

*West Virginia Rural Health
Education Partnerships
Policy and Procedures*

Title of Policy: Consortium-Level Faculty Development

Approved By: WVRHEP State Advisory Panel

Approval Date: July 13, 1998

Effective Date: July 13, 1998

Implementation Responsibility: On-Site Directors of Clinical Education or
Chairs of Clinical Education Team
with assistance from Site Coordinators

Oversight Responsibility: Faculty Development Committee

Policy Statement:

Each consortium must have a plan for site-based faculty development submitted to the Faculty Development Committee by December 31 of each year. The plan will be developed using input from field faculty in the consortium. This input may be in the form of representative field-faculty participation on the planning committee; a focus group or survey of field faculty; or some other mechanism to obtain (in a cost-effective manner) input from field faculty regarding skills and/or information they need to be more effective teachers.

Each consortium must offer every field faculty member the opportunity to attend at least one site-based faculty development program each year. More than one consortium may offer this program cooperatively. A single program may be offered to all members of the consortium or a consortium may offer several different programs at different sub-sites to ensure that all field faculty have the opportunity to participate in at least one program. To insure that the program meets faculty needs, program planning should involve participation by representative Field Faculty. In addition, faculty should be given appropriate notice of the program; six weeks, at a minimum, is suggested.

The Faculty Development Committee will be reviewing what kinds of programs are successful and how to make future programs more successful. Therefore, Site Coordinator(s) are required to report the following about the program to the Faculty Development Committee:

1. Rationale for this program (how the faculty interest in this area was identified)
2. Copy of the invitation to the program
3. Copy of the schedule or agenda for the program
4. Number of participants, by discipline
5. Summary of participant feedback on the program
6. "Lessons learned" about faculty development, or suggestions regarding why the program was or was not successful
7. Copies of non-copyrighted handouts or other materials used, as feasible and

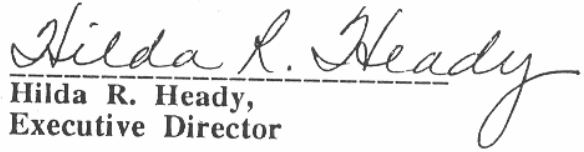
as might be valuable to the Committee or to other Sites.

Procedure:

Signatures:



W. Donald Weston, M.D.
Vice Chancellor



Hilda R. Heady,
Executive Director

Revision/Review Dates and Notes: