



INDIANA UNIVERSITY

SCHOOL OF MEDICINE

Guidelines for Department Chair – Regional Medical Education Campus Dean Partnerships

Scope Principles Guidelines	Last Updated: 12/2/016
ADDITIONAL DETAILS Related Information History	Responsible University Office: <i>Faculty Affairs and Professional Development</i>
	Responsible University Administrator <i>Executive Associate Dean for Faculty Affairs and Professional Development</i>
	Policy Contact: <i>Director, Faculty Affairs</i>

Scope

Department Chairs
Regional Medical Education Campus Deans
Faculty appointed on a regional medical education campus

Principles

The success of a medical school with multiple campuses requires statewide, centralized management and leadership coupled with strong management and leadership of activities on each regional campus. Given the complexity of our nine campus system, department chairs and regional medical education campus directors must work in close partnership to achieve shared goals. This document is intended to clarify roles and outline the primary areas where collaboration between chairs and campus directors is essential; it is not intended to be inclusive of all issues for which chairs and campus directors have responsibility.

IUSM departments are statewide. This means department chairs have responsibility for who delivers the curriculum and quality of instruction specific in their discipline regardless of geographic location, and are expected to engage with faculty in their department statewide. Regional campus directors are responsible for the administration and management of education, service, and research programs on their local campus.

Because they have day-to-day interaction with the faculty on their campus they are best positioned to evaluate the performance of their faculty and have primary responsibility for annual faculty reviews. It still is important to collaborate with department chairs on faculty-related issues. Another important responsibility for campus directors understanding the regional community context and building relationships with the host/partner higher education institution, local hospital systems, and physician groups to aid in recruitment of and engagement with volunteer and affiliate faculty.

Guidelines

I. Faculty appointments, reappointments, annual reviews, promotion and tenure reviews

Appointments. All faculty appointments (including volunteer and affiliate faculty) are subject to the review and approval of the respective department chair (or designee). When recruiting a full-time, IU-employed faculty member on a regional campus, the campus director should involve the chair and department in the recruitment process by scheduling finalists for interviews with Indianapolis faculty in person so they can begin to build collaborative relationships. Adding members to search and screen committees from multiple campuses is encouraged. For volunteer and affiliate faculty, regional campus directors play a critical role in recruiting physicians and scientists in their local communities to serve as volunteer and affiliate faculty. These appointments are also routed through the chair for approval.

Reappointments. The regional campus director and department chair (or designee) must both approve reappointments for tenure track, clinical track, lecturer track, volunteer, and affiliate faculty.

Annual reviews. Regional campus directors have responsibility for conducting annual faculty reviews for those full-time faculty members appointed on their campus. For satisfactory reviews, the department chair's signature is not required. When performance is less than satisfactory, it is strongly recommended that the department chair is involved and co-signs the review so that he/she is alerted and can assist as needed in remediation efforts. Copies of annual reviews should be kept on file at the regional campus and in the department's files as well. Reviews of volunteer and affiliate faculty members will occur no longer than every three years upon their reappointment. As noted above, the review and reappointment must be approved by the campus director and department chair (or designee).

Promotion and tenure reviews. Each regional medical education campus has a primary committee appointed by the campus director that is responsible for conducting the first level of review of dossiers for promotion and/or tenure. The campus director or designee informs the academic department chair regarding which faculty are submitting dossiers and works with him/her to establish a deadline for submitting the dossier to the department chair for review. After the primary committee reviews and votes on the dossier, the regional campus director conducts his/her review; subsequent to that the department chair conducts his/her review. Both reviews from the campus director and chair are included in the dossier that is forwarded to the dean's office in advance of the school committee's review.

II. Curriculum management

The Curriculum Council Steering Committee has primary responsibility for the statewide curriculum. The CCSC has four subcommittees including (1) the Basic Science Component, which oversees basic science education; (2) the Clinical Component, which oversees the clinical curriculum; (3) the Elective Component, which reviews and approves/disapproves medical student electives; and (4) the Academic Standards Committee, which systematically evaluates curricular components and provides reports to the steering committee for oversight of the entire curriculum. Course development and implementation teams propose course-level and session-level learning objectives, which are mapped to the institutional learning objectives. The steering committee reviews and approves the proposed course and session learning objectives.

Regional campus directors are responsible for the administration and implementation of the curriculum on their campuses, while department chairs are ultimately accountable for the content of what is taught within their academic discipline. Although campus directors and chairs are primarily responsible for the performance of instructors on their respective campuses, chairs and campus directors must both monitor instructor performance as well as performance by students on national board examinations and other system-wide exams. Collaboration and coordination is particularly important in an integrated curriculum where courses are not based in single departments.

III. Statewide engagement

It is important that each chair has a mechanism in place for communicating with faculty statewide. A meeting of faculty across the state within a discipline should be called by the department chair at least once per year. In addition, department meetings that focus on school-wide issues should be made accessible by remote attendance to faculty appointed on regional campuses. For the purposes of coordinating an integrated curriculum, statewide course and clerkship directors may also call meetings of faculty teaching within a particular course or clerkship on an annual or more frequent basis. In addition, it is expected that chairs and/or course or clerkship directors visit the regional campuses on an annual basis.

Related Information

IUSM faculty policies. Available: <http://faculty.medicine.iu.edu/>

IUPUI faculty policies. Available: <https://facultycouncil.iupui.edu/Governance/IUPUI-Faculty-Guide>

IU-wide faculty policies. Available: <https://policies.iu.edu/>

History

1. First version of this document was approved November 2, 1992
2. Updated document was administratively approved December 2, 2016