

Appointment of Course/Clerkship Directors

All course and clerkship directors for the College of Medicine medical student education programs are appointed by the appropriate department director with the advice and consent of the Education Policy Committee (EPC). All course and clerkship director appointments must have the approval of the EPC. The EPC may remove any course or clerkship director for unsatisfactory performance. The EPC may set up a process for periodic monitoring of course and clerkship director performance.

Procedure for Appointment of a Course or Clerkship Director

1. Department Director submits recommendation of candidate to Senior Associate Dean for Academic Affairs
2. Candidate submits, in writing, the following items to the Senior Associate Dean for Academic Affairs:
 - a. Current CV
 - b. List of past teaching experiences
 - c. Summary of teaching evaluations from students, residents, fellows
 - d. Description of any prior medical education administrative experience such as curriculum development, evaluation tool development, faculty development, clerkship/course directorships, etc. (if applicable)
 - e. One page statement describing why the candidate wants to become the course/clerkship director and an overview of their plans for the clerkship during the first 6 months, first year and beyond, as director.
 - f. Letter of support from Department Director indicating that the candidate will have protected time and resources necessary to successfully serve as course/clerkship director. Also included should be the administrative support personnel dedicated to the course/clerkship and the projected budget for the candidate's first year as director.
3. Candidate is interviewed by the Senior Associate Dean for Academic Affairs after the above items have been reviewed.
4. Senior Associate Dean for Academic Affairs recommends candidate to become the next course/clerkship director to the EPC
5. EPC invites the candidate to outline his/her plans for the course/clerkship at a regularly scheduled EPC meeting.
6. EPC votes to approve/reject the candidate based upon consideration of the information described above.

Approved by Education Policy Committee June 7, 2007