



QUILLEN
COLLEGE *of* MEDICINE

EAST TENNESSEE STATE UNIVERSITY

Policy Name: Pre-Clerkship Faculty Development Requirements for Instructors

Policy Replaces a Previous Policy (this includes change in policy name): <input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No
If so, list name of previous policy (include policy number if different):
Policy Number (issued by the Office of Academic Affairs upon final approval): MSEC-1024-36
Policy Owner (Individual, Department, or Committee/Chair): Dr. Ivy Click/MSEC Chair
Committees, Departments, or Individuals Responsible for Implementation: Vice Dean of Academic Affairs, Course Directors and Department Chairs
Original Approval Date and Who Approved by: 10/15/2024 - MSEC
Effective Date(s): 10/15/2024
Revision Date(s) (include a brief description) and Who Approved by (made by Policy Owner and/or Policy Advisory Committee):
Administrative Edits (briefly describe) by Staff and/or the Policy Advisory Committee (PAC) and Date (these revisions do not require voting/approval by the policy owner):
Exemption(s) to Policy (date, by what committee or individual, and brief description):
LCME Required Policy: <input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No
If yes, please list the Element(s) Affiliated with this Policy (include Element number/name/statement):
<u>LCME Element 4.5 Faculty Professional Development</u> A medical school and/or its sponsoring institution provides opportunities for professional development to each faculty member in the areas of discipline content, curricular design, program evaluation, student assessment methods, instructional methodology, and research to enhance his or her skills and leadership abilities in these areas.
<i>All policies will be reviewed by the Policy Advisory Committee every three years unless an earlier review is identified.</i>
Date of Review:
Revisions Made: <input type="checkbox"/> Yes/ <input type="checkbox"/> No If yes, list revisions made:
Revisions Require Approval by Policy Owner: <input type="checkbox"/> Yes/ <input type="checkbox"/> No

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Policy Statement: Quillen College of Medicine recognizes the need for continued growth and development of its faculty to provide high-quality educational programs. Faculty development is essential to remain current in educational, clinical, and research areas. This policy sets minimum standards for professional development for faculty teaching medical students.

Purpose of Policy: To ensure appropriate preparation of faculty for their role of supervising or teaching medical students.

Scope of Policy (applies to): Full-time faculty instructors teaching medical students in the pre-clerkship phase of the medical student curriculum.

Policy Activities: Full-time faculty instructors who teach more than 16 contact hours (per academic year) in the pre-clerkship curriculum are required to engage in at least 8 hours of faculty development annually related to TRAILS-adopted teaching pedagogies.

- a. Four of the required 8 hours must be completed in a community with other faculty teaching in the pre-clerkship curriculum. Examples of collective faculty development may include, but are not limited to:
 - Development identified by the course director as beneficial to most faculty in a given course and delivered as part of a course faculty meeting.
 - Development identified by the department chair and delivered as part of a regular faculty meeting.
 - Faculty development sessions led by the QCOM Faculty Development Committee.
- b. Four of the required 8 hours should be identified and completed based upon the results of student evaluations, peer review, course director comment, and learning opportunities self-identified by the faculty related to the curriculum.
- c. Faculty members will document instructional development activities as part of the annual review process.
- d. Department chairs will review and assess instructional development activities as part of the annual review process.
- e. Course directors should conduct a meeting of course faculty annually in which faculty review all active learning sessions. The review will help to identify redundancy and indicate areas where faculty can work to refine active learning strategies in their sessions.

Administrative Reviews/Approvals	Date Approved
<i>University Compliance (if applicable)</i>	
<i>Policy Advisory Committee (includes three-year reviews)</i>	
<i>Associate Dean for Accreditation Compliance (if applicable)</i>	
<i>Vice Dean for Academic Affairs</i>	10/15/2024

Policy Review and/or Revision Completed By (if applicable)	Date Policy Reviewed and/or Approved (if applies to that department, committee, or group)
<i>Office of the Dean</i>	
<i>Office of Academic Affairs</i>	10/15/2024
<i>Office of Student Affairs</i>	
<i>Department of Medical Education</i>	
<i>Medical Student Education Committee</i>	10/15/2024
<i>Student Promotions Committee</i>	
<i>Faculty Advisory Council</i>	
<i>Administrative Council</i>	
<i>M1/M2 Course Directors</i>	

Policy Name: **Pre-Clerkship Faculty Development Requirements for Instructors**

<i>M3/M4 Clerkship/Course Directors</i>	
<i>Student Groups/Organizations (describe):</i>	
<i>Other (describe):</i>	

Final Policy Emailed to:	Date of Email Notifications
<i>Medical Education Director for Posting on Educational Policies Website</i>	
<i>Policy Owner</i>	
<i>Admissions Office for Catalog (only new policies)</i>	