



Responsible Medical Center Official: Dr. Brian McGrath
Responsible Medical Center Office: SMHS Dean's Office & MC Faculty Affairs
Origination Date: November 13, 2008

POLICY

Identification and Appointment of Medical School Faculty

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 mandatory educational experience are appointed to the faculty.

Reason for Policy/Purpose

This policy aims to delineate a process for identifying and appointing to the faculty all individuals who are teaching and evaluating medical students.

Who Needs to Know This Policy

Faculty and staff

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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

Clerkship directors and department chairs are responsible for informing the Dean of SMHS of any changes to the roster of instructors or teaching sites. The Office of the Dean is responsible for informing the Office of Faculty Affairs of any new teaching sites, experiences and instructors participating in mandatory educational experiences. In addition, the Office of Faculty Affairs will contact all relevant training sites, clerkship/course directors, on-site supervisors and departmental chairs on a quarterly basis to identify all individuals who are teaching and evaluating medical students. A list will be compiled which will include the information provided by the Dean to the Office of Faculty Affairs and the information obtained by the quarterly survey by the Office of Faculty Affairs. This list will thereafter be compared with Office of Faculty Affairs data regarding the status of individual faculty appointments and a comparison report will be generated (“Comparison Report”).

Deleted: Faculty who are no longer active in teaching and evaluating the medical students will be removed from the faculty roster.

The Comparison Report will be forwarded quarterly to the Dean of SMHS, Senior Associate Dean for Academic Affairs, relevant department chairs and the Vice President for Health Affairs. Individuals identified by the SMHS as requiring faculty appointments will be contacted by the appropriate clerkship/course directors as well as the Office of Faculty Affairs and provided application materials and instructions on how to apply for a faculty position in accordance with University policy. The Office of Faculty Affairs will monitor the application process and provide monthly follow-up reports to the VPHA, Dean of SMHS, Senior Associate Dean for Academic Affairs SMHS, department chairs, clerkship/course directors and local training site leadership to ensure compliance with all relevant accreditation requirements.

Since the internal application and approval process for full faculty appointment varies across departments, all teachers identified by the audit or those newly recruited/hired must, at a minimum, initiate an application for a limited service appointment within two(2) weeks of notification of a requirement for appointment or the recruitment/hire date as appropriate. Departments have two (2) weeks after receipt of the application to submit the appointment request to the Office of Faculty Affairs. If a limited service appointment is requested for an individual who will ultimately be appointed to the full-time faculty, this must be clearly stated in the Chair’s cover memo. Individuals for whom a full faculty appointment is requested will have sixty(60) days to complete the full appointment application process. The faculty affairs office will track the submission process and notify the Dean, SMHS and the clerkship directors if application is not received within the prescribed time limits. The clerkship director will notify individuals who have not submitted an application for a limited service appointment within two (2) weeks of initial notification/recruitment/hire that he or she will not be permitted to teach students. Likewise individuals with a limited service appointment for whom a full faculty appointment is requested who have not completed the application process within sixty(60) days will be notified by the clerkship director that he or she will not be

permitted to teach students. It is the responsibility of the Dean, of SMHS working through the clerkship directors to ensure that all individuals engaged in the instruction and evaluation of medical students, do so in accord with these requirements.

Forms

Each academic department maintains the information necessary for obtaining a faculty appointment and therefore should be contacted for the necessary forms, if applicable.

Contacts

Subject	Contact	Telephone	Email Address
Faculty Appointment	Faculty Affairs	202-994-3266	msdmmp@gwumc.edu

Follow-up

Audits will be performed on a quarterly basis with notification to the Dean, Vice President for Health Affairs, Associate Vice President for Faculty and Educational Resources, Chairs, Clerkship Directors, affiliate Chairs and Affiliate Clerkship Directors

Definitions

- A. Faculty – refers to all physicians 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

Brian McGrath, MD, Associate Vice President for Faculty and Educational Resources
Gerald Bass, CPA, Senior Associate VP for Health Economics
Mary Lynn Reed, JD, Associate General Counsel
Monica Partsch, Director, Medical Center Faculty Affairs

History/Revision Dates

Origination Date: 11/13/08

Last Amended Date:

Next Review Date: