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*Office of the Dean  
College of Medicine*

**Date: April 12, 2022**

**To: All COM Faculty**

**FROM: Deborah Prothrow-Stith, MD, Dean COM**

**Ron Edelstein, EdD, Senior Associate Dean and Faculty Academic Liaison to the LCME**

We are reaching out because we have many new faculty and we want all faculty to know the benefits, services, opportunities, and requirements of serving as faculty in the CDU College of Medicine. This academic year is very exciting and filled with our efforts to create the proposed MD program for a charter class of 60 in 2023, not to mention:

- the addition of the new Internal Medicine residency program;
- planning for a Surgery residency program;
- expansion of the faculty;
- three Saturday faculty retreats to develop the pre-clerkship curriculum;
- an excellent Match Day outcomes for our residency programs and UCLA/CDU medical students;

and the list continues! As you know, we are working with consultants and intensely planning for an LCME survey visit July 12-14<sup>th</sup> with a “dress rehearsal” on June 7<sup>th</sup> – 9<sup>th</sup>.

The COM’s Office of Faculty Affairs’ website, <https://www.cdrewu.edu/com/FacultyAffairs>, has a number of resources including a departmental registry, dossier checklists, workplan templates, and shared governance documents, such as FEB by-laws. Please review this memo and the COM website carefully.

We are looking forward to seeing you at our in-person, on-campus faculty gathering Saturday morning April 23<sup>rd</sup>, when we will distribute white coats, scrubs and other CDU swag, and continue preparation for LCME review and our strategic planning efforts.

### **Appointments and Promotions:**

The process of your appointment to the faculty started with nomination by your department chair and a review by the COM Appointment and Promotions Committee. The Director of the COM’s Office of Faculty Affairs, Jackie Beaupre, is responsible for maintaining your academic dossier with an updated CV and your faculty workplan. A workplan that is updated and reviewed by your chair annually is required of all faculty. The annual review is a CDU faculty requirement and is utilized for advancement and promotion.

If you have not done so within a year, please use the attached workplan template to update your plan and schedule a time to meet with your department chair to review it before July 1<sup>st</sup>, the start of the next academic year and before the July 12<sup>th</sup> LCME visit.

## Benefits to Faculty:

All faculty are eligible to receive:

- CDU email accounts
- Library Access with In-person and electronic access to the extensive CDU library and electronic information resources, including access to:
  - Over 200,000 electronic books
  - Over 13,000 electronic journals
  - 43 databases, including UpToDate, and Covidence
  - Over 5000 Films on Demand
  - No-cost installation of Endnote and SPSS/1 license per faculty member
  - Free research consultations with librarians
  - Access to interlibrary loans (if we do not subscribe to a journal title - at no cost)
  - No-cost printing of scientific posters

## Faculty Development Offerings:

CDU has an outstanding program of faculty development and continuing professional development for clinical teaching, continuing medical education, and research skills including:

### 1. Continuing Medical Education (CME)/Continuing Professional Development:

Charles R. Drew University is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide CME for physicians. The CME Website is <https://www.cdrewu.edu/COM/CME>. The CME office has joint providerships for provision of accredited sessions that include MLK-OPC with primary care, tumor board, journal club; Rancho Los Amigos National Rehabilitation Center with monthly Grand Rounds; and the Martin Luther King, Jr. Community Hospital with a monthly Grand Rounds.

The *Friday Noon Lecture Series* provides an update on medicine, science, policy, and health care issues related to the CDU mission. The series is now being live-streamed via Zoom Meetings and the Health Science Library posts presentations at <http://cdrewu.libguides.com/c.php?g=62898&p=4649372>. Further, presentation recordings are available for viewing here: <https://www.cdrewu.edu/COM/CME/Resources>.

### 2. Quarterly Faculty Development sessions joint with Martin Luther King, Jr. Outpatient Center (MLKOPC) with topics this academic year that include:

- **September 25, 2021** (Virtual). *To address the effects of the pandemic on physician well-being and sense of mission*. 35 Attendees. Led by Drs. David Martins, Anthony Back, Denese Shervington, Nithya Ravindran.
- **October 28, 2021** (Virtual). *Finding our why*. 45 Attendees. Led by Valorie Kondos Field (Miss Val), Drs. Jyoti Puvvula, Linda Sharp, Sriram Shamasunder, Shamsheer Samra, Eleby Washington, Sheilah Clayton, Ken Lewis.
- **February 24, 2022** (Hybrid). *The Enneagram & The Story of You. Emotional Intelligence: Self Awareness, Other Awareness*. 50 Attendees. Led by Drs. Nhien Vuong, Deborah Me, Matthew Yu, Jeffrey Ring

The CDU Office of Faculty Development, led by Eun Mi Park, PhD provides training in a number of areas related to curriculum development, teaching, and using curriculum management systems. For more information, please visit the department website at <https://www.cdrewu.edu/about-cdu/Governance/Provost/OFDA>

### 3. Faculty Research Support and Training:

Research support and training are available through the Office of the Urban Health Institute (UHI) and the Clinical Translation Science Institute (CTSI) with UCLA, Cedar-Sinai Hospital, and Harbor-UCLA Medical Center. Additional information is available at:

- a. The Urban Health Institute: [www.cdrewu.edu/research/Center/UHI](http://www.cdrewu.edu/research/Center/UHI)
- b. Clinical Translation Science Institute: [www.cdrewu.edu/research/Center/CTSI](http://www.cdrewu.edu/research/Center/CTSI)
- c. CDU Research Institute: [www.cdrewu.edu/research](http://www.cdrewu.edu/research)

### 4. Education/Curriculum Support and Training:

Faculty workshops for curriculum development and evaluation methodology is sponsored by our CDU COM Educational Policy and Curriculum Committee, our simulation center, and our Graduate Medical Education Office. The GME office also offers training for residents as teachers of peers and medical students.

### COM Departments:

COM's 305 faculty include 168 full-time; 33 part-time; and 104 volunteer. Faculty belong to one of 8 Departments as indicated below:

Department	# of faculty	Chair	Vice Chair	
Internal Medicine	101	Theodore Friedman, MD, PhD		<a href="mailto:theodrefriedman@cdrewu.edu">theodrefriedman@cdrewu.edu</a>
Family Medicine	43	Lisa Barkley, MD	Mohsen Bazargan, PhD	<a href="mailto:lisabarkley@cdrewu.edu">lisabarkley@cdrewu.edu</a> <a href="mailto:mohsenbazargan@cdrewu.edu">mohsenbazargan@cdrewu.edu</a>
Pediatrics	16	LaShonda Spencer, MD		<a href="mailto:glendalindsey@cdrewu.edu">glendalindsey@cdrewu.edu</a>
Preventive and Social Medicine	18	Lola Ogunyemi, MD	Aziza Wright, MEd	<a href="mailto:davidmartins@cdrewu.edu">davidmartins@cdrewu.edu</a> <a href="mailto:annalucaswright@cdrewu.edu">annalucaswright@cdrewu.edu</a>
Psychiatry	50	Denese Shervington, MD		<a href="mailto:deneseshervington@cdrewu.edu">deneseshervington@cdrewu.edu</a>
Surgery	77	Eleby Washington, MD	Darryl Willoughby, MD	<a href="mailto:elebywashington@cdrewu.edu">elebywashington@cdrewu.edu</a> <a href="mailto:darryllwilloughby@cdrewu.edu">darryllwilloughby@cdrewu.edu</a>

This month we established the **Department of Biomedical Science Education** to be led by Victor Chaban, PhD – [victorchaban@cdrewu.edu](mailto:victorchaban@cdrewu.edu). In addition, several departments include divisions like the Division of Cancer Research in Internal Medicine, the Division of Community Faculty in Preventive and Social Medicine, and the newly structured Division of Obstetrics and Gynecology in the Surgery Department.

The following list of documents provide useful information for your reference as you negotiate your role as a faculty member at CDU. To access these policies, please visit is <https://www.cdrewu.edu/com/FacultyAffairs>

- CDU Faculty Handbook
- CDU Conflict of Interest Policy
- COM Educational Conflict of Interest Policy
- CDU Affirmative Action Policy
- CDU Non-Discrimination and Harassment in Employment Policy
- COM Student Mistreatment & Learning Environment Policy
- COM Faculty Appointment and Promotion Criteria and Definitions
- CDU Dossier Requirements
- CDU Annual Faculty Activity Plan and Evaluation

### **Shared Governance and the Faculty Executive Board (FEB)**

The COM Faculty Executive Board (FEB) has monthly meetings and, twice a year, full faculty meetings to discuss and present updates of ongoing academic activity on campus. Members of the FEB are elected by the entire COM faculty and are appointed to COM committees which include:

- Faculty Appointments and Promotions
- Education Policy and Curriculum Committee
- Admissions
- Medical Student Evaluation and Promotions

In addition, four FEB members are elected to represent COM on the CDU Academic Senate, along with four faculty from each of the other two schools.

Thank you for your attention to these important matters. Please contact us if you have questions or need assistance with anything. Thank you being a part of the CDU family.