VOLUNTEER FACULTY POLICY

Joan C. Edwards School of Medicine at Marshall University

The Joan C. Edwards School of Medicine at Marshall University (JCESOM) recognizes the value and potential of appropriately qualified and motivated volunteer faculty within the undergraduate and postgraduate medical education system. Thus, volunteer faculty appointments are to be only awarded or renewed when there is an expectation of significant and continued service toward one or more of the School's missions (Patient Care, Research and Education).

Method of Appointment

Recommendations for appointment of a volunteer faculty member must originate from the Chair of the Department in which the faculty member will serve. The Department chair will send a letter of recommendation to the Dean's office summarizing the experience and credentials of the applicant and outline the expected contributions of this individual to the department's specific academic programs. A CV of the potential volunteer faculty must be provided. If approved, the department will generate a Notice of Volunteer Faculty Appointment which will supply more specific details of agreement. This Notice of Appointment will be renewed every two years. It is the responsibility of the Office of Faculty Advancement to regularly monitor whether individuals identified as JCESOM faculty within the medical education system possess the appropriate Notice of Appointments.

Reappointment, Termination, or Change in Rank

The Chair of the respective Department will review the volunteer faculty performance at least once a year. This review must include the evaluations of all learners and any appropriate course or clerkship directors in which the volunteer faculty member participates. This evaluation process will generally follow that of any other faculty member. A failure to continue to serve regularly, meet the performance expectations of the Department Chair or of those agreements outlined in the School's Letter of Appointment may result in a failure to renew the faculty appointment. Volunteer faculty may participate in the promotion process. Considerations for promotion will be evaluated by the JCESOM Personnel Advisory Committee who will handle the nomination as per its established procedures for volunteer faculty.

Support and Reward Systems

Volunteer faculty should be provided with appropriate materials and sources of information in order to effectively carry out their intended roles. This includes access to and orientation to all relevant School policies and procedures and any policy revisions or additions as they relate to medical student education or the educational process in general. The School and individual Departments should also collaborate to ensure that volunteer faculty members are appropriately supported, recognized, and rewarded for their contributions, when appropriate. Volunteer faculty members are eligible for and encouraged to utilize the JCESOM resources that are available for professional development and those that support and augment teaching skills. These may include, but are not limited to, opportunities for professional development available through the JCESOM Office for Faculty Advancment and the individual Departments. The Letter of Appointment may also address and further define other types of benefits that may accrue.

Revised Policy Approved By: JCESOM Faculty Council, 3/20/2019

Department Chair Annual Evaluation Form

JCESOM Volunteer Faculty

Faculty name _____ Department _____
Rank _____ Review period _____ Appointment ends _____
Chair or reviewer _____ Review date _____

1 Responsibilities and evidence

Agreed duties and contributions _____
_____

Evidence reviewed: ☐ Activity update ☐ Learner evaluations ☐ Director input
☐ Peer observation ☐ Other _____ Evaluation count / period _____
Evidence limitations or unavailable opportunities _____

2 Performance assessment

Enter E = Exceeds expectations; M = Meets expectations; I = Improvement needed;
U = Insufficient evidence; NA = Not applicable. Explain I or U below. Missing data is not poor performance.

Evaluation domain	Rating
Teaching and mentoring effectiveness	
Timely learner assessment and constructive feedback	
Professionalism, supervision and learning environment	
Participation reliability and fulfillment of agreed duties	
Other assigned clinical research or service contributions	

3 Written feedback and development

Strengths and overall assessment _____
Areas for improvement and prior goal progress _____
Next goal or required improvement _____
Support / resources _____ Follow-up date _____
Promotion guidance and next steps _____

4 Appointment recommendation and feedback record

☐ Continue current appointment ☐ Recommend renewal if due ☐ Recommend nonrenewal
☐ Further review needed Rationale _____
Recommendations are subject to applicable approval procedures; this form does not renew an appointment.

Discussion date _____ Method: ☐ In person ☐ Phone ☐ Video Summary sent _____
Faculty comments / response attached: ☐ Yes ☐ No Improvement plan attached: ☐ Yes ☐ No
Chair approval/signature _____ Date _____
Faculty acknowledgment _____ Date _____

Acknowledgment confirms receipt, not agreement. Record contact attempts if acknowledgment is unavailable. Protect learner identities and retain this form and related records in the approved secure system.