

Office of the President 3640 Colonel Glenn Hwy. Dayton, OH 45435-0001 (937) 775-2312 FAX (937) 775-2421

January 25, 2016

Dr. Janice Duke

Dear Dr. Duke:

The Wright State University Board of Trustees approved your emeritus title on December 18, 2015.

On behalf of the entire university community, I want to thank you for your years of service as a faculty member. We hope that you will maintain connections to Wright State by joining the WSU Retirees Association. The entire university can benefit from your wisdom gained over your many years of service.

Congratulations and best wishes for the future!

Sincerely,

David R. Hopkins

DRH/sz

Xc: Dr. Tom Sudkamp

> Dr. Margaret Dunn **Human Resources**

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Department of Obstetrics and Gynecology Weber Center for Health Education 128 E. Apple St., Stc. 3800 = Dayton, OH 45409-2703 Tel 937.208.2850 = Fax 937.222.7255 med.wright.edu/obgyn

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

February 25, 2015

Re: 2014 Faculty Evaluation for Dr. Janice Duke

Dr. Duke is an Associate Professor in the OB/Gyn Department of the Wright State University Boonshoft School of Medicine. Despite transitioning to "part-time", she remained extremely active in both patient care and student/resident education. Dr. Duke chaired the Department CME Committee and served as a member of several BSOM Committees including: Admissions, Promotions, Global Health. Continued Medical Education, and the Reproductive Course Steering Committee. She also continued in her role as faculty advisor for the BSOM Ob/Gyn Club. In addition to patient care activities within the faculty practice and on the resident services, she continued to volunteer as a preceptor at the *Reach Out* Clinic locally and taught students from multiple medical schools during her annual trip to Bolivia.

Dr. Duke's involvement in undergraduate medical education continued to be unrivaled in our department. She participated in the 1st year anatomy course, lecturing on *Pelvic Anatomy* and its relationship to OB/Gyn and serving as a preceptor for students during the pelvic dissections during gross anatomy lab. She continued to serve as the Director of the 2nd year *Reproductive Health* course as well as Course Director for the 4th year elective in Global Health. Dr. Duke continues to work with 3rd and 4th-year students rotating on the OB/Gyn services, and regularly presented the *Osteoporosis* lecture as part of the 3rd-year Clerkship. In addition to her extensive work with medical students, she actively taught Ob/Gyn residents on labor and delivery and in the clinic where her reputation as a proponent of standardized guidelines and evidence-based medicine persists. Her resident and student evaluations continue to show her to be a valuable and effective educator. In addition to teaching activities, Dr, Duke's scholarly activity included co-authorship on the paper, *Recurrent Vulvovaginitis and Herpes Simplex Virus* in the International Journal of Epidemiology and Infection.

Dr. Duke is planning to further scale back her scheduled hours in 2015 in preparation for her retirement from the BSOM this November. We will continue to work with Dr. Duke to transition her numerous responsibilities to other members of the faculty and look for her continued mentorship of junior faculty members as they assume new responsibilities. Dr. Duke expressed an interest to continue to serve and support the department following her retirement. We will work with her to define a role that will allow her to provide continued benefit to the department, prove professionally rewarding while also flexible enough to meet her needs.

Jerome L. Yaklid, M.D., MBA, FACOG Associate Professor and Chair

Associate Professor

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February 24, 2014

Re: 2013 Faculty Evaluation for Dr. Janice Duke

Department of Obstetrics and Gynecology Weber Center for Health Education 129 E. Acple St., Ste. 3800 = Dayton, OH 45409-2703 Tel 937.208.2850 = Fax 937.222.7255 med.wright.edu/obgyn

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

Dr. Duke is an Associate Professor in the OB/Gyn Department of the Wright State University Boonshoft School of Medicine. In 2013 she remained one of the departments most active in areas of student and resident education. Dr. Duke is Chair of the department CME Committee as well as member of the BSOM CME Committee. In 2013, Dr. Duke received the APGO Excellence in Teaching Award which honors outstanding women's health educators in APGO Member Departments.

Dr. Duke was faculty advisor for the BSOM OB/Gyn Club coordinating student shadowing of OB/Gyn physician's, providing obstetric opportunities for 1st and 2nd year medicine students. This year she expanded the program to include more hands on teaching opportunities in the simulation lab. Dr. Duke also participated in the 1st year anatomy course, lecturing on Pelvic Anatomy and its relationship to OB/Gyn. She also served as a preceptor for students during gross anatomy lab pelvic dissections. Dr. Duke coordinated new learning models and methods as Director of the 2nd year Reproductive Health course. As course Director for the 4th year elective in Global Health, Dr. Duke once again led students on a trip to Bolivia to participate in patient care and learn about global health firsthand. In addition, she served as a panelist during the Women in Medicine elective, worked with 3rd and 4th-year students rotating on the OB/Gyn services, and regularly lectured on Osteoporosis as part of the 3rd-year Clerkship. Outside of formal teaching and mentoring, Dr. Duke volunteers to work with students at Reach Out Montgomery County clinic.

Evaluation scores from medical students and residents all place Dr. Duke well in the department. Their frequent comments include dedication to teaching in an outpatient environment and her approach in evidencebased medicine.

Dr. Duke has expressed interest to scale back work activity starting in 2014 thus entering part-time employment at the BSOM and in the practice plan. The department and Dr. Duke will work together to contrive a plan which modifies her schedule in order to meet her personal needs while also providing the best benefit to medical education and the needs of the department. She will try to remain active in department research projects and mentor junior faculty members. Following the implementation of her reduced schedule. we will work with Dr. Duke to begin determining which of her varied activities should be continued after her eventual retirement and begin to develop succession plans for each.

MD, MBA, FACOG

Associate Professor and Chair

Associate Professor



March 1, 2013

Re: 2012 Faculty Evaluation for Dr. Janice Duke

Dr. Duke is an Associate Professor in the OB/Gyn Department of the Wright State University Boonshoft School of Medicine. In 2012 remained one of the departments most active in areas of student and resident education. In addition to her mentoring students on the 3rd-yr clerkship and 4th-yr sub I's, Dr. Duke is faculty advisor for the BSOM OB/Gyn Club coordinating student shadowing of OB/Gyn's, providing lectures on basic terminology and methodology used on labor and delivery, arranging guest speakers and coordinating Suture Skills labs. Dr. Duke also participates in the 1st year anatomy course lecturing on Public Anatomy and relationship to OB and Gyn and working with 1st year students in gross anatomy lab during pelvic dissection. She lectured as part of the 2nd-yr Reproduction course on Common Gynecological Problems and she coordinated case studies on pregnancy terminations. Dr. Duke is also course director for the 4th-yr elective in Global Health where she takes students to Bolivia to participate in patient care and learn about global health firsthand. Outside of formal teaching and mentoring, Dr. Duke volunteers at Reach Out Montgomery County clinics and precepts 1st- and 2nd- year medical students in gynecology at the center on a monthly basis. She also served as a member of the discussion panel on International Health in the MPH program. Within the department, Dr. Duke is Chair of CME Committee as well as member of the BSOM CME Committee; she is also member of BSOM Clinical Competency Committee.

The resident and medical student evaluations percentages rate Dr. Duke in the upper half in relation to her peers. The students specifically made note of Dr. Duke's excellent teaching skills, her calm effectiveness and the overall dedication she provides during their rotations.

In 2012, her scholarly activity included working on a grant thru the Dayton VA developing a simulator case study on *Atropic Vaginitis*. She is also currently working on an IRB approved study looking at the cost effectiveness of preeclampsia screening in pregnant women with new onset hypertension, which she hopes to complete and submit for publication in 2013.

Dr. Duke's goals for 2013 are to look at other innovative ways to incorporate simulation in both undergraduate and graduate medical education and hopefully collect data leading to publication during the process. Dr. Duke is looking at the possibility of retirement in the next 1-3years; one of her goals and my recommendation is she begin to look at the myriad of educational activities in which she is involved and begin to involve other faculty members on those projects she feels important to continue after her retirement. In the coming year, we plan to investigate options for how Dr. Duke can remain active in our department between now through her retirement and beyond.

Jerome Lyaklic, MD, FACOG

Associate Trofessor and Acting Chair

Janice Duke, MD Associale Professor

Wright State University School of Medicine **Inventory of Faculty Academic Activities** January 1, 2012 - December 31, 2012

Name:

Janice M. Duke, MD

Rank:

Associate Professor

Department:

Department of Obstetrics and Gynecology

I. Teaching:

A. Baccalaureate: None

B. **Graduate Student Education**

Geriatric Fellow

Geriatric Fellow taught about gynecologic care of private office patients in the clinical setting over a 2 month period.

CMH771: MPH Program

Panel member to discuss international health. Feb 2012

C. **Undergraduate Medical Education**

- 1. Biennium One Teaching
 - a. OB/GYN Club Faculty Advisor-1st and 2nd year medical students gain knowledge of clinical OBGYN.
 - 1. Obstetric Observation: Coordinated student observation of labor and delivery. Lectured on basic terminology and methodology used in labor and delivery.
 - 2. Obtain speakers for monthly meetings throughout the year.
 - Suture Lab
 - b. SMD510: Anatomy course: year 1
 - (1). Lecture on "Clinical correlation of Pelvic Anatomy to gynecology and obstetrics".
 - (2). Mentor 1st year students in Pelvic Anatomy Lab Session. Oct. 2012
 - SMD 551, Reproductive Health Course-Year 2.
 - (1). Lecturer on common avnecologic problems
 - (2). Coordinator of Case study on Pregnancy Termination
 - (3). Steering Committee member
 - d. SMD 612: "Global Health" elective Lecture Feb. 2012
 - e. Reachout: Teach 1st and 2nd year medical students clinical skills in gynecology while volunteering at this free clinic monthly.
 - f. SMD 804: Women in Medicine Elective- Panelist for 1 session April, 2012
 - g. OSCE Review and score exams in 2012

2. 3rd Year Teaching WOH700

- Labor and delivery Teach students fundamentals of obstetrics while on labor floor
- b. OB Service, Postpartum Rounds, & Clinic Weekly, staff postpartum patients and their related problems. Review student and intern notes and teach aspects of obstetrics on a clinical level on postpartum rounds & in clinic. Students present patients in clinic and on rounds.
- Gynecology Staff Service Teach during postoperative rounds. Have student's present brief topics. Teach suture and knot tying skills as time permits. Proctor CWH clinics with med students as part of the care team who are proctored.
- d. Lecture on Osteoporosis for Clerkship in Ob/Gyn
- e. Simulation sessions on laparoscopy and knot tying on Friday afternoons with students doing their OB/Gyn clerkship
- 3. 4th Year Teaching
 - a. WHO 801: Preceptor for 4th year medical students in office practice and teach during gyn rounds and surgery.
 - b. WHO 804: Precept students in obstetrics on rounds, in surgery and on L&D.

- c. Recruit volunteers in Obstetrics and Gynecology for ReachOut so that the students have the opportunity to do clinical work with a preceptor in gynecology while they volunteer, and as a part of the 4th year GYN elective.
- d. WOH \$13: Biennium II elective, Director, International OB/GYN Feb. 2012.

 Coordinated and supervised 4th year medical students trip to Bolivia to work in medical clinic for the month. Supervise WSUSOM med students and students from other medical schools in a medical clinic for a week in Bolivia.

D. Graduate Medical Education

- 1. OB Teaching
 - a. Continuity Care Clinics & Obstetrical/Gynecological Clinics (Proctoring) Assist Residents with more difficult exams and proctor. Review Resident history, physical, assessment and plan, and discuss with patient as appropriate. Patients are examined with the intern in clinic for the first 6 months of residency.
 - Labor and Delivery Supervision (obstetrical deliveries, spontaneous, instrumental and surgical, on a regularly scheduled basis during the week as well as in-house night call). Staff L&D triage.

2. GYN Teaching

- a. Gynecology Staff Service Teach during postoperative rounds weekly.
- b. Gynecology Surgeries Proctor all four levels of residents with staff surgical patients, from minor procedures to major abdominal and vaginal procedures. I also teach residents by allowing all 4 year levels to be primary surgeries on my private practice according to their skill level.
- c. ER consults: Discuss and review resident evaluation with ER patients
- d Continuity Care Clinics (Proctoring) Assist OB/GYN and Residents with more difficult exams. Review Resident history, physical, assessment and plan. Patients are examined with the intern for the first 6 months of residency.

3 Special Projects

Visiting Professor – The residents meet periodically, for one hour, after Grand Rounds
with speakers from out of town. This gives residents the opportunity to be exposed
to physicians outside our immediate community.

E. Continuing Medical Education

- 1. Chair of CME for Ob/Gyn providing 37 hours of CME in 2012
- 2. Provide Lectures for CME in Ground Rounds
- 3. Lectures and formal Educational Presentations
 - a. SMD510, "Pelvic Anatomy Clinical Correlation", Anatomy Course WSUSOM, (1st year medical Students) – October 2012.
 - SMD551, Coordinator of Case Discussion "Pregnancy Termination", Reproductive Health Course, WSUSOM – April 2012 (2nd year medical students).
 - SMD551, Lecture on "Common Gynecological Problems", Reproductive Health Course, WSUSOM-April 2012 (2nd year medical students)
 - d. SMD612, "Health Care in Developing Countries" & "Circumcisions", Global Health, Feb. 2012
 - e. WOH700, "Osteoporosis", MVH, student lecture, six times during the year.
 - f. CME Grand Rounds, "Sexual Dysfunction", Dept of OB/Gyn, WSUSOM, Aug. 2012.
 - g. OB/Gyn Resident Didactics, WSUSOM, Sept. 2012

II. Scholarly Activity:

- A. Grant: Development of Simulation Case Study on Vaginal Atrophy for the VA
- B. IRB Approved, In process of collecting data with MS4: "Cost Effectiveness of Preeclampsia Screening in Pregnant Women with New Onset Hypertension."

III. Service:

- A. Medical Student Advisor
 Himaja Palur Class of 2013
 Alyson Marie Grant, Class of 2014
 Dan Noble, Class of 2014
- B. Advisor for OB/GYN Resident Class of 2013
- C. AMWA: Panel member on women in medicine, Sept 2012
- D. Committee Memberships
 - 1. Residency
 - a. Resident Education Committee, Dept. OB/GYN, WSUSOM
 - b. Resident Selection Committee, Dept. OB/GYN, WSUSOM
 - OB/GYN Department
 - a. Division Director-Generalists, Dept. of Ob/Gyn, WSUSOM
 - b. Chair, CME Committee, Dept. of OB/GYN, WSUSOM. Coordinated CME program for the greater Dayton OB/GYNs, with 37 hours of CME in 2012, for OB/GYNs in Dayton.
 - c. International OB/GYN Biennium II, WHO 813 elective director.
 - d. Clinical appointments, Reappointments & Promotions Committee
 - 3. Miami Valley Hospital
 - a. MVH Perinatal M&M Committee
 - b. MVH Infection Control Committee
 - 4. Wright State University Boonshoft School of Medicine
 - a. Clinical Competencies Committee
 - b. Reproductive Steering Committee
 - c. CME Committee
 - 5. Professional Memberships
 - a. Ohio State Medical Association 2000 present
 - b. Montgomery County Medical Society 2000 present
 - c. Fellow, American College of OB/GYN 2000 present
 - d. Academy of Medicine Life Member
 - e. ISSWSH 2008 present
 - f. AOA Life Member
- F. Reach Out Volunteer Teach medical students clinically while volunteering in free clinic
- G. Bolivia: Teach medical students from Loyola of Chicago, Northwester, WSU, and other medical schools while working in a clinic in Bolivia, Feb 2012.

IV. Patient Care Summary:

- A. Morning Report (alternating Tuesday, Wednesdays, and Fridays and as needed) Miami Valley Hospital Staff OB Services and Postpartum Rounds.
- B. Morning Report GYN staff Service as needed. Cover emergency surgeries weekly
- C. Wright State Physicians (OB/GYN component of UMSA) three half days a week I see patients involving prenatal care, moderate risk obstetrics, primary care and gynecologic annuals, consultations for gynecologic surgeries, evaluations of abnormal pap smears, patients with abnormal uterine bleeding, vulvar disease and chronic pelvic pain. These patients lead to inpatient care at Miami Valley Hospital, requiring a variety of outpatient, minor surgical, laparoscopic, abdominal and vaginal surgical procedures with a variety of diagnoses from advanced intra-epithelial neoplasia to patients with complex incontinence, pelvic organ prolapse. The patients in the office were often seen in conjunction with medical students, offering another opportunity to enhance the student's clinical experience.
- D. Emergency coverage of OB/Gyn in hospital when on call during day and night.

٧. Administration

- A.
- CME Chair for Dept. of OB/Gyn, MVH –Jan 2001 Present Division Director, Generalist Division of Ob/Gyn, Dept. WSU, 2009 present Asst Director of CWH, FRHC, OB/Gyn clinic, 2012-present B.
- C.



Announcement of

Position Vacancy
Wright State is an equal opportunity/
affirmative action institution.

Human Resources 243 Allyn Hall Dayton, Ohio 45435

Incumbent's name November 1998 Use Date position to be filled ASAP	Faculty rank or job title	Instructor/Assistant/Assoc	ciate Professor - Gy	necology Position	on#
New position Replacement Annual or hourly rate	Department name	Obstetrics & Gynecolo	gy	_ Affirmative Action	on #97 YO [
Incumbent's name November 1998 Unit Date position to be filled ASAP	Account number(s)			_ Primary (home) dep	ot.#
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Type of appointment: (check appropriate boxes) Faculty Tenure track	Incumbent's name 424	lid Kasson.	m.D.	_	30 00 20
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Position Description

Wright State is an equal opportunity/ affirmative action institution.

Human Resources 243 Allyn Hall Dayton, Ohio 45435

Affirmative Action

Page 1 of 2 Section One

Position Info	rmation		Instructor/Assistant/Associate Professor
Faculty	Unclassified	☐ Classified	Faculty rank or job title
☐ Unclassifie	nd hourly Bar	gaining unit	
Department_	Obstetrics & (Gynecology (Gyne	ecology)mediate supervisor Stephen H. Cruikshank, M.D.
Work location	Miami Val	ley Hospital	

H. Typical Duties (List duties in rank order of importance with the most important being #1 and include percent of time involved.) An asterisk (*) indicates each essential function of this position.

This is a full-time position in the Division of General Obstetrics and Gynecology with teaching responsibilities of medical students and residents. The candidate must have demonstrated an interest in scholarly research, teaching, and service. The candidate will participate fully in clinical care activities, including OB/GYN, L&D night and weekend Call coverage, plus academics. The candidate will also encourage research and encourage residents to get involved in research projects/activities.

100%

Position Description

9940/6

III. Education, Experience, and Skills

Required:

- 1. Have M.D. Degree
- 2. Board Eligibility/Certification in Obstetrics/Gynecology
- 3. Unrestricted License in Ohio
- 4. 1-3 years experience in academic environment

Preferred:

IV.	Licenses,	Certifications	Required
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- 1. Active Candidacy or Certified in Obstetrics and Gynecology
- 2. Unrestricted Medical License in the State of Ohio
- 3. DEA License

V.	Working Conditions (Describe environment, itemizing all conditions to which the employee may be exposed i.e. temperature,
	noise, hazardous materials, climbing, hours of work, etc.)

Miami Valley Hospital - Labor & Delivery, Perinatal Health Center Gyn Clinics University Women's Health Care - Private Office

Approved by: Supervisor	Stephen H. Cruiksh	ank, M.D.		
Title _	Professor and Chair	rman, Department of Obstetrics	s and Gynecology	
Date	8/31/98			
Section Two Job title Salary or hour Classification		sistant / Associate	Pay grade	

historieler/ Asst/ Assuc. Grofessor

ADVERTISEMENT

FACULTY POSITION IN OB/GYN OBSTETRICIAN/GYNECOLOGIST

Wright State University School of Medicine, Department of Obstetrics and Gynecology invite applications for a full-time faculty position in the Division of General Obstetrics and Gynecology at the the Instructor or Assistant/Associate Professor level. Primary faculty duties include the teaching of medical students and residents and the pursuit of scholarly and research activities. Professional activities include primary consultative gynecological care and will include full participation in clinical care activities of the night and weekend in-house coverage of a Residency Program. Applicant qualifications include a M.D. degree, board eligibility/certification in obstetrics/gynecology, unrestricted license in Ohio, and board eligibility/certification in Obstetrics and Gynecology: Academic rank and salary are dependent upon qualifications.

1-3 yrs. Up. in O coderal luminously.

DEA License 14-3.

Send letter of interest, curriculum vitae and the names/addresses of three references to:

Stephen H. Cruikshank, M.D.
Chairman and Program Director
Nicholas J. Thompson Professor
Department of Obstetrics and Gynecology
Wright State University School of Medicine
128 Apple Street, Suite 3800 CHE
Dayton, Ohio 45409

All applications received by November 1, 1998, will be considered; if the position is not filled therefrom, applications will be considered as received until the position is filled.

Wright State University is an Affirmative Action and Equal Opportunity employer.



* SHADED AREAS FOR HR USE ONLY

Personnel Action Form



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

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November 30, 2014

Jerome L Yaklic MD
Chair, Department of Obstetrics and Gynecology
Wright State University School of Medicine
128 Apple Street, Suite 3800 Weber CHE
Dayton OH 45409

Dear Dr. Yaklic,

This letter is my official notification to you and to Wright State University that my last day of employment for Wright State University Boonshoft School of Medicine will be November 20, 2015. On that day, I plan to retire.

I am excited about my impending retirement but wanted to take this opportunity to thank you for all of the opportunities that I have experienced working for the Department of Obstetrics and Gynecology. I have genuinely enjoyed my work as Associate Professor and will miss all my colleagues when my retirement day comes.

Please let me know what I can do to help with the transition of my work to another physician. I plan to work until my retirement date and will be happy to help you make a smooth transition.

Please feel free to contact me if you need additional information.

Sincerely,

Janice M Duke MD



Department of Obstetrics and Gynecology
Weber Center for Health Education
128 E. Apple St., Ste. 3800 = Dayton, OH 45409-2703
Tel 937.208.2850 = Fax 937.222.7255
rned wright.edu/obgyn

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

December 1, 2014

Janice M. Duke, MD

Dear Dr. Duke:

As a follow-up to our recent discussion, this letter of offer outlines the terms and conditions of the re-appointment we propose per your request. This letter will supersede earlier agreements, including your previous letter of offer dated February 5, 2014.

This re-appointment is effective January 1, 2015. Your rank will remain that of Associate Professor and will be adjusted to sixty percent full-time equivalent (60% FTE.) This appointment is subject to continuance as specified in the Bylaws of the Faculty of Medicine (http://www.med.wright.edu/fca/policy/bylaws.html).

Responsibility and Time Allocation

Your primary location will continue to be Miami Valley Hospital where you will engage in teaching and medical practice activities. You will be responsible for a teaching role in medical student, resident and fellow education relative to the activities of your department under the auspices of the department and School of Medicine. You will perform these and other duties as mutually agreed upon by your chair.

Since you agree to render full time service to Wright State University, you will advise Jerome Yaklic, MD, Chair, of any activities in which you may engage which will or may result in the rendering of less than full time service to the university. You may not accept employment outside the university and Wright State Physicians (WSP), the practice plan for School of Medicine faculty, without the prior consent of the department chair. You will not retain any net income from professional services with the exception of nominal honoraria, prizes, or income from federal employment and consultantships.

Clinical/Clerical Support

Your clinical and clerical support will remain the same.

Office Space

You will maintain your current office space.

Compensation and Benefits

Below is a summary of your adjusted salary with this reappointment.

University Base Salary

\$61,717.88

University Stipend

\$9,000.00

Physicians Base Salary*

\$40,000.00

* This base salary is dependent upon your clinical activity and may be further adjusted.

You may remain in your ARP plan. Employees who move from 75% FTE to 51-74% FTE may stay in their ARP plans.

You continue to be eligible for these benefits: group life, medical, dental, and vision coverage. You may also pay a portion of the costs for some of these programs. Long term disability insurance and educational benefits are not available for employees below 75% FTE. Vacation and sick leave accrual is prorated on the basis of actual days worked during the month. Vacation is for use only within the appointment period, and no payment for unused vacation time will be made upon termination.



If you have questions regarding your benefits, contact the benefits manager, 937-775-2120.

The pertinent provisions of the Ohio Revised Code are expressly incorporated in this contract, and such employment is also subject to the School of Medicine policies and procedures including the Bylaws and other actions of the Wright State University Board of Trustees currently in effect, or as they may be amended hereafter.

Please sign the original and copy of this letter (enclosed) which will constitute our agreement. Please return the original to me by Friday, December 5, 2014, and keep the copy for your files.

Sincerely.

JeronleyL. Yaklic, M.D., MBA Chair of the Department

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

Name

Signature

Date



Human Resources

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February 5, 2014

Department of Obstetrics and Gynecology Weber Center for Health Education 128 E. Apple St., Ste. 3800 Payton, OH 45409-2703 Tel 937.208.2850 Fax 937.222.7255 med.wright.edu/obgyr/

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

Janice M. Duke, MD

Dear Dr. Duke:

As a follow-up to our previous discussion, this letter of offer outlines the terms and conditions of the re-appointment we propose. This letter will supersede earlier agreements including your previous letter of offer dated August 1, 2000.

This re-appointment is effective *March 1, 2014*. Your rank will remain that of Associate Professor and will be adjusted to eighty percent full-time equivalent (80% FTE.) This appointment is subject to continuance as specified in the Bylaws of the Faculty of Medicine (http://www.med.wright.edu/fca/policy/bylaws.html).

Responsibility and Time Allocation

Your primary location will continue to be Miami Valley Hospital where you will engage in teaching and medical practice activities. You will be responsible for a teaching role in medical student, resident and fellow education relative to the activities of your department under the auspices of the department and School of Medicine. You will perform these and other duties as mutually agreed upon by your chair.

Since you agree to render full time service to Wright State University, you will advise Jerome Yaklic, MD, Chair, of any activities in which you may engage which will or may result in the rendering of less than full time service to the university. You may not accept employment outside the university and Wright State Physicians (WSP), the practice plan for School of Medicine faculty, without the prior consent of the department chair. You will not retain any net income from professional services with the exception of nominal honoraria, prizes, or income from federal employment and consultantships.

Clinical/Clerical Support

Your clinical and clerical support will remain the same.

Office Space

You will maintain your current office space.

Compensation and Benefits

Below is a summary of your adjusted salary with this reappointment.

University Base Salary \$80,677 University Stipend \$12,000 Physicians Base Salary* 62,323

* This base salary is dependent upon your clinical activity and may be further adjusted.

Your benefits remain unchanged and are restated for this re-appointment.

New faculty members who are appointed to work full time for the academic year or the equivalent of at least 75 percent of full time for a 12-month period (100 percent of full time for a 9-month period) are required to enroll in one of three plans of the State Teachers Retirement System of Ohio (STRS) or the Wright State University Alternative Retirement Plan (ARP). A faculty member whose appointment is less than full time for the academic year or less than the equivalent of 75% of full time on a 12-month basis is enrolled in STRS. The plans are:

- the STRS Defined Benefit Plan where retirement, disability, and survivor benefits are determined by formulas using the employee's age, service credit, and final average salary;
- (2) the STRS Defined Contribution Plan where retirement benefits are determined by the amount of money, including investment earnings, which the employee's account accumulates; and
- (3) the STRS Ohio Combined Plan which has some elements of the other two STRS Ohio plans.

The employee contribution to any of the three STRS Ohio plans is currently 11.0 percent of the employee's earnings and is deducted on a pre-tax basis and is deposited in the employee's personal account at STRS Ohio.

When a faculty member enrolls in STRS, the university contributes an amount equal to 14.0 percent of the faculty member's earnings. The amount of the 14.0 percent of earnings employer contribution deposited in the faculty member's STRS account depends on which STRS plan the faculty member elects.

STRS Ohio Defined Contribution Plan: Currently an amount equal to 10.5 percent of the employee's earnings is deposited in the employee's account. The remaining 3.50% of earnings employer contribution is used to fund the STRS Ohio unfunded liability and does not provide a benefits for the Defined Contribution Plan participant.

STRS Defined Benefit and STRS Ohio Combined Plans: The 14.0 percent of earnings employer contribution funds survivor, disability, and health care benefits and is not deposited in the employee's account.

The Alternative Retirement Plan is a defined contribution plan where the retirement benefit is determined by the amount of money, including investment earnings, which the employee accumulates in an annuity account. The employee contribution to the ARP, currently 11.0% of pay, is deducted on a pre-tax basis from the employee's earnings and is deposited in the employee's account with an approved annuity carrier that the employee selects. The employer contribution to the ARP, currently an amount equal to 9.5% of the employee's pay, is also deposited in the employee's ARP account. For an employee electing the ARP, a

portion of the employer contribution, currently 4.5% of earnings, is deposited in the STRS Ohio unfunded liability.

All Wright State University (WSU) employees are exempt from Social Security contributions on earnings from the University. However, WSU employees are required to pay a Medicare contribution of 1.45% of their earnings. The University must make certain deductions from your salary for federal, state, and local income taxes. You will be paid in approximately equal monthly installments on the last working day of each month.

Eligible members also receive the customary faculty benefits. These currently include group life, medical, dental, vision, and long-term disability coverage to eligible faculty members. The employee pays a portion of the costs for some of these programs. Certain educational benefits are also available to employees and their qualifying dependents. Vacation and sick leave accrual is prorated on the basis of actual days worked during the month. Vacation is for use only within the appointment period, and no payment for unused vacation time will be made upon termination.

If you have questions regarding your benefits, contact the benefits manager, 937-775-2120.

The pertinent provisions of the Ohio Revised Code are expressly incorporated in this contract, and such employment is also subject to the School of Medicine policies and procedures including the Bylaws and other actions of the Wright State University Board of Trustees currently in effect, or as they may be amended hereafter.

Please sign the original and copy of this letter (enclosed) which will constitute our agreement. Please return the original to me by Friday, March 14, 2014, and keep the copy for your files.

Sincerely,

Jerome L. Yaklic, MD Chair of the Department

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

Diame.

Signature

12 Feb 20

Model revised January 3, 2013

Human Resources (937) 775-2120

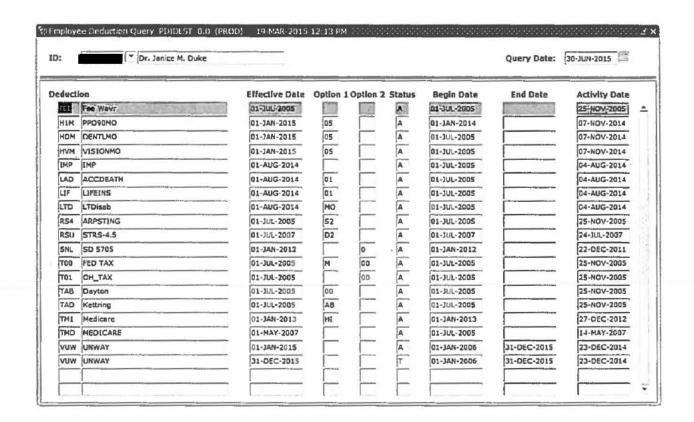
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Human Resources (937) 775-2120

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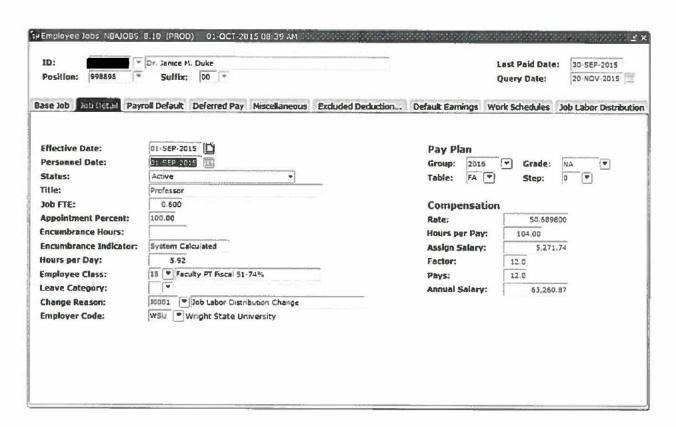
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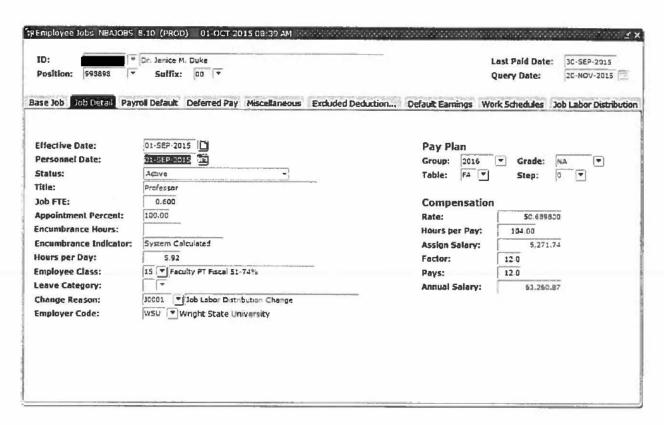
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Human Resources (937) 775-2120

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Department of Obstetrics and Gynecology
Weber Center for Health Education
128 E. Apple St., Ste. 3800 Dayton, OH 45409-2703
Tel 937.208.2850 Fax 937.222.7255
med.wright.edu/obgyn/

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

February 5, 2014

Janice M. Duke, MD

_ _ _ .

Dear Dr. Duke:

As a follow-up to our previous discussion, this letter of offer outlines the terms and conditions of the re-appointment we propose. This letter will supersede earlier agreements including your previous letter of offer dated August 1, 2000.

This re-appointment is effective March 1, 2014. Your rank will remain that of Associate Professor and will be adjusted to eighty percent full-time equivalent (80% FTE.) This appointment is subject to continuance as specified in the Bylaws of the Faculty of Medicine (http://www.med.wright.edu/fca/policy/bylaws.html).

Responsibility and Time Allocation

Your primary location will continue to be Miami Valley Hospital where you will engage in teaching and medical practice activities. You will be responsible for a teaching role in medical student, resident and fellow education relative to the activities of your department under the auspices of the department and School of Medicine. You will perform these and other duties as mutually agreed upon by your chair.

Since you agree to render full time service to Wright State University, you will advise Jerome Yaklic, MD, Chair, of any activities in which you may engage which will or may result in the rendering of less than full time service to the university. You may not accept employment outside the university and Wright State Physicians (WSP), the practice plan for School of Medicine faculty, without the prior consent of the department chair. You will not retain any net income from professional services with the exception of nominal honoraria, prizes, or income from federal employment and consultantships.

Clinical/Clerical Support

Your clinical and clerical support will remain the same.

Office Space

You will maintain your current office space.

Compensation and Benefits

Below is a summary of your adjusted salary with this reappointment.

University Base Salary \$80,677 University Stipend \$12,000 Physicians Base Salary* 62,323

* This base salary is dependent upon your clinical activity and may be further adjusted.

Your benefits remain unchanged and are restated for this re-appointment.

New faculty members who are appointed to work full time for the academic year or the equivalent of at least 75 percent of full time for a 12-month period (100 percent of full time for a 9-month period) are required to enroll in one of three plans of the State Teachers Retirement System of Ohio (STRS) or the Wright State University Alternative Retirement Plan (ARP). A faculty member whose appointment is less than full time for the academic year or less than the equivalent of 75% of full time on a 12-month basis is enrolled in STRS. The plans are:

- the STRS Defined Benefit Plan where retirement, disability, and survivor benefits are determined by formulas using the employee's age, service credit, and final average salary;
- (2) the STRS Defined Contribution Plan where retirement benefits are determined by the amount of money, including investment earnings, which the employee's account accumulates; and
- (3) the STRS Ohio Combined Plan which has some elements of the other two STRS Ohio plans.

The employee contribution to any of the three STRS Ohio plans is currently 11.0 percent of the employee's earnings and is deducted on a pre-tax basis and is deposited in the employee's personal account at STRS Ohio.

When a faculty member enrolls in STRS, the university contributes an amount equal to 14.0 percent of the faculty member's earnings. The amount of the 14.0 percent of earnings employer contribution deposited in the faculty member's STRS account depends on which STRS plan the faculty member elects.

STRS Ohio Defined Contribution Plan: Currently an amount equal to 10.5 percent of the employee's earnings is deposited in the employee's account. The remaining 3.50% of earnings employer contribution is used to fund the STRS Ohio unfunded liability and does not provide a benefits for the Defined Contribution Plan participant.

STRS Defined Benefit and STRS Ohio Combined Plans: The 14.0 percent of earnings employer contribution funds survivor, disability, and health care benefits and is not deposited in the employee's account.

The Alternative Retirement Plan is a defined contribution plan where the retirement benefit is determined by the amount of money, including investment earnings, which the employee accumulates in an annuity account. The employee contribution to the ARP, currently 11.0% of pay, is deducted on a pre-tax basis from the employee's earnings and is deposited in the employee's account with an approved annuity carrier that the employee selects. The employer contribution to the ARP, currently an amount equal to 9.5% of the employee's pay, is also deposited in the employee's ARP account. For an employee electing the ARP, a

portion of the employer contribution, currently 4.5% of earnings, is deposited in the STRS Ohio unfunded liability.

All Wright State University (WSU) employees are exempt from Social Security contributions on earnings from the University. However, WSU employees are required to pay a Medicare contribution of 1.45% of their earnings. The University must make certain deductions from your salary for federal, state, and local income taxes. You will be paid in approximately equal monthly installments on the last working day of each month.

Eligible members also receive the customary faculty benefits. These currently include group life, medical, dental, vision, and long-term disability coverage to eligible faculty members. The employee pays a portion of the costs for some of these programs. Certain educational benefits are also available to employees and their qualifying dependents. Vacation and sick leave accrual is prorated on the basis of actual days worked during the month. Vacation is for use only within the appointment period, and no payment for unused vacation time will be made upon termination.

If you have questions regarding your benefits, contact the benefits manager, 937-775-2120.

The pertinent provisions of the Ohio Revised Code are expressly incorporated in this contract, and such employment is also subject to the School of Medicine policies and procedures including the Bylaws and other actions of the Wright State University Board of Trustees currently in effect, or as they may be amended hereafter.

Please sign the original and copy of this letter (enclosed) which will constitute our agreement. Please return the original to me by Friday, March 14, 2014, and keep the copy for your files.

Sincerely,

Jerome L. Yakijc, MD Chair of the Department

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

Name

Signature

Date

Model revised January 3, 2013



Personnel Action Form

Human Resources (937) 775-2120

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WRIGHT STATE UNIVERSITY Payroll Office

Adjustment Request

Please complete all areas. Please print or type.

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.

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Personnel Action Form

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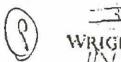
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HR Approval/Date
Payroll Approval/Date

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Revived August 2010



WRIGHT STATE

Personnel

Human Resources 3640 Colonel Glenn Hwy.

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Department of Obstetrics and Gynecology Weber Center for Health Education 128 E. Apple St., Ste. 2800 * Dayton, OH 45408-2702 Tel 837.208.2860 * Fax 937.222.7255 meg.wnght.edu/obgyn:

Jerome L. Yakflo, M.D. Acting Chairman and Associate Professor

March 15, 2013

Janice M. Duke, MD

Dear Dr. Duke:

Thank you for your dedicated service as the Medical Director for the Five Rivers Health Centers (FRHC) — Center for Women's Health (CWH.) Per our recent discussion, I am terminating your duties as the Director, effective March 31, 2013. However, I am pleased to offer you an appointment as Assistant Medical Director of FRHC — CWH, 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 \$10,000 annually for this administrative position; your current stipend of \$43,677.64 annually will end effective March 31, 2013.

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

Janice M. Duke, 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 Friday, February 1, 2013 and keep the copy for your files.

Sincerely yours,

Jerome L. Yaklir, MD

Acting Chair, Department of Obstetrics & Gynecology

Encl.

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

Signaturje

Date

Personnel Action Form

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Human Resources (937) 775-2120

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Department of Obstetrics and Gynecology

Weber Center for Health Education 128 E. Appla St., Ste. 3800 • Dayton, OH 45409-2703 Tel 937.208.2850 • Fax 937.222.7255 med wright.edu/oboyr/

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Department of Obstetrics and Gynecology

Weber Center for Health Education 128 E. Apple St., Ste. 3800 ■ Dayton, OH 45409-2703 Tel 937 208 2850 • Fax 937 222 7255 med whicht edu/abgyn-

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Janice M. Duke, MD March 15, 2013 Page 2

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Sincerely yours,

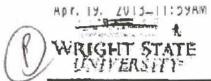
Jerome L. Yaklić, MD Acting Chair, Department of Obstetrics & Gynecology

Encl.

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

Signature

Date



Personnel Action Form

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Revised August 2010

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Job Title;		Position Cla	ss Number	/	Positio	on FTE	Factor / Pays			
\$96,929.82		\$8,077.40	81 \$46.691		\$					
Annual Base Salary		Base Month	ly/Hourly Rat	с	Month	Monthly Stipend Rate (If Applicable)				
Faculty Faculty Fiscal (12 month) Academic (9 month) Tenure Track Non-Tenure Track Unclassified Unclassified Hourly Classified Certified Provisional Classified PTOC Retiree Bargaining Unit Salary Distribution Distribution 1 Distribution 2 Distribution 4 Distribution 5	20	Sp Ter 30- Intr Vis Vis Lir Au On	siting Scholar siting NTT nited NTT xiliary	cy nent (6 month) / Faculty ent (bonus/awa		Supersed New His Leave Terminal Retirem Promotion Demotion Job Assummer Transfer Other Demotion Transfer Demotion In the Internal Promotion Internal Promotion In the Internal Promotion In the Internal Promotion Internal Promotio	ation / Separation nent ion on signment Change	-		
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The second secon	\$	\$	\$	\$	\$	\$	\$			



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

July 29, 2011

Janice M. Duke 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 \$95,029.24
Across-the-Board Increase Amount \$1,900.58
New Annual Salary \$96,929.82

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



* SHADED AREAS FOR HR USE ONLY

Personnel Action Form

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

Duke, Janice M. Name (Last, First, MI)		Social Secur	ity Number/	UID Number		738-00 APOSN			
7/1/2011		6/30/2012			OBJ	OBJ55-Obstetrics & Gynecology			
Job Start Date/Effective Date		Job Stop Da	te			Organization Name			
Affirmative Action Number		Campus Add	iress/Campus	s Phone Numbe	er City	Work Loc. (other	er than main camp	us)	
Faculty Stipend Fiscal		LF039-Fac	ulty Stipeno	l Fiscal	0.00	01	12 12		
Job Title:		Position Cia		113001		ition FTE	Factor / Pays		
\$42,821.22		\$3,568.44	\$3,568	.435	\$3,5	568.44			
Annual Base Salary		Base Month	ly/Hourly Ra	te	Mo	Monthly Stipend Rate (If Applicable)			
Employment Type			Contrac	t Type		Empl	oyment Status		
Faculty		ntinuing Emp			Superse	ding Appointment			
Fiscal (12 month) Academic (9 month	h)		ecial Contract	ί		Leave	e / Re-hire with pay		
Tenure Track	*	30-	Day Emerge				without	рау	
Non-Tenure Track Unclassified			erim Appoint siting Scholar	ment (6 month)	Tarmin	returning ation / Separation	g from leave	
Unclassified Hourly			iting NTT	/ I dourty		Retirem			
Classified		Lin	nited NTT			Promoti			
Certified Provisional			xiliary e-Time Paym	ent (bonus/awa	ard)	Demoti	on ignment Change		
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Retiree	-	Net				ata Change			
Bargaining Unit	14	- Faculty	FT Fiscal		Re	newal			
Salary Distribution	Index	Fund	Org	Acct	Progra	m Activity	Fund Source	Pct of Sal	
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Distribution 2									
Distribution 3									
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Distribution 6			<u> </u>						
Academic Salary (3 qtrs)	\$	\$	S	\$	\$	\$	\$		
Academic Stipend (3 qtrs)	\$	\$	\$	\$	\$	\$	\$		
Fiscal Year Salary	S	\$	s	\$	\$	\$	\$		
Fiscal Year Stipend	S	\$	S	\$	S	\$	\$		
Special Contract Salary	\$	\$	\$	\$	\$	\$	\$		
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Total Pet Incr 2.00	% To	tal annual pa	y increase a	amount:	\$839.6	32 Lump S	Sum Amt		
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Action Code_[NC23	De	pt/College Approv	val/Date			- A		-	
Job ECLS 1Y	Bu	idget/RSP Approva	I/Date Cho	ron Shaw .	July 1, 201			-	
HR Rep: Williams	10	R Approval/ Date	Sila	ion snaw .	uly 1, 201	()	20.4151	-	
Cert Date	Pa	yro!l Approval/Dat	c	mai p 4	ALAID 512 VII		,		



Personnel Action Form

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

Sudert

Duke, Janice				-	189731	8		
Name (Last, First, MI)	-	Social Security Nur	nber/UID Number	NBAPOS	NBAPOSN			
7/1/11		6/30/12		BSOM	BSOM			
Job Start Date		Job Stop Date			Organization Name			
		•			Ju • 53			
Affirmative Action Number		Campus Address/Campus	ampus Phone Numbe	er City Worl	City Work Loc. (other than main campus)			
Associate Professor				Stipend	☐ Essential E	Ju № 12 25		
Job Title		Position Glass Nu	mber/Salary Band	Position F	Position FTE			
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/ Non-Tenure Track	= =		ency ntment (6 month)			out pay ning from leave		
Unclassified	-	Visiting Schola		Te	rmination / Separati			
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Certified Provisional	_	Auxiliary	(bb		Demotion			
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Bargaining Unit					_ Renewal			
Salary Distribution	Distribution 1	Distribution 2	Distribution 3	Distribution 4	Distribution 5	Distribution 6		
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Funding Source				3.50				
Academic salary (3 qtrs)	s	s	s	s	\$	s		
Academic stipend (3 qtrs)	\$	s	\$	s	s	s		
Fiscal year salary	s	s	\$	s	s	s		
Fiscal year stipend	\$ 41,981.64	\$	\$	s	\$	s		
Special contract salary	s	\$	s	s	s	s		
Percent of Salary	100%					100%		
Comments/Conditions:		T	imesheet Appi	rover		10070		
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Reallocation				/		. 7//		
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Action Code	Dept./Colle	ge Approval/Date	areno	A KIND	2171116			
ECLS	Budget/RSF	Approval/Date	mar	10/4/	a la	TOTO, DITT		
Earn Code	HR Approv	al/ Date	4 no lette	1	7/11/201	1		
Cert. Date			7	1	401-01	<u>. </u>		
	Payroll App	roval/Date						



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

July 29, 2011

Janice M. Duke Faculty Stipend Fiscal 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 \$41,981.59
Across-the-Board Increase Amount \$839.63
New Annual Salary \$42,821.22

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

PERSONNEL ACTION FORM

DUKE, J NAME (Last, First, M			Emo	il U#	P89738 NBAPOSN					
1/01/20				0/2010						
Job Start Date	010	Jol	Stop Date	0/2010	— Depar	OB/GYN Department Name				
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Affirmative Action Number	er	Car	mpus Address		City Worl	City Work Loc (Other than main campus)				
					STIPEND					
Job Title	b Title			s Number	Positi	on FTE	st 18			
·						498.47 &	0.00			
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Employment		Contract 7	Гуре	Er	nployment S	Status				
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	al (12 month) demic (9 month	, <u>x</u>	Special Cont	ract-Stipend		_ New Hire/Re	-hire			
70 70 70 70 70 70 70 70 70 70 70 70 70 7	ure Track	" —	Temporary Leave with pay							
	-tenure track		without pay							
Unclassified			8.2	ntment (6 mos)	ent (6 mos) — returning from leave					
Unclassified H	ourly		 Visiting schol 	ar/faculty		— Termination/s	Separation			
Classified			 Visiting NTT 		-	— Retirement				
Certif			- Limited NTT		(-	Promotion Demotion				
	sional		Auxiliary Job Assignment Change							
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Fiscal year salary										
Fiscal year stipend										
Special contract salary	100									
Percent of Salary		1		1		1				
COMMENTS/CONDITION	ONS									
			P89738							
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Action Code	MAN TO THE REAL PROPERTY.	Dept/College app	roval/Date	whit res	m 1/1:	3/10 00	. /			
Earn Type	1	Budget/RSP app	1	Mun	41461	3 OBlant	\$ 1-19-10			
Eam Type	1		roval/Date	25	1012	0 10				
Cert. Date		Payroll app	1 1		0					
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*SHADED AREAS FOR HR USE ONLY.

Personnel Action Form

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

Name (Last, First, MI) 07/01/08				-	198898		
U DE DESCRIPTION		Social Security Nur	nber/UID Number	_	NBAPOSN BSOM OB/GYN		
Late Daniel Daniel		99/99/99		BSOM			
Job Start Date		Job Stop Date	1947179-414	Organizat	ion Name		
Affirmative Action Number		Campus Address/Campus	mpy Phone Numb	erte City Wor	k Loc. (other than m	ain campus)	
fol Professor				HE WILLIAM			
Job Title		Position Class Num	ber/Salary Band	Position I	TE		
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		Contra	ct Type	E	mployment Sta	tus	
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WRIGHT STATE

PERSONNEL ACTION FORM

UNIVERSITY		_				(937) 773-2	120	
DUKE, JANICE		220				998898		
NAME (Last, First, MI)			Empl U#			NBAPOSN		
07/01/08			99/99/99			OB/GYN		
Job Start Date	te		Stop Date		Depar	Department Name		
Affirmative Action Number		Car	Campus Address			City Work Loc (Other than main campus)		
ASSOC. YROFE	deno.					100.00%	6	
Job Title	300	10-0	Position Class Number		Positi	on FTE		
95,029	3.24		\$7,919.103		POLICE OF		500 000 000	
Annualized Salary		Ba	Base monthly/hourly rate		Monthl	y stipend rate (if applicable)	
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	demic (9 mon	th)	Temporary			_ Leave		
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Provisional Classified PTOC			Limited NTT Auxiliary One-time payment (bns/awd)			Demotion Job Assignment Change		
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Fiscal year stipend				1			-	
Special contract salary								
Percent of Salary	100					1		
COMMENTS/CONDITI	ONS)	FOR BUDG	ET OFFICE:	
FY 2008/2009 PAY INC	CREASE. PR	ROMOTED TO A	OFFICE:	SSOR 7/1/09.	- HO	OME ORG:	PERM	
Reallocation	_	OBJ5		16	MA	11		
Action Code	W/16	Dept/College ap	proval/Date	MY	V/Aly	0/2008		
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Eam Type/	7		proval/Date —— proval/Date ——	1 71	Whee	101986)	
Cert Date			proval/Date			00		



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

To:

Janice M. Duke

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	\$92,038.00
Merit Pay Increase	\$1,840.76
Across-the-Board Pay Increase	\$1,150.48
New Annual Salary	\$95,029.24

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

PERSONNEL ACTION FORM

								
DUKE, JANICE			Empl U#			P89738		
NAME (Last, First, MI)						NBAPOSN		
7/1/2008			Protective Conf.	/2009		OB/GYN		
Job Start Date		Job	Stop Date		Depar	tment Name		
Affirmative Action Number	er	Car	npus Address	×000.0915 v.0	City Worl	Loc (Other than	main campus)	
			RECEIPTED AND	Merce Constant		STIPEND		
1-1-741-			Position Class	Number	Positi	on FTE		
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Annualized Salary	a (Ba	se monthly/hou	rly rate		y stipend rate (i		
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Academic (9 month)			Special Contr	ract-Stipend		New Hire/Re Leave	-nire	
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	tenure track		_ 30-day emerg			with		
Unclassified			_ Interim appoi	ntment (6 mos)		retur	ning from leave	
Unclassified Hourly			 Visiting schol 	ar/faculty		— Termination/S	Separation	
Classified			 Visiting NTT 			Retirement		
Certified			- Limited NTT			PromotionDemotion		
Provi	Provisional		_ Auxiliary				ent Change	
Classified PTC	C		One-time pay	ment (bns/awd) —	Job Assignment Change Transfer		
Retiree			Gross			Other data change		
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Academic salary 3qtrs	1 =						1	
Academic stipend 3qtrs				1 =				
Fiscal year salary						_		
Fiscal year stipend								
Special contract salary								
Percent of Salary	100			l				
COMMENTS/CONDITION INCLUDES PAY IN	CREASE FOI	R FY 2008/2009	P89738 \$41,981.59	\$0.00	FO HOM	E ORG	PERM SPAC	
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	Chaded one	Payroll app s for HR use only	roval/Date —				- 10 T	



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

To:

Janice M. Duke

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 \$41,463.30

Merit Pay Increase \$0.00

Across-the-Board Pay Increase \$518.29

New Annual Salary \$41,981.59

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

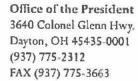
Assistant Vice President, Human Resources

PERSONNEL ACTION FORM

DUKE, J	ANICE					P89738		
NAME (Last, First, MI)			SSN Empl U#			NBAPOSN		
7/1/2007			6/30/2008			OB/GYN		
Job Start Date		Jol	b Stop Date		Depai	tment Name	1 1 7	
Affirmative Action Number	er	Car	mpus Address		City Wor	k Loc (Other than	main campus)	
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ivealiocation	ANNUAL	STIPEND(s):	\$41,463.30	\$0.00	Mala A	HOME ORG:		
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Earn Type	-	HR app	roval/Date	A 6-2	7-07			
Cert Date	and the same of th	Payroll app	roval/Date					
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PERSONNEL ACTION FORM

DUKE, J NAME (Last, First, M			SSN	Empl U#		_	998898 NBAPOSN	
07/01				99/99/99			OBIGYN	r
Job Start Date		Jol	Job Stop Date			Department Name		
Affirmative Action Number MED DIR CTR FOR WOMEN'S ASST P		Car ASST PROFES	Campus Address			City Work Loc (Other than main campus)		
HEALTH				on Class Numb	ver F	Positio	n FTE	,
Job Title 85,61	E 60			34.724	, ci	051110		
Annualized Salary	0.03	Ba	se monthly/hou		M	onthly	stipend rate (i	f applicable)
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June 13, 2008

Dr. Janice M. Duke Department of Obstetrics and Gynecology Boonshoft School of Medicine Miami Valley Hospital

Dear Dr. Duke:

On behalf of the Board of Trustees of Wright State University, I am pleased to inform you of your promotion to the rank of Associate Professor, effective July 1, 2008.

The university is proud of your accomplishments that have led to your nomination and approval for promotion. I trust that you will continue your excellent record of teaching, scholarship, and service in the future.

Sincerely,

David R. Hopkins

DRH:lds

xc: Howard Part

Office of the Provost

Office of Human Resources

1 R. Hope

PERSONNEL ACTION FORM

DUKE, J.	ANICE					P89738		
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To: Janice Duke

Obstetrics & Gynecology

From: Human Resources

Re: 2007-08 Stipend Increase Notification

Based upon the recommendation of your supervisor and the approval of senior management, on July 1, 2007 your current stipend will be increased as noted below.

Previous Stipend Amount	\$40,452.00
Merit Increase	\$505.65
Across-the-Board Increase	\$505.65
New Annual Stipend Amount	\$41,463.30
New Monthly Stipend Amount	\$3,455.28

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:

Janice Duke

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	\$82,841.50
Merit Pay Increase	\$1,739.67
Across-the-Board Pay Increase	\$1,035.52
New Annual or Hourly Base Pay	\$85,616.69

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

DUKE, J.	DUKE, JANICE			Empl U#	<u> </u>	998898 NBAPOSN		
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PERSONNEL ACTION FORM

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PERSONNEL ACTION FORM

DUKE, JANICE		1366
NAME (Last, First, MI)	Social Security Number	4 Digit Department Number
7/1/05	6/30/06	OB/GYN
Job Start Date	Job Stop Date	Department Name
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Affirmative Action Number	Campus Address	City Work Loc (Other than main campus)
Job Title ASST PR	OFESSOR 080004	STIPEND
	Job Class Number	Position FTE
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	—— Visiting scholar/faculty	returning from leave
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Personnel Action Form

Human Resources 3460 Colonel Glenn Hwy. Dayton, OH 45435-0001 (937) 775-2120

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August 31, 2004

Janice Duke, MD
Department of Obstetrics and Gynecology
128 East Apple Street, Suite 3800 CHE
Dayton, OH 45409-2793

Dear Dr. Duke:

I am pleased to offer you an appointment as Medical Director, Center for Women's Health (CWH) at Miami Valley Hospital (MVH) in the Department of Obstetrics and Gynecology at Wright State University School of Medicine (WSUSOM) effective September 1, 2004. You will be paid and administrative stipend of \$40,452 plus fringe benefits of 23.6% of salary (\$9,548), which totals \$50,000 per year for the Medical Director position. Your duties as Medical Director are attached.

The position of Medical, Center for Women's Health is an administrative appointment. In this role you will report to the Chair of Obstetrics and Gynecology and will be evaluated by the Chair on an annual basis.

The term of your appointment as Medical Director, Center for Women's Health shall be at the pleasure of the Chair of the Department of Obstetrics and Gynecology. Your appointment may be renewed annually and can be terminated at the discretion of the Chair, or by mutual agreement, with 90 days notice.

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 September 1, 2004 and keep the copy for your files.

Sincerely yours,

William W. Hurd, M.D.

Nicholas J. Thompson Professor and Chair

likem

:mea

attach.

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

Signature

Date

Your duties as Medical Director include:

- Chair monthly meeting between the residents, CWH nursing staff administration, faculty, and chairman of OB/Gyn Department in order to discuss and resolve clinic issues.
- Supervise and oversee the advanced practice nurses who work in the CWH.
- Revise and edit the CWH policies by assimilating information from faculty, nursing staff, residents, and the literature. The policies will be developed by consensus.
- Integrate obstetric and gynecologic teaching of residents and students into the clinic situation, enhancing the experience using suggestions of faculty, residents, and nursing and ancillary clinic staff.
- 5. Coordinate the clinical gynecology experience of the Internal Medicine Residents with the Director of the Internal Medicine Residency. Evaluate the residents in conjunction with their preceptors in the clinic. Resolve problems which may arise with the Internal Medicine Residents in the clinic.
- Coordinate and evaluate the clinical experience of the Dental Residents. Integrate their experience into the Obstetric clinics and the OB rounds. Meet regularly with the Dental Residency Directors to see how our programs can be beneficial to each other and resolve problems which may arise.
- Coordinate the gynecology experience in the clinic with the Family Practice Residency Director. Resolve problems which may arise.
- Meet yearly with the gynecology teaching associates at WSU in order to maintain communication about the teaching program and how it can continue to meet the needs of our students and residents who do gynecology and breast exams in the clinic.
- Continue to evaluate the surgery scheduling for the clinic staff patients to maintain a schedule which is equitable for each faculty member while maintaining good experiences for the residents with good patient care.
- Follow up and help resolve conflicts and problems which arise with clinic patients, staff, residents, and faculty in issues related to the clinic.
- Help to achieve a clinical environment which is efficient, patient friendly, clinically sound and positive for the residents, nursing staff, and faculty.



2004-05 Salary Notification Letter

DUKE, JANICE M. Department 1366 FIS

03-04 Previous Salary \$76,754.72

Across the Board Increase \$1,381.59

Merit Increase \$1,518.98

04-05 Salary \$79,655.29

Effective 7/1/04

If you have any questions, please contact your supervisor.

July 2003 Pay Increase Document

1366

DUKE, JANICE M.

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

Current Pay Rate:	\$74,263.00			
Across the Board Pay Increase:	\$1,336.73			
Merit Pay Increase:	\$1,155.00			
Market Increase:	\$0.00			
Faculty Increase:	\$0.00			
New Base Salary Pay Rate:	\$76,754.73			

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.



Personnel **Action Form**

Human Resources 3640 Colonel Glenn Hwy Dayton, OH 45435-0001

Job Title Signature Annualized Salary Podition FTE	(937) 775-2120	ERSITY
Dot Glass Number Substitution Superceding appoint	4 Digit Department Number	12/12/02 99 Job Stop Date MVH
Employment Type Faculty Faculty Fiscal (12 month) Academic (9 month) Tenure track Non-tenure track Unclassified Hourly Classified Provisional Classified PTOC Retiree Bargaining Unit Salary Distribution Comments/Conditions: Fiscal year salary Fiscal year salary Comments/Conditions: Faculty Continuing employment Superceding appointr New Hire / Re-hire New Hire / Re-hire Leave with pay with pay with pay with pay with pay returning from is visiting scholar/faculty returning from is returning from is Leave with pay with pay returning from is Termination/Separatic Retirement Auxiliary Promotion Demotion Demotion	Position FTE \$	300 States Number \$ (6/88, 583)
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Wright State University School of Medicine Executive Committee December 12, 2002

- I. FULLY AFFILIATED FACULTY
 - A. Promotion
 - Obstetrics and Gynecology
 Janice Duke, M.D. to assistant professor
- II. PARTIALLY AFFILIATED FACULTY
 - A. New Appointments
 - 1. Community Health
 - a. Cleanne Cass, D.O., clinical assistant professor
 - b. Mitchell Garber, M.D., clinical assistant professor
 - c. Richard Jones, M.D., M.P.H., clinical assistant professor
 - d. Stephen Veronneau, M.D., clinical assistant professor
 - 2. Internal Medicine
 - a. William Grant Starrett, M.D., clinical assistant professor
 - 3. Pathology
 - a. Scott Arnold, M.D., clinical assistant professor
 - b. Bernard Fox, D.O., clinical assistant professor
 - c. Ghada Khalife, M.D., clinical assistant professor
 - d. Carolyn Misick, M.D., clinical assistant professor
 - e. Karen Powell, M.D., clinical assistant professor
 - f. Russell Uptegrove, M.D., clinical instructor
 - 4. Surgery
 - a. Jon Bowersox, M.D., Ph.D., clinical associate professor
 - b. Heath Dorion, M.D., clinical instructor
 - c. Dong-Eun Lee, M.D., clinical assistant professor
 - d. Todd Reulbach, M.D., clinical assistant professor, retroactive July 1, 2000
 - B. Change in Status
 - 1. Obstetrics and Gynecology
 - a. Kathleen McCauley, M.D. to clinical assistant professor, retroactive October 1, 2002

George Collins

From:

"Angie Holman" <angie.holman@wright.edu> "Linda S. Sykes" < linda.sykes@wright.edu>

To: Sent:

Monday, November 04, 2002 10:23

Subject:

SUZANNE R DUKE

Dear Linda,

Please refund Suzanne R. Duke \$45.) She purchased her parking permit with a credit card this year, and a check last year.

Somehow she is showing up on a payroll deduction report.

Thank you.

Angie Holman Parking and Transportation Ex 5694

GTN 169 45.00 4TD V

SALARY NOTIFICATION

2002-07-01

DUKE, JANICE M.

080005 INSTRUCTOR

1366 OBSTETRICS & GYNECOLOGY

				* PROJECTED
JOB		EARN	MONTHLY	ANNUALIZED
NO	ACCOUNT	TYPE	AMOUNT	THUOMA
1		FAF	\$6,188.583	\$74,263.000
				~~~~~~~~
				\$74,263.000

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.

### SALARY NOTIFICATION - FILE COPY

2001-07-03

DUKE, JANICE M.

080005 INSTRUCTOR

1366 OBSTETRICS & GYNECOLOGY

				* PROJECTED
JOB		EARN	MONTHLY	ANNUALIZED
NO	ACCOUNT	TYPE	AMOUNT	THUOMA
1		FAF	\$6,008.333	\$72,099.996
				\$72,099.996

LUMP SUM DISTRIBUTION FOR 2001 WAS \$0.00.

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 2001 AND CALCULATED AS (12 X MONTHLY AMOUNT). ACTUAL AMOUNTS RECEIVED MAY VARY BASED ON LENGTH OF THE CONTRACT.

# Personnel **Action Form**

Dayton, Ohio 45435

Action Code: 01 Initial employment ☐ 04 Return from leave □ 07 Job reclassification □ 11 Other data change ☐ 02 Leave with pay O 09 Job assignment change ☐ 05 Separation 12 Data correction ☐ 06 Promotion □ 03 Leave without pay ☐ 10 Transfer 14 Renewed appointment OB/GYN - 1366 DUKE JANICE Name (Last, First, MI) Social Security number Zin code Obstetrician - Gynecologist / Instructor
Title/Rank/Classification 080005 8-1-00 AA # 99Y016
Position control number Job class entry date Job type Job class number FACULTY Earnings type Pay start date Visa type OBSTETRICS & GYNECOLOGY Department Account number Department Account number Account rate Department Account rate Account number Action 01 Job Type 75 Change/Comments/Special conditions new hive Certification date Budget Human Resources Date tidy c Preston 10/29/9 C Payroli Distribution: White-payroll; Green-Budget; Canary-HR; Pink

### STATUS OF POSITION OFFERED

Department Obstetrics & Gynecolog

Affirmative Action Position #99Y016

POSITION OFFERED TO Dr. Janice M. Duke
STARTING SALARY** \$ 70,000/ PAY GRADE TENURE STATUS
DATE APPOINTMENT FOR THIS POSITION BEGINS 8-1-00
TITLE/RANK Instructor FTE 1.00
PLEASE CHECK ONE:
THIS PERSON VERBALLY ACCEPTED THIS PERSON VERBALLY DECLINED
IF DECLINED: CLOSE FILE LEAVE FILE OPEN
DATE OF ACCEPTANCE OR DECLINE 10/25/99
COMMENTS:

PLEASE FILL OUT AND ATTACH THIS FORM TO THE PERSONNEL ACTION FORM. THESE FORMS SHOULD BE SENT TO THE RECORDS SECTION OF THE DEPARTMENT OF HUMAN RESOURCES, 280 UNIVERSITY HALL, AS SOON AS THE CANDIDATE ACCEPTS THE OFFER AND THE PERSONNEL ACTION FORM IS APPROVED BY THE APPROPRIATE DEAN, DEPARTMENT HEAD OR VICE PRESIDENT. IF THE CANDIDATE DECLINES THE OFFER, PLEASE FILL OUT AND RETURN THIS FORM TO THE OFFICE OF AFFIRMATIVE ACTION PROGRAMS, 224 MILLETT HALL.

THANK YOU FOR YOUR COOPERATION.

OFFICE OF AFFIRMATIVE ACTION PROGRAMS

**HUMAN RESOURCES: PLEASE INDICATE THE ACTUAL STARTING SALARY FOR AFFIRMATIVE ACTION RECORDS.

12/87



Professor and Chairman John J. Halki, M.D., Ph.D.

Consultant Dennis D. Barber, M.D.

Maternal-Fetal Medicine Jeffrey C. King, M.D.* David S. McKenna, M.D.†

Gynecologic Oncology William A. Nahhas, M.D.* Mary Jo Schmitz, M.D.†

Reproductive Endocrinology and Infertility Jack S. Gruber, M.D.* Lawrence S. Amesse, M.D., Ph.D. Diana P. Broomfield, M.D.†

Pelvic Reconstructive Surgery and Urogynecology John R. Fischer, M.D.† S. Robert Kovac, M.D.

General Obstetrics and Gynecologic Surgery Marvin D. Almquist, M.D.† Sheela M. Barhan, M.D. Alan L. Christensen, M.D.† Max A. Clark, D.O. John R. Fischer, M.D.† Elton R. Kerr, M.D. Michael P. Kezmoh, M.D.† S. Robert Kovac, M.D. Eric S. Manske, M.D.† Kathleen M. McCauley, M.D.† Jerome L. Yaklic, M.D.†

* Director † USAF Medical Center Wright-Patterson AFB October 11, 1999

Janice M. Duke, M.D.



Dear Dr. Duke:



# School of Medicine

Department of Obstetrics and Gynecology Miami Valley Hospital 128 Apple St., Ste. 1800 CHE Dayton, OH 45409-2793 (937) 208-2850 Cu 25 Fd Catober 1990 FAX (937) 222-7255

JANET E. RUCKPROEL
In and for the State of Ohio
My Comm. Expires 3-25-2000

I am pleased to offer you an appointment to the faculty of Wright State
University School of Medicine in the Division of General Obstetrics and
Gynecology, Department of Obstetrics and Gynecology, effective July 1, 2000
or as soon as you complete residency and are fully credentialed through
University Medical Services Association, Inc. (UMSA).

Your faculty appointment is proposed at the rank of Assistant Professor after you receive the American Board of Obstetricians and Gynecologists (ABOG) Certification. Prior to receiving this certification, your academic rank will be Instructor in the Department of Obstetrics and Gynecology. Your faculty rank is subject to review and approval by the Faculty Development Committee of the School of Medicine. The initial, non-tenure track faculty appointment will be for 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 mutually agreed upon by your Chair, Department of Obstetrics and Gynecology.

Your initial university annual salary will be at the rate of \$70,000 plus benefits. Current provisions of the Ohio State Teachers Retirement System (STRS) require an employee contribution of 9.30% of the total salary. Since this amount is deposited directly into your STRS account, the IRS considers the amount tax-sheltered. Your gross taxable income will be 90.70% of your total salary. In addition to the employee's contribution, the university pays an amount equal to 14% of your salary into the STRS account. You cannot withdraw the employer's contributions to your retirement fund prior to eligibility for retirement or disability, nor can you withdraw it as a death benefit. Although employees of the State of Ohio do not pay social security tax, recent federal legislation requires a 1.45% employee contribution to the federal Medicare system.

Janice M. Duke, M.D. Page 2 October 11, 1999

Through employment with the University Medical Services Association, Inc. (UMSA), the practice plan for WSUSOM faculty, you will have the opportunity for clinical practice. A separate employment agreement will define your relationship with UMSA. Since clinical activity is involved in this university position, this offer is contingent upon your ability to obtain a license to practice medicine in Ohio and obtain professional liability insurance at the amount, in the manner, and at the rate conventional for this institution. After your agreement to accept this position, officials of UMSA will send you a letter with the necessary information and steps to provide coverage. The UMSA letter will also provide details of potential incentive compensation for clinical practice, as well as other information about your relationship with UMSA.

In addition to the STRS program, the University provides group life insurance with The Sun Life Assurance Company, health insurance provided by the United Healthcare of Ohio and dental insurance with Delta Dental. 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 make deductions from your salary for federal, state and local taxes. In addition to the above benefits, you will be compensated for moving expenses in an amount up to one month's annual salary.

Prior to the first day of your employment, you must schedule an appointment with your hiring department to submit a completed copy of the enclosed I-9 Form (enclosed) and other forms associated with your employment. These forms must be completed within three days of the starting date of employment. The Department of Obstetrics and Gynecology is located at 128 Apple Street, Suite 3800, Center for Health Education, Dayton, Ohio; the phone number is (937) 208-2850.

We are confident that you will be a valuable addition to Wright State University and sincerely hope you will accept this offer. Your formal Employment Agreement will be processed by the Office of Human Resources. In the interim, please sign the original and copy (which are enclosed) of this offer which will constitute our agreement until the formal Employee Agreement is consummated and return to me by October 30, 1999.

Sincerely,

John J. Halki, M.D., Ph.D.

D.D. Hail:

Nicholas J. Thompson Professor and Chair Department of Obstetrics and Gynecology

JJH:jr

Enclosure

Janice M. Duke, M.D. Page 3 October 11, 1999

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

Janice M. Duke, M.D.	
Name	Social Security Number
Janua M. Duke MD.	10/25/99
Signature	Date



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Duke	, Janice	m.				32.3			
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	☐ Veteran ☐ Non-								
Handicap 🖾 No [	☐Yes If yes, pl	ease expla	in						
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Educational I	nformation					0 <b>-</b> 1000 000	***	THE POST AND THE POST OF THE P	-
Degree	Name of institution		Location		Major	Degree abbreviation	Year completed	Institution code	OBR Code
Baccalaureate	WITTENBERG	UNIV	SPRINGAE	D OH	CHEMISTRY	BA	1966		
Master's	OHID STATE U	NIN	COLUMBUS	011	CHEMISTRY	MSc	1968		
Doctoral	WRIGHT STATE W	UNIV	DAYTON	0++	Medicine	MD	1996		
Additional									
Degrees/Certificates									
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# Wright State University • Diversity Statement

Wright State University celebrates diversity. Our daily life is made rich by the diversity of individuals, groups, and cultures. The interplay of the diverse stimulates creativity and achievement in all facets of our existence.

Respect, tolerance, and goodwill are the keystones to enjoying the diversity of our world. We are all linked to each other in a world created for all of us to share and enjoy. Each member of humanity has a potential contribution to make to the whole. It is our duty to encourage and promote that contribution.

Wright State University is committed to achieving an intellectual, cultural, and social environment on campus in which all are free to make their contribution. We will achieve an environment in which every student may think, and learn, and grow without prejudice, without intimidation, and without discrimination. We will achieve an environment in which personal dignity and respect for the individual are recognized by all.

Wright State University promotes the acceptance and appreciation of every individual regardless of race, gender, age, ethnicity, ability or disability, sexual orientation, socioeconomic status, religious affiliation, or national origin. We encourage appropriate activities and events that foster learning about the diversity of our world.

Wright State University will be a model for our geographic region, exemplifying that a human community can exist that celebrates diversity, enjoys the richness that diversity brings to our lives, and grows stronger with every new member.

Adopted by the WSU Board of Trustees, March 28, 1991

### **CURRICULUM VITAE**

NAME:

Janice M. Duke, M.D.

**HOME ADDRESS:** 

CITIZENSHIP:

U.S.A.

**BUSINESS ADDRESS:** 

Wright State University School of Medicine

Department of Obstetrics and Gynecology

128 Apple St, Suite 3800 CHE Dayton, OH 45409-2793

**BUSINESS TELEPHONE: (937) 208-2850** 

BIRTH DATE:

February 18, 1944

**BIRTH PLACE:** 

St. Charles, IL

SOCIAL SECURITY NO: |

### **EDUCATION AND TRAINING**

### **UNDERGRADUATE:**

1962-66

Wittenberg University

B.A.-Chemistry

Springfield, OH

GRADUATE:

1966-68

Ohio State University

M.S.-Chemistry

Columbus, OH

1992-96

Wright State University School of Medicine

M.D.

Dayton, OH

### **POST-GRADUATE:**

1996-00

Wright State University Affiliated Hospitals Integrated

Obstetrics-Gynecology Residency Program

Dayton, OH

Revised: 10/1/99

Janice M. Duke, M.D.

LICENSURE:

Ohio (1997)

35-073011

**PROFESSIONAL** 

**SOCIETIES:** 

American College of Obstetrics and Gynecology (Junior Fellow) American Medical Association

# MEDICAL SCHOOL **HONORS/AWARDS:**

1995	Alpha Omega Alpha (Junior Year)
1993, 1994, 1995	Academy of Medicine Student Excellence Award Nominee
1994	Benjamin Rush Award
1993	Excellence Award for Academic Achievement in Pathology
1993, 1994, 1995	Montgomery County Medical Society Alliance Scholarship
1992	Robert M. Craig Scholarship

## **WORK EXPERIENCE:**

1982-92	Senior Pharmaceutical Representative SmithKline Beecham, Dayton, OH
1980-82	Laboratory Division Manager Howard Laboratories, Dayton, OH
1972-74	Chemistry Instructor Albion College, Albion, MI
1969-72	Senior Research Chemist General Foods Corporation, Battle Creek, MI
1968-69	High School Chemistry Teacher Columbus Ohio School District, Columbus, OH

# MEDICAL SCHOOL COMMITTEES:

Vice President (3 yrs.), Secretary (1 yr), Class of 1996 (1992-96) Wright State University School of Medicine

Medical School Student Council, Voting Member (1992-96) Wright State University School of Medicine

Neuroscience Steering Committee Student Member (1994-96) Wright State University School of Medicine

Behavior Science Course Audit Committee Student Member (1994-95) Wright State University School of Medicine

Liaison Committee on Medical Education Student Member (1994-95) Wright State University School of Medicine

Journal Club, President (1993-94) Wright State University School of Medicine

Student to Student, Group Leader on Substance Abuse (1992-93) Wright State University School of Medicine

Medical School Tutor (1993-94) Wright State University School of Medicine

Phi Rho Sigma, Student Member (1993-96) Wright State University School of Medicine

Internal Medicine Club, Student Member (1992-94) Wright State University School of Medicine

## **PUBLICATIONS:**

1) Duke JD, Barlow, GH, Klapper, MJ. The reaction of p-Mercuribenzoate with Methemerythrin. <u>Biochem Ciohys Acta.</u> 1971; 229:155-66.