



Policy Title

Distributed Curricular Thread Directors

Identifier

USCSOMC – UME – 1.16

Prepared by: Associate Dean for Undergraduate Medical Education	Creation Date:
Reviewed by: Curriculum Committee	Review Date: November 2023
Approved by: MD Program Policy and Procedures Committee and Executive Committee	Effective Date: September 2024
Category: Undergraduate Medical Education	

LCME Standards

4.3 Faculty Appointment Policies

Scope

University of South Carolina School of Medicine Columbia (USCSOMC) faculty who are engaged in design, development, implementation, and assessment of distributed curriculum.

Policy Statement

All distributed curricular threads will have designated thread directors.

Reason for Policy

The LCME expects that a medical school has clear policies and procedures in place for faculty appointment, renewal of appointment, promotion, granting of tenure, remediation, and dismissal that involve the faculty, the appropriate department heads, and the dean and provides each faculty member with written information about term of appointment, responsibilities, lines of communication, privileges and benefits, performance evaluation and remediation, terms of dismissal and, if relevant, the policy on practice earnings.

Definitions

Distributed Curricular Threads (DC Threads) are Curriculum Committee-approved content threads that are integrated vertically in the medical school curriculum spanning all four years of education and are led by an appointed distributed curricular Thread Director.

Distributed Curricular Thread Director – a duly appointed member of the USCSOM Columbia faculty who is approved by the Curriculum Committee to lead a distributed curricular thread.

Distributed Curricular Thread Director Compensation shall be based on the portion of a full-time equivalent appropriate to the position from 0.1 FTE and up to 0.25 FTE based on time and effort.

FTE – Full-time equivalent

Procedures

The following procedures will apply to all Distributed Curricular Thread Directors (DCTD):

1. Recruitment of course directors will be a joint effort between the Distributed Curriculum Subcommittee (DCS) and the Director of Medical Education Innovation, who serves in an ex-officio capacity on the DCS. Recruitment of candidates will be based on educational expertise, interest and commitment to this educational service, and approval of the requisite protected time by their departmental chair.
2. DCTD appointment recommendations from the DCS are taken to the Curriculum Committee as a subcommittee motion by the Chair of the DCS or their designated appointee for approval. Upon approval, the Director of Educational Innovation will notify the newly appointed DC Thread Director and initiate the requisite steps for financial support with the Assistant Dean for Finance and Administration.
3. DCTD compensation is based on the amount of time and effort expected for curriculum creation, revision, evaluation, or management, and may be up to 0.25 FTE annually. Most distributed curricular threads require 0.1 FTE.
4. DCTD may receive professional coaching for educational design, delivery, and assessment and will participate in an annual performance review process with the Director for Educational Innovation. At the time of the performance review, time and effort required to manage the DC Thread will be re-evaluated. The performance evaluation will be submitted to the Thread Director's Department Chair for review and inclusion in the faculty member's annual performance evaluation. Any request for change in the portion of FTE for the DC Thread will be submitted to the Assistant Dean for Finance and Administration.
5. Each DCTD is expected to attend regular meetings of the DC Subcommittee. In addition, curricular changes, need for resources, or any other issues affecting the ability to deliver or assess the curricular thread should be communicated directly with the Director of Educational Innovation in a timely manner.
6. DC Thread Directors may request learning management system viewing privileges for any course/block/clerkship that houses components of their curricular thread following the procedures outlined in [USCSOMC – UME – 1.13 Granting Access to Course Materials in Blackboard](#).
7. DC Thread Directors are expected to participate in regular content and curricular review processes as defined by the Assessment and Evaluation Subcommittee.
8. DC Thread Directors may submit a request for annual professional development relevant to their role in the curriculum. Such requests should be submitted through their Department Chair and routed to the Associate Dean for Undergraduate Medical Education and Associate Dean for Academic Affairs for final funding approval.

History

Date of Change	Date of Change
6-11-24	Approved by MD Program Policies and Procedures Committee