



**Title/Subject:** Policy: Preparation of Faculty Instructors

**Applies to:**  faculty     students     staff     Other - Click or tap here to enter text.

Policy     System     Process/Procedure     Guideline/Standard     Position Description

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- **Introduction**

- **Historical/Contextual Overview:** With TAMU-COM having a distributed faculty, there exists a need to ensure all faculty members are provided current information concerning the college's policies, guidelines, and processes in a consistent manner.
- **Reason for the Policy/Process:**  
The Texas A&M College of Medicine believes that all faculty of required courses and clinical clerkships should be prepared for their roles in teaching and assessment.  
LCME Standard 6.1: The faculty of a medical school define its medical education program objectives in outcome-based terms that allow the assessment of medical students' progress in developing the competencies that the profession and the public expect of a physician. The medical school makes these medical education program objectives known to all medical students and faculty. In addition, the medical school ensures that the learning objectives for each required learning experience (e.g., course, clerkship) are made known to all medical students and those faculty, residents, and others with teaching and assessment responsibilities in those required experiences.
- **Scope:** This policy applies to all faculty members who have instructional roles with students.

- **Policy/Process Statement:** Faculty engaged in teaching and/or supervision of medical students within required courses and clinical clerkships must receive an overview of the relevant COM program objectives, the course or clerkship objectives, and any COM or clerkship policies annually via the Preparation for Teaching Module (course specific).

- **Procedure**

The Office of Faculty Development will develop Preparation for Teaching Modules that are specific to courses and clerkships.

The Office of Academic Affairs will build an annual distribution and attestation timeline for modules.

The Office of Academic Affairs will send out module links to course leadership and coordinators.

Course Directors will send out module links to their faculty based on the annual distribution timeline for modules.

Faculty will complete the module and attest to completion annually.

The attestation list will be checked by coordinators using the attestation timeline prior to faculty instructing students.

The Office of Faculty Development maintains attestation records.

Authority: Curriculum Committee

Policy/Process POC: *Office of Academic Affairs*

Effective Date: August 22, 2019

Review/Revision Schedule: Every 2 years

Indexed as: faculty, attestation, module, faculty development



● **Responsibilities**

Department heads and Regional Campus Deans, in collaboration with Course Directors, will identify faculty engaged in medical student education and will collectively ensure compliance with this policy.

Course Directors are responsible for ensuring that appropriate course materials are updated and made available to all individuals involved in delivering the course’s curriculum prior to the start of each academic year/course . Course Directors should also work with the Office of Faculty Development to develop instructional materials to address any unique needs of the course or clerkship, as necessary.

The Office of Faculty Development will annually deliver the Preparation for Teaching Module.

The Office of Evaluation and Assessment will assist Course Directors in assessing the quality and effectiveness of medical student education provided by faculty instructors and will assist the Office of Faculty Development in developing and/or refining these educational offerings to address any identified deficiencies. Data provided by medical students will be included in the assessment process.

● **Compliance:** Course Directors are responsible for ensuring all faculty are onboarded annually using the module prior to instructing students.

- **Exceptions:** None
- **Non-compliance:** Faculty who do not attest that they have completed the online module will not instruct students until such has been completed.

● **Resources and Tools:**

- **Related Policies, Processes, and Guidelines:** Preparation of Residents and Non-Faculty Instructors

● **Revision History:**

Date of Change	Authority	Summary of Changes	Document Location
Aug 22, 2019	Curriculum Committee	Creation of Policy	

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