

Job Description of the Course Director/Content Lead

A. Purpose:

The position of Course Director/Content Lead is designed to create and promote a UPSOM faculty member as a specialized educator for the foundations phase of the UPSOM Three Rivers Curriculum, focusing on helping the students learn the core knowledge needed to pass Step 1, and start their clinical rotations. The intent is to have a diverse faculty to provide representation and help the students begin to acquire a professional identity.

Directors/Leads take on the responsibility for a particular content area or curricular theme and are charged with ensuring coverage of the content in an integrated fashion across the foundations phase of the curriculum.

The Goals are:

- To create an inclusive and professional small group dynamic
- To use evidence informed methods to provide high-quality education, in a variety of formats.
- To model and reinforce professional behaviors appropriate for physicians
- To develop a longitudinal relationship with a group of medical students

B. Requirements:

1. UPSOM faculty. Non-tenure stream, and Tenure stream for at least 3 years, at appropriate ranks or levels. They should have a doctoral degree.
2. Evidence of previous teaching experience with evidence of excellence as demonstrated in evaluations or recognition, and/or evidence of formal training in medical education.
3. Divisional and departmental support to allow for the time commitments
4. This will be an **on-average 4 hour (0.10 FTE) commitment per week**
5. Salary support will be determined by the faculty's salary, capped at \$250,000
6. Activities to include:
 - i. To be responsible for a particular content area that is critical to our undergraduate curriculum
 - ii. To take on the oversight and leadership of one or more cases in the foundations curriculum
 - iii. Provide support and direction to Longitudinal Educators who are facilitating small groups in the relevant topic area.
 - iv. Facilitate group activities for the topic area of focus and others as appropriate.
 - v. Attend faculty development which will include an annual one-day faculty retreat, regular debriefing meetings, and faculty development sessions.
 - vi. To support development and use of assessments appropriate for the topics and settings. (eg: multiple choice questions, short essay and narrative feedback)
 - vii. The content lead or course director will report to the Block Director (the Assistant Dean for Foundations maintains overall oversight of this curricular phase). Faculty will be evaluated regularly to provide feedback and improve their teaching skills .