

Joan C. Edwards School of Medicine at Marshall University

POLICY FOR VOLUNTEER CLINICAL FACULTY APPOINTMENTS

July 2012

The Joan C. Edwards School of Medicine at Marshall University (JCESOM) recognizes and values the diverse contributions of our Volunteer Clinical Faculty and their role in fulfilling the mission of the institution. Volunteer Clinical Faculty provide high quality medical education and postgraduate training to foster a skilled physician workforce to meet the unique healthcare needs of West Virginia and Central Appalachia.

METHODS OF APPOINTMENT

Recommendations for appointment of a Volunteer Clinical Faculty member must originate from the Chair of the department in which the faculty member will serve. Prior to making a recommendation for appointment, the department Chair will review the experience and credentials of the applicant and consider the expected contributions of this individual to the department's academic programs. A request for appointment of a Volunteer Clinical Faculty member must include the individual's CV and a letter identifying a need consistent with one of the three missions of the Medical School: Patient Care, Research, and Education.

Any request for Volunteer Clinical Faculty involving Graduate Medical Education must include a letter from the Program Director within the Department confirming the need which the Volunteer Clinical Faculty member will fill. If the Volunteer Clinical Faculty member is identified to fill a need for student education, a letter must accompany the request from the Chair and from the Clerkship Director(s) in that respective department. If a global need is identified, a letter from the Office of Graduate Medical Education to the Office of Medical Education will also accompany the letter of request.

EVALUATION OF CURRENT VOLUNTEER CLINICAL FACULTY LISTS

The list of Clinical Faculty in each department should be reviewed annually by the Chair of each respective department. Volunteer Clinical Faculty who have not been active or have not met the expectations stated should be removed from the list of active clinical faculty. A letter will be sent to them notifying them of the change in their status.

ROLE OF VOLUNTEER CLINICAL FACULTY

The expectations of the Volunteer Clinical Faculty member must be clearly stated by the department Chair when requesting the appointment.

MEANS OF INCENTIVE

Volunteer Clinical faculty should be formally recognized for their contributions. This recognition may include a dinner in their honor, a note of appreciation, recognition in a JCESOM publication, a small plaque or a voucher from the bookstore. Volunteer Clinical Faculty should be provided passwords and access to the JCESOM including online library access.