

Adjunct and Affiliate Faculty Benefits & Resources



SCHOOL OF MEDICINE

Indiana University School of Medicine has a long-established and strong tradition of volunteer faculty participation in the school's missions, especially in educational programs.

Adjunct and Affiliate Faculty Resources

The 3,000 IU School of Medicine adjunct and affiliate (volunteer and teaching part-time) faculty members constitute a major component of the IU School of Medicine faculty. They are critical to the school's mission. This document is meant to share some of the benefits of being an IU School of Medicine adjunct or affiliate faculty member and facilitate your access to valuable resources.

Commitment to the IU School of Medicine Honor Code

Serve as a role model of professionalism by upholding the [IU School of Medicine Honor Code](#).

1. Educational Resources

- Faculty Affairs and Professional Development
- TeachingPhysician.org
- Curriculum Resources
- Continuing Medical Education

2. Faculty Resources

- IU Email Account
- Crimson Card
- Ruth Lilly Medical Library

3. IU Sponsored Software and Programs

- IUanyWare
- OneDrive @ IU
- MedHub
- Canvas
- Access and Security Information

1. EDUCATIONAL RESOURCES

Faculty Affairs and Professional Development

<https://medicine.iu.edu/faculty>

Several resources to enhance faculty teaching skills are available through Faculty Affairs and Professional Development; many programs and modules are offered online, such as the [Academy of Teaching Scholars](#). Resources are free but registration with your IU email account is required. To register:

- Visit <https://medicine.iu.edu/faculty/professional-development/teaching-resources>
- Click on a program or resource that may interest you to learn more and register for events.

The Teaching Physician

teachingphysician.org

Username: IUSM

Password: facultydevelopment

The Teaching Physician is a comprehensive online resource specifically designed for community preceptors. It provides instructional strategies for preceptors in the form of videos, tips, answers to frequently asked questions, and links to in-depth information on clinical teaching. You will receive an email once a month with a specific teaching strategy. Additional resources can be accessed directly by visiting the website.

Curriculum Overview

medicine.iu.edu/md/curriculum

In 2016, IU School of Medicine transitioned to a curriculum that closely integrates clinical experiences and the basic sciences. Intentional small groups, learning communities, and inter-professional education enhance the training experience. Learn more about where your learners are in the curriculum. Specific information about Clerkships and Electives is located on the MS3 and MS4 pages.

CONTINUING EDUCATION IN HEALTHCARE PROFESSIONS

iu.cloud-cme.com/default.aspx

IU School of Medicine adjunct and affiliate faculty can obtain CME at the discounted IU faculty rate. Many events are offered free of charge.

2. FACULTY RESOURCES

IU Email Account

uits.iu.edu/exchange

The IU email account is now the primary method of communication and is required for all adjunct and affiliate faculty.

Once your faculty paperwork has been processed, you will receive an email from the Dean that includes instructions on how to set up your IU email account.

The IU email account can be used within Outlook Web Access (uits.iu.edu/exchange) or with your Outlook client via Microsoft Exchange.

Note that the IU email account (iu.edu) is different than the IU Health (iuhealth.org) email address.

Want to forward your IU Email to a preferred email address? Learn how by visiting kb.iu.edu/d/beoj

Crimson Card | Indiana University Identification Card

crimsoncard.iu.edu

CrimsonCard is the official photo ID card for all Indiana University campuses, available to IU students, faculty, and staff. Through the Deal of the Day and CrimsonPerks programs, you can receive a discount when you pay with or present your CrimsonCard at certain retail locations (e.g., restaurants, cell phone service, travel, etc.).

Discounts aren't available on all campuses, but you can access these regardless of your primary campus.

These benefits can be found here: <https://crimsoncard.iu.edu/using/discounts/indianapolis-discounts.html>

Other benefits offered by the host university of regional campuses can be obtained from the regional campus coordinator.

Ruth Lilly Medical Library

library.mednet.iu.edu

Ruth Lilly Medical Library was established in 1908 and is the state's largest academic health sciences library. It is the primary information resource for faculty, students, and staff. The library and its staff work across all nine campuses providing a collaborative learning environment and access to information resources, including online journals.

3. IU SPONSORED SOFTWARE AND PROGRAMS

IUanyWare | IU-licensed apps and software uits.iu.edu/iuanyware

IUanyWare allows you to run certain IU-licensed software applications that you do not use on a regular basis, without having to install them on your computer. This includes products from:

- Adobe (Acrobat, Creative Suite, etc.)
- Microsoft Office 365 (Office applications are available for download by request)
- statistical packages (SPSS, Minitab, etc.)
- and others.

OneDrive | Free Cloud Storage old.uits.iu.edu/onedrive

Microsoft OneDrive at IU (aka OneDrive for Business) is a cloud storage service with Office 365. OneDrive offers 5TB of storage to store, share, and sync files. View and update documents saved in the cloud using OneDrive from just about anywhere. Sync OneDrive files on Windows, macOS, iPhone and iPad, and Android. Open and edit OneDrive documents directly in Office Online. Edits are saved automatically in real time so you can collaborate with others.

Learn more at the IU Knowledge Base: kb.iu.edu/d/aewd

MedHub iusm.medhub.com

Adjunct and affiliate faculty will use MedHub to verify medical students' required clinical experiences and to complete assigned course or clerkship evaluations of learners on time so grades can be assigned.

- Evaluations are due within 2 business days of your time working with the student ends.
- Report any deficiency in a student's performance to the clerkship or course director as soon as it is detected to ensure that the student has an opportunity to improve their performance.

This system also allows adjunct and affiliate faculty to view evaluations that learners completed. For questions about MedHub, please contact the course or clerkship coordinator. Learn more at MedNet Resources: mednet.iu.edu/Pages/SupportResources/MedHub.aspx

3. IU SPONSORED SOFTWARE AND PROGRAMS (CONT)

Canvas | A Learning Management System

canvas.iu.edu

Know the goals, objectives, and evaluation criteria for the course or clerkship you are teaching to provide an optimal learning experience for the student. If you have trouble accessing a course, contact your clerkship coordinator, course coordinator, or campus education coordinator.

Duo | Two-Step Login Authentication System

kb.iu.edu/d/bfgm

Access to most IU services requires a central authentication service (CAS) login. Logins for CAS require two-step authentication using Duo, requiring enrollment for a mobile device or another phone number to verify authentication.

Instructions for getting started with Duo can be found here: kb.iu.edu/d/bfgm

Thank you

for all that you do for learners. It is challenging to teach and provide rewarding clinical experiences while also performing your own daily duties.

However, because of your participation, IU School of Medicine can provide excellent and quality education to learners, from medical students to residents and beyond.

INDIANA UNIVERSITY SCHOOL OF MEDICINE
FACULTY AFFAIRS AND PROFESSIONAL DEVELOPMENT

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