

MEDICAL EDUCATION POLICY

Title: Faculty Appointments for Teaching or Assessing Medical Students Policy	
Relevant LCME Element(s): 9.2: Faculty Appointments	Last approved: 3/3/2021

I. **PURPOSE**

Outline requirement that all individuals who supervise teach or assess medical students must hold a faculty appointment or be supervised by a faculty member.

II. **PERSONS AFFECTED:**

Medical students, clerkship directors, faculty affairs, faculty, educational deans

III. **POLICY AND PROCEDURE STATEMENT**

Individuals who supervise, teach or assess medical students must hold a faculty appointment at the Feinberg School of Medicine or be supervised by an individual who holds a faculty appointment.

By rule, all physicians with clinical privileges at Northwestern Memorial Hospital (NMH) must also have an active Feinberg School of Medicine faculty appointment. In addition to our full-time faculty tracks, a variety of faculty appointment types exist that are appropriate for physicians and other individuals with relatively minor curricular or training roles. These include adjunct, lecturer, and health system clinician appointments. In addition, coterminous faculty appointments are intended for those faculty members at affiliate hospitals, including those with training positions (i.e. fellows or chief residents) or non-physicians (i.e. genetic counselors).

When curriculum leaders and coordinators recruit individuals outside NMH to teach or assess in the curriculum, they work with individual academic departments and the Office of Faculty Affairs to ensure that a faculty appointment is granted prior to that individual teaching or assessing medical students. The Associate Dean for Curriculum oversees and supports both the Phase 1 directors and the clerkship directors in these efforts.

Faculty appointments in clerkships are monitored in two ways. First, the Augusta Webster Office of Medical Education (AWOME) requires clerkship directors to attest twice yearly that all faculty who supervise and assess students have a faculty appointment. Second, the Associate Dean for Curriculum annually reviews of a list of teaching faculty from non-NMH affiliates to ensure that each have a faculty appointment.

All of Feinberg's clinical affiliate hospitals credential and ensure licensure for their medical staff, including faculty physicians. Physicians who work in private practice attest to maintaining their credentials in the "Memorandum of Understanding" with the Feinberg School of Medicine. The Associate Dean for Curriculum annually ensures that all teaching faculty in private practice are properly licensed using the searchable online database of the Illinois Department of Financial & Professional Regulation.

IV. **APPROVING BODY:**

Vice Dean for Education