

Faculty Leader Memorandum of Understanding

The purpose of this document is to facilitate a shared understanding of the responsibilities of the *faculty leader* of a student-run program/organization.

The role of *faculty leader* is required for student-run programs/organizations that interface with persons or entities outside the WCM campus community. Thus, the faculty leader will have responsibilities related to “externally-facing” groups that involve: student interaction with persons in a patient or client relationship; or minors (person < 18 years of age); or external funding agencies; or outside organizations; or the general public through a web, social media, or other media presence.

Faculty leaders are expected to globally supervise student leaders as they manage the group’s activities and personnel. In general, faculty oversight is expected to be direct and at frequent regular intervals for groups that are newly established and/or those experiencing challenges, and more advisory or facilitative for well-established and/or smoothly functioning groups. In addition, the *faculty leader* will meet with the overseeing Medical Education Dean several times per year; the frequency determined by need.

- Responsibilities of the *faculty leader* include, but are not limited to:
 - Direct/facilitated oversight of all activities sponsored by the program/organization, including vetting operational procedures or manuals
 - Direct/facilitated oversight of all communication in the public sphere about the program/organization (social media, other media, etc.)
 - Direct/facilitated oversight of student leaders of the program/organization
 - Direct/facilitated oversight that ensures that student members involved in the program/organization comply with any rules and standards that the student group may establish and that they maintain high standards of professionalism
 - Direct/facilitated oversight that ensures that all student members have the proper training and supervision to execute their duties and have met all needed regulatory requirements needed to perform their activities (e.g., HIPAA training, etc.)
 - Direct/facilitated oversight of the student leaders’ responsibilities over managing their budget, and identifying need for additional support when challenges arise or for further training in budgetary procedures or ethical considerations of budgetary disbursements
 - Direct/facilitated oversight of the student leaders’ procurement of needed resources (e.g., space, equipment, fundraising, etc.)
 - Direct/facilitated oversight of students’ recruitment of additional faculty; supervision of new faculty, as needed

- Facilitating, if needed, ability of student leaders to interface with other WCM offices, as need arises (e.g., risk management, external affairs, compliance office etc.)
- Assisting student leaders, as needed, to troubleshoot problems in operations and/or handling difficult issues about participants (e.g., other student leaders or members, other faculty co-leaders, staff, patients/clients)
- Approving participation of non-WCM students/outside volunteers
- Meeting with student leaders on a regular basis to discuss the organization's operations and future plans (recommended frequency, which will be determined by the need, relative newness, and functioning of the group: biweekly initially, monthly or quarterly for well-established/smoothly-functioning groups)
- Identifying opportunities for growth and improvement of the program/organization with the student leadership
- Facilitating transition of your *faculty leader* role to a new *faculty leader*, with approval of the overseeing Medical Education Dean
- Additional roles might include:
 - Mentorship of student leaders and student volunteers
 - Others: _____
 - _____
 - _____

I _____ have read the above, along with the Student Group Governance document and agree to perform the responsibilities delineated above to the best of my abilities.

Printed Name: _____

Title/ Dept: _____

Date: _____