Faculty Appointment Onboarding Process

Community-based faculty (also known as preceptors) are required by the LCME to have faculty appointments with the institutions for which they teach. To get these appointments, preceptors usually have to submit a series of standardized documents to the faculty affairs office. These offices then prepare and present these documents for review by promotion and tenure committees.

One of the more commonly required documents for this faculty appointment process is an academic Curriculum Vitae (CV). However, many community preceptors do not have a CV, especially if they have been at their place of practice for many years. To prepare and format a CV in the school-required format is often a daunting task and an unnecessary administrative barrier to new community preceptors.

Steps to Ease the Administrative Barrier for New Preceptors
The Preceptor Expansion Initiative recommends the following to ease this administrative barrier for new preceptors.

1. All schools should work to create separate requirements and appointment processes for community-based faculty.

2. CV formatting requirements should be changed to make them more suitable to those who work in ambulatory practice environments.

3. Administrative support personnel at the department or faculty affairs level should consider scheduling a 30-minute phone call with prospective preceptors to talk them through the appointment process and to complete a CV together by talking through each of the required CV fields. For example, the administrator could ask the following questions, and write up the answers into the appropriate CV format of the school.

   a) What is your full name?
   b) What is your professional address?
   c) When did you graduate from medical school?
   d) Are you board certified? What year? What is your NPI number?
   e) Have you written any articles for publication? Can you give me the full title?

4. Once the CV and faculty appointment documentation has been worked on over the phone interview, the administrator can send the documents to the preceptor for final review and completion.