



Faculty Selection Process for External Education

(ratified by Education Committee, July 14, 2014)

- Contact the engaged list of faculty (who completed the annual survey) with any opportunities. (Opportunities often arise quickly after a protracted process of negotiation and contract development.)
- In the notification, list the following:
 - Topic / Description
 - Audience (size, number of faculty needed, special expertise requests for faculty: such as MD, Non-MD)
 - Duration of program (1 day course, TTT program, etc)
 - Projected dates for program delivery
 - Location
 - Other logistics (compensation: honoraria and travel expenses, deadlines to purchase airline tickets and make hotel reservations, projected hours for preparation, FIT opportunities)
 - Deadline for submission of interest form (surveyMonkey link that with questions asking for: name, email, phone, address, bio, recent relevant experience, brief statement of interest)
- Selection criteria are necessarily institution-specific. Some parameters may include institutional preference for faculty (either overall demographic preferences or for specific people); ability to address explicit or implicit needs of institution during fact-finding process; prior experiences in AACH institutional courses; current needs of AACH
 - Requirements of AACH faculty:
 - Availability at time of course
 - Ability to plan course: curricular development experience a plus
 - Ability to use platform skills effectively
 - Ability to facilitate small groups with the highest level of expertise, as demonstrated by course evaluations (ENRICH or similar fundamental communication skills programs)
 - Ability to deliver standard course **without undue modification** at the outset: we must deliver standardized products to our clients, because that is what they seek; only after developing a relationship with them and seeing how they function on site can customization viably occur
 - Professionalism: respectful and timely (typically within 24 hours, unless previously agreed otherwise) responses with e-mail or phone calls from AACH VP for External Education, AACH Director for Education and Outreach, and/or institutional contacts; ability to set and meet deadlines for deliverables of course
 - Focus on client's needs, especially with respect to scheduling and course topics
 - AACH faculty must be current members in good standing
 - Priority will be given to faculty who have active relationship with AACH as shown by recent participation in educational or administrative programs (attendance at winter course over the past 4 years, current participation in AACH committee work, guide to FIT over the past 4 years)
 - Ultimate decisions for faculty selection will be jointly made by the AACH VP for External Education and the AACH Director for Education and Outreach
- Selection notification plan
 - Offer a date in the call for submissions (e.g., 2 weeks after deadline) so that they know what to expect regarding invitations
 - Reply to each submission to invite or send regrets
 - Offer brief explanation of why another candidate was selected
 - Invite discussion if they wish upon decline