

Policy: Faculty Appointments for Supervisors of Medical Students

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE
November 22, 2024		<ul style="list-style-type: none"> Curriculum Committee

POLICY STATEMENT

All medical student learning experiences must be supervised by members of the medical school faculty. In the event that the supervision and/or assessment of a medical student is carried out by physicians, other health care professionals, or other members of the health care team who do not hold faculty appointments at the medical school, these individuals must be supervised by medical school faculty members.

Course/Unit/Clerkship Directors and/or Assistant Directors:

- Verify that all individuals hold an active faculty appointment before assigning them to teach, supervise, or assess medical students.
- Ensure that all new faculty complete the faculty onboarding process as part of their preparation for teaching and assessment.

Course/Unit/Clerkship Coordinators:

- Maintain a database of approved faculty teachers, preceptors and supervisors with confirmed faculty appointments.
- Coordinate with the Office of Faculty Affairs to track the status of faculty appointments for new supervisors.

Faculty Affairs Office:

- Facilitate and expedite faculty appointment processing to support the timely onboarding of supervisors.
- Communicate with Course/Unit/Clerkship Directors and Coordinators regarding the status of pending faculty appointments.

SCOPE

Clinical Faculty

REASON FOR POLICY

LCME 9.2 Faculty Appointments



DEFINITIONS

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RESPONSIBLE PARTIES

Assistant Dean for Clinical Education

RELATED RESOURCES

LCME 9.2 Faculty Appointments

CONTACTS

Questions about this procedure should be directed towards the Associate Dean for Curriculum and Medical Education, Office of Medical Education.

POLICY HISTORY

Initial Effective Date: November 22, 2024
Review Dates (*review performed, no updates*):
Revision Dates (*updates made to document*):
Comments on Revision (*if applicable*):

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PROCEDURE STATEMENT