

Burrell College of Osteopathic Medicine Faculty Handbook Instructional Responsibilities

BCOM faculty have a responsibility to establish and maintain a civil, productive, and inclusive learning environment. Faculty, as well as students, have an obligation to regard formal or informal learning sessions as a place for courteous discourse. Faculty are expected to accommodate students' disabilities or cultural needs as determined and directed by the Office of Student Affairs. Student absences and student exam conflicts shall be accommodated in accordance with College policies. Additional obligations for teaching faculty include:

- Provision and publication of complete course information in a timely manner;
- Timely communication of expectations and learning objectives;
- Provision of constructive feedback to students;
- Observation of and adherence to scheduled instructional times;
- Responsiveness to student questions and availability for educational consultation;
- Secure handling of student examinations and other education records in accordance with FERPA guidelines;
- Maintaining academic integrity and reporting scholastic dishonesty;
- Developing and employing evidence-based instructional methods

The courses that comprise the Doctor of Osteopathic Medicine degree program require the participation of multiple faculty from varying disciplines. Hence, it is essential that all faculty conform to the procedures established for course delivery by the Curriculum Committee and the Offices of Preclinical and Clinical Education. All courses undergo annual review and course syllabi and schedules must be approved annually by the Curriculum Committee. Course directors or designated representatives from the Offices of Preclinical or Clinical Education must submit required materials, participate in Curriculum Committee meetings, and respond to requests for revision according to the timeline established by the Curriculum Committee. Course syllabi and instructional session pages must include clear learning objectives that identify the knowledge, skills, and/or attitudes that students are expected to demonstrate at the end of instruction. All referenced instructional materials including texts, journal articles, specimens and models, must be readily accessible for all students. Summative assessments, including course exams, must align with the learning objectives. All session materials must be posted or submitted to curriculum coordinators by the established deadline for the course in order to be made available for student access. All lectures are video recorded and made available to enrolled students for their review.