

Professionalism Issue Reporting

All faculty in Years One and Two can contribute to an online form for the recording of any professionalism issues that arise in relation to a particular clinical instructor or teaching fellow. This form is reviewed regularly by the Year One and Two clinical instructor coordinators. Based on their review, they will notify the assistant dean of basic sciences for curriculum, who can then schedule a meeting with the clinical instructor and the department chair, to address any issues raised.

Other sources for reporting faculty unprofessional behavior include via submitted student evaluations of faculty teaching at the end of module, course and/or core, which contain questions relating to unprofessional behavior, surveys of the learning environment, the Student Government Association (SGA), clinical instructor coordinators, course director, DME and/or department chair as well as any other methods of reporting outlined by University Policy and Manuals.

Student evaluations are one of several criteria that are monitored in relation to student satisfaction. The chair of the department, after consultation with the Sr. associate dean of basic sciences or clinical studies, as applicable, may provide written notification (this may be done through email) to a member of their faculty indicating they are below expected performance or have been found to engage in unsatisfactory behaviors relating to their professionalism. This can be followed by a Letter of Concern or a formal written warning, or non-renewal or dismissal if the faculty member exhibits ongoing failures or deficiencies relating to their primary teaching and/or Departmental activities and does not conform to the established plan for remediation, including but not limited to the following academic responsibilities:

- Office hours
- Presence on campus and in-office during designated working hours
- Availability to students
- Responsiveness to students
- Professional deportment
- Collegiality
- Cooperation
- Fulfillment of SOM education mission
- Vacation or personal time
- Compliance with institutional policies or procedures

Notwithstanding the above, nothing in this Handbook shall prohibit the University from disciplining, suspending or summarily dismissing any faculty member for gross misconduct or as otherwise authorized by law.