



WRIGHT STATE UNIVERSITY

David R. Hopkins, President

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
[REDACTED]

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



*was great
perfect*



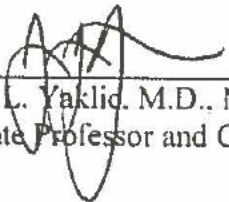
February 25, 2015

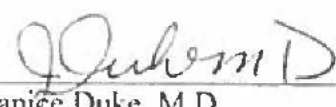
Re: 2014 Faculty Evaluation for Dr. Janice Duke

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. Yaklic, M.D., MBA, FACOG
Associate Professor and Chair


Janice Duke, M.D.
Associate Professor





February 24, 2014

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

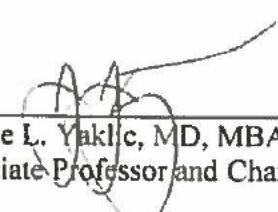
Re: 2013 Faculty Evaluation for Dr. Janice Duke


Dr. Duke is an Associate Professor in the OB/Gyn Department of the Wright State University Boonshoft School of Medicine. In 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 evidence-based 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.


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


Janice Duke, MD
Associate Professor



Handwritten: Xpm 7/3/14



Boonshoft
School of Medicine
WRIGHT STATE UNIVERSITY

March 1, 2013

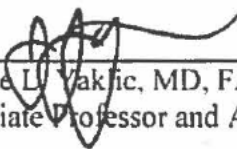
Re: 2012 Faculty Evaluation for Dr. Janice Duke

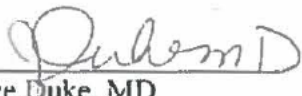
Dr. Duke is an Associate Professor in the OB/Gyn Department of the Wright State University Boonshoft School of Medicine. In 2012 remained one of the departments most active in areas of student and resident education. In addition to her mentoring students on the 3rd-yr clerkship and 4th-yr sub I's, Dr. 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 1-3 years; 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 L. Vaklic, MD, FACOG
Associate Professor and Acting Chair


Janice Duke, MD
Associate 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

1. *Geriatric Fellow*
Geriatric Fellow taught about gynecologic care of private office patients in the clinical setting over a 2 month period.
2. **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.
 3. 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
 - c. **SMD 551, Reproductive Health Course-Year 2.**
 - (1). Lecturer on common gynecologic 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*
 - a. 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.
 - c. 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 S13:** 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.
 - b. 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*
 - a. **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.
 - b. **SMD551**, Coordinator of Case Discussion "Pregnancy Termination", Reproductive Health Course, WSUSOM – April 2012 (2nd year medical students).
 - c. **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
 - 2. *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, Northwestern, 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.**

V. Administration

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



Wright State
University

Announcement of Position Vacancy

Wright State is an equal opportunity/
affirmative action institution.

Human Resources
243 Allyn Hall
Dayton, Ohio 45435

Faculty rank or job title Instructor/Assistant/Associate Professor - Gynecology Position # 99 Y016
Department name Obstetrics & Gynecology Affirmative Action # 99 Y016
Account number(s) [REDACTED] Primary (home) dept. # 99 Y016
☐ New position ☒ Replacement Annual or hourly rate \$65,000-80,000
Incumbent's name Walid Kassen, M.D.
Closing date November 1, 1998 or earlier Date position to be filled ASAP

Type of appointment: (check appropriate boxes) not come

Faculty Non-Exempt Exempt Position FTE 100 %
☐ Tenure track ☐ Classified ☐ Unclassified
☒ Non-Tenure track ☐ Unclassified hourly
☐ Academic year ☐ Bargaining unit
☐ Fiscal
☐ Adjunct
☐ Temporary
☐ Limited term (special contract)
☐ Part-time on-call
☐ Emergency appointment (30 days)

Length of appointment _____

See attached job description for requirements, typical duties, essential functions and working conditions.

Applicants with disabilities who require a reasonable accommodation to respond to this announcement or to participate in the search process are encouraged to advise the Department of Human Resources at 513/873-2120 voice/TDD.

Advertising/Posting Procedure:

1. University Posting
2. Ohio Bureau of Employment Services
3. Contemporary OB/GYN
4. AAMC Letters
5. OB/GYN News
- 6.

*Please attach ad copy

☐ Submit application for non-exempt positions
to Human Resources, 243 Allyn Hall
☒ Submit resume to:
Stephen H. Cruikshank, M.D.
Professor and Chair, OB/GYN
Wright State University School of Medicine
128 Apple Street, Suite 3800 CHE, Dayton, OH
45409
☐ In addition please submit:
Name & Address of 3 References

Submitted by S H Cruikshank Date 8/31/98
Approval by dean and/or vice president or president [Signature] Date 9/3/98
Approval by Affirmative Action [Signature] Date 9/3/98
Approval by budget [Signature] Date 9/3/98

Wright State University provides equal opportunity without regard to race, sex, color, religion, ancestry, national origin, age, disability, veteran status, or sexual orientation.

Human Resources only:

Job title Instructor/Assistant/Associate Professor
Salary or hourly rate 65,000 Job class NA Pay grade -
Classification assigned by [Signature] Date 9-9-98

Please submit all copies to Human Resources with Position Description Form.

2055



**Wright State
University**

Position Description

Wright State is an equal opportunity/
affirmative action institution.

Human Resources
243 Allyn Hall
Dayton, Ohio 45435

Page 1 of 2
Section One

Position # _____

Affirmative Action # 994016

I. Position Information

☒ Faculty ☐ Unclassified ☐ Classified

Instructor/Assistant/Associate Professor

Faculty rank or job title

☐ Unclassified hourly ☐ Bargaining unit

Department Obstetrics & Gynecology (Gynecology) Immediate supervisor Stephen H. Cruikshank, M.D.

Work location Miami Valley Hospital

II. 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%

99YD16

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

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. Cruikshank, M.D.

Title

Professor and Chairman, Department of Obstetrics and Gynecology

Date

8/31/98

Section Two — Human Resources only:

Job title

Instructor/Assistant/Associate Professor

Salary or hourly rate

65,000

Job class

Pay grade

Classification assigned by

[Signature]

Date

9-9-98

Instructor / Asst / Assoc. Professor

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. exp. in academic environment.
DEA license req'd.*

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.

Personnel
Action Form

2015

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

Duke, Janice M. Name (Last, First, MI)	[REDACTED] Social Security Number/UID Number	998898-00 NBAPOSN
7/1/2014 Job Start Date/Effective Date	 Job End Date	OBJ55-Obstetrics & Gynecology Organization Name
Affirmative Action Number Professor	Campus Address/Campus Phone Number LF032-Associate Professor	City Work Loc. (other than main campus) 2014 FA NA 0
Job Title: \$82,290.50	Position Class Number \$6,857.54	SGRP Table Grade Step 0.800 12 12
Annual Base Salary	Base Monthly Rate	Position FTE Factor / Pays

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"/> <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: \$403.38 Merit Amt: \$1,210.15 Total Increase Amt: \$1,613.54

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

Term Checklist

HR Term ☒ Anthem
Board Report ☒ Delta
Payouts ☒
COBRA Notice ☒ VSP

Incl Action Form

Human Resources
(937) 775-2120

VP

the Provost
4/9/15

#898996 Duke, Janic
Name (Last, First, MI)
1/1/2015 5/1/15 /lw
Job Start Date

UID Number/SSN (New Only)

11/20/2015

Job Stop Date

3800 CHE/208.2850

Campus Address/Campus Phone Number

Position Class Number Salary Band

\$5,143.16

Base Monthly/Hourly Rate

P89413 998898/P89413
NBA/POSN

OB/GYN

Organization Name

MVH/Dayton

City Work Loc (other than main campus)

0.6

☐ Essential Employee

Position FTE ☐ Emergency Responder

\$ 750.00

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 - base job
☒ Special Contract - stipend
☐ 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	\$61,717.88	\$	\$	\$	\$	\$
Fiscal year stipend	\$	\$	\$	\$	\$	\$
Special contract salary	\$	\$	\$	\$	\$	\$
Percent of Salary	1.0					

Reallocation ☐

Funding JV or Position Number

Position Incumbent Name (if applicable)

Comments/Additional Information: See signed offer letter for change in FTE status to 0.6 effective 11/20/2015 and resignation effective 11/20/2015

Retirement

POB: 240 hrs x \$ 55.30 = \$ 13,272 owed

POV: 196.53 hrs x \$ 55.30 = \$ 10,868.11 owed

Timesheet / Leave Report Approver (Name, UID): Joan Mangan-Boles/#00589828

Action Code	PREO1	Chair/Dtr Approval/Date	Joan Mangan-Boles 12/15/14
ECLS	14	Dean VP Approval/Date	
Earn Code		Business Mgr Approval/Date	3/3/15
Cert. Date		Budget/RSP Approval/Date	4/16/15
*Shaded areas for HR use ONLY		HR Approval/Date	5/19/15
		Payroll Approval/Date	

Employee Jobs NBA/CSS 8.10 (PROD) 06-NOV-2015 03:58 PM

ID: [REDACTED] Dr. Janice N. Duke
 Position: 998898 Suffix: 00
 Last Paid Date: 31-OCT-2015
 Query Date: 20-NOV-2015

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

Effective Date: 20-NOV-2015
 Personnel Date: 20-NOV-2015
 Status: Terminated
 Title: Professor
 Job FTE: 0.600
 Appointment Percent: 100.00
 Encumbrance Hours:
 Encumbrance Indicator: System Calculated
 Hours per Day: 5.92
 Employee Class: 15 Faculty PT Fiscal 51-74%
 Leave Category:
 Change Reason: 50002 Separation - Retirement
 Employer Code: WSU Wright State University

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

Compensation
 Rate: 50.689800
 Hours per Pay: 104.00
 Assign Salary: 5,271.74
 Factor: 12.0
 Pays: 12.0
 Annual Salary: 63,260.87

$$\$63,260.87 / 11 = \$5,750.99$$

$$\$5,750.99 / 21.667 = \$265.43$$

$$\$265.43 / 4.8^{(60\%)} = \$55.297 = \$55.30 / \text{hr.}$$

Employee Leave Balances PELEAV 8.8 (PROD) 04-NOV-2015 04:04 PM

ID: [REDACTED] Dr. Janice M. Duke
 Leave Category: S1 Salaried FFAC/UNC 51-100% FTE

Leave Code	Date Available	Day or Hour	Begin Balance	Accrued	Taken	Current Available	Banked
SICK SickLeav	02-AUG-2000	H	1,480.00	48.00	10.50	1,517.50	0.00
Change Reason: PHPUPDT program updated hours accrued, taken and banked.							
VACA VacaLeav	02-AUG-2000	H	174.31	11.74	0.00	186.05	0.00
Change Reason: PHPUPDT program updated hours accrued, taken and banked.							
WINT WintLeav	02-AUG-2000	H	0.00	0.00	0.00	0.00	0.00
Change Reason: PHPUPDT program updated hours accrued, taken and banked.							

Handwritten notes on screen:
 + 7.14 Nov
 1524.64
 + 10.48 Nov
 196.53

Worked Nov 1-20 = 15 days

Nov accruals

$$15 \text{ days} / 21 \text{ avail days} = 0.7142857 \times 14.67 = 10.48 \text{ VAC}$$

$$\times 10.00 = 7.14 \text{ SICK}$$

Sick

$$1524.64 \times .25 = 381.16 \rightarrow 240 \text{ avail hrs}$$

$$240 \times 55.30 = \$13,272.00 \text{ owed}$$

Vaca

$$196.53 \times 55.30 = \$10,868.11 \text{ owed}$$

[REDACTED]
[REDACTED]
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



December 1, 2014

Janice M. Duke, MD
[REDACTED]

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.

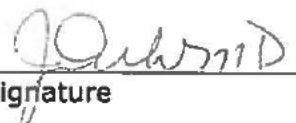
Sincerely,



Jerome L. Yaklic, M.D., MBA
Chair of the Department

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

JANICE M. DUKE
Name


Signature

12-3-14
Date

Personnel Action Form

Human Resources
(937) 775-2120

HR
Feb 11 11:48
Provost
2/11/14

Duke, Janice M

Name (Last, First, MI)

3/1/14

Job Start Date

Affirmative Action Number

Associate Professor

Job Title

\$

Annual Base Salary

UID Number/SSN (New Only)

6/30/14

Job Stop Date

3800 CHE/208.2948

Campus Address/Campus Phone Number

LFD39 FA STEND

Position Class Number

Salary Band

\$

Base Monthly/Hourly Rate

NBAPOSN

BSOM

Organization Name

MVH

City Work Loc. (other than main campus)

80%

☐ Essential Employee

Position FTE ☐ Emergency Responder

\$ 1,000.00

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	\$ 12,000.00	\$	\$	\$	\$	\$
Fiscal year stipend	\$	\$	\$	\$	\$	\$
Special contract salary	\$	\$	\$	\$	\$	\$
Percent of Salary	100%					

Reallocation ☐

Funding JV or Position Number

Position Incumbent Name (if applicable)

Comments/Additional Information: Change in FTE status per attached offer letter

Adjusted stipend

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

(15,000)



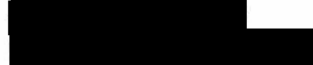
Boonshoft
School of Medicine
WRIGHT STATE UNIVERSITY

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:

- (1) 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.

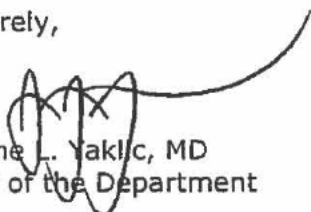
Eligible members also receive the customary faculty benefits. These currently include group life, medical, dental, vision, and long-term disability coverage to eligible faculty members. The employee pays a portion of the costs for some of these programs. Certain educational benefits are also available 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.

Janice M. Duke
Name

JMD
Signature

12 Feb 2014
Date

9

Personnel Action Form

Human Resources
(937) 775-2120

Duke, Janice M.
Name (Last, First, MI)
03/01/15
Job Start Date

Affirmative Action Number

Job Title

\$
Annual Base Salary

[REDACTED]
UID Number/SSN (New Only)
04/30/15
Job Stop Date

Campus Address/Campus Phone Number
LF039 FA STAND
Position Class Number Salary Band

\$
Base Monthly/Hourly Rate

☒ P89413
NBAPOSN
Obstetrics & Gynecology
Organization Name

City Work Loc. (other than main campus)
☐ Essential Employee
☐ Emergency Responder
Position FTE ☒ 500.00
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)

Salary Distribution	Distribution 1	Distribution 2	Distribution 3		Distribution 1	Distribution 2	Distribution 3
Index				Stipend 1			
Fund				P89413			
Org				\$6,000.00 ✓			
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 Reduce FTE from 60% to 40% for 2 months to recapture 2 months of overpayment.
On 5/1/15, please return FTE to 60% - stipend \$9,000 end date 6/30/15 (\$750)

Timesheet / Leave Report Approver (Name, _____)

Action Code <u>FTE02</u>	Chair/Dir. Approval/Date _____
EOLS <u>14</u>	Dean/VP Approval/Date _____
Earn Code _____	Business Mgr. Approval/Date <u>3/13/15</u>
Cert. Date _____	Budget RSP Approval/Date <u>3/23/15</u>
	HR Approval/Date <u>3/18/15</u>
	Payroll Approval/Date <u>3/19/15</u>

*Shaded areas for HR use ONLY

Recd 3/25/15 AB

9

Personnel Action Form

Human Resources
(937) 775-2120

Duke, Janice M.
Name (Last, First, MI)
3/1/15
Job Start Date
Affirmative Action Number
Professor
Job Title
Asst Med Dir Of Frhc
Annual Base Salary
\$ 41,145.25

[REDACTED]
UID Number/SSN (New Only)
4/30/2015
Job Stop Date
Campus Address/Campus Phone Number
LFO32
Position Class Number
PA NA
Salary Band
3,428.77
Base Monthly/Hourly Rate

998898
NBAPOSN
Obstetrics & Gynecology
Organization Name
City Work Loc. (other than main campus)
40.00% ☒ Essential Employee
☐ Emergency Responder
Monthly Stipend Rate (If Applicable) 9.22

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 → 11.20.15
☐ 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	[REDACTED]							
Fund	[REDACTED]							
Org	[REDACTED]							
Acct	[REDACTED]							
Program	[REDACTED]							
Activity	[REDACTED]							
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 Reduce FTE from 60% to 40% for 2 months to recapture 2 months of overpayment.

On 5/1/15 please return FTE to 60% - salary \$61,717.88 - end date 11/20/15

Timesheet / Leave Report Approver (Name, _____)

Action Code <u>PTED2</u>	Chair/Dir. Approval/Date _____
ECLS <u>16</u>	Dean/VP Approval/Date _____
Earn Code _____	Business Mgr. Approval/Date <u>3/13/15</u>
Cert. Date _____	Budget RSP Approval/Date <u>3/22/15</u>
	HR Approval/Date <u>3/18/15</u>
	Payroll Approval/Date _____

*Shaded areas for HR use ONLY

need 3/25/15 AB

Employee Deduction Query PPD15T 8.0 (PROD) 19 MAR 2015 12:13 PM							
ID:	Dr. Janice M. Duke			Query Date: 30-JUN-2015			
Deduction	Effective Date	Option 1	Option 2	Status	Begin Date	End Date	Activity Date
001 Fee Wavr	01-JUL-2005			A	01-JUL-2005		25-NOV-2005
H1M PPO90MO	01-JAN-2015	05		A	01-JAN-2014		07-NOV-2014
HDM DENTLMO	01-JAN-2015	05		A	01-JUL-2005		07-NOV-2014
HVM VISIONMO	01-JAN-2015	05		A	01-JUL-2005		07-NOV-2014
IMP IMP	01-AUG-2014			A	01-JUL-2005		04-AUG-2014
LAD ACCDEATH	01-AUG-2014	01		A	01-JUL-2005		04-AUG-2014
LIF LIFEINS	01-AUG-2014	01		A	01-JUL-2005		04-AUG-2014
LTD LTDIsab	01-AUG-2014	MO		A	01-JUL-2005		04-AUG-2014
RS4 ARPSTING	01-JUL-2005	S2		A	01-JUL-2005		25-NOV-2005
RSU STRS-4.5	01-JUL-2007	D2		A	01-JUL-2007		24-JUL-2007
SNL SD 5705	01-JAN-2012		0	A	01-JAN-2012		22-DEC-2011
T00 FED TAX	01-JUL-2005	M	00	A	01-JUL-2005		25-NOV-2005
T01 OH_TAX	01-JUL-2005		00	A	01-JUL-2005		25-NOV-2005
TAB Dayton	01-JUL-2005	00		A	01-JUL-2005		25-NOV-2005
TAD Ketrng	01-JUL-2005	AB		A	01-JUL-2005		25-NOV-2005
TM1 Medicare	01-JAN-2013	HI		A	01-JAN-2013		27-DEC-2012
TMD MEDICARE	01-MAY-2007			A	01-JUL-2005		14-MAY-2007
VUW UNWAY	01-JAN-2015			A	01-JAN-2006	31-DEC-2015	23-DEC-2014
VUW UNWAY	31-DEC-2015			T	01-JAN-2006	31-DEC-2015	23-DEC-2014

change empl back
to 15 on May 1
& remove Benef.
Exception.

Employee Deduction Query PDIOLST 8.0 (PROD) 19-MAR-2015 12:13 PM							
ID: [REDACTED] Dr. Janice M. Duke		Query Date: 30-JUN-2015					
Deduction	Effective Date	Option 1	Option 2	Status	Begin Date	End Date	Activity Date
FEI Fee Wavr	01-JUL-2005			A	01-JUL-2005		25-NOV-2005
HIM PPO90MO	01-JAN-2015	05		A	01-JAN-2014		07-NOV-2014
HDM DENTLMO	01-JAN-2015	05		A	01-JUL-2005		07-NOV-2014
HVM VISIONMO	01-JAN-2015	05		A	01-JUL-2005		07-NOV-2014
IMP IMP	01-AUG-2014			A	01-JUL-2005		04-AUG-2014
LAD ACCDEATH	01-AUG-2014	01		A	01-JUL-2005		04-AUG-2014
LIF LIFEINS	01-AUG-2014	01		A	01-JUL-2005		04-AUG-2014
LTD LTDIsab	01-AUG-2014	MO		A	01-JUL-2005		04-AUG-2014
RS4 ARPSTING	01-JUL-2005	S2		A	01-JUL-2005		25-NOV-2005
RSU STRS-4.5	01-JUL-2007	D2		A	01-JUL-2007		24-JUL-2007
SNL SD 5705	01-JAN-2012		0	A	01-JAN-2012		22-DEC-2011
T00 FED TAX	01-JUL-2005	M	00	A	01-JUL-2005		25-NOV-2005
T01 OH_TAX	01-JUL-2005		00	A	01-JUL-2005		25-NOV-2005
TAB Dayton	01-JUL-2005	00		A	01-JUL-2005		25-NOV-2005
TAD Ketrng	01-JUL-2005	AB		A	01-JUL-2005		25-NOV-2005
TH1 Medicare	01-JAN-2013	HI		A	01-JAN-2013		27-DEC-2012
THD MEDICARE	01-MAY-2007			A	01-JUL-2005		14-MAY-2007
VUW UNWAY	01-JAN-2015			A	01-JAN-2006	31-DEC-2015	23-DEC-2014
VUW UNWAY	31-DEC-2015			T	01-JAN-2006	31-DEC-2015	23-DEC-2014

Change empl back
to 15 on May 1
+ remove Benef.
Exception.

Personnel Action Form

Human Resources
(937) 775-2120

Duke, Janice M.
Name (Last, First, MI)
9/01/2015
Job Start Date
Affirmative Action Number
Professor
Asst Med Dir Of Frhc
Job Title
\$ 63,260.87
Annual Base Salary

[REDACTED]
UID Number/SSN (New Only)
11/20/2015 99/99/99
Job Stop Date
Campus Address/Campus Phone Number
Position Class Number Salary Band
\$ 5,271.74
Base Monthly/Hourly Rate

998898
NBAPOSN
Obstetrics & Gynecology
Organization Name
City Work Loc. (other than main campus)
60.00% ☐ Essential Employee
Position ETE ☐ 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 Changes (inc. Renewals)

RECEIVED

SEP 18 2015

RESEARCH AND

SPONSORED PROGRAMS

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 <u>10001</u> ECLS <u>15</u> Earn Code _____ Cert. Date _____	Chair/Dir. Approval/Date _____ Dean/VP Approval/Date _____ Business Mgr. Approval/Date <u>9/17/15</u> Budget RSP Approval/Date <u>9/18/15</u> HR Approval/Date <u>9/21/15</u> Payroll Approval/Date _____
---	--

*Shaded areas for HR use ONLY

$$\begin{array}{r}
 144 \quad 30 \\
 \times 455.2971 \\
 \hline
 \$7,963.20 \\
 \text{owed}
 \end{array}$$

Employee Jobs NBAJOBS 8.10 (PROD) 01-OCT-2015 08:39 AM

ID: [REDACTED] Dr. Janice M. Duke
 Position: 593893 Suffix: 00
 Last Paid Date: 30-SEP-2015
 Query Date: 20-NOV-2015

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: Professor
 Job FTE: 0.600
 Appointment Percent: 100.00
 Encumbrance Hours:
 Encumbrance Indicator: System Calculated
 Hours per Day: 5.92
 Employee Class: 15 Faculty PT Fiscal 51-74%
 Leave Category:
 Change Reason: J0C01 Job Labor Distribution Change
 Employer Code: WSU Wright State University

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

Compensation
 Rate: 50,699.80
 Hours per Pay: 104.00
 Assign Salary: 5,271.74
 Factor: 12.0
 Pays: 12.0
 Annual Salary: 63,260.87

~~$$\$63,260.87 @ 100\% = \$105,434.78$$~~

~~$$\$105,434.78 / 11 = \$9,584.98$$~~

~~$$\$9,584.98 / 21.667 = \$442.38$$~~

~~$$\$442.38 / 8 = \$55.2975 / \text{hr}$$~~

$$55.2975$$

$$\text{Daily earn rate } (FTE \times 8) = 4.8$$

$$(60\% \text{ FTE})$$

$$55.30 / 4.8 = 11.52$$

@ 60%

$$\$63,260.87 / 11 = \$5,750.99$$

$$\$5,750.99 / 21.667 = \$265.426$$

$$\$265.43 / 4.8 = \$55.2971$$

(60%)

at max 240 hrs payout

$$\begin{array}{r} 240 \\ \times 55.30 \\ \hline \$13,272.00 \end{array}$$

144 hrs due

$$\begin{array}{r} 144 \text{ hrs} \\ \times \$55.2971 \\ \hline \$7,963.20 \end{array}$$

owed

9

Personnel Action Form

Human Resources
(937) 775-2120

COPY

Duke, Janice M.
Name (Last, First, MI)
03/01/15
Job Start Date
03/01/15
Job Stop Date
LF 039
Campus Address/Campus Phone Number
FA STAND
Position Class Number
500.00
Salary Band
Annual Base Salary
Base Monthly/Hourly Rate
Monthly Stipend Rate (If Applicable)

P89413
NBAPSN
Obstetrics & Gynecology
Organization Name
City Work Loc. (other than main campus)
☐ Essential Employee
☐ Emergency Responder
Position FTE
Monthly Stipend Rate (If Applicable)

HR 10:28
comp
9:22
8:23
3/19/15

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)

11:2
10:23
11:2

Salary Distribution	Distribution 1	Distribution 2	Distribution 3		Distribution 1	Distribution 2	Distribution 3
Index				Stipend 1			
Fund				P89413			
Org				\$6,000.00 ✓			
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 Reduce FTE from 60% to 40% for 2 months to recapture 2 months of overpayment.
On 5/1/15, please return FTE to 60% - stipend \$9,000 end date 6/30/15 (\$750)

Timesheet / Leave Report Approver (Name, _____

Action Code <u>FTE02</u>	Chair/Dir. Approval/Date _____
ECLS <u>14</u>	Dean/VP Approval/Date _____
Earn Code _____	Business Mgr. Approval/Date <u>3/13/15</u>
Cert. Date _____	Budget RSP Approval/Date <u>3/23/15</u>
	HR Approval/Date <u>3/18/15</u>
	Payroll Approval/Date <u>3/19/15</u>

*Shaded areas for HR use ONLY

Recd 3/25/15 AB

Personnel Action Form

Human Resources
(937) 775-2120

COPY

Duke, Janice M.
Name (Last, First, MI)
3/1/15
Job Start Date
Affirmative Action Number
Professor
Job Title
Asst Med Dir Of Frhc
Annual Base Salary
41,145.25

[Redacted]
UID Number/SSN (New Only)
4/30/2015-06/30/15
Job Stop Date
Campus Address/Campus Phone Number
LFC 32 FA 11A
Position Class Number
3.428.77
Salary Band
Base Monthly/Hourly Rate

998898
NBAPOSN
Obstetrics & Gynecology
Organization Name
City Work Loc. (other than main campus)
40.00% ☐ Essential Employee
Position FTE ☐ Emergency Responder
Monthly Stipend Rate (If Applicable)
9.2

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 → 11-20-15
☐ 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 Reduce FTE from 60% to 40% for 2 months to recapture 2 months of overpayment.
On 5/1/15, please return FTE to 60% - salary \$61,717.88 - end date 11/20/15

Timesheet / Leave Report Approver (Name, _____)

Action Code <u>FRED2</u>	Chair/Dir. Approval/Date _____
ECLS <u>16</u>	Dean/VP Approval/Date _____
Earn Code _____	Business Mgr. Approval/Date <u>3/13/15</u>
Cert. Date _____	Budget RSP Approval/Date <u>3/22/15</u>
	HR Approval/Date <u>3/13/15</u>
	Payroll Approval/Date _____

*Shaded areas for HR use ONLY

Handwritten notes: 3/25/15 AB, 3/25/15, 3/25/15

Personnel Action Form

Human Resources
(937) 775-2120

HR
Feb 11 11:47
Provost
JTB
2/24/14

Duke, Janice M
Name (Last, First, MI)
3/1/14
Job Start Date
Affirmative Action Number
Associate Professor
Job Title
\$80,677
Annual Base Salary

UID Number/SSN (New Only)
6/30/14
Job Stop Date
3800 CHE/208.2948
Campus Address/Campus Phone Number
LFO32 FA NA
Position Glass Number Salary Band
\$6,723.08
Base Monthly/Hourly Rate

NBAPOSN
BSOM
Organization Name
MVH
City Work Loc. (other than main campus)
80%
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	\$80,677.00	\$	\$	\$	\$	\$
Fiscal year stipend	\$	\$	\$	\$	\$	\$
Special contract salary	\$	\$	\$	\$	\$	\$
Percent of Salary	100%					

Reallocation ☐

Funding JV or Position Number

Position Incumbent Name (if applicable)

Comments/Additional Information: Change in FTE status per attached offer letter

from 100% to 80%

Timesheet / Leave Report Approver (Name, UID): Joan Mangan-Boles/#00589828

Action Code FTE02	Chair/Dir. Approval/Date
ECLS 14	Dean/VP Approval/Date
Earn Code	Business Mgr Approval/Date
Cert. Date	Budget/RSP Approval/Date
*Shaded areas for HR use ONLY	HR Approval/Date
	Payroll Approval/Date

NO LST-

<100,846>

Brenda Williams 2/19/14



Boonshoft
School of Medicine
WRIGHT STATE UNIVERSITY

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
[REDACTED]

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:

- (1) 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.

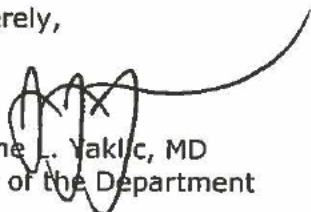
Eligible members also receive the customary faculty benefits. These currently include group life, medical, dental, vision, and long-term disability coverage to eligible faculty members. The employee pays a portion of the costs for some of these programs. Certain educational benefits are also available 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.

Janice M. Duke
Name

JMD
Signature

12 Feb 2014
Date

Personnel Action Form

Human Resources
(937) 775-2120

Nov 11/12
H2
budget

Duke, Janice
Name (Last, First, MI)
11/1/13
Job Start Date
Associate Professor
Job Title
\$ 100,845.73
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
\$ 8,403.81
Base Monthly/Hourly Rate

998898
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	[Redacted]					
Org	[Redacted]					
Acct	[Redacted]					
Program	[Redacted]					
Activity						
Funding Source						
Academic salary (2 sem)	\$	\$	\$	\$	\$	\$
Academic stipend (2 sem)	\$	\$	\$	\$	\$	\$
Fiscal year salary	\$ 100,845.73	\$	\$	\$	\$	\$
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>10001</u>	Chair/Dir. Approval/Date <u>[Signature] 11/1/13</u>
ECLS <u>14</u>	Dean/VP Approval/Date <u>[Signature]</u>
Earn Code <u>[Redacted]</u>	Business Mgr Approval/Date <u>[Signature] 11/8/13</u>
Cert. Date <u>[Redacted]</u>	Budget/RSP Approval/Date <u>[Signature] 11/14/13</u>
*Shaded areas for HR use ONLY	HR Approval/ Date <u>[Signature]</u>
	Payroll Approval/Date <u>[Signature]</u>

WRIGHT STATE UNIVERSITY
Payroll Office

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: Janice Duke UID: [REDACTED]

Position #: P89413 Suffix 00 Record No: 9835

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

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

Hours Missed: _____ Or Amount Missed: \$833.33

Reg Hrs: _____ OT Hrs: _____ Shift Differential: _____

Vacation Hours: _____ Sick Hours: _____ Other: _____

Reason For Request

New stipend effective 4/1/13. Please pay April's installment of \$833.33 with the supplemental run, to be deposited on May 14, 2013.
Thanks!

HSA Out of Cycle Deposit: ☐

Requested By Brenda Williams Date: 5/9/2013 Phone: 4220

Approved by: _____ Date _____ Phone Extension _____

Handwrite Requested _____ FOAP to charge _____

Request for Handwrite fee waiver _____

Must be approved by Payroll Manager

WRIGHT STATE
UNIVERSITYPersonnel
Action FormHuman Resources
3640 Colonel Glenn Hwy.
Dayton, OH 45435-0001
(937) 775-2120Hr.
Apr 28 15
Budget
HRC

Duke, Janice

Name (Last, First, MI)

2/1/13

Job Start Date

4/1/13

Social Security Number/UID Number

6/30/13

Job Stop Date

6/30/14

3800 CHE/208-2948

Campus Address/Campus Phone Number

LFO39 per 5/1/13

Position Class Number/Salary Band

Base Monthly/Hourly Rate

BSAPUSH

BSOM

Organization Name

MVH

City Work Loc. (other than main campus)

Affirmative Action Number

Asst Medical Director of
FRHC

Job Title

\$

Annual Base Salary

\$

Base Monthly/Hourly Rate

\$ 833.33

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 *Stipend*
☐ 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	\$ 10,000	\$	\$	\$	\$	\$
Special contract salary	\$	\$	\$	\$	\$	\$
Percent of Salary	100%					100%

Comments/Conditions:

New Stipend
 Signed letter regarding status change attached

Reallocation ☐Timesheet Approver *Joan Mangan-Boles/#0*

Name/UID#

Action Code	5003	Dept./College Approval/Date	<i>Joan Mangan-Boles</i> 4/8/13
ECLS		Budget/RSP Approval/Date	<i>Joan Mangan-Boles</i> 4/22/13
Exam Code	14	HR Approval/Date	<i>Carol</i> 5/9/2013
Cert. Date		Payroll Approval/Date	<i>William</i> 4/22/13

*SHADED AREAS FOR HR USE ONLY

Revised August 2010

5/9/13

WRIGHT STATE
UNIVERSITY

Personnel
Action Form

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

HR
Apr 28 15
Budget
HRC

Duke, Janice

Name (Last, First, MI)

214113

Job Start Date

4/1/13

Social Security Number/UID Number

6/30/13

Job Stop Date

6/30/14

3800 CHE/20B-2948

Campus Address/Campus Phone Number

LF039

Position Class Number/Salary Band

BSAPUSR

BSOM

Organization Name

MVH

City Work Loc. (other than main campus)

Affirmative Action Number

Asst Medical Director

Job Title

FRHC

\$

Annual Base Salary

\$

Base Monthly/Hourly Rate

\$833.33

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

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	\$10,000	\$	\$	\$	\$	\$
Special contract salary	\$	\$	\$	\$	\$	\$
Percent of Salary	100%					100%

Comments/Conditions:

New Stipend
Signed letter regarding status change attached

Reallocation ☐

Timesheet Approver Joan Mangano-Boles

Name/UID#

Action Code

ECLS

Earn Code

Cert. Date

51003

14

Dept./College Approval/Date

Budget/RSP Approval/Date

HR Approval/Date

Payroll Approval/Date

Joan Mangano-Boles 4/8/13

5/9/2013

4/19/13

4/22/13

*SHADED AREAS FOR HR USE ONLY.

Revised August 2010

5/9/13



Boonshoft
School of Medicine
WRIGHT STATE UNIVERSITY

Department of Obstetrics and Gynecology
Weber Center for Health Education
126 E. Apple St., Ste. 2800 • Dayton, OH 45408-2703
Tel 937.209.2860 • Fax 937.222.7255
med.wright.edu/obgyn

Jerome L. Yaklic, 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.

Your duties as Assistant Medical Director of FRHC – CWH, OB/GYN WSUBSOM consist of working closely with the Medical Director and serving as a consultant to the Medical Director as needed. You will perform other duties as mutually agreed upon by your chair.

The position of Assistant Medical Director of FRHC – CWH, OB/GYN WSUBSOM 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 Assistant Medical Director of FRHC – CWH, OB/GYN WSUBSOM 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.

4/19/13
JL
4/19/13

APR 19 2013
JL
4/19/13

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

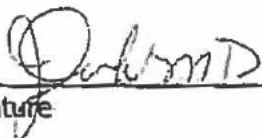
In order to accept this offer, please sign the original and copy of this offer letter (enclosed), which will constitute our agreement. Please return the original to me by Friday, February 1, 2013, and keep the copy for your files. *April dp*

Sincerely yours,


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

Encl.

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


Signature

4-1-13
Date

Personnel Action Form

2015

Human Resources
(937) 775-2120

Duke, Janice M.
Name (Last, First, MI)
07/01/15
Job Start Date
Affirmative Action Number
Job Title
\$
Annual Base Salary

[REDACTED]
UID Number/SSN (New Only)
11/20/15
Job Stop Date
Campus Address/Campus Phone Number
Position Class Number Salary Band
\$
Base Monthly/Hourly Rate

P89413
NBAPSN
Obstetrics & Gynecology
Organization Name
City Work Loc. (other than main campus)
☐ Essential Employee
Position FTE ☐ Emergency Responder
\$ **750.00**
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)

Salary Distribution	Distribution 1	Distribution 2	Distribution 3		Distribution 1	Distribution 2	Distribution 3
Index	[REDACTED]			Stipend I			
Fund	[REDACTED]			P89413			
Org	[REDACTED]			\$9,000.00			
Acct	[REDACTED]						
Program	[REDACTED]						
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 **Stipend Renewal for FY16** - please term on
11/20/15
Timesheet / Leave Report Approver (Name, UID):

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 <i>[Signature]</i> 3/24/15 Budget RSP Approval/Date _____ HR Approval/Date _____ Payroll Approval/Date _____
--	---



Boonshoft
School of Medicine
WRIGHT STATE UNIVERSITY

Department of Obstetrics and Gynecology
Weber Center for Health Education
128 E. Apple St., Ste. 3800 • Dayton, OH 45409-2702
Tel 937.208.2850 • Fax 937.222.7255
med.wright.edu/obgyn/

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

March 15, 2013

Janice M. Duke, MD
[REDACTED]

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.

Brenda:
Original offer letter
AFs already faxed
Judy

4/19/13
27
4/14/13

April
11/2013
[Signature]



Boonshoft
School of Medicine
WRIGHT STATE UNIVERSITY

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

March 15, 2013

Janice M. Duke, MD
[REDACTED]

Dear Dr. Duke:

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

Brenda,
Original offer letter
PAFs already faxed
Judy

4/19/13
27
4/11/13

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

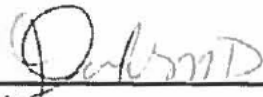
In order to accept this offer, please sign the original and copy of this offer letter (enclosed), which will constitute our agreement. Please return the original to me by Friday, ~~February 1,~~ ^{April 1} 2013, and keep the copy for your files.

Sincerely yours,


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

Encl.

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



Signature

4-1-13

Date

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

Personnel Action Form

Duke, Janice

Name (Last, First, MI)

██████████
Social Security Number/UID Number
3/31/13

BSOM

Organization Name

Job Start Date

Job Stop Date

Affirmative Action Number

Campus Address/Campus Phone Number

City Work Loc. (other than main campus)

Medical Director

Job Title

Stipend ☐ Essential Employee ORPosition FTE ☐ Emergency Responder

\$
Annual Base Salary

\$
Base Monthly/Hourly Rate

\$3,639.803
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 - *Stipend*
☐ 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 - *Stipend only*
☐ 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 (1 sem)	\$	\$	\$	\$	\$	\$
Academic stipend (3 sem)	\$	\$	\$	\$	\$	\$
Fiscal year salary	\$	\$	\$	\$	\$	\$
Fiscal year stipend	\$43,677.64	\$	\$	\$	\$	\$
Special contract salary	\$	\$	\$	\$	\$	\$
Percent of Salary	100%					100%

Comments/Conditions:

Timesheet Approver

Name/UID#

Budget: Close Pos#.

Reallocation ☐

STOOD 1/14

Action Code	Dept./College Approval/Date	<i>Jody Chutkan</i> 4/19/13
Ed/S	Budget/RSP Approval/Date	<i>J. Chutkan</i> 4/22/13
Ed/S	HR Approval/Date	<i>Munda Williams</i> 4/22/13
Ed/S	Payroll Approval/Date	

SHARED ARE SUBJECT TO REVISION

Revised August 2010

Personnel Action Form

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

Duke, Janice M.
Name (Last, First, MI)

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

998898-00
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)

Professor

SP 8-23-12

LF032-Associate Professor

1.000

12

12

Job Title:

Position Class Number

Position FTE

Factor / Pays

\$96,929.82

\$8,077.48 / \$46.691

\$

Annual Base Salary

Base Monthly/Hourly Rate

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
☐ 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

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, 2011

100.00%

ATB: \$1,900.585 7.5% Promotion Adjustment

Total Pct Incr 2.00%

Total annual pay increase amount: \$1,900.585

Lump Sum Amt

Action Code INC23

Job ECLS 14

HR Rep: Williams

Cert. Date

Dept./College Approval/Date

Budget/RSP Approval/Date

HR Approval/Date

Payroll Approval/Date

Sharon Shaw July 1, 2011

* 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

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

**Personnel
Action Form**

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

Duke, Janice M. Name (Last, First, MI)		P89738-00 NBAPOSN
7/1/2011 Job Start Date/Effective Date	6/30/2012 Job Stop Date	OBJ55-Obstetrics & Gynecology Organization Name
Affirmative Action Number	Campus Address/Campus Phone Number	City Work Loc. (other than main campus)
Faculty Stipend Fiscal	LF039-Faculty Stipend Fiscal	0.001 12 12
Job Title:	Position Class Number	Position FTE Factor / Pays
\$42,821.22 Annual Base Salary	\$3,568.44 / \$3,568.435 Base Monthly/Hourly Rate	\$3,568.44 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	\$	\$	\$	\$	\$	\$	\$	

Annual Salary/Hourly Increase - Effective July 1, 2011

100.00%

ATB: \$839.632 7.5% Promotion Adjustment

Total Pct Incr 2.00% Total annual pay increase amount: \$839.632 Lump Sum Amt

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

* SHADED AREAS FOR HR USE ONLY

Personnel Action Form

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

GPZ Am
Jul = 1106
budget

Duke, Janice
Name (Last, First, MI)
7/1/11
Job Start Date

[REDACTED]
Social Security Number/UID Number
6/30/12
Job Stop Date

P89738
NBAPOSN
BSOM
Organization Name

Affirmative Action Number
Associate Professor
Job Title

Campus Address/Campus Phone Number
[REDACTED]
Position Glass Number/Salary Band

City Work Loc. (other than main campus)
Stipend ☐ Essential Employee
Position FTE ☐ Emergency Responder

\$
Annual Base Salary

\$
Base Monthly/Hourly Rate

\$ 3,498.47
Monthly Stipend Rate (If Applicable) *Jul = 6 00*

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
☐ 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	[REDACTED]					
Fund						
Org						
Acct	[REDACTED]					
Program						
Activity						
Funding Source						
Academic salary (3 qtrs)	\$	\$	\$	\$	\$	\$
Academic stipend (3 qtrs)	\$	\$	\$	\$	\$	\$
Fiscal year salary	\$	\$	\$	\$	\$	\$
Fiscal year stipend	\$ 41,981.64	\$	\$	\$	\$	\$
Special contract salary	\$	\$	\$	\$	\$	\$
Percent of Salary	100%					100%

Comments/Conditions:

Timesheet Approver

Name/UID#

Reallocation ☐

Action Code _____	Dept./College Approval/Date <i>Daniso Porter 5/31/11</i>
ECLS _____	Budget/RSP Approval/Date <i>June 6/9/2011</i>
Earn Code _____	HR Approval/Date <i>7/11/2011</i>
Cert. Date _____	Payroll Approval/Date <i>7/11/2011</i>



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

**WRIGHT STATE
UNIVERSITY**

**PERSONNEL
ACTION FORM**

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

<u>DUKE, JANICE</u> NAME (Last, First, MI)	<div style="background-color: black; width: 100px; height: 1.2em; display: inline-block;"></div> Empl U#	<u>P89738</u> NBAPOSN
<u>1/01/2010</u> Job Start Date	<u>06/30/2010</u> Job Stop Date	<u>OB/GYN</u> Department Name
 Affirmative Action Number	 Campus Address	 City Work Loc (Other than main campus)
 Job Title	<div style="background-color: black; width: 100px; height: 1.2em; display: inline-block;"></div> Position Class Number	<u>STIPEND</u> Position FTE
 Annualized Salary	 Base monthly/hourly rate	<u>3,498.47</u> & <u>0.00</u> Monthly stipend rate (if applicable)

Employment Type	Contract Type	Employment Status
<input checked="" type="checkbox"/> Faculty <input checked="" type="checkbox"/> Fiscal (12 month) <input type="checkbox"/> Academic (9 month) <input type="checkbox"/> Tenure Track <input checked="" 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 checked="" type="checkbox"/> Special Contract-Stipend <input type="checkbox"/> Temporary <input type="checkbox"/> 30-day emergency <input type="checkbox"/> Interim appointment (6 mos) <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 (bns/awd) <input type="checkbox"/> Gross <input type="checkbox"/> Net	<input type="checkbox"/> Superceding 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

Salary Distribution	Distribution1	Distribution2	Distribution3	Distribution4	Distribution5	Distribution6	Distribution 7
Index	<div style="background-color: black; width: 100px; height: 1.2em; display: inline-block;"></div>						
Fund							
Org							
Acct	<div style="background-color: black; width: 100px; height: 1.2em; display: inline-block;"></div>	<div style="background-color: black; width: 100px; height: 1.2em; display: inline-block;"></div>	<div style="background-color: black; width: 100px; height: 1.2em; display: inline-block;"></div>	<div style="background-color: black; width: 100px; height: 1.2em; display: inline-block;"></div>	<div style="background-color: black; width: 100px; height: 1.2em; display: inline-block;"></div>	<div style="background-color: black; width: 100px; height: 1.2em; display: inline-block;"></div>	<div style="background-color: black; width: 100px; height: 1.2em; display: inline-block;"></div>
Program							
ACTIVITY CODE							
Academic salary 3qtrs							
Academic stipend 3qtrs							
Fiscal year salary							
Fiscal year stipend							
Special contract salary							
Percent of Salary	100						

COMMENTS/CONDITIONS

Reallocation X **ANNUAL STIPEND(s):** P89738 \$41,981.59 \$0.00

<div style="border: 1px solid black; padding: 5px;"> Action Code <u>1000</u> Earn Type <u>1000</u> Earn Type <u>1000</u> Cert. Date <u>1/13/10</u> </div>	<div style="border: 1px solid black; padding: 5px;"> Dept/College approval/Date <u>1/13/10</u> Budget/RSP approval/Date <u>1/14/10</u> HR approval/Date <u>1/20/10</u> Payroll approval/Date <u>1/19/10</u> </div>
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Shaded areas for HR use only

Personnel
Action Form

non-union

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

B12

Duke, Janice MD

Name (Last, First, MI)

07/01/08

Job Start Date

██████████

Social Security Number/UID Number

99/99/99

Job Stop Date

998898

NBAPOSN

BSOM OB/GYN

Organization Name

Affirmative Action Number

Campus Address/Campus Phone Number

City Work Loc. (other than main campus)

Assoc. Professor

LF032-Professor

Job Title

Position Class Number/Salary Band

Position FTE

\$
Annual Base 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 month)

☐ Visiting Scholar / Faculty

☐ Visiting NTT

☐ Limited NTT

☐ Auxiliary

☐ One-Time Payment (bonus/award)

☐ Gross

☐ Net

☐ 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 qtrs)	\$	\$	\$	\$	\$	\$
Academic stipend (3 qtrs)	\$	\$	\$	\$	\$	\$
Fiscal year salary	\$	\$	\$	\$	\$	\$
Fiscal year stipend	\$	\$	\$	\$	\$	\$
Special contract salary	\$	\$	\$	\$	\$	\$
Percent of Salary	100%					100%

Comments/Conditions: Associate

Promotion to rank of Professor effective 7/1/08

Reallocation ☐

Action Code	P0005	Dept./College Approval/Date	
ECLS	14	Budget/RSP Approval/Date	Shaw & Coyle 7/13/08
Earn Code		HR Approval/ Date	Williams 8/27/08
Cert. Date		Payroll Approval/Date	

*SHADED AREAS FOR HR USE ONLY.

WRIGHT STATE
UNIVERSITY

PERSONNEL
ACTION FORM

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

DUKE, JANICE
NAME (Last, First, MI)

Empl U#

998898
NBAPOSN

07/01/08
Job Start Date

99/99/99
Job Stop Date

OB/GYN
Department Name

Affirmative Action Number

Campus Address

City Work Loc (Other than main campus)

Assoc. Professor
Job Title

Position Class Number

100.00%
Position FTE

95,029.24
Annualized Salary

\$7,919.103
Base monthly/hourly rate

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

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							
ACTIVITY CODE							
Academic salary 3qtrs							
Academic stipend 3qtrs							
Fiscal year salary							
Fiscal year stipend							
Special contract salary							
Percent of Salary	100						

COMMENTS/CONDITIONS

FY 2008/2009 PAY INCREASE. PROMOTED TO ASSOC PROFESSOR 7/1/09. 2.

FOR BUDGET OFFICE:

HOME ORG: PERM

FOR HR OFFICE:

Reallocation

OBJ55

Action Code
Eam Type
Eam Type
Gert Date

Dept/College approval/Date

Budget/RSP approval/Date

HR approval/Date

Payroll approval/Date

Shaded areas for HR use only



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
UNIVERSITY**

**PERSONNEL
ACTION FORM**

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

DUKE, JANICE		P89738
NAME (Last, First, MI)	Empl U#	NBAPOSN
7/1/2008	6/30/2009	OB/GYN
Job Start Date	Job Stop Date	Department Name
Affirmative Action Number	Campus Address	City Work Loc (Other than main campus)
	Position Class Number	STIPEND
Job Title		Position FTE
41,981.59		3,498.47 & 0.00
Annualized Salary	Base monthly/hourly rate	Monthly stipend rate (if applicable)

Employment Type	Contract Type	Employment Status
<input checked="" type="checkbox"/> Faculty	<input type="checkbox"/> Continuing employment	<input type="checkbox"/> Superceding appointment
<input checked="" type="checkbox"/> Fiscal (12 month)	<input checked="" type="checkbox"/> Special Contract-Stipend	<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 type="checkbox"/> Transfer
<input type="checkbox"/> Bargaining Unit		<input type="checkbox"/> Other data change
		<input checked="" type="checkbox"/> Renewal

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

COMMENTS/CONDITIONS

INCLUDES PAY INCREASE FOR FY 2008/2009

Reallocation _____ ANNUAL STIPEND(s): **P89738** \$41,981.59 \$0.00

FOR BUDGET OFFICE:
HOME ORG: **PERM**

Action Code	ENGL
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



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

WRIGHT STATE
UNIVERSITY

PERSONNEL
ACTION FORM

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

DUKE, JANICE		SSN	Empl U#	P89738
NAME (Last, First, MI)				NBAPOSN
7/1/2007		6/30/2008		OB/GYN
Job Start Date		Job Stop Date		Department Name
Affirmative Action Number		Campus Address		City Work Loc (Other than main campus)
MED DIR CTR FOR WOMEN'S				STIPEND
HEALTH ASST PROFESSOR		Position Class Number		Position FTE
Job Title				3,455.28 & 0.00
Annualized Salary		Base monthly/hourly rate		Monthly stipend rate (if applicable)

Employment Type	Contract Type	Employment Status
<input checked="" type="checkbox"/> Faculty	<input type="checkbox"/> Continuing employment	<input type="checkbox"/> Superceding appointment
<input checked="" type="checkbox"/> Fiscal (12 month)	<input checked="" type="checkbox"/> Special Contract-Stipend	<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 type="checkbox"/> Transfer
<input type="checkbox"/> Bargaining Unit		<input type="checkbox"/> Other data change
		<input checked="" type="checkbox"/> Renewal

Salary Distribution	Distribution1	Distribution2	Distribution3	Distribution4	Distribution5	Distribution6	Distribution 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 INCLUDES PAY INCREASE FOR FY 2007/2008

BUDGET OFFICE INFO:

Reallocation ANNUAL STIPEND(s): \$41,463.30 \$0.00 HOME ORG:

TYPE: PERM

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

WRIGHT STATE
UNIVERSITY

PERSONNEL
ACTION FORM

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

DUKE, JANICE		SSN	Empl U#	998898
NAME (Last, First, MI)				NBAPOSN
07/01/07		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)
MED DIR CTR FOR WOMEN'S HEALTH		ASST PROFESSOR		100.00%
Job Title		Position Class Number		Position FTE
85,616.69		\$7,134.724		
Annualized Salary		Base monthly/hourly rate		Monthly stipend rate (if applicable)

Employment Type	Contract Type	Employment Status
<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 type="checkbox"/> Transfer
<input type="checkbox"/> Bargaining Unit		<input checked="" type="checkbox"/> Other data change
		<input type="checkbox"/> Renewal

Salary Distribution	Distribution1	Distribution2	Distribution3	Distribution4	Distribution5	Distribution6	Distribution 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 2007/2008 PAY INCREASE

BUDGET OFFICE INFO:

TYPE: PERM

Reallocation

HOME ORG:

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

June 13, 2008

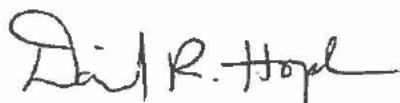
Dr. Janice M. Duke
Department of Obstetrics and Gynecology
Boonshoft School of Medicine
Miami Valley Hospital

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

**WRIGHT STATE
UNIVERSITY**

**PERSONNEL
ACTION FORM**

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

DUKE, JANICE		P89738
NAME (Last, First, MI)	Empl U#	NBAPOSN
07/01/09	6/30/2010	OB/GYN
Job Start Date	Job Stop Date	Department Name
Affirmative Action Number	Campus Address	City Work Loc (Other than main campus)
Job Title	Position Class Number	STIPEND
Annualized Salary	Base monthly/hourly rate	Position FTE
		3,498.47 & 0.00
		Monthly stipend rate (if applicable)

Employment Type	Contract Type	Employment Status
<input checked="" type="checkbox"/> Faculty	<input type="checkbox"/> Continuing employment	<input type="checkbox"/> Superceding appointment
<input checked="" type="checkbox"/> Fiscal (12 month)	<input checked="" type="checkbox"/> Special Contract-Stipend	<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 type="checkbox"/> Transfer
<input type="checkbox"/> Bargaining Unit		<input type="checkbox"/> Other data change
		<input checked="" type="checkbox"/> Renewal

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

COMMENTS/CONDITIONS

Reallocation	ANNUAL STIPEND(s):	P89738	\$41,981.59	\$0.00
		FOR BUDGET OFFICE:		
		HOME ORG:	PERM	

Action Code	5001
Earn Type	14
Earn Type	
Gert. Date	

Dept/College approval/Date	5/19/09
Budget/RSP approval/Date	
HR approval/Date	6/19/09
Payroll approval/Date	

Shaded areas for HR use only

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

**WRIGHT STATE
UNIVERSITY**

**PERSONNEL
ACTION FORM**

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

DUKE, JANICE
NAME (Last, First, MI)
07/01/06
Job Start Date

[REDACTED]
SSN
99/99/99
Job Stop Date

998898
NBAPOSN
OB/GYN
Department Name

Affirmative Action Number
ASST PROFESSOR
Job Title

Campus Address
[REDACTED]
Position Class Number

City Work Loc (Other than main campus)
100.00%
Position FTE

82,841.50
Annualized Salary

\$6,903.458
Base monthly/hourly rate

Monthly stipend rate (if applicable)

Employment Type	Contract Type	Employment Status
<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 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 type="checkbox"/> Transfer
<input type="checkbox"/> Bargaining Unit		<input type="checkbox"/> Other data change
		<input type="checkbox"/> Renewal

Salary Distribution	Distribtuion1	Distribtuion2	Distribtuion3	Distribtuion4	Distribtuion5	Distribtuion6	Distribtuion 7
Index	[REDACTED]						
Fund							
Org							
Acct	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[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 2006/2007 PAY INCREASE

BUDGET OFFICE INFO:
TYPE: PERM
HOME ORG: [REDACTED]

Reallocation _____

<div> Action Code Eam Type Eam Type Cet. Date </div>	Dept/College approval/Date Budget/RSP approval/Date HR approval/Date Payroll approval/Date	<p><i>[Signature]</i> 6/5/06</p> <p>6-29-06</p>
---	---	---

[Shaded areas for HR use only]

**WRIGHT STATE
UNIVERSITY**

**PERSONNEL
ACTION FORM**

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

DUKE, JANICE		997263
NAME (Last, First, MI)	SSN	Empl U#
7/1/2006	6/30/2007	NBAPOSN
Job Start Date	Job Stop Date	Department Name
Affirmative Action Number	Campus Address	City Work Loc (Other than main campus)
ASST PROFESSOR	Position Class Number	STIPEND
Job Title		Position FTE
		3,371.00 &
Annualized Salary	Base monthly/hourly rate	Monthly stipend rate (if applicable)

Employment Type	Contract Type	Employment Status
<input checked="" type="checkbox"/> Faculty	<input type="checkbox"/> Continuing employment	<input type="checkbox"/> Superceding appointment
<input type="checkbox"/> Fiscal (12 month)	<input checked="" 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 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 type="checkbox"/> Transfer
<input type="checkbox"/> Bargaining Unit		<input type="checkbox"/> Other data change
		<input checked="" type="checkbox"/> 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 ON STIPEND
ANNUAL STIPEND(s): \$40,452.00

No Inc Renewal
ONLY

BUDGET OFFICE INFO:

TYPE: PERM *HOSP*

Reallocation

HOME ORG: *[Redacted]*

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 signatures and dates]
6/15/06
PIP 6-29-06

**WRIGHT STATE
UNIVERSITY**

**PERSONNEL
ACTION FORM**

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

DUKE, JANICE
NAME (Last, First, MI)

[REDACTED]
Social Security Number

1366
4 Digit Department Number

7/1/05
Job Start Date

6/30/06
Job Stop Date

OB/GYN
Department Name

Affirmative Action Number

Campus Address

City Work Loc (Other than main campus)

ASST PROFESSOR
Job Title

080009
Job Class Number

STIPEND
Position FTE

79655.292
Annualized Salary

6637.941
Base monthly/hourly rate

\$3,371.000
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

- Please check ALL that Apply
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

- 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

Account number(s)	Earn Code					
Academic salary (3qtrs)						
Administrative Stipend(3 qtrs)						
Fiscal year salary						
Fiscal year stipend						
Special contract salary						
Percent of Salary	STF	100%				100%

COMMENTS/CONDITIONS

RENEW STIPEND
ANNUAL STIPEND: 40,452.00

Action Code: **11**
Job Type: **75**
Cert. Date: _____

Dept/College approval/Date: **[Signature] 7/9/05**
Budget/RSP approval/Date: **[Signature] 3/28/05**
HR approval/Date: **[Signature] 3/17/05**
Payroll approval/Date: **[Signature] 4/7/05**

Shaded areas for HR use only



**WRIGHT STATE
UNIVERSITY**

Personnel Action Form

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

Duke Jaxice

Name (Last, First, MI)

Job Start Date

Affirmative Action Number

Job Title

\$
Annualized Salary

Social Security Number

Job Stop Date

Campus Address

Job Class Number

\$
Base monthly/hourly rate

4 Digit Department Number

Department Name

City Work Loc (other than main campus)

Position FTE

\$
Monthly stipend rate (if applicable)

Please check ALL that Apply

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 *Stipend*
- ☐ Temporary
- ☐ 30-day emergency
- ☐ Interim appointment (6 month)
- ☐ Visiting scholar/faculty
- ☐ Visiting NTT
- ☐ Limited NTT
- ☐ Auxiliary
- ☐ One-time payment (bns/awd)
 - ☐ Gross
 - ☐ Net

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

Account number(s)						Total
Academic salary (3 qtrs)						
Administrative stipend (3 qtrs)						
Fiscal year salary						
Fiscal year stipend	STF	40,452 ⁰⁰				
Special contract salary		60,000⁰⁰				
Percent of Salary		100%				100%

Comments/Conditions:

Administrative Stipend see attached

Action Code <u>15</u> Job Type <u>15</u> Cert. Date _____	Dept/College approval/Date <u>9/14/04</u>
	Budget/RSP approval/Date <u>9/10/04</u>
	HR approval/Date <u>9/15/04</u>
	Payroll Approval/Date <u>9-16-04</u>



WRIGHT STATE UNIVERSITY



School of Medicine

P.O. Box 927

Dayton, OH 45401-0927

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

:mea

attach.

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

Signature

9-9-04

Date

Your duties as Medical Director include:

1. 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.
2. Supervise and oversee the advanced practice nurses who work in the CWH.
3. Revise and edit the CWH policies by assimilating information from faculty, nursing staff, residents, and the literature. The policies will be developed by consensus.
4. 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.
6. 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.
7. Coordinate the gynecology experience in the clinic with the Family Practice Residency Director. Resolve problems which may arise.
8. 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.
9. 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.
10. Follow up and help resolve conflicts and problems which arise with clinic patients, staff, residents, and faculty in issues related to the clinic.
11. 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.



WRIGHT STATE UNIVERSITY

Personnel Action Form

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

Name (Last, First, MI)

Social Security Number

4 Digit Department Number

Job Start Date

Job Stop Date

Department Name

Affirmative Action Number

Campus Address

City Work Loc (other than main campus)

Job Title

Job Class Number

Position FTE

\$ Annualized Salary

\$ Base monthly/hourly rate

\$ Monthly stipend rate (if applicable)

Please check ALL that Apply

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
- ☐ Temporary
- ☐ 30-day emergency
- ☐ Interim appointment (6 month)
- ☐ Visiting scholar/faculty
- ☐ Visiting NTT
- ☐ Limited NTT
- ☐ Auxiliary
- ☐ One-time payment (bns/awd)
- ☐ Gross
- ☐ Net

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

Account number(s)	Earn Code					Total
Academic salary(3 qtrs)						
Administrative stipend(3 qtrs)						
Fiscal year salary						
Fiscal year stipend						
Special contract salary						
Percent of Salary	FAF	100%				100%

Comments/Conditions:

Promoted to Asst Prof - passed boards
(See attached)

Action Code <u>06</u> Job Type <u>75</u> Cert. Date _____	Dept/College approval/Date	<u>Judith Preston 12/11/02</u>
	Budget/RSP approval/Date	
	HR approval/Date	<u>OK 12/12/02 PJP 12/12/02</u>
	Payroll Approval/Date	

Wright State University School of Medicine
Executive Committee
December 12, 2002

I. FULLY AFFILIATED FACULTY

A. Promotion

1. 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>
To: "Linda S. Sykes" <linda.sykes@wright.edu>
Sent: Monday, November 04, 2002 10:23
Subject: SUZANNE R DUKE

Dear Linda,

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

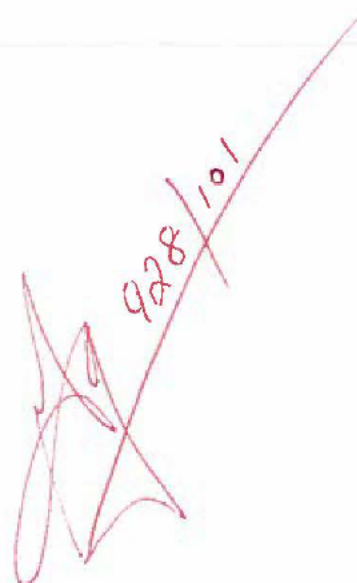
Somehow she is showing up on a payroll deduction report.

Thank you.

Angie Holman
Parking and Transportation
Ex 5694

GTN 169

45.⁰⁰ YTD ✓

928/101


SALARY NOTIFICATION

2002-07-01

DUKE, JANICE M.

080005 INSTRUCTOR
1366 OBSTETRICS & GYNECOLOGY

JOB NO	ACCOUNT	EARN TYPE	MONTHLY AMOUNT	* PROJECTED ANNUALIZED AMOUNT
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

JOB NO	ACCOUNT	EARN TYPE	MONTHLY AMOUNT	* PROJECTED ANNUALIZED AMOUNT
-----	-----	----	-----	-----
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.



Wright State
University

Personnel Action Form

NON UNION WEA 45

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 |

Job start date Aug 1, 2000 Job end date 99 Home department OB/GYN - 1366

Name (Last, First, MI) DUKE JANICE M. Prefix M.D. Social Security number [REDACTED]

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

Title/Rank/Classification Obstetrician - Gynecologist / Instructor Home phone [REDACTED]

Position control number AA # 994016 Job class number 080005 Job class entry date 8-1-00 Job type 75

Contract salary \$ 70,000 / Annual Total monthly/hourly rate \$ 5,833.33 mo. Percent full time 100%

Earnings type FACULTY Tax city work Dayton

Pay start date 8/1/2000 Pay stop date 99 Visa type [REDACTED]

Department OBSTETRICS & GYNECOLOGY Account rate 100% Account number [REDACTED]

Department [REDACTED] Account rate [REDACTED] Account number [REDACTED]

Department [REDACTED] Account rate [REDACTED] Account number [REDACTED]

Change/Comments/Special conditions

new hire

Action 01
Job Type 75

Certification date _____

Human Resources Samantha Jones Date 8/18/00

Payroll [Signature] Date 8/24/00

Distribution: White-payroll; Green-Budget; Canary-HR; Pink-[REDACTED]; Goldenrod-Suspense

Budget _____ Date _____

Judith C. Preston 10/29/99

273600/1265-94/JY94/1M

bc 8/21/00

STATUS OF POSITION OFFERED

Department Obstetrics & Gynecology

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



WRIGHT STATE UNIVERSITY

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:

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.

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

On 25th of October 1999
I verify this information
is correct/valid.



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

AUG 1, 2000

SMH
10/25/99

Janice M. Duke, M.D.

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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.

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

JJH:jr

Enclosure

Janice M. Duke, M.D.

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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

[REDACTED]
Social Security Number

Janice M. Duke, M.D.

Signature

10/25/99

Date

Employee Information

Date of employment 8-1-00

Duke, Janice M.
Name (last, suffix, first, M.I.)

Social Security number

Circle one: Mr. Mrs. Miss ☒ Ms.

M.D.
Professional suffix

Area code/Home phone

Permanent home address

City

State

Zip

Mailing address if different than home

City

State

Zip

2-18-44

St. Charles IL

USA

Date of birth

Place of birth

Country of citizenship

Marital status ☒ Married ☐ Unmarried

Sex ☐ Male ☒ Female

Race ☒ Caucasian ☐ Black ☐ Hispanic ☐ Asian or Pacific Islander ☐ American Indian

Military classification ☐ Veteran ☒ Non-veteran ☐ Disabled veteran

Handicap ☒ No ☐ Yes

If yes, please explain

Campus address

Room number Building

CHE, MIAMI VALLEY HOSP

Campus phone

208-2973

Extension

Educational Information

Degree	Name of institution	Location	Major	Degree abbreviation	Year completed	Institution code	OBR Code
Baccalaureate	<u>WITTENBERG UNIV</u>	<u>SPRINGFIELD OH</u>	<u>CHEMISTRY</u>	<u>BA</u>	<u>1966</u>		
Master's	<u>OHIO STATE UNIV</u>	<u>COLUMBUS OH</u>	<u>CHEMISTRY</u>	<u>MSc</u>	<u>1968</u>		
Doctoral	<u>WRIGHT STATE UNIV</u>	<u>DAYTON OH</u>	<u>Medicine</u>	<u>MD</u>	<u>1991</u>		
Additional Degrees/Certificates							

Emergency Information

Area code/Phone

Alternate phone

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: [REDACTED]
[REDACTED]

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: [REDACTED]

EDUCATION AND TRAINING

UNDERGRADUATE:

1962-66	Wittenberg University Springfield, OH	B.A.-Chemistry
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GRADUATE:

1966-68	Ohio State University Columbus, OH	M.S.-Chemistry
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1992-96	Wright State University School of Medicine Dayton, OH	M.D.
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POST-GRADUATE:

1996-00	Wright State University Affiliated Hospitals Integrated Obstetrics-Gynecology Residency Program Dayton, OH	
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Revised: 10/1/99

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. Biochem Ciohys Acta. 1971; 229:155-66.