

Creighton University School of Medicine Guidelines

GUIDELINE: Process for collaboration with College of Arts and Sciences faculty for the medical education program

POLICY: n/a

GOVERNING BODY: Associate Dean for Medical Education

APPROVAL DATE: July 17, 2019

REVISED DATE: n/a

LCME ACCREDITATION STANDARD REFERENCE: n/a

PURPOSE

This guideline describes the process for collaboration with College of Arts and Sciences (hereafter, CCAS) faculty for the medical education program.

GUIDELINE

This guideline defines the process for the engagement with CCAS for the participation of CCAS faculty in the curriculum of the medical education program of the School of Medicine (hereafter, School), especially with regard to the content areas of humanities and ethics.

1. A course director identifies a curricular need that may be optimally met with a faculty from the CCAS. The course director should receive approval from the Associate Dean for Medical Education to approach the CCAS regarding a potential role for CCAS faculty in the medical education program.
2. If the request is approved, the course director should contact the relevant associate dean in CCAS: Associate Dean for Humanities and Fine Arts, Associate Dean for Social and Applied Sciences, Associate Dean for the Natural Sciences. The course director and CCAS associate dean should discuss the potential curricular opportunity and potential CCAS faculty for the role. If the relevant associate dean and course director agree on faculty to approach, the course director is authorized to approach the faculty member with the opportunity. The expectations and compensation should be part of the review process.
3. If the faculty member agrees to the conditions, the course director should contact the School's Associate Dean for Planning and Business Affairs, who will generate a draft Memorandum of Understanding (hereafter, MOU) based on the agreement between CCAS and the School. The MOU will be signed by the Associate Dean for Planning and Business Affairs (for the School) and the Dean (for CCAS).
4. Following the completion of the semester's curricular activities, the School will transfer the compensation amount, inclusive of compensation and benefits, to the CCAS, for release to the faculty per the protocols of CCAS.
5. Any dispute regarding the performance of the teaching or execution of the MOU should be negotiated between the School's Associate Dean for Medical Education and the relevant CCAS associate dean. Any failure to resolve a dispute will be managed by the Deans of the School and CCAS.

ADMINISTRATION AND INTERPRETATIONS

Office of Medical Education; Chair of Medical Humanities; Associate Dean for Planning and Business Affairs.

AMENDMENT

n/a