

Responsibilities of Year Directors

1. Work with the appropriate Core Directors, PBL Coordinator, Pharmacology Coordinator (Year Two only), and Educational Support Office in finalizing the overall schedule and distribution of subject material among the Cores. In coordination with the Core Directors and Educational Support Office, place book orders for all Cores in the year.
 2. In conjunction with the Dean's Office and the Curriculum Committee, develop an outline of the academic calendar and schedule of Cores with sufficient detail to allow the Core Directors to complete the implementation of their Core's responsibilities. This would normally include a beginning and ending time for each Core, the scheduling of regular weekend examination and the Comprehensive Examination for Year One. Responsible for assigning a minimum of two proctors for each conjoint examination. (Core Directors to identify proctors).
 3. With the cooperation of the Core Directors and Educational Support Office, develop and implement any required Comprehensive Examinations. Organize the proctoring of the examination session(s) and secure examination materials, arrange for grading and review of the results, assign grades according to previously set criteria, and place the resulting outcome in student mailboxes. These results will also be communicated to the Scholastic Evaluation Committee. If the Comprehensive Examination must be repeated by any students, the date and circumstances will be jointly determined by the Year Coordinator and the Office of Academic Affairs
 4. Participate as a member of the Curriculum Committee, representing the interests of all Core Directors for the appropriate year's curriculum. Bring issues to the attention of the Curriculum Committee as necessary or requested by the Core Directors; provide feedback to the Core Directors regarding Curriculum Committee actions or recommendations.
 5. Review the evaluations of the year's Cores and discuss these with the Core Directors and the Curriculum Committee. Take a leadership role in promoting discussion and actions regarding the continual refinement of the year's offerings based on all available evaluative information from students and faculty.
 6. Conduct regular meetings of all core directors and assistant directors and/or representative faculty teaching during the year to facilitate communication and foster consistency among the cores. Minutes of such meetings should be produced and circulated to the Core Directors, the other Year Director, and the Associate Dean for Curriculum.
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Responsibilities of Core Directors

1. Work with other Core Directors, PBL Coordinator, Pharmacology Coordinator (Year Two only), and Educational Support Office, and the appropriate Year Director in finalizing the overall schedule and subject material distribution for the year's academic content. The final schedule is due in the Educational Support Office no later than four weeks before the start of the Core. The final examination schedule is due in the Educational Support Office no later than two months before the start of the semester. The selection of appropriate texts and other required/recommended materials should also be discussed among these individuals. The final book order for all texts to be used during the semester/year will be submitted to the University Book Store by the Year Coordinator.
2. Develop and conduct small group activities as specified in the COM Policy on Small Group Instruction ([Click here to view the policy.](#)) Work with the Educational Support Office, the Pathology Education Coordinator, or the PBL Coordinator to plan, organize, and conduct small group activities. Identify and recruit facilitators for small group sessions. Review and evaluate the cases and formats of small group instructional activities, in conjunction with the Year Directors Committee and the Curriculum Development Office.
3. Work with the faculty teaching in the Core to organize and present the materials allocated to the Core in an appropriate way. This will result in the development of the detailed calendar for the lectures, labs, examinations and other activities associated with the Core and coordinated with the PBL sessions.
4. Conduct regular meetings of all faculty or at least representative faculty teaching in the Core to facilitate communication and foster input from all of the participating academic departments. Minutes of such meetings should be produced and circulated to the other Core Directors, the Year Director, the

Associate Dean for Curriculum, and the Curriculum Committee.

5. For all contact teaching requirements in the Core, consult with the relevant Departmental Chairperson(s) to arrive at appropriate faculty assignments. Departmental Chairpersons have the responsibility of identifying the individuals appropriate for their discipline-related subjects. As an example, if the Core has laboratory sessions, the Core Director will work with the Chairperson(s) of the department(s) responsible for providing the lab experiences to identify appropriate laboratory support personnel. In that case, it is recommended that a member of that department be designated as coordinator of the lab and allocated responsibility for preparing the lab manuals, coordinating the labs with the lectures, assuring staffing of the labs as well as preparing and grading of the lab examinations.
6. Together with the faculty who teach in the Core, develop appropriate Core examinations (and comprehensive examinations if required). Each Core Director will be responsible for providing proctors for the examination (as requested by the Year Director). At the end of the Core, assign final grades. Develop, employ and evaluate the Core's specific evaluation tools that will be administered by the ESO periodically throughout (if desired) and at the end of the Core. Review the individual faculty evaluations for all participants in the Core and discuss such evaluations with the appropriate Chairperson(s) at the end of the Core. Gather input from students regarding the strengths/weaknesses of the lecturers, educational tools, methods, and core content through attendance at regularly scheduled focus groups. Use the student feedback from the faculty evaluations and the end-of-Core-evaluation to revise, improve and otherwise enhance the quality of the Core in the coming years. Provide a written summary to the Associate Dean for Curriculum and the Curriculum Committee at the end of the Core.
7. With the assistance of the ESO, assure that all room, audiovisual equipment, and microscope reservations for lectures, labs, examinations, etc. scheduled for the Core are in place for delivery of the Core. For Core examination sessions, this responsibility will be shared with the Year Coordinator. The ESO will assist in notifying security for weekend examinations.
8. Responsible for appropriate administration of the budget.
9. Develop an appropriate summer remediation for students required to retake the core material. The core director will review the student performance for each area included in the core and design the appropriate remediation for the student in academic difficulty.
10. The core director is responsible for evaluating all students in the core. Each core director has the responsibility for providing the students, at the beginning of the core, a written description of the goals and requirements of the core, as well as the evaluation procedures to be employed. The core director will be responsible for notifying students of marginal performance on each examination and directing students in academic difficulty to appropriate campus resources.
11. The core director is responsible for monitoring and reporting students' professional development. The core director will assess and report the professional behaviors of each student during the core using the on-line Student Professionalism Checklist [<http://info.unmc.edu/dept/collegemed/profcheck/index.cfm>]. A Checklist for each student is to be completed by the core director after completion of the core. In the event that a student patently violates the expectations of professional behavior such that immediate action is required, a faculty member should promptly submit a written report of the event to the Associate Dean for Admissions and Students using the form provided online at [<http://webmedia.unmc.edu/medicine/kdybdall/webpage/profchklist.pdf>].
12. The core director is responsible for insuring the quality of the core which may include review of handouts, assigned readings, and exam questions as well as attending lectures. The core director is also responsible for ensuring that the faculty members demonstrate appropriate professional behaviors in their interactions with students and that the students conduct themselves according to accepted standards.

Core Summary by Core/Required Clerkship Directors - Report Format

On a semester basis, each core/required clerkship director will be responsible for providing the Year Director and Curriculum Committee with a summary of their core. This summary should be no more than two pages in length (one page front and back) and will be due at the end of the semester during which the core/required clerkship is presented. An interim report should be submitted if major changes in core/clerkship structure, content, or evaluation system are contemplated for the upcoming year. The basic format that will be utilized is as follows:

1. Overview of core/clerkship -
 - a. major subjects/topics covered
 - b. duration
 - c. instructional methods used
2. Examinations (number and type)
3. Student grade distribution (class average)
4. Summary of core/clerkship evaluations - by students
5. Core/clerkship evaluation - by core/clerkship director / faculty
6. Recommendations for next year (this may be limited in nature initially and supplemented by an interim report in six months).

The Curriculum Committee will review the report and send a formal response to the core/clerkship director (accepting the recommendations and/or suggesting other changes to be considered for the core).

Approved by Curriculum Committee - September 19, 1996

Modified by Gerald Moore, M.D. - November 14, 2002 (changed core to core/(required) clerkship)