

## Creighton University School of Medicine-Phoenix Policies

POLICY:	Core Faculty
GOVERNING BODY:	Graduate Medical Education Committee – Creighton University School of Medicine-Phoenix
GMEC APPROVAL DATE:	August 5, 2024; August 7, 2023; February 6, 2023
REVISED DATE:	August 5, 2024
ACGME ACCREDITATION STANDARD REFERENCE:	Institutional Requirement: II.B.2. Program Administration III.B.8. Retention of a diverse and inclusive workforce

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### PURPOSE

To provide the criteria for academic roles in Graduate Medical Education (GME) programs and identify the selection and renewal process for those teaching roles. Creighton University School of Medicine-Phoenix (CUSOM-PHX), as the Sponsoring Institution, in partnership with the programs, must engage in practices that focus on mission-driven, ongoing, systematic recruitment and retention of a diverse and inclusive workforce of residents, fellows, faculty members, senior administrative staff members, and other relevant members of its academic community.

### SCOPE

The policy applies to all CUSOM-PHX Core Faculty and their respective training programs, that are ACGME accredited or meet the criteria in the Non-ACGME Accredited Program Policy.

### DEFINITIONS

**Academic Chair:** The administrative head of an academic department, appointed by the CUSOM-PHX Regional Dean, responsible for matters concerning the administration of the department.

**Core Faculty:** Members must have a significant role in the education and supervision of HSP, devote a significant portion of their entire effort to HSP education and/or administration, and as a component of their activities, teach, evaluate, and provide formative feedback to HSP. They must also complete the annual ACGME faculty survey.

**House Staff Physician (HSP):** Any resident or fellow in a CUSOM-PHX GME program.

**Program Director:** The physician designated with authority over and accountability for the operation of a residency or fellowship program.

### POLICY

#### Selection:

Core faculty members are critical to the success of HSP education. They support the program leadership in developing, implementing, and assessing curriculum and in assessing HSP progress toward achievement of competence in the specialty. Core faculty members are selected for their broad knowledge of and involvement in the program, permitting them to effectively evaluate the program, including completion of the annual ACGME Faculty Survey.

As stated in the ACGME core requirements (II.A.4.a).(4)) all core faculty must be chosen by the PD. The PD will determine the selection process and conclude it with input from the Academic Chair and DIO. The Core Faculty Screening Grid provided below should be used as a guide for selection and appointment.

**Restrictions on the selection process**

The program director may select a faculty member with an existing leadership role with paid protected time, such as chair or chief of service, to serve as a core faculty member. These individuals should be selected for their broad knowledge of and involvement in the program, permitting them to effectively evaluate the program, for their specific expertise, unique contributions to the program, or on an interim basis while awaiting a qualified candidate.

Core faculty will have a term of 2 years. There is no limit on the terms a faculty can serve, but if their term limit has expired, the program director may reappoint the faculty member to the position.

All core faculty will participate in an annual evaluation completed by the PD. This evaluation will be based on the duties outlined in their job description. Unsatisfactory performance may lead to a core faculty member's term being shortened based on performance. Examples of unsatisfactory faculty performance include, but are not limited to, failure to complete HSP and program evaluations; not providing feedback to HSP; not being scholarly productive; poor evaluation scores and/or feedback from HSP. This list is not inclusive.

The Academic Chair is responsible for ensuring core faculty can maintain their academic time protected from clinical duties.

**AMENDMENTS OR TERMINATION OF THIS POLICY**

This policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and this GME policy, this GME institutional policy shall govern.

Creighton University reserves the right to modify, amend, or terminate this policy at any time.