



Sample Faculty File

This document is representative of the typical faculty file. Each file consists of the following information:

1. Current fully executed faculty appointment letter;
2. Curriculum vitae;
3. Credentials (transcript/degree verification, licensing and certifications);
4. Appointment and promotion materials;
5. Annual evaluation by department chairperson; and
6. Fully executed disclosure form.

In addition to the items captured above, each file has a separate section for miscellaneous correspondence.

1. Current Fully Executed Faculty Appointment Letter



July 26, 2010

Robert Williams, Jr., MD
1862 Chadworth Court
Stone Mountain, GA 30087

Dear Dr. Williams:

We are pleased to offer you a full-time reappointment to the faculty of the Morehouse School of Medicine as Assistant Professor of Clinical Obstetrics and Gynecology, Series II, in the Department of Obstetrics and Gynecology for the period July 1, 2010 through June 30, 2011.

Your duties and responsibilities will be assigned by Dr. Roland Matthews, Chairperson, Department of Obstetrics and Gynecology. These duties and responsibilities may change during the academic year based on the needs of the department and/or changes negotiated between you and Dr. Matthews. Hours and conditions of employment will be defined by the Administration of the School of Medicine. The policies, rules and regulations of the School of Medicine are set forth in the Administrative Procedures Manual and the Bylaws of the faculty. Continued employment is contingent upon compliance with the requirements of the Bylaws. You will find a complete copy of the Bylaws in the Medical Library.

Your annual salary for this position will be as follows:

Assistant Professor of Clinical Obstetrics and Gynecology
PCBS
Total Annual Salary —

Your salary is inclusive of all assigned administrative duties and includes salary provided by general operating revenue and grant support. All fees or other income attributable to your professional activities related to MSM, wherever and however performed, during the period of your appointment to Morehouse School of Medicine's faculty shall belong to MSM, and you hereby agree that you have no interest in any such fees whatsoever and will promptly pay over to Morehouse School of Medicine any such fees that come into your control. All salaries are subject to deductions for federal and state income taxes, social security and other items for which you have made arrangements. Salaries for all appointments and reappointments are subject to the terms and provisions of the Faculty Bylaws and the availability of funds.

For FY11, each month faculty physicians may receive up to 1/12 of the PCBS based on clinical earnings. Faculty physicians are entitled to the PCBS portion of salary only to the extent that

720 Westview Drive SW
Atlanta, GA 30310-1495

Telephone: (404) 752-1720

collections for professional services rendered are received by MMA. The 1/12 PCBS amount is cumulative each month. At the end of the fiscal year, MMA plans to pay to review and consider incentive payments to a departmental pool for all physicians who exceeded their PCBS targets. This pool will be distributed according to a departmental incentive plan. This approach supersedes the incentive plan described in the practice plan document. The MMA Board of Directors will monitor MMA financial performance closely and recommend how much of the excess PCBS collection MMA will distribute as incentive. The MMA Board of Directors is engaged in a process to review/restructure continuously its approach to physician compensation, to assure transparency and equity.

Please remember that while holding a full-time appointment at the Morehouse School of Medicine, you are not permitted to practice medicine other than as a member of MMA. Accordingly, all medical services that you provide must be billed through MMA.

All faculty have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Therefore, both full-time and part-time faculty, are required to complete the Form for Disclosure for Consulting Agreements and Potential Conflicts of Interest and Commitment questionnaire annually. **A form is enclosed for your review and completion. Please return the executed form with your appointment letter.** If you have any questions regarding the questionnaire, please contact the Dean's Office.

All Morehouse School of Medicine faculty and residents must adhere to the following accreditation standard: non-Morehouse medical students who participate in clinical educational experiences (e.g., preceptorships, electives) or medical school courses that also include Morehouse students or residents, must be from medical schools that are accredited by the Liaison Committee on Medical Education (LCME); exceptions to this requirement include activities that are announced to the general clinical community, such as grand rounds and lectures that are open to the general public. Additionally, appointment to the Morehouse School of Medicine faculty must not be used in support of promotional activities related to non-LCME –accredited medical schools. If there are any questions regarding these policies, please contact the Office of the Dean.

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Robert Williams Jr., M.D.
Page 3 of 3

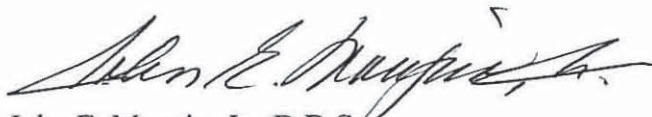
If you wish to accept this appointment, please sign where indicated below, maintain a copy for your files, and return the original to the Office of the Dean, Morehouse School of Medicine, 720 Westview Drive, S.W., Atlanta, Georgia 30310-1495. **This appointment shall not be binding upon Morehouse School of Medicine unless it is signed and returned by you within ten (10) days of receipt. Failure to sign and return this letter will result in automatic revocation of the offer of appointments.**

We wish to thank you for your past commitment to the Medical School and extend our best wishes for a productive academic year.

Sincerely,




Sandra Harris-Hooker, Ph.D.
Interim Dean and Senior Vice President
for Academic Affairs



John E. Maupin, Jr., D.D.S.
President

Signed



Date

7/30/10

cc: Dr. Roland Matthews
Morehouse Medical Associates, Inc. (MMA)
Human Resources
Controller

2. Curriculum Vitae

CURRICULUM VITAE

ROBERT L. WILLIAMS, JR., M.D., M.P.H., F.A.C.O.G.
Obstetrics, Gynecology, Epidemiology and Public Health

Address: Home 1862 Chedworth Court
Stone Mountain GA 30087

Work 720 Westview Drive SW
Atlanta, GA 30310
(404) 616-6634

E-mail Address: rlwilliams@msm.edu

Date of Birth: 05/16/1955

Place of Birth: Dayton, Ohio

Marital Status: Married to the former Dawn Manning
(Meharry 1988)

Children: Camille Monique
Born: 11/25/1978

Robert Lee, III
Born: 10/03/1996

EDUCATION:

High School: FRANKFURT AMERICAN HIGH SCHOOL
Frankfurt, Germany
08/1969 - 05/1973

College: MORGAN STATE UNIVERSITY
Baltimore, Maryland
B.S. Chemistry - Cum Laude
08/1973 - 05/1977

Graduate School: EMORY UNIVERSITY
Atlanta, Georgia
Master of Public Health
(Epidemiology)
09/1992 - 05/1996

EDUCATION (continued):

Medical School: MEHARRY MEDICAL COLLEGE
Nashville, Tennessee
M.D. Degree
06/1982 – 05/1986

Internship: HAHNEMANN UNIVERSITY HOSPITAL
Philadelphia, Pennsylvania
Obstetrics and Gynecology
07/1986 – 06/1987

Residency: HAHNEMANN UNIVERSITY HOSPITAL
Philadelphia, Pennsylvania
Obstetrics and Gynecology
07/1987 – 06/ 1990

Chief Resident: HAHNEMANN UNIVERSITY HOSPITAL
Philadelphia, Pennsylvania
Obstetrics and Gynecology
06/1989 – 07/1990

LICENSURE/CERTIFICATION/EXAMINIATIONS:

State Licenses: Pennsylvania #MD-039563-E
Georgia #033233

DEA: BW 1077521

Board Certification: Diplomat
American Board of Obstetrics and Gynecology
11/1993, #30589
Recertification: 10/30/2009 until 12/31/ 2010

Diplomat
National Board of Medical Examiners
07/1987, #331168

Fellowship: Fellow
American College of Obstetrics and Gynecology
09/1994

PREVIOUS EXPERIENCE:

Captain, U.S. Army
Chemical Corps
05/1977 – 07/1982 (Active Duty)

Captain, U.S. Army
Chemical Corps
07/1982 – 07/1983 (Reserves)

Clinical Instructor
Department of Obstetrics and Gynecology
Morehouse School of Medicine
07/1990 – 06/1991

Assistant Professor
Department of Obstetrics and Gynecology
Morehouse School of Medicine
07/1991 to present

Medical Consultant, Obstetrics and Gynecology
Department of Family Medicine
Morehouse School of Medicine
07/1990 – 06/1991

Director, Antenatal Testing Center
Southwest Hospital and Medical Center
Atlanta, Georgia
07/1990 – 06/1991

Coordinator, Adolescent and Teen Clinic
Morehouse School of Medicine
07/1990 – 06/1991

Principal Investigator, Abbott/CDC Temafloxacin
Pelvic Inflammatory Disease (PID) Research Project
07/1990 – 06/1991

Course Director, Third-Year Medical Clerkship in Obstetrics and Gynecology
Morehouse School of Medicine
07/1990 – 06/1991

Admissions Committee Member
Morehouse School of Medicine
07/1990 – 06/1991

PREVIOUS EXPERIENCE (continued):

Council Member, Professional Practice Council
Morehouse Medical Associates
07/1990 – 06/1991

Chairman, Medical Records Committee
Southwest Hospital and Medical Center
Atlanta, Georgia
01/1991 – 01/1996

Chairman, Department of Obstetrics and Gynecology
Southwest Hospital and Medical Center
Atlanta, Georgia
01/1994 – 01/2000

Vice-President, Medical Staff and Executive Committee
Southwest Hospital and Medical Center
Atlanta, GA
01/1994 – 01/1996

President Elect, Medical Staff and Executive Committee
Southwest Hospital and Medical Center
Atlanta, GA 01/1994 – 01/1996

HIV Planning Council
Fulton County Health Department
Atlanta, GA
01/1995 – 01/1996

Medical Director
Southwest Hospital and Medical Center
Atlanta, GA
02/1996 – 08/1996

Member, Board of Trustees
Southwest Hospital and Medical Center
Atlanta, GA
01/1996 – 01/1998

President, Medical Staff and Executive Committee
Southwest Hospital and Medical Center
Atlanta, GA
01/1996 – 01/1998

PREVIOUS EXPERIENCE (Continued):

Executive Committee
Meharry National Alumni Association
Nashville, Tennessee
07/1997 - present

President
Meharry National Alumni Association
Nashville, Tennessee
07/2003 – 06/2005

President/CEO
Exclusive Gynecology, L.L.C.
Atlanta, Georgia

Member
Medical Executive Committee
South Fulton Medical Center
East Point, GA

Member
Credentials Committee
South Fulton Medical Center
East Point, GA

Private Practice
Obstetrics/Gynecology
Greater Atlanta Metropolitan Area, Georgia

CURRENT POSITIONS:

Assistant Professor of Clinical Obstetrics and Gynecology
Morehouse School of Medicine
Atlanta, Georgia

Member
Board of Trustees
Meharry Medical College
Nashville, Tennessee

Chairman
Department of Obstetrics and Gynecology
South Fulton Medical Center
East Point, GA

CURRENT POSITIONS (Continued):

Member
Hematology Panel
Office of InVitro Diagnostic Devices
Center of Devices and Radiologic Health
United States Food and Drug Administration
Rockville, Maryland

Member
Department of Obstetrics and Gynecology
Emory Crawford Long Hospital
Atlanta GA

Clinical Preceptor, Obstetrics and Gynecology
Morehouse Family Practice Center
Atlanta, Georgia

Clinical Instructor
Gynecology/Obstetrics
Emory University School of Medicine
Atlanta, Georgia

Consultant
Public Health, Epidemiology and Legal Medicine
Greater Atlanta Metropolitan Area, Georgia

Past President
National Alumni Association
Meharry Medical College
Nashville, Tennessee

Member
Board of Management
Meharry Medical College National Alumni Association
Nashville, Tennessee

MEMBERSHIPS/HONORS:

Active Candidate for Certification
American Board of Obstetrics and Gynecology, Inc.
06/1990

Administrative Chief Resident of the Year
Hahnemann University
07/1989 – 06/1990

MEMBERSHIPS/HONORS (Continued):

American Medical Association
01/1996 - Present

American Public Health Association
01/1996 - Present

Atlanta Medical Association
07/1990 - Present

Beta Kappa Chi Science Honor Society
Morgan State University
08/1974 – 05/1977

Butler Street YMA
Atlanta, Georgia
07/1990 – Present

Chief Resident, Department of OB/GYN
Hahnemann University
07/1989 – 06/1990

Dekalb County Chapter, 100 Black Men of America, Inc.
08/1997 – Present

Faculty of the Year, Family Medicine Department
Morehouse School of Medicine
06/1995

George H. Spaulding Lecturer
Morgan State University
10/1991

Georgia State Medical Association
08/1990 – Present

Junior Fellow
American College of OB/GYN
07/1986 – 10/1994

Kappa Alpha Psi Fraternity
12/1976 – Present

MEMBERSHIPS/HONORS(Continued):

NAACP
07/1986 – Present

National Alumni Association
Meharry Medical College
05/1986 – Present

National Alumni Association
Morgan State University
05/1977 – Present

National Alumni Association
Emory University
05/1996 – Present

Outstanding Young Physician
Dollars and Sense Magazine
12/1993

Physician of the Year
Southwest Hospital and Medical Center
07/1992

Promethean Kappa Tau Honor Society
Morgan State University
08/1973 – 07/1977

Regular Army Commission
U.S. Army Chemical Corps
05/1977

ROTC Distinguished Military Cadet/Graduate
Morgan State University
05/1977

Upjohn Achievement Award in OB/GYN
Meharry Medical College
05/1986

U.S. Army Achievement Medal
06/1982

MEMBERSHIPS/HONORS (Continued):

Who's Who Among Black Americans
05/1988 – Present

Who's Who Among Successful African-Americans
05/1998

Who's Who Among Executives and Professionals
05/1996 – Present

PAPERS WRITTEN DURING RESIDENCY:

“A Retrospective Study of Pregnancy Complicated by Infection with Treponema
Pallidum”
06/1988

“Cocaine Abuse in a High Risk Obstetrical Population”
06/1989

“The Incidence of Cocaine Use in an Inner City Obstetrical Population”
06/1990

THESIS:

“Pregnancy Outcome and Subsequent Risk of Neonatal Death”
04/1996

PUBLICATIONS:

“The Relationship Between Recent Cocaine Use and Pregnancy Outcome”
Obstetrics and Gynecology
1991
78:326-329

INTERESTS:

Reproductive Epidemiology
Maternal/ Neonatal Health Policy
Legal Medicine
Expert Testimony (Defense Only)

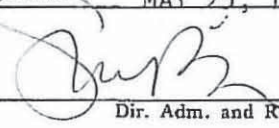
REFERENCES:

Furnished Upon Request

3. Credentials
(Transcript/Degree Verification, Licensing & Certifications)

MEHARRY MEDICAL COLLEGE
Nashville, Tennessee

Name	WILLIAMS, Robert Lee, Jr.		S.S.#		Matriculation Date	JUNE 7, 1982	
Received application for admission to year:	(1) 2 3 4		Curriculum	MEDICINE		Test Scores	
Records from:	*MORGAN STATE COLLEGE, Baltimore MD		College Degree	*B.S.		Date *MAY 8, 1977	
	Place of Birth		Dayton, Ohio		Birthdate		
	Parent		Robert Lee Williams Loretta Delores Williams				
	Home Address 8239 Lethbridge Road, Millersville, MD 21108						

PROGRESS		Degree Conferred		DOCTOR OF MEDICINE	
First Year:	ADVANCED TO THE REGULAR SOPHOMORE CLASS		MAY 25, 1986		
Second Year:	ADVANCED TO THE JUNIOR YEAR		Signed:		
Third Year:	ADVANCED TO THE SENIOR YEAR		Dir. Adm. and Records		
Fourth Year:	RECOMMENDED FOR GRADUATION ON 5/25/86		Date:		

Course	Course Number	GR	Hours
217-68-3707 SCHOOL YEAR 1981-82			
BIOLOGICAL CONCEPTS	B10361	*	51
CPR	MED301	*	8
INTEGRATED CHEMISTRY	CHE301	*	49
SCIENTIFIC COMM. I (RD)	ENG321	*	35
SCIENTIFIC COMM. III (RD)	ENG323	*	32
*Non-Graded Courses			TOT HRS= 175

Course	Course Number	GR	Hours
217-68-3707 SCHOOL YEAR 1982-83			
BEHAVIORAL SCIENCES I	PCY301	C	100
BIOCHEMISTRY	BIC301-2	C	170
MICROSCOPIC ANATOMY	ANA303-4	C	150
NEUROANATOMY	ANA305	B	60
PHYSIOLOGY	PHY301-2	C	220
SCIENTIFIC COMM. I (RD)	ENG321	*	0

217-68-3707 SCHOOL YEAR 1982-83			
**GROSS ANATOMY	ANA302	C	250
GPA=2.06; Q.POINTS=1960; TOT HRS= 950			
**Summer, 1983			

*NON - GRADED COURSES			
Course	Course Number	GR	Hours
217-68-3707 SCHOOL YEAR 1983-84			
BEHAVIORAL SCIENCES	BSC401-2	B	123
C.P.C.	MED401	C	68
GENETICS	BJ0483	B	39
PATHOPHYSIOLOGY	BSC412	*	33
PHARMACOLOGY	PHA402	C	183
PHYSICAL DIAGNOSIS	MED422	C	150

217-68-3707 SCHOOL YEAR 1983-84			
SELF-DIRECTED BOARD	MED402	*	48
MICROBIOLOGY	MIC401	C	218
PHARMACOLOGY	PHA402	C	128
GPA=2.18; Q.POINTS=1980; TOT HRS= 990			

* NON-GRADED COURSE

COURSE NAME	COURSE NUMBER	GRD	HRS ATT	HRS EARN
217-68-3707 SCHOOL YR. FALL 1984-85				
PEDIATRICS ROTATI	PED501	B	360	360
SURGERY ROTATION	SUR501	B	360	360
217-68-3707 SCHOOL YR. SPRING 1984-85				
MEDICINE ROTATION	MED501	B	360	360

OB & GYN ROTATION				
OBG501	B	360	360	
217-68-3707 SCHOOL YR. SUMMER 1984-85				
COMMUNITY MEDICIN	COM501	A	180	180
GENERAL MEDICINE	MED605B8	B	160	160
PSYCHIATRY ROTATI	PCY501	C	180	180
TOTAL.....			1960	1960
Q. POINTS= 5880			GPA= 3.00	

COURSE NAME	COURSE NUMBER	GRD	HRS ATT	HRS EARN
217-68-3707 SCHOOL YR. FALL 1985-86				
EMERGENCY MED. CL	MED605B3	B	160	160
OB & GYN. ELECTIV	OBG651A3	A	160	160
RADIOLOGY CLERKSH	RAD605	B	160	160
217-68-3707 SCHOOL YR. SPRING 1985-86				

FAMILY MED. ELECT				
FAM651A2	A	160	160	
OB & GYN. ELECTIV	OBG651A3	A	160	160
PEDIATRICS CLERKS	PED605	A	160	160
SURGERY CLERKSHIP	SUR605	B	160	160
TOTAL.....			1120	1120
Q. POINTS= 4000			GPA= 3.57	

**Meharry Medical College
Nashville, TN 37208**

Transcript Key

In accordance with Section 438 (b) (4) (B) of the Family Education Rights and Privacy Act of 1974, you are hereby notified that this information is provided upon the condition that you, your agents or employees, will not permit any other party to have access to such information, in personally identifiable form, without first obtaining written consent of the student.

Grading System

A-Excellent	U-Unsatisfactory
B-Above Average	I-Incomplete
C-Average	WV-Withdrew Voluntarily
F-Fail	WA-Withdrew Administratively
S-Satisfactory	CR-Credit
AU-Audit	

Credits are based on Clock Hours for the School of Dentistry and Medicine. Credits are based on Semester Hours for the School of Graduate Studies and Research, School of Allied Health and also the Continuing Education Program, which also gives CEU Credits. (Continuing Education Units.)

Grade point averages are based on the 4 point system.

Transcripts are not official without the signature of the Registrar or Director of Admissions and Records and the College Seal. Students are in good standing unless otherwise indicated.

The "C" is unacceptable in the School of Graduate Studies; it is awarded, but must be balanced by exceptional academic performance in other courses.

Note: The School of Medicine was on the Pass-Fail-Honors System from September, 1969 to August, 1981.

P=Pass
H=Honors
F=Fail

AIM

Association of State Medical Board Executive Directors

Georgia Composite State Board of Medical Examiners

Licensee Name	Robert Lee Williams
License Status	Active,
License Number	33233
License Type	Physician
Address	720 WESTVIEW DR SW
City State Zip	ATLANTA GA 30310
License Issue Date	6/7/1990 0
License Expire Date	5/31/2011
Specialty	ObGyn
Public Board Actions	None

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4. Appointment and Promotion Materials

Faculty Appointments and Promotions Committee Report of Action

TO: Dean, Morehouse School of Medicine
FROM: Chairperson, Faculty Appointment and Promotions Committee
DATE: August 12, 2008

The Faculty Appointments and Promotions Committee met on August 12, 2008 to review the nomination of Robert Williams, MD determined if the candidate has the necessary experience and credentials to be appointed promoted transfer of series secondary appointment to the rank of:

Series I

- Professor, Department of _____
- Associate Professor, Department of _____
- Assistant Professor, Department of _____

Series II

- Professor of Clinical, Department of _____
- Associate Professor of Clinical, Department of _____
- Assistant Professor of Clinical, Department of OB/GYN
- Research Professor, Department of _____
- Research Associate Professor, Department of _____
- Research Assistant Professor, Department of _____

Series III

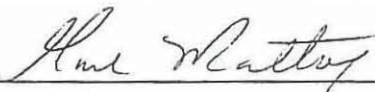
- Adjunct Professor, Department of _____
- Adjunct Associate Professor, Department of _____
- Adjunct Clinical Professor, Department of _____
- Adjunct Clinical Associate Professor, Department of _____

Emeritus

- Professor Emeritus, Department of _____

The Committee decided that the above named person has the necessary qualifications to be appointed promoted transfer of series secondary appointment to the position indicated.

The Committee decided that the above named person does not have the necessary qualifications to be appointed promoted transfer of series secondary appointment to the position indicated.

Signed 
Chairperson



**MOREHOUSE
SCHOOL OF MEDICINE**
Department of Obstetrics and Gynecology

Roland Matthews, MD, FACOG
Chairman
Georgia Cancer Coalition
Distinguished Cancer Scholar

July 9, 2008

Eve J. Higginbotham, M.D.
Dean and Senior Vice President for Academic Affairs
Morehouse School of Medicine
720 Westview Drive, SW
Atlanta, GA 30310

Re: Robert L. Williams, JR., M.D.

Dear Dean Higginbotham:

I am recommending the appointment of Dr. Robert Williams as Assistant Professor of Clinical Obstetrics and Gynecology, Series II, beginning August 1, 2008.

Dr. Williams received his medical degree from Meharry Medical College in 1986. He subsequently completed an Internship at Hahnemann University Hospital in 1987, where he also completed his residency in 1990. Dr. Williams also went on to complete the Master of Public Health (Epidemiology) at Emory University in Atlanta, Georgia in 1996. Dr. Williams is an exemplary clinician. He is a leader and team player. He has very good surgical skills and takes great interest in patients. Dr. Williams is a very hardworking clinician, highly intelligent, motivated and very sensitive to patients needs. He is a Diplomate of the American Board of Obstetrics and Gynecology.

Dr. Williams has been in private practice in Atlanta since 1991 with Exclusive Gynecology, LLC. He is well known and regarded in the Atlanta medical community. Dr. Williams has held an Assistant Professor appointment in the Department of OB/GYN at Morehouse School of Medicine since 1990. Dr. Williams will be bringing his private practice to Morehouse Medical Associates. I am confident he will add to the clinical development of our department.

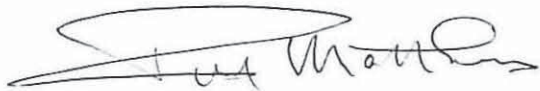
It is my sincere opinion that Dr. Williams is a scholar, gentleman and a true professional. His integrity, excellent knowledge base, sound clinical and surgical judgment and genuine compassion have earned him a great deal of respect from patients and colleagues alike. Dr. Williams has had a long history and interest in Epidemiology, Gynecologic Pathology and Maternal-Neonatal Health. He has written several papers and a publication.

Page 2

Robert L. Williams, JR., M.D.

In summary, Dr. Williams is an excellent surgeon, highly respected teacher and very fine human being. Thus I highly recommend him without reservation to the rank of Assistant Professor of Clinical Obstetrics and Gynecology, Series II.

Sincerely,

A handwritten signature in cursive script, appearing to read "Roland Matthews". The signature is written in black ink and is positioned above the typed name.

Roland Matthews, M.D.
Chairman

RM/pe



July 9, 2008

Roland Matthews, M.D.
720 Westview Drive
Atlanta, Georgia 30310

Re: Robert Williams, M.D.

Dr. Matthews,

I am pleased to write this letter of recommendation for Dr. Robert Williams to be appointed as a faculty member in the Department of Obstetrics and Gynecology of the Morehouse School of Medicine as Assistant Professor of Clinical OB/GYN Series II.

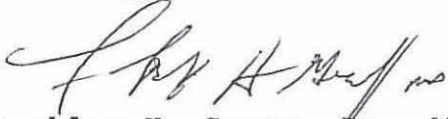
I have known Dr. Williams for approximately 15 years. He is well-respected in the community and is a sought-out physicians by patients. He is competent and compassionate and incessantly emphasizes quality patient care. He also stresses high moral and ethical standards in delivering patient care.

Dr. Williams is interested in resident education. It would be a terrific asset to our department to have Dr. Williams on our clinical faculty for training residents and medical students in Ostetrics and Gynecology. He stresses quality care and demands no less. Of note, he assisted delivery of my daughter. The potential operative educational experience for residents would also be great.

Dr. Williams advanced his academic training in obtaining an Masters of Public Health from the Rollins School of Public Health at Emory University. His extra training should greatly enhance resident education.

Dr. Williams is well trained and I highly recommend his appointment to the clinical faculty without reservation.

Sincerely,

A handwritten signature in cursive script, appearing to read "Franklyn H. Geary, Jr.", written in dark ink.

Franklyn H. Geary, Jr., M.D., FACOG
Associate Professor and Chief of Service
Division of Maternal Fetal Medicine
Department of Obstetrics and Gynecology
Morehouse School of Medicine At Grady Health System



MOREHOUSE SCHOOL OF MEDICINE

*Department of Obstetrics and Gynecology
Gynecologic Oncology Division*

July 10, 2008

Eve J. Higginbotham, M.D.
Dean and Senior Vice President for Academic Affairs
Morehouse School of Medicine
720 Westview Drive, SW
Atlanta, GA 30310

Re. Robert L. Williams, Jr., M.D.

Dear Dean Higginbotham:

This letter is submitted in recommendation of Dr. Robert Williams for the position of Assistant Professor of Clinical Obstetrics and Gynecology Series II.

Dr. Williams received his medical degree from Meharry Medical College in 1986. He subsequently completed an Internship at Hahnemann University Hospital in 1987, where he also completed his residency in 1990. Dr. Williams also went on to complete the Master of Public Health (Epidemiology) at Emory University in Atlanta, Georgia in 1996. Dr. Williams is an excellent clinician. He is a thoughtful and superb doctor. He is astute, hardworking and very sensitive to patients needs. He is a Diplomate of the American Board of Obstetrics and Gynecology.

Dr. Williams has practiced in Atlanta since 1991 with Exclusive Gynecology, LLC. He is highly regarded in the Atlanta medical community. He has held an Adjunct Clinical Associate Professor appointment in the Department of Obstetrics and Gynecology at Morehouse School of Medicine since 1990. Dr. Williams will be bringing his private practice to Morehouse Medical Associates. This will provide a substantial expansion of the Morehouse Department of Obstetrics and Gynecology's spectrum.

Because Dr. Williams is of such notable stature and has a history of success I am confident that he will add much to our department. His interest in Epidemiology and MPH from Emory University will serve him well in his pursuits in the department of Obstetrics and Gynecology.

Because of the notable distinction which characterize Dr. Williams career, I am pleased to recommend him for the above appointment and I feel confident that he will be a credit to the department.

Sincerely,

Roland A. Pattillo
Professor



JuDonn T. Adams, M.D., F.A.C.O.G.

Board Certified in Obstetrics & Gynecology

July 9, 2008

To: Dr. Roland Matthews
Chairman Department of Obstetrics and Gynecology
Morehouse School of Medicine

From: JuDonn T. Adams, M.D. FACOG
Chairman Department of OB/GYN
South Fulton Medical Center

Re: Letter of recommendation for Dr. R. L. Williams, Jr.

I take great pleasure in writing this affirmative letter of recommendation for Dr. Williams. I have known and worked with Dr. Williams for approximately the past fifteen years. I have observed him as a clinician and in administrative roles at various hospitals. He will be an asset to your teaching staff and will impart the wisdom to your residents that only comes from many years of handling those patients that are high risk from an obstetrical standpoint but also will be able to teach many gynecologic procedures that residents are not usually exposed to.

Again, it is my pleasure to recommend Dr. Williams highly without reservation for this position. I am sure he will do a great job.

If there are any questions, please do not hesitate to contact me.

Sincerely,

JuDonn T. Adams, M.D. FACOG
Chairman Department of Obstetrics and Gynecology
South Fulton Medical Center

5. Annual Evaluation By Department Chairperson


FACULTY ACTIVITY SUMMARY FOR FY2011

This form is to be completed by the department chair, in consultation with the faculty member. **Estimate the amount of time the faculty member devotes to each of the areas outlined in the Faculty Activity Report.** Total % effort should aggregate to 100%. When assigning % effort, the department chair should consider the rank and series of the faculty member and the needs of the department. These time allocations may change during the academic year based on the needs of the department and/or changes negotiated between the chair and faculty members.

Williams, Robert L.
 Faculty Member's Last Name, First Name, and Middle Initial


Obstetrics and Gynecology
 Department

Assistant Professor
 Academic Rank Series (I, II, or III)
II


 Faculty Member's Signature Date
12/15/09

Center/Institute Director's Signature
 (where appropriate) Date

Activity	Expected % Effort
A. Teaching Encounters	55 %
B. Administration/Professional Service	5 %
C. Research/Other Scholarly Activity	0 %
D. Clinical Service	40 %
TOTALS	


 Department Chair's Signature Date
12-15-09

Please Attach A Current Vitae

Robert L. Williams, Jr.	Obstetrics and Gynecology
Faculty Member	Department
Assistant Professor	August 2008
Faculty Rank	Date of Appointment to Rank
2009	August 2008
Academic Year	Date of Appointment to MSM Faculty

Please evaluate each salaried faculty member in your department. Provide a detailed narrative to justify your evaluation. Complete an assessment for the four general criteria (teaching, scholarship, administrative, clinical service and other), then provide an overall evaluation of the performance of each faculty member. Rank the faculty member's overall performance according to whether it was superior, excellent, good, fair or inadequate and provide a summary narrative to justify your rating.

Dr. Robert Williams is an excellent addition to the Obstetrics and Gynecology faculty. He became a valued contributor to the education of our students and residents. He is an active participant in our didactic sessions and brings a mature, well rounded clinical presence to the clinics and operating room experience of our residents. As a respected private practitioner in Atlanta, his patients and colleagues still solicit his services at Morehouse. He serves to relay a positive image of Morehouse to the Atlanta Community.

Dr. Williams overall performance this past academic year was excellent.

CHAIRPERSON'S ANNUAL EVALUATION OF FACULTY

A. Teaching Criteria

1. Selection for outstanding teacher recognition by the faculty and/or students.
2. Innovation in substance and relevance, including current advances in course content.
3. Development of effective and innovative educational methodologies and materials.
4. Excellent evaluation of teaching performance by student surveys, chairperson evaluation, other faculty members within and outside the candidate's department, and other mechanisms.
5. Publication of acclaimed instructional material.
6. Innovative approaches to evaluate student performance.
7. Contribution to new curriculum development.
8. Ability to teach effectively at more than one level.
9. High demand as a speaker at professional meetings.
10. High acclaim for continuing education activities.
11. Responsibility for extracurricular student scholarly activities.
12. Exceptional participation in student counseling.
13. Special initiative in or development of new courses or significant revisions of existing courses, including preparation and use of materials.
14. Sponsorship/directorship of independent research of pre-doctoral students, post-doctoral fellows and residents.
15. Effectiveness in the professional development of students and trainees.
16. Organization of and responsibility for programs and courses.

NARRATIVE ASSESSMENT:

Dr. Williams is well regarded by our students and residents as an excellent instructor. He gets excellent evaluation scores in all categories. The residents characterize him as a great attendant to work with. They appreciate his desire to help them and to work with them in the operating room and clinic. They were particularly complimentary of the way he always pitches in and helps when they're swamped in the clinic. They report that he is knowledgeable, professional and generally fun to be around. He is very enthusiastic about teaching and working with our residents and students.

B. Scholarly Activity

1. Research and Publication
 - (a) Quality and number of publications: papers in quality refereed journals are given the greatest weight. This includes publication of clinical activities or collaborative efforts with other individuals in the laboratory, publication of case reports, and publication of new developments in clinical medicine. Publications must show evidence of independent research.
 - (b) Peer-reviewed extramural funding for research, including federal, industrial, and other sources.
 - (c) Grant reviewer for state, national and international research organizations.
 - (d) Invitation to present papers at major symposia and meetings, and active participation in workshops and research seminars.
 - (e) Exceptional contribution to the research of others.

CHAIRPERSON'S ANNUAL EVALUATION OF FACULTY

- (f) Election to prestigious, limited-membership research societies in the discipline.
 - (g) Evaluation of the nominee's research as outstanding by recognized scientists at this institution and other institutions by assessing the significance, quality and originality of the nominee's research.
 - (h) Innovations in modes of health care delivery.
2. Other Scholarly Contributions
- (a) Publication of monographs.
 - (b) Publication of invited review articles or book chapters.
 - (c) Editorship and/or service on the editorial board of major journals.
 - (d) Reviewer of scientific publications.
 - (e) Recognition from peers in the appropriate field such as fellowships, research awards, career development, publication awards, or clinical investigator awards.
 - (f) Organizing and/or chairing of major symposia and/or editorship of published conference proceedings.
 - (g) Publication in non-refereed but widely recognized professional journals.
 - (h) Authorship of books.
 - (i) Development or improvement of clinical procedures that facilitate patient care.
 - (j) Development of a medical or surgical management method that enhances diagnostic, therapeutic, or prognostic capabilities.
 - (k) Development of new programs in patient care or patient education.

NARRATIVE ASSESSMENT:

Dr. Williams has a MPH and is well verse in research design. He plays a crucial role in our monthly Journal Club. He has excellent ideas that can be easily converted into scholarly activities. Although he did not have any research grants or publications this past academic year I am confident that with his background he will start these endeavors presently.

C. Service

1. Professional and Community Service
- (a) Leadership roles in national, regional or state professional organizations.
 - (b) Service on major government commissions, task forces or boards.
 - (c) Leadership role in national and/or international scientific societies or committees of foundations.
 - (d) Service on medical school or department task forces and committees as chairperson.
 - (e) Attraction of significant external development support and contributions to external development efforts.
 - (f) Evidence of peer group recognition for exceptional service-related accomplishments.
 - (g) Advisor to students or community organizations.
 - (h) Effective leadership in administrative roles within the department, such as chairperson, division head, or director.
 - (i) Significant contributions toward the development, operation, and improvement of the affiliated department in particular and medical school in general.

CHAIRPERSON'S ANNUAL EVALUATION OF FACULTY

- (j) Consultant with commercial firms, subject to established consulting guidelines.
2. Clinical Service
- (a) Board certification and recertification.
 - (b) Evidence of continued development of professional skills and acquisition of new medical knowledge, through participation in workshops, seminars, or other continuing education activities.
 - (c) Ratings of clinical performance by other health professionals, such as nurses, resident physicians, and postdoctoral fellows.
 - (d) Solicited opinions from prior residents and/or fellows within two years of their departure from the institution.
 - (e) Recognition as an outstanding physician among faculty colleagues, and consulting physicians, as provided by letters, with particular emphasis on clinical skills, humanistic qualities, and communication skills.
 - (f) Ratings of clinical performance by faculty colleagues who are collaborating directly in-patient care with the faculty member being evaluated, as well as those who are not collaborating directly in patient care with the clinical faculty member being evaluated.
 - (g) Donating clinical service to community organizations.
 - (h) Opinions of referring physicians in practice.
 - (i) Information documenting patient satisfaction.
 - (j) Medical records evaluation.

NARRATIVE ASSESSMENT:

Dr. Williams joined our department from a successful private practice in Atlanta. His patients have expressed a desire to follow him to our Morehouse Practice. He has excellent and loyal patient following that speaks to their satisfaction with his level of care.

Dr. Williams to continue to be an active member of our local community and he also belongs to Meharry Medical School Board of Trustees. He actively participates in the National Medical Association. Recently, he was elected Chair of Obstetrics and Gynecology Department at our affiliate South Fulton Medical Center.

D. Other Factors

Motivation, initiative, adaptability, flexibility, cooperation, attitude, efficiency and courtesy while working with others.

NARRATIVE ASSESSMENT:

Dr. Williams has been extremely adaptable, flexible and possess an excellent attitude to allow the department to function efficiently.

CHAIRPERSON'S ANNUAL EVALUATION OF FACULTY

I have discussed the above evaluation of my performance with Roland Matthews, MD
and I have been given a copy of the evaluation.

- I wish to prepare a rebuttal to go into the departmental file.
- I do not wish to prepare a rebuttal to go into the departmental file.


Faculty Member's Signature

12/15/09
Date

I have given the attached rebuttal to _____ on _____.
Department Chairperson Date

Faculty Member's Signature

Date

Rebuttal reviewed by

Department Chairperson

Date

6. Fully Executed Disclosure Form



**FORM FOR DISCLOSURE FOR CONSULTING AGREEMENTS AND
POTENTIAL CONFLICTS OF INTEREST AND COMMITMENT
Academic Year 2010 - 2011**

All regular full-time and part-time faculty must complete this form. Any potential or serious conflict that arises during the year must be disclosed in writing to the Dean's Office within ten (10) days of your learning of it. Approval of research and training proposals and protocols and acceptance of such awards may be withheld pending receipt of a current disclosure form. **All consulting agreements must be reviewed and approved in advanced by your Department Chair and the Dean's Office.** "Private consulting" is defined as services performed, excluding medical practice, or products created and/or sold for which remuneration in any form is received from a person, firm, or corporation other than Morehouse School of Medicine and Morehouse Medical Associates, including but not limited to the Veterans Affairs Medical Center.

You should refer to the following policies when completing this form:

- Faculty By-Laws Article VIII: Academic Freedom
- Policy Statement on Faculty-Industry Relations
- Patent Policy
- Intellectual Property: Copyright and Royalties
- Consulting/Compensation (Faculty handbook, 5.13)
- Morehouse School of Medicine Conflict of Interest Policy
- Morehouse School of Medicine Policy on Employment of Relatives
- Morehouse School of Medicine Intellectual Property Policy
- Research Integrity Policy for Responding to Allegations of Scientific Misconduct

Questions concerning these Policies or this form should be directed to Ms. Sandra Watson, Associate Dean for Administration and Faculty Affairs, at 404-752-1720.

1. Do you, your spouse, or your dependents have any **ownership interests in the sponsor of your research project or project with which you are involved** (current or proposed) that consists of (a) stock (including options or other equity interest) with a current market value that exceeds \$10,000; or (b) stock (including options or other equity interest) representing more than 1% equity of the company? **(Do not include interests held by a mutual fund or funds administered by a third party, such as a blind trust.)**
No Yes

2. Will you, your spouse, or your dependents receive any **direct compensation (not salary support through a grant or contract) or other remuneration from the sponsor of your research project or project with which you are involved** (current or proposed) that exceeds \$10,000 on an annual basis or consists of (a) stock (including options or other equity interest) with a current market value that exceeds \$10,000; or (b) stock (including options or other equity interest) representing more than 1% equity of the company?
No Yes

3. Do you, your spouse, or your dependents have any type of financial or ownership interests (that exceed \$10,000 in value or 1% equity) in any **entity related to** a current or proposed research project? An **entity related to** a current or proposed research project means any: (A) supplier of equipment, materials, or services related to the research; (B) business commercializing a product that the research is intended to evaluate or further develop; or (C) party whose financial interests would seem to be directly and significantly affected by the research.
No Yes

4. Are you the inventor, co-inventor, or creator of Morehouse School of Medicine intellectual property that has been or is currently in negotiations to be licensed?
No Yes

5. Is the intellectual property described in Question 4 the subject matter of or related to any sponsored research project with which you are involved?
No Yes

6. Do you receive royalties or other fees through a license agreement from the sponsor for any of your research projects?
No Yes

7. Do you receive royalties or fees for any technologies related to your research?
No Yes

8. Do you use or propose to use Morehouse School of Medicine facilities, personnel, or resources to conduct research or testing for any outside interests? (Do not include any Morehouse School of Medicine-administered sponsored projects).

No Yes

9. Do you supervise any students, residents, or fellows in any research effort in which you have a financial interest in the sponsor or in the technology being studied (e.g. external consulting, intellectual property development, equity, or stock options)? This question is NOT restricted to Significant financial interests as defined in the Conflict of Interest in Research Policy.

No Yes

10. Please list all current consulting, scientific advisory board, or similar agreements. If you have not previously forwarded a copy of the agreement or the terms of the agreement (if it is a verbal agreement) to the Dean's Office for approval, please forward a copy of the agreement(s) to:

Ms. Sandra Watson Associate Dean for Administration and Faculty Affairs.

NONE

11. Will the total number of days for all external activities, including consulting, exceed 20% of your professional effort?

No Yes

12. Do you have an employment, managerial, executive, board of directors, or research role in an activity outside the Morehouse School of Medicine (Do not include managerial roles at affiliated healthcare organizations)?

No Yes → Board of Trustees, Meharry medical College

13. Do you purchase products or services for you or your department's activities at Morehouse School of Medicine from any Company listed in Question 1, Question 2, or Question 10?

No Yes

14. Are you involved in any commercial ventures with another faculty or staff member who reports to you or with a student or trainee under your supervision?

No Yes

15. Do you supervise anyone who is your spouse, same sex domestic partner, child, parent, sibling, grandparent, aunt, uncle, niece, nephew, cousin, or any of these relations by marriage (e.g., son-in-law)?

No Yes

16. Please indicate any other relationship, activity or situation of which you wish to apprise the Dean in accordance with the disclosure procedures set forth in the Morehouse School of Medicine By-Laws.

No Yes

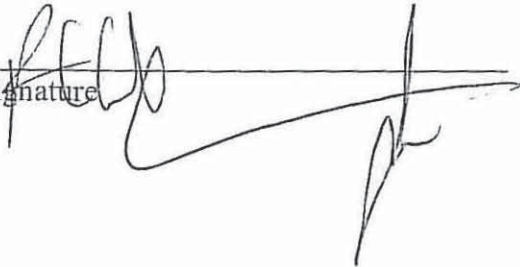
Certification

I hereby certify that the above information is true to the best of my knowledge. I have read and understand Morehouse School of Medicine's Policy and Procedures for Faculty Members involving Sponsored Research and the School of Medicine's Policy on Faculty Compensation for Consulting. I will submit a revised Disclosure Form if my answers to any of the above questions change during the next calendar year.

Sandra Harris-Hooker

Robert L. Williams Jr, MD

Print or Type Name

Signature 

Morehouse Medical Associates Physicians/Employees Only

Only clinical faculty and those employed by

Morehouse Medical Associates must complete the following section:

If you have questions about the Morehouse Medical Associates policies or this form, please contact the Chief Compliance Office at 404-756-8919.

1. Do you or any member of your immediate family or household, have or hold positions outside of Morehouse Medical Associates which could result in or constitute a conflict of interest? (See Conflict of Interest Policy for Employees). If yes, give details below.

No Yes

2. Do you or any member of your immediate family or household, have investments that might or could result in or constitute a material financial interest in a supplier, provider, competitor or customer of Morehouse Medical Associates? If yes, give details below. (If you are uncertain whether a particular company in which you have an investment may be providing services, supplies or equipment to Morehouse Medical Associates, information regarding Morehouse Medical Associates vendors will be made available to you.)

No Yes

3. Do you or any member or your immediate family or household, participate in outside activities such as rendering of directive, managerial or consultative services to anyone who does business with or competes with the services of Morehouse Medical Associates? If yes, give details below.

No Yes
