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School of Medicine
Office of the Dean
SOM-DPM-001-2020 (MEE)

FEB 27 2020

MEMORANDUM FOR FACULTY, STAFF AND MEDICAL STUDENTS

SUBJECT: Scheduling of Activities During Dean's Time

A. Reissuance. This School of Medicine (SOM), Dean's Policy Memorandum (DPM) reissues SOM-DPM-008-2011 (*Reference (a)*).

B. Reference. *See Enclosure 1.*

C. Background.

1. The faculty of the SOM recognizes a responsibility to encourage students to become lifelong learners through independent learning. This refers to an individual's ability to effectively direct his or her acquisition and application of knowledge outside of structured educational experiences. By facilitating the development of this skill, faculty help prepare students to learn, use and analyze new knowledge throughout their professional lives.

2. In order to develop independent learning skills, sufficient unscheduled time must exist during the academic year for students to engage in individual study and for the pursuit of knowledge beyond the formal curriculum. A suitable balance between scheduled educational experiences and unscheduled study periods provides students with faculty guidance while affording them both the time and opportunity for self-directed study.

3. The Department of Defense (DoD) and other uniformed services sometimes place additional requirements on military organizations and active duty members. It is therefore necessary for this institution to ensure that our medical students, as active duty members, are provided sufficient time to satisfy these requirements. It is also necessary that the time provided to meet uniformed service requirements be coordinated in a manner that balances with academic requirements, time for independent study, and the availability of university support personnel and facilities.

D. Applicability. This DPM applies to policy and procedures concerning scheduling of activities during Dean's Time in the undergraduate medical education program of the SOM.

E. Policy.

1. The time blocks in the weekly pre-clerkship academic schedules designated as Dean's Time have been established specifically for students to use for individual study. Activities which are a part of an academic course of instruction are generally assigned to time blocks other than those designated as Dean's Time. As noted below, Dean's Time may occasionally be used to schedule activities which are not a part of the formal curriculum and, if extenuating circumstances arise, may occasionally be exchanged with time allotted to academic course work.

2. The Dean has the ultimate responsibility for approving the scheduling of organized activities during Dean's Time. The Executive Curriculum Committee (ECC) is responsible for the periodic review of activities scheduled during Dean's Time and for reporting to the Dean any concerns or identified need for policy change. The Commandant is responsible for advising the Dean or his/her designee (typically the Associate Dean for Curriculum) regarding required DoD/service activities and how those activities might be scheduled in a manner to most efficiently utilize the student's time. The Associate Dean for Curriculum is responsible for reviewing requests for Dean's Time, advising the Dean whether requests are consistent with policy, and providing the ECC with information regarding requests and use.


3. Activities which the Dean or his/her designee may consider for scheduling during Dean's Time include student requirements that are not part of a traditional academic curriculum (e.g., Service-specific physical training tests, urinalysis testing, basic life support training, Equal Employment Opportunity training, medical immunizations, Command Officer's Call, seminars to prepare students for their clinical clerkships, selected distinguished speaker lectures, awards and other formal ceremonies). Optional attendance at academic support programs that are not a part of the standard curriculum (e.g., time management, study skills, test-taking skills, reading skills, board preparation programs) may also be considered. Finally, there may occasionally be circumstances in which Dean's Time is exchanged with scheduled course time in order to accommodate scheduling of examinations, to resolve time conflicts when teaching involves external groups, etc.

F. Procedures. The primary purpose of Dean's Time is to provide pre-clerkship students with protected time for independent study during the normal duty day. As a matter of practicality and given the nature of the curriculum and the officership role of students, Dean's Time may sometimes be utilized for required activities that are not a part of the curriculum and for voluntary activities other than independent study. The following procedures will be used to guide decisions for scheduling activities during Dean's Time, keeping its primary purpose intact, and clearly recognizing it as a time for independent study.

1. Individuals seeking to schedule organized activities for students during Dean's Time should submit a request through the Associate Dean for Curriculum, within the Office of Medical Education. Requests should include a description of the activity, the date and time requested, and a justification for conducting the activity during Dean's Time. If the request represents an exchange of scheduled academic time for Dean's Time, this should be stated.

2. Each request will be reviewed and approved or disapproved by the Associate Dean for Curriculum and returned to the requestor. A copy of the action will be given to the Associate Dean for Medical Education.

G. **Effective Date.** This DPM is effective immediately.



Arthur L. Kelleymann, M.D., MPH, FACEP
Dean, School of Medicine

Enclosure:

1. Reference

REFERENCE

(a) SOM-DPM-008-2011, "Scheduling of Activities During Dean's Time," dated December 21, 2011 (hereby canceled).