Clerkship Director Selection Criteria/Resources 1.0

**Recruitment:** Clerkship Director positions should be advertised throughout appropriate department(s).

**Selection Criteria:** A faculty member nominated for a clerkship leadership position in the School of Medicine curriculum should have a demonstrated record of excellence in educational activities. They should preferably have three years of faculty experience in the clerkship discipline. Guidelines for Clerkship Administration are stated in the current job description.

**Approval Process:** Names of nominees should be submitted to the Curriculum Committee for consideration with an accompanying curriculum vitae, supporting educational activity documentation and letter(s) from the candidate's Chair and/or designee, e.g. Division Head. Whenever possible more than one nomination is preferred. The Curriculum Committee will evaluate the nominations and interview select candidates. The Curriculum Committee's selection will be reviewed with the Chair.

**Appointment Terms:** The Clerkship Director term of appointment is for three years with an annual review and renewal process. The annual review would be reviewed with the Chair. Should probation or removal of a clerkship director become a possibility the Curriculum Committee will consult with the Chair to determine a course of action. In the event of differences between Chair and Curriculum Committee the Dean will mediate.

**Resources:**

A. The Office of the Dean provides 0.25FTE for direction of a full 48-week clerkship period and for general discipline associated organizational activities related to selectives.

B. The Office of the Dean provides 0.5FTE for direct administrative support of the clerkship.

C. Membership and funding of one meeting focused on clerkship director activities should be provided by the department, e.g. the Alliance for Clinical Education and its member organizations:

   - Association for Surgical Education
   - Association of Directors of Medical Student Education in Psychiatry
   - Association of Professors of Gynecology & Obstetrics
   - Clerkship Directors in Emergency Medicine
   - Clerkship Directors in Internal Medicine
   - Consortium of Neurology Clerkship Directors
   - Council on Medical Student Education in Pediatrics

D. Faculty development programs for clerkship directors and electives/selectives supervisors are under development.