



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official:
Associate Dean for Faculty Affairs
Responsible Office: Office of Faculty
Affairs
Origination Date: 2008
Reviewed: July, 2015

POLICY on Appointment of Teaching Faculty in Medical Student Education

Policy Statement

The George Washington University School of Medicine and Health Sciences is committed to ensuring that all individuals who teach and evaluate medical students during a required educational experience hold a faculty appointment.

Reason for Policy/Purpose

This policy ensures that teaching, supervising, and assessing medical students must be provided by medical school faculty and delineates a process for identifying and appointing to the faculty all individuals who are teaching and evaluating medical students during required educational experiences.

Who Needs to Know This Policy

Faculty and staff

Policy/Procedures

Scope: This policy will apply to all individuals who teach and evaluate medical students while they are participating in mandatory educational experiences.

Responsibilities/Requirements

All persons who teach and evaluate undergraduate medical students in a required portion of the curriculum must have a SMHS faculty appointment. To that end, the Office of Faculty Affairs, in collaboration with course and clerkship directors, will conduct an audit of teaching faculty at each educational site. This audit will be conducted no less frequently than twice each year.

Audits will be initiated on August 1 and February 1 of each year using the following process:

- The Office of Faculty Affairs will send a request to all course (block and theme) and clerkship directors, and their administrative assistants, for a list of all faculty who teach at all sites in that course or clerkship.
- The course/clerkship director will return a list of their teaching faculty to the Office of Faculty Affairs within two weeks.
- The Office of Faculty Affairs will verify that each instructor has a faculty appointment. If an instructor is identified who does not have a SMHS faculty appointment, the course/clerkship director will be notified and instructions for submitting a faculty appointment application will be provided to the course/clerkship director.
- The course/clerkship director is responsible for notifying the identified instructor that they must apply for a faculty appointment. The relevant department chair and departmental faculty affairs administrator will be copied on all correspondence.
- The instructor must complete an application for faculty appointment within two weeks. The Office of Faculty Affairs will monitor the application process and provide weekly reports to the course/clerkship directors and departmental faculty affairs administrators on the application status of each instructor without a faculty appointment.
- If an application for a faculty appointment is not submitted within two weeks, the Office of Faculty Affairs will notify the course/clerkship director, the Department Chair, Assistant Dean for Clinical Education, Assistant Dean for Preclinical Education, and Associate Dean for Faculty Affairs and Professional Development. The course/clerkship director shall notify the instructor that they no longer can teach or evaluate GW students until the requirement is met. They are required to reassign students as necessary.
- The Office of Faculty Affairs will continue to provide updates on the application status of instructors without faculty appointments to the course/clerkship directors and departmental faculty affairs administrators every two weeks until all have obtained appointments. The course director and department chair will be notified of any instructor whose appointment is not complete within 60 days of initial notification. Such instructors will be dropped from the course/clerkship instructor roster until they receive a faculty appointment

Forms

Each academic department maintains the information necessary for obtaining a faculty appointment. Course and clerkship directors will work with their respective department to submit the application.

Follow up

Audits will be performed twice each year. Notification will be provided to the Assistant Dean for Clinical Education, Assistant Dean for Preclinical Education, Associate Dean for Faculty Affairs and Professional Development, Office of Medical Education, Chairs, Clerkship and Course Directors, affiliate Chairs and affiliate Clerkship Directors.

Definitions

- A. Faculty – refers to all physicians and other health care providers who are teaching and evaluating medical students and/or residents.
- B. Institution – refers to clinical training sites which are identified by the Dean of the School of Medicine and Health Sciences (SMHS) as being a primary training site for medical students.
- C. Rotation – refers to all mandatory educational experiences for medical students and/or residents.

Who Approved This Policy

Jeffrey Akman, MD; Vice President for Health Affairs and Dean
Raymond Lucas, MD; Interim Associate Dean for Faculty Affairs and Professional Development
Scott Schroth, MD; Associate Dean for Administration
Mary Lynn Reed, JD; Associate General Counsel
Jeffrey Sich, PhD; Executive Director, SMHS Faculty Affairs
Executive Committee of the SMHS Faculty Assembly, August 27, 2015

History/Revision Dates

Origination Date: 11/13/08

Amended Date: 2/27/14

Amended Date: 3/10/14

Last Amended Date: 07/2015