copy for your files. April 1 day

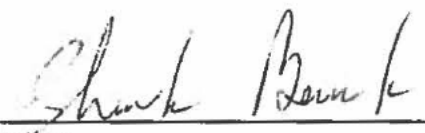
Sincerely yours,

  
Jerome L. Yaklic, MD  
Associate Professor & Acting Chair, Department of OB/GYN

Encl.

---

I accept the offer contained herein as indicated by my signature below.

  
Signature

3-24-13  
Date

**WRIGHT STATE  
UNIVERSITY**

**PERSONNEL  
ACTION FORM**

HUMAN RESOURCES  
3640 Colonel Glenn Hwy  
Dayton, OH 45435-0001  
(937) 775-2120

**BARHAN, SHEELA**  
NAME (Last, First, MI)

**07/01/08**  
Job Start Date

Affirmative Action Number

**98,263.93**  
Annualized Salary

**Employment Type**

- ☒ Faculty  
☒ Fiscal (12 month)  
☐ Academic (9 month)  
☐ Tenure Track  
☒ Non-tenure track  
☐ Unclassified  
☐ Unclassified Hourly  
☐ Classified  
☐ Certified  
☐ Provisional  
☐ Classified PTOC  
☐ Retiree  
☐ Bargaining Unit

**[REDACTED]**  
Empl U#

**99/99/99**  
Job Stop Date

Campus Address

**[REDACTED]**  
Position Class Number

**\$8,188.661**  
Base monthly/hourly rate

**Contract Type**

- ☒ Continuing employment  
☐ Special Contract  
☐ Temporary  
☐ 30-day emergency  
☐ Interim appointment (6 mos)  
☐ Visiting scholar/faculty  
☐ Visiting NTT  
☐ Limited NTT  
☐ Auxiliary  
☐ One-time payment (bns/awd)  
☐ Gross  
☐ Net

**997598**  
NBAPOSN

**OB/GYN**  
Department Name

City Work Loc (Other than main campus)

**100.00%**  
Position FTE

Monthly stipend rate (if applicable)

**Employment Status**

- ☐ Superceding appointment  
☐ New Hire/Re-hire  
☐ Leave  
☐ with pay  
☐ without pay  
☐ returning from leave  
☐ Termination/Separation  
☐ Retirement  
☐ Promotion  
☐ Demotion  
☐ Job Assignment Change  
☐ Transfer  
☒ Other data change  
☐ Renewal

Salary Distribution	Distribution1	Distribution2	Distribution3	Distribution4	Distribution5	Distribution6	Distribution 7
Index							
Fund							
Org							
Acct							
Program							
<b>ACTIVITY CODE</b>							
Academic salary 3qtrs							
Academic stipend 3qtrs							
Fiscal year salary							
Fiscal year stipend							
Special contract salary							
<b>Percent of Salary</b>	<b>100</b>						

**COMMENTS/CONDITIONS**  
FY 2008/2009 PAY INCREASE

**FOR HR OFFICE:**  
OBJ55

**FOR BUDGET OFFICE:**  
HOME ORG: **[REDACTED]** SPEC

Reallocation

Action Code **TA/6/6**  
 Earn Type **[REDACTED]**  
 Earn Type **[REDACTED]**  
 Cert. Date **[REDACTED]**

Dept/College approval/Date **[Signature]**  
 Budget/RSP approval/Date **[Signature]**  
 HR approval/Date **[Signature]**  
 Payroll approval/Date **[Signature]**

**Shaded areas for HR use only**



# WRIGHT STATE UNIVERSITY

Department of Human Resources  
280 University Hall  
3640 Colonel Glenn Hwy.  
Dayton, OH 45435-0001  
(937) 775-2120  
FAX (937) 775-3040

To: Sheela M. Barhan  
Obstetrics & Gynecology - SOMD

From: Human Resources

Re: 2008-09 Annual Increase Notification

Based upon the recommendation of your supervisor and the approval of senior management, on July 1, 2008, your current annual salary will be increased as noted below.

Previous Annual Salary	\$95,170.87
Merit Pay Increase	\$1,903.42
Across-the-Board Pay Increase	\$1,189.64
New Annual Salary	\$98,263.93

If you have any questions regarding this notification, please contact your supervisor and/or your Business Manager.

Your continued service to the university is greatly appreciated.

Sincerely,

Allan L. Boggs  
Assistant Vice President, Human Resources

To: Sheela Barhan  
Obstetrics & Gynecology

From: Human Resources

Re: 2007-08 Annual Increase Notification

Based upon the recommendation of your supervisor and the approval of senior management, on July 1, 2007 your current annual salary or hourly rate of pay will be increased as noted below.

Previous Annual Salary or Hourly Rate of Pay	\$91,291.00
Merit Pay Increase	\$2,738.73
Across-the-Board Pay Increase	\$1,141.14
New Annual or Hourly Base Pay	\$95,170.87

If you have any questions regarding this notification, please contact your supervisor and/or your Business Manager.

Your continued service to the university is greatly appreciated.

Sincerely,



Allan L. Boggs  
Assistant Vice President, Human Resources

**PERSONNEL  
ACTION FORM**

HUMAN RESOURCES  
3640 Colonel Glenn Hwy  
Dayton, OH 45435-0001  
(937) 775-2120

**BARHAN, SHEELA**

NAME (Last, First, MI)

SSN

Empl U#

**997598**

NBAPOSN

**07/01/06**

**99/99/99**

**OB/GYN**

Job Start Date

Job Stop Date

Department Name

Affirmative Action Number

Campus Address

City Work Loc (Other than main campus)

**ASST PROFESSOR**

**100.00%**

Job Title

Position Class Number

Position FTE

**91,291.00**

**\$7,607.583**

Annualized Salary

Base monthly/hourly rate

Monthly stipend rate (if applicable)

**Employment Type**

**Contract Type**

**Employment Status**

☒ Faculty  
☒ Fiscal (12 month)  
☐ Academic (9 month)  
☐ Tenure Track  
☐ Non-tenure track  
☐ Unclassified  
☐ Unclassified Hourly  
☐ Classified  
☐ Certified  
☐ Provisional  
☐ Classified PTOC  
☐ Retiree  
☐ Bargaining Unit

☒ Continuing employment  
☐ Special Contract  
☐ Temporary  
☐ 30-day emergency  
☐ Interim appointment (6 mos)  
☐ Visiting scholar/faculty  
☐ Visiting NTT  
☐ Limited NTT  
☐ Auxiliary  
☐ One-time payment (bns/awd)  
☐ Gross  
☐ Net

☐ Superceding appointment  
☐ New Hire/Re-hire  
☐ Leave  
☐ with pay  
☐ without pay  
☐ returning from leave  
☐ Termination/Separation  
☐ Retirement  
☐ Promotion  
☐ Demotion  
☐ Job Assignment Change  
☐ Transfer  
☐ Other data change  
☐ Renewal

Salary Distribution	Distribtuion1	Distribtuion2	Distribtuion3	Distribtuion4	Distribtuion5	Distribtuion6	Distribtuion 7
Index							
Fund							
Org							
Acct							
Program							
Funding Source							
Academic salary 3qtrs							
Academic stipend 3qtrs							
Fiscal year salary							
Fiscal year stipend							
Special contract salary							
Percent of Salary	100						

COMMENTS/CONDITIONS  
FY 2006/2007 PAY INCREASE

BUDGET OFFICE INFO:

TYPE: **PERM** *HOSP*

Reallocation

HOME ORG:

Action Code

Earn Type

Earn Type

Grt. Date

Dept/College approval/Date

Budget/RSP approval/Date

HR approval/Date

Payroll approval/Date

Shaded areas for HR use only

*John P. [Signature] 6/5/06*

*KIP 6-29-06*





## 2004-05 Salary Notification Letter

BARHAN,SHEELA M  
Department 1366  
FIS

03-04 Previous Salary	\$83,777.86
Across the Board Increase	\$3.60
Merit Increase	\$3,162.36
04-05 Salary	\$86,943.82
Effective 7/1/04	

If you have any questions, please contact your supervisor.

## July 2003 Pay Increase Document

1366

BARHAN,SHEELA M

**Based upon the recommendation of your supervisor and approval by senior management, your current salary has increased as follows effective July 1, 2003:**

<b>Current Pay Rate:</b>	<input type="text" value="\$81,019.51"/>
<b>Across the Board Pay Increase:</b>	<input type="text" value="\$1,458.35"/>
<b>Merit Pay Increase:</b>	<input type="text" value="\$1,300.00"/>
<b>Market Increase:</b>	<input type="text" value="\$0.00"/>
<b>Faculty Increase:</b>	<input type="text" value="\$0.00"/>
<b>New Base Salary Pay Rate:</b>	<input type="text" value="\$83,777.86"/>

**The information above reflects your pay rate information currently on record. If you have any questions, please contact your supervisor and/or your Business and Fiscal Affairs Officer.**

SALARY NOTIFICATION

2002-07-01

BARHAN, SHEELA M

080005 INSTRUCTOR  
1366 OBSTETRICS & GYNECOLOGY

JOB NO	ACCOUNT	EARN TYPE	MONTHLY AMOUNT	* PROJECTED ANNUALIZED AMOUNT
1		FAF	\$6,751.626	\$81,019.510
				\$81,019.510

LUMP SUM DISTRIBUTION FOR 2002 WAS \$0.000

THE INFORMATION ABOVE REFLECTS SALARY RATES AND ACCOUNT INFORMATION CURRENTLY IN EFFECT. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT KEN SELM AT EXTENSION 2124.

\* FIGURES IN THIS COLUMN ARE BASED ON AMOUNTS PAID IN JULY 2002 AND CALCULATED AS (12 X MONTHLY AMOUNT). ACTUAL AMOUNTS RECEIVED MAY VARY BASED ON LENGTH OF CONTRACT.

WRIGHT STATE  
UNIVERSITY

PERSONNEL  
ACTION FORM

HUMAN RESOURCES  
3640 Colonel Glenn Hwy  
Dayton, OH 45435-0001  
(937) 775-2120

NAME (Last, First, MI) <u>BARHAN, SHEELA</u>		SSN <u>[REDACTED]</u>	Empl U# <u>[REDACTED]</u>	997598																																													
Job Start Date <u>07/01/07</u>		Job Stop Date <u>99/99/99</u>		NBAPOSN <u>OB/GYN</u>																																													
Affirmative Action Number		Campus Address <u>ASST PROFESSOR</u>	City Work Loc (Other than main campus) <u>100.00%</u>																																														
Job Title <u>95,170.87</u>		Position Class Number <u>\$7,930.906</u>	Position FTE																																														
Annualized Salary		Base monthly/hourly rate	Monthly stipend rate (if applicable)																																														
<table border="0"> <tr> <td><b>Employment Type</b></td> <td><b>Contract Type</b></td> <td><b>Employment Status</b></td> </tr> <tr> <td><input checked="" type="checkbox"/> Faculty</td> <td><input checked="" type="checkbox"/> Continuing employment</td> <td><input type="checkbox"/> Superceding appointment</td> </tr> <tr> <td><input checked="" type="checkbox"/> Fiscal (12 month)</td> <td><input type="checkbox"/> Special Contract</td> <td><input type="checkbox"/> New Hire/Re-hire</td> </tr> <tr> <td><input type="checkbox"/> Academic (9 month)</td> <td><input type="checkbox"/> Temporary</td> <td><input type="checkbox"/> Leave</td> </tr> <tr> <td><input type="checkbox"/> Tenure Track</td> <td><input type="checkbox"/> 30-day emergency</td> <td><input type="checkbox"/> with pay</td> </tr> <tr> <td><input checked="" type="checkbox"/> Non-tenure track</td> <td><input type="checkbox"/> Interim appointment (6 mos)</td> <td><input type="checkbox"/> without pay</td> </tr> <tr> <td><input type="checkbox"/> Unclassified</td> <td><input type="checkbox"/> Visiting scholar/faculty</td> <td><input type="checkbox"/> returning from leave</td> </tr> <tr> <td><input type="checkbox"/> Unclassified Hourly</td> <td><input type="checkbox"/> Visiting NTT</td> <td><input type="checkbox"/> Termination/Separation</td> </tr> <tr> <td><input type="checkbox"/> Classified</td> <td><input type="checkbox"/> Limited NTT</td> <td><input type="checkbox"/> Retirement</td> </tr> <tr> <td><input type="checkbox"/> Certified</td> <td><input type="checkbox"/> Auxiliary</td> <td><input type="checkbox"/> Promotion</td> </tr> <tr> <td><input type="checkbox"/> Provisional</td> <td><input type="checkbox"/> One-time payment (bns/awd)</td> <td><input type="checkbox"/> Demotion</td> </tr> <tr> <td><input type="checkbox"/> Classified PTOC</td> <td><input type="checkbox"/> Gross</td> <td><input type="checkbox"/> Job Assignment Change</td> </tr> <tr> <td><input type="checkbox"/> Retiree</td> <td><input type="checkbox"/> Net</td> <td><input checked="" type="checkbox"/> Transfer</td> </tr> <tr> <td><input type="checkbox"/> Bargaining Unit</td> <td></td> <td><input type="checkbox"/> Other data change</td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/> Renewal</td> </tr> </table>					<b>Employment Type</b>	<b>Contract Type</b>	<b>Employment Status</b>	<input checked="" type="checkbox"/> Faculty	<input checked="" type="checkbox"/> Continuing employment	<input type="checkbox"/> Superceding appointment	<input checked="" type="checkbox"/> Fiscal (12 month)	<input type="checkbox"/> Special Contract	<input type="checkbox"/> New Hire/Re-hire	<input type="checkbox"/> Academic (9 month)	<input type="checkbox"/> Temporary	<input type="checkbox"/> Leave	<input type="checkbox"/> Tenure Track	<input type="checkbox"/> 30-day emergency	<input type="checkbox"/> with pay	<input checked="" type="checkbox"/> Non-tenure track	<input type="checkbox"/> Interim appointment (6 mos)	<input type="checkbox"/> without pay	<input type="checkbox"/> Unclassified	<input type="checkbox"/> Visiting scholar/faculty	<input type="checkbox"/> returning from leave	<input type="checkbox"/> Unclassified Hourly	<input type="checkbox"/> Visiting NTT	<input type="checkbox"/> Termination/Separation	<input type="checkbox"/> Classified	<input type="checkbox"/> Limited NTT	<input type="checkbox"/> Retirement	<input type="checkbox"/> Certified	<input type="checkbox"/> Auxiliary	<input type="checkbox"/> Promotion	<input type="checkbox"/> Provisional	<input type="checkbox"/> One-time payment (bns/awd)	<input type="checkbox"/> Demotion	<input type="checkbox"/> Classified PTOC	<input type="checkbox"/> Gross	<input type="checkbox"/> Job Assignment Change	<input type="checkbox"/> Retiree	<input type="checkbox"/> Net	<input checked="" type="checkbox"/> Transfer	<input type="checkbox"/> Bargaining Unit		<input type="checkbox"/> Other data change			<input type="checkbox"/> Renewal
<b>Employment Type</b>	<b>Contract Type</b>	<b>Employment Status</b>																																															
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<input type="checkbox"/> Bargaining Unit		<input type="checkbox"/> Other data change																																															
		<input type="checkbox"/> Renewal																																															

Salary Distribution	Distribution1	Distribution2	Distribution3	Distribution4	Distribution5	Distribution6	Distribution 7
Index	[REDACTED]						
Fund							
Org							
Acct	[REDACTED]						
Program							
Funding Source							
Academic salary 3qtrs							
Academic stipend 3qtrs							
Fiscal year salary							
Fiscal year stipend							
Special contract salary							
Percent of Salary	100						

COMMENTS/CONDITIONS  
FY 2007/2008 PAY INCREASE

BUDGET OFFICE INFO:

TYPE: PERM

HOME ORG: [REDACTED]

Reallocation           

Action Code

Earn Type

Earn Type

Cert. Date

Dept/College approval/Date

Budget/RSP approval/Date

HR approval/Date

Payroll approval/Date

Shaded areas for HR use only

*[Handwritten Signature]*  
6-27-07



SALARY NOTIFICATION - DEPT COPY NOT FOR DISTRIBUTION

2000-07-18

BARHAN, SHEELA M

080005 INSTRUCTOR

1366 OBSTETRICS & GYNECOLOGY

JOB NO	ACCOUNT	EARN TYPE	MONTHLY AMOUNT	* PROJECTED ANNUALIZED AMOUNT
1		FAF	\$6,364.055	\$76,368.660
				\$76,368.660

THE INFORMATION ABOVE REFLECTS SALARY RATES AND ACCOUNT INFORMATION CURRENTLY IN EFFECT. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT KEN SELM AT EXTENSION 2124.

\* FIGURES IN THIS COLUMN ARE BASED ON AMOUNTS PAID IN JULY 2000 AND CALCULATED AS (12 X MONTHLY AMOUNT). ACTUAL AMOUNTS RECEIVED MAY VARY BASED ON LENGTH OF THE CONTRACT.

SALARY NOTIFICATION - HR FILE COPY

1999-07-12

BARHAN, SHEELA M

080005 INSTRUCTOR

1366 OBSTETRICS & GYNECOLOGY

JOB NO	ACCOUNT	EARN TYPE	MONTHLY AMOUNT	* PROJECTED ANNUALIZED AMOUNT
1		FAF	\$6,178.694	\$74,144.328
				\$74,144.328

THE INFORMATION ABOVE REFLECTS SALARY RATES AND ACCOUNT INFORMATION CURRENTLY IN EFFECT. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT ROGER WAGNER AT EXTENSION 4161.

\* FIGURES IN THIS COLUMN ARE BASED ON AMOUNTS PAID IN JULY 1999 AND CALCULATED AS (12 X MONTHLY AMOUNT). ACTUAL AMOUNTS RECEIVED MAY VARY BASED ON LENGTH OF THE CONTRACT.

SALARY NOTIFICATION

10/01/97

BARHAN, SHEELA M

080005 INSTRUCTOR

1366 OBSTETRICS & GYNECOLOGY

JOB NO	ACCOUNT	EARN TYPE	MONTHLY AMOUNT	* PROJECTED ANNUALIZED AMOUNT
1		FAF	\$5,633.337	\$67,600.044
				\$67,600.044

THE INFORMATION ABOVE REFLECTS SALARY RATES AND ACCOUNT INFORMATION CURRENTLY IN EFFECT. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT BOB BLAIR AT EXTENSION 4161.

\* FIGURES IN THIS COLUMN ARE BASED ON AMOUNTS PAID IN SEPTEMBER 1997 AND CALCULATED AS (12 X MONTHLY AMOUNT). ACTUAL AMOUNTS RECEIVED MAY VARY BASED ON LENGTH OF THE CONTRACT.

C. BUDGET  
HUMAN RESOURCES

12

# **AMENDMENT TO EMPLOYMENT CONTRACT AND AUTHORIZATION TO PURCHASE ANNUITY CONTRACT/MUTUAL FUND SHARES**

THIS AGREEMENT, entered into by and between Sheela Barhan,  
hereinafter "Employee", and Wright State University, Dayton, Ohio, hereinafter "University", the parties hereto agree as follows:

1. The employment contract and/or salary arrangement heretofore executed between the Employee and the University is hereby amended to provide for a reduction in the annual salary of the Employee as set forth in said contract in the amount of \$ 9,999.96. Such reduction in salary shall be effective on and after January 1, 19 98.
2. The reduction in annual salary provided for in the preceding paragraph shall be effected by reducing the <sup>Continuous</sup> periodic salary or wage payments to the Employee in substantially equal sums of \$333.33 each of 12 pay periods.
3. The University agrees to purchase retirement annuity contracts and/or mutual fund shares issued by VALIC and/or Fidelity Funds.  
The annual salary reduction shall be apportioned as follows:  
\$ 0 to VALIC \$ 9,999.96 to Fidelity Funds  
TYPE OF CONTRACT: VALIC TYPE OF CONTRACT: 403(b)(7) Custodial Account

All rights to such contracts shall be vested in the Employee.

4. The reduction in salary provided for in paragraph 1 above shall not be considered in calculating deductions for either the State Teachers Retirement System of Ohio, the Public Employees Retirement System of Ohio or any other applicable State of Ohio retirement system, nor shall such reduction be considered in determining any salary adjustment due to absence.
5. This Agreement shall be legally binding and irrevocable as to both of the parties hereto while employment continues; provided, however, that either party may change or terminate this Agreement as of the end of any month, so that it will not apply to salary subsequently earned, by giving at least thirty (30) days written notice of the date of said change or termination; and provided further, that no more than one agreement for such salary reduction may be made within any taxable year of the Employee except to the extent otherwise permitted under Section 403(b) and Section 415 of the Internal Revenue Code as amended. This amendment shall remain in force for the duration of the employment contract except as changed or terminated within the allowable provision of this Agreement hereinabove stated.
6. Furthermore, the Employee hereby agrees and undertakes to indemnify and hold harmless the University from all loss, damage, costs, charges, liability or expenses on account of any taxes and/or penalties being levied by any governmental agency against the Employee or the University as an employer arising from or on account of the University's involvement in accumulating employee contributions and forwarding such contributions to said Annuity or Mutual Fund Contractors for the purpose of purchasing a tax deferred annuity or mutual fund shares for the benefit of the Employee. The University shall not be obliged to pay any amount to annuity or mutual fund company(ies) listed above in excess of an amount then due from the University to the Employee. The parties hereto acknowledge that the University has no responsibility or liability beyond the transmission of funds.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals this 24th day  
of November, 19 97.

ATTEST:

Sheela Barhan  
Employee

WRIGHT STATE UNIVERSITY

By Richard Johnson  
Manager of Employee Benefits  
EMPLOYER'S COPIES — WHITE/YELLOW  
EMPLOYEE'S COPY — PINK  
CARRIER'S COPY — GOLDENROD

Soc. Security No.	<u>[REDACTED]</u>
Present Annual Salary \$	<u>                    </u>
No. of Years Employed	<u>                    </u>



**AMENDMANT TO EMPLOYMENT CONTRACT AND  
AUTHORIZATION TO PURCHASE ANNUITY CONTRACT/MUTUAL FUND SHARES**

THIS AGREEMENT, entered into by and between Sheela Barhan, hereinafter "Employee", and Wright State University, Dayton, Ohio, hereinafter "University", the parties hereto agree as follows:

1. The employment contract and/or salary arrangement heretofore executed between the Employee and the University is hereby amended to provide for a reduction in the annual salary of the Employee as set forth in said contract in the amount of \$ 9499.92. Such reduction in salary shall be effective on and after January 1, 19 97.

2. The reduction in annual salary provided for in the preceding paragraph shall be effected by reducing the periodic salary or wage payment to the Employee in substantially equal sums of 791.66 each of 12 <sup>Continues</sup> pay periods.

The University agrees to purchase retirement annuity contracts and/or mutual funds shares issued by AEtna and/or Fidelity Funds.

3. The annual salary reduction shall be apportioned as follows:

\$ 0 to AEtna \$ 9,499.92 to Fidelity Funds  
TYPE OF CONTRACT: TYPE OF CONTRACT:  
Variable Annuity 403(b)(7) Custodial Account - 012

All rights to such contracts shall be vested in the Employee.

4. The reduction in salary provided for in paragraph 1 above shall not be considered in calculating deductions for either the State Teachers Retirement System of Ohio, the Public Employees Retirement System of Ohio or any other applicable State of Ohio retirement system, nor shall such reduction be considered in determining any salary adjustment due to absence.
5. This Agreement shall be legally binding and irrevocable as to both of the parties hereto while employment continues; provided, however, that either party may change or terminate this Agreement as of the end of any month, so that it will not apply to salary subsequently earned, by giving at least thirty (30) days written notice of the date of said change or termination; and provided further, that no more than one agreement for such salary reduction may be made within any taxable year of the Employee except to the extent otherwise permitted under Section 403(b) and Section 415 of the Internal Revenue Code as amended. This amendment shall remain in force for the duration of the employment contract except as changed or terminated within the allowable provision of this Agreement hereinabove stated.
6. Furthermore, the Employee hereby agrees and undertakes to indemnify and hold harmless the University from all loss, damage, costs, charges, liability or expenses on account of any taxes and/or penalties being levied by any governmental agency against the Employee or the University as an employer arising from or on account of the University's involvement in accumulating employee contributions and forwarding such contributions to said Annuity or Mutual Fund Contractors for the purpose of purchasing a tax deferred annuity or mutual fund shares for the benefit of the Employee. The University shall not be obliged to pay any amount to annuity or mutual fund company(ies) listed above in excess of an amount then due from the University to the Employee. The parties hereto acknowledge that the University has no responsibility or liability beyond the transmission of funds.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals this 27<sup>th</sup> day of December, 19 96.

ATTEST:

X Sheela Barhan  
Employee

WRIGHT STATE UNIVERSITY

By Richard Aphon  
Manager of Employee Benefits  
EMPLOYER'S COPIES — WHITE/YELLOW  
EMPLOYEE'S COPY — PINK  
CARRIER'S COPY — GOLDENROD

Soc. Security No. [REDACTED]  
Present Annual Salary \$                       
No. of Years Employed

**Action Code:**

☐ 01 Initial employment      ☐ 04 Return from leave      ☐ 07 Job reclassification      ☒ 11 Other data change  
☐ 02 Leave with pay      ☐ 05 Separation      ☐ 09 Job assignment change      ☐ 12 Data correction  
☐ 03 Leave without pay      ☐ 06 Promotion      ☐ 10 Transfer      ☐ 14 Renewed appointment

<u>10-14-96</u>	<u>99</u>	<u>1366</u>
Job start date	Job end date	Home department

<u>BARHAN, Sheela M.</u>		
Name (Last, First, MI)	Prefix	Social Security number

Address	City	State	Zip code
---------	------	-------	----------

Instructor \_\_\_\_\_ ( )  
Title/Rank/Classification \_\_\_\_\_ Home phone \_\_\_\_\_

Position control number	Job class number	Job class entry date	Job type
-------------------------	------------------	----------------------	----------

\$	\$ 5416.67	100%
Contract salary	Total monthly/hourly rate	Percent full time

FAF		
Earnings type		Tax city work
1	2	3
4	5	6
7	8	9
10	11	12
13	14	15
16	17	18
19	20	21
22	23	24
25	26	27
28	29	30
31	32	33
34	35	36
37	38	39
40	41	42
43	44	45
46	47	48
49	50	51
52	53	54
55	56	57
58	59	60
61	62	63
64	65	66
67	68	69
70	71	72
73	74	75
76	77	78
79	80	81
82	83	84
85	86	87
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91	92	93
94	95	96
97	98	99
100	101	102
103	104	105
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112	113	114
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328	329	330
331	332	333
334	335	336
337	338	339
340	341	342
343	344	345
346	347	348
349	350	351
352	353	354
355	356	357
358	359	360
361	362	363
364	365	

11/30/96	99	
Pay start date	Pay stop date	Visa type

OB/GYN		
Department	Account rate	Account number

Department	Account rate	Account number
------------	--------------	----------------

Department	Account rate	Account number
------------	--------------	----------------

## Change/Comments/Special conditions

EMPLOYEE WAS ON LEAVE WITHOUT PAY FROM SEPTEMBER 7, 1996 THRU OCTOBER 13, 1996.  
PAID FOR THE MONTH OF SEPTEMBER.

ADJUST SALARY AS FOLLOW: OVERPAID \$4126.992.  
OCTOBER PAY \$3297.098. DEDUCT 3297.098NO PAY IN OCT  
NOVEMBER DEDUCT BALANCE \$829.894.

Certification date \_\_\_\_\_

Human Resources	Date	Budget	Date
-----------------	------	--------	------

Payroll	Date
1000	10/1/10
1000	10/2/10
1000	10/3/10
1000	10/4/10
1000	10/5/10
1000	10/6/10
1000	10/7/10
1000	10/8/10
1000	10/9/10
1000	10/10/10
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1000	10/28/10
1000	10/29/10
1000	10/30/10
1000	10/31/10



12 -

**AMENDMENT TO EMPLOYMENT CONTRACT AND  
AUTHORIZATION TO PURCHASE ANNUITY CONTRACT/MUTUAL FUND SHARES**

THIS AGREEMENT, entered into by and between Sheela M. Barhan,  
hereinafter "Employee", and Wright State University, Dayton, Ohio, hereinafter "University", the parties hereto agree as follows:

1. The employment contract and/or salary arrangement heretofore executed between the Employee and the University is hereby amended to provide for a reduction in the annual salary of the Employee as set forth in said contract in the amount of \$ 4,717. Such reduction in salary shall be effective on and after NOVEMBER 1, 19 96.
2. The reduction in annual salary provided for in the preceding paragraph shall be effected by reducing the periodic salary or wage payments to the Employee in substantially equal sums of \$858.50 each of 2 pay periods.
3. The University agrees to purchase retirement annuity contracts and/or mutual fund shares issued by VALIC and/or Fidelity Funds.  
The annual salary reduction shall be apportioned as follows:  
\$ 0 to VALIC \$ 1,717.00 to Fidelity Funds  
TYPE OF CONTRACT: VALIC TYPE OF CONTRACT: 403(b)(7) Custodial Account

All rights to such contracts shall be vested in the Employee.

4. The reduction in salary provided for in paragraph 1 above shall not be considered in calculating deductions for either the State Teachers Retirement System of Ohio, the Public Employees Retirement System of Ohio or any other applicable State of Ohio retirement system, nor shall such reduction be considered in determining any salary adjustment due to absence.
5. This Agreement shall be legally binding and irrevocable as to both of the parties hereto while employment continues; provided, however, that either party may change or terminate this Agreement as of the end of any month, so that it will not apply to salary subsequently earned, by giving at least thirty (30) days written notice of the date of said change or termination; and provided further, that no more than one agreement for such salary reduction may be made within any taxable year of the Employee except to the extent otherwise permitted under Section 403(b) and Section 415 of the Internal Revenue Code as amended. This amendment shall remain in force for the duration of the employment contract except as changed or terminated within the allowable provision of this Agreement hereinabove stated.
6. Furthermore, the Employee hereby agrees and undertakes to indemnify and hold harmless the University from all loss, damage, costs, charges, liability or expenses on account of any taxes and/or penalties being levied by any governmental agency against the Employee or the University as an employer arising from or on account of the University's involvement in accumulating employee contributions and forwarding such contributions to said Annuity or Mutual Fund Contractors for the purpose of purchasing a tax deferred annuity or mutual fund shares for the benefit of the Employee. The University shall not be obliged to pay any amount to annuity or mutual fund company(ies) listed above in excess of an amount then due from the University to the Employee. The parties hereto acknowledge that the University has no responsibility or liability beyond the transmission of funds.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals this 19th day  
of September, 19 96.

ATTEST:

Soc. Security No. [REDACTED]  
Present Annual Salary \$                       
No. of Years Employed                     

Sheela Barhan  
Employee

WRIGHT STATE UNIVERSITY  
By Richard Johnson  
Manager of Employee Benefits  
EMPLOYER'S COPIES - WHITE/YELLOW  
EMPLOYEE'S COPY - PINK  
CARRIER'S COPY - GOLDENROD





Wright State  
University



School of Medicine  
Dayton, Ohio 45435

Campus Communication

October 11, 1996

TO: John Bale, M.Acc., C.P.A.  
Associate Dean for Fiscal Affairs

FROM: Janet E. Ruckrigl *JER*  
Administrative Coordinator  
Dept OB/GYN, WSUSOM

SUBJECT: Sheela M. Barhan, M.D.

*Sept.*

John, for the record Sheela M. Barhan, M.D. started employment with the Department of Obstetrics and Gynecology on 8/01/96. During the month of August, Dr. Barhan accumulated 10 Sick Leave Hours and 14.67 Vacation Hours. During the month of September, she only accumulated .95 Sick Leave Hours and 1.39 Vacation Hours, as she delivered a baby on 9/04/96 and was, therefore, on Maternity Leave 9/04/96 through 10/11/96. She returns to work on Monday, 10/14/96.

Therefore, since Dr. Barhan had not accumulated enough hours to cover her total Maternity Leave (but had been paid the full month of September by Wright State University), please withhold her pay in October to adjust her leave without pay from 9/07/96 through 10/13/96. If you have any questions, please call me. Thank you for your assistance in this matter.

jr

cc: Stephen H. Cruikshank, M.D.

*Approved  
Dmy  
10/15/96*

*see note on  
back 10/16/96  
AB*



SALARY NOTIFICATION

09/20/96

BARHAN, SHEELA M

080005 INSTRUCTOR

1366 OBSTETRICS & GYNECOLOGY

JOB NO	ACCOUNT	EARN TYPE	MONTHLY AMOUNT	* PROJECTED ANNUALIZED AMOUNT
1		FAF	\$5,416.670	\$65,000.040
				\$65,000.040

THE INFORMATION ABOVE REFLECTS SALARY RATES AND ACCOUNT INFORMATION CURRENTLY IN EFFECT. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT BOB BLAIR AT EXTENSION 4161.

\* FIGURES IN THIS COLUMN ARE BASED ON AMOUNTS PAID IN SEPTEMBER 1996 AND CALCULATED AS (12 X MONTHLY AMOUNT). ACTUAL AMOUNTS RECEIVED MAY VARY BASED ON LENGTH OF THE CONTRACT.

C. BUDGET  
HUMAN RESOURCES  
PAYROLL



Wright State  
University

## Personnel Action Form

Human Resources  
Dayton, Ohio 45435

### Action Code:

- |   |   |   |   |
|---|---|---|---|
| <input checked="" type="checkbox"/> 01 Initial employment | <input type="checkbox"/> 04 Return from leave | <input type="checkbox"/> 07 Job reclassification  | <input type="checkbox"/> 11 Other data change   |
| <input type="checkbox"/> 02 Leave with pay                | <input type="checkbox"/> 05 Separation        | <input type="checkbox"/> 09 Job assignment change | <input type="checkbox"/> 12 Data correction     |
| <input type="checkbox"/> 03 Leave without pay             | <input type="checkbox"/> 06 Promotion         | <input type="checkbox"/> 10 Transfer              | <input type="checkbox"/> 14 Renewed appointment |

August 1, 1996      99      1366  
Job start date      Job end date      Home department

BARHAN, Sheela M.      [REDACTED]  
Name (Last, First, MI)      Prefix      Social Security number

[REDACTED]      [REDACTED]      OHIO      [REDACTED]  
Address      City      State      Zip code

Instructor      ( )  
Title/Rank/Classification      Home phone

96Y086      80005      75  
Position control number      Job class number      Job class entry date      Job type

\$      \$ 5416.67      100%  
Contract salary      Total monthly/hourly rate      Percent full time

FAF      DAYTON  
Earnings type      Tax city work

8/31/96      99  
Pay start date      Pay stop date      Visa type

OB/GYN      [REDACTED]  
Department      Account rate      Account number

Department      Account rate      Account number

Department      Account rate      Account number

### Change/Comments/Special conditions

This constitutes the Notice to and Agreement by the employee of the salary to be paid employee of the services to be rendered during the 1996/97 FISCAL Year, in accordance with terms and stipulations of the Continuing Employment Agreement entered into between the University and Employee, with an effective date August 1, 1996.  
ANNUAL RATE: \$65,000

Certification date \_\_\_\_\_

*A. Blayth*      8-19-96      \_\_\_\_\_  
Human Resources      Date      Budget      Date

*A. Stone*      8/19/96      \_\_\_\_\_  
Payroll      Date      \_\_\_\_\_



**Wright State  
University**  
Dayton, Ohio 45435

## **Fiscal Year Continuing Faculty Employment Agreement**

August 1, 1996  
Effective Date

BARHAN, Sheela M.  
Name

School of Medicine  
Division

[REDACTED]  
Social Security Number

Obstetrics/Gynecology  
Department

The Board of Trustees of Wright State University and the above named individual agree that:

Subject to the following stipulations, said individual is employed full time on a continuing basis as a member of the faculty of Wright State University and, subject to notice of nonreappointment and acquisition of tenure as provided in the University Policies and Procedures for the Granting of Promotions and Tenure, at an agreed salary subject to ratification by the Board of Trustees.

- A. Said employee agrees to render full-time service to Wright State University. The employee will advise his/her immediate supervisor of any activities in which said employee may engage which will or may result in the rendering of less than full time service to the university, and the employee may not accept employment outside the university, without prior consent of the President.
- B. Subject to adequate appropriations by the legislature, the University shall annually give written notice to the employee of his/her salary for the forthcoming year. The employee shall notify the immediate supervisor in writing of the acceptance or nonacceptance of the salary and appointment on the form provided, within 15 calendar days after receipt of the salary notice.
- C. The employee's salary will be paid in approximately equal monthly installments starting with the last working day of July and ending on the last working day of the following June, unless otherwise indicated under Special Provisions.
- D. Full-time employees will earn 22 working days of vacation for each year of service to be accrued and used in compliance with the Wright State University Vacation Policy.
- E. Except for tenured faculty, the university may terminate this agreement by notice of nonreappointment in writing to the employee not later than February 1 of the first academic year's service. After the first year of service at Wright State University, the university may terminate this agreement by notice of nonreappointment no later than May 1 of the year preceding termination.
- F. The employee shall have the right to terminate this agreement by submission of a resignation to the vice-president for academic affairs of the university not later than April 1 or 15 calendar days after receiving notification of salary for the following year, whichever date occurs later.
- G. The pertinent provisions of the Ohio Revised Code are expressly incorporated in this agreement, and employment under this agreement is also subject to the Bylaws, Code of Regulations, and other actions of the Board of Trustees currently in effect, or as they may be amended or adopted hereafter.
- H. Special Provisions:

In accordance with the terms of my appointment to the strict full-time plan, I will not retain any net income from professional services except administrative stipends, compensation for occasional lectures for University Extension, royalties prizes, or income from federal government consultantships in the nature of service on grant and contract review groups.

Sheela M. Barhan  
Employee Signature

Alexia Hood  
Secretary, Board of Trustees

10-16-96  
Date

9/2/96  
Date

Distribution: White—Faculty Records; Canary—Department; Pink—Employee; Goldenrod—Suspense





Wright State University  
Dayton, Ohio 45435

# Request for Contract

## Contract Type

- ☒ Continuing Employment Agreement  
☐ Special Contract  
☐ Visiting NTT  
☐ Limited NTT  
☐ House Officer's Agreement

Required for regular faculty and staff only.

Not to be used for staff who are expected to be continued beyond one year unless employment is contingent upon grant funding.

To be used for visiting faculty.

To be used for limited-term faculty.

To be used for School of Medicine residents.

RECEIVED SPO 96Y086  
JUN 14 1996

PERSONNEL RECORDS

OB/GYN  
Requestor (department name)

1366

Primary department number

6-4-96

Date

96Y086  
Affirmative Action number

## Type Employment

- ☐ Faculty/12 months, tenure track  
☐ Faculty/9 months, tenure track  
☒ Faculty/12 months, non-tenure track  
☐ Faculty/9 months, non-tenure track  
☐ Professional/Administrative  
☐ Resident

## Work Location

- ☐ Main Campus  
☐ WSU Lake Campus  
☐ Kettering Center  
☒ Other Miami Valley Hosp.

## Employment Status

- ☒ Original appointment  
☐ Renewed appointment  
☐ Superseding appointment

## Prior/Most Recent WSU Appointment

- ☐ Faculty  
☐ Adjunct faculty  
☐ Professional/Administrative staff  
☐ Classified  
☐ Unclassified hourly  
☐ Graduate teaching assistant  
☐ Student

## Salary Distribution

Department name	OB/GYN			Total
Account number				
Academic salary Three quarters				
Adm. stipend Three quarters				
Summer salary				
Summer stipend				
Fiscal year salary	\$65,000			
Special salary	\$59,583.37			59,583.37
Total	\$65,000			59,583.37
Percent of salary				100%
Percent of time FTE	100%			**

\*\*must be equal to percent of time for which employee is appointed.

## Employment Data

Sheela M. Barhan, MD  
Name (First/Middle/Last)

[Redacted]  
Address

[Redacted]  
City

Instructor  
Title

OB/GYN - MVH  
Rank

Campus address

[Redacted]  
Social Security number

[Redacted]  
Home phone

208-2850  
Campus phone

8-1-96  
Effective date

Termination date (for special contract only)

65,000.00  
Annual salary rate

\$59,583.37  
Actual salary for this contract

\$5,416.67  
Monthly salary rate

## Special Conditions

MVH Contract

Requested by

SH Campbell  
Approved by [Signature] 6/11/96

Budget approval



**DRAFT**

June 4, 1996

Sheela M. Barhan, M.D.  


Dear Dr. Barhan:

I am pleased to offer you an appointment to the faculty of Wright State University School of Medicine in the Division of Gynecology, Department of Obstetrics and Gynecology. The appointment will be effective August 1, 1996.

Your faculty appointment is proposed at the rank of Instructor in the Department of Obstetrics and Gynecology. This rank is subject to review and approval by the Faculty Development Committee of the School of Medicine. The initial academic appointment will be for a period of three years and is subject to continuance as specified in the Bylaws of the School of Medicine. Your primary location will be at Miami Valley Hospital where you will engage in teaching and medical practice activities. You will be responsible for a teaching role in medical student and resident education relative to the activities of the Department of Obstetrics and Gynecology under the auspices of the department and the School of Medicine. You will perform other duties as delegated per the Director, Division of Gynecology.

Your base salary will be \$65,000 plus benefits annually. Under separate mailing you will receive a letter from an officer of the University Medical Services Association, Inc., which will provide you with further details concerning the School's professional practice plan. Since clinical activity is involved in this University position, this offer is contingent upon your ability to maintain a license to practice medicine in Ohio, and your qualifications for medical liability insurance at the amount, in the manner and at the rate conventional for this institution. Application for your liability insurance will be made by the University Medical Services Association. After your agreement to accept this position has been received, officials of University Medical Services Association will contact you concerning the necessary steps to provide coverage. Your cooperation and timely provision of information will greatly assist this important process.

**DRAFT**

Sheela M. Barhan, M.D.

Page 2

June 4, 1996

Current provisions of the Ohio State Teachers Retirement System (STRS) require an employee to contribute 9.3% of their total salary. This amount is deposited directly into your STRS account and is, therefore, considered tax sheltered by the IRS. Accordingly, your gross taxable income will be 90.70% of your total salary. In addition to the employee contribution, the University pays an additional 14% of your salary into the STRS account. You cannot withdraw this employer share of your retirement fund prior to eligibility for retirement, disability, or as a death benefit. While employees of the State of Ohio do not pay social security tax, recent federal legislation will require a 1.45% employee contribution to the Federal Medicare program.

In addition to the STRS program, the University provides group term life insurance with the Sun Life Assurance Company, health insurance through the Western Ohio Health Care Plan and dental insurance through Prudential Company of America. A part of the cost of these programs is paid for by the employee. Certain educational benefits are also available to employees and their immediate dependents. The University must, of course, make deductions from your salary for federal, state and local taxes.

You will be reimbursed a maximum of one month's salary (\$5,416.67) for allowable moving expenses.

Prior to the first day of your employment, you must schedule an appointment with the Department of Obstetrics and Gynecology to submit a completed copy of the enclosed I-9 Form and to complete other forms associated with your employment. Please call Mrs. Janet Ruckrigl at (513) 208-2301 to schedule this appointment.

You should consider this letter a formal offer which I hope you will accept at your earliest convenience, and affirm in writing by placing your dated signature on the following page. Please sign and return the original to me and maintain the enclosed copy for your files. After your formal acceptance has been received, I will have the appropriate contracts developed and sent to you.

Sincerely,

Stephen H. Cruikshank, M.D.  
Nicholas J. Thompson Professor and Chair  
Department of Obstetrics and Gynecology

SHC:jr  
Enclosure

Sheela M. Barhan, M.D.

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June 4, 1996

**DRAFT**

I accept the offer contained herein as indicated by my signature below and will formally consummate this contract upon receipt of the Employment Agreement.

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Sheela M. Barhan, M.D.

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Social Security Number

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Date