



*Office of the Dean
College of Medicine*

Date: April 27, 2023
To: All COM Faculty
FROM: Deborah Prothrow-Stith, MD, Dean COM
Ronald Edelstein, EdD, Senior Associate Dean and Faculty Academic Liaison to the LCME

We are reaching out because we have many new faculty and we want all faculty to know the benefits, services, opportunities, and requirements of serving as faculty in the CDU College of Medicine. This academic year is very exciting. Charles R. Drew University of Medicine and Science (CDU) has received preliminary accreditation from the Liaison Committee on Medical Education (LCME) for a Doctor of Medicine (MD) degree program in October 2022 and plans are underway to welcome the charter class of 60 in 2023. In October 15, 2021, the WASC Senior College and University Commission (WSCUC) awarded CDU final approval to implement the new degree of Doctor of Medicine.

Visit the Doctor of Medicine (MD) degree program webpage for more information:
<https://www.cdrewu.edu/cdumd>

In addition:

- Arthur Gomez, MD has been appointed as Senior Associate Dean of Medical Education in the College of Medicine: <https://www.cdrewu.edu/people/arthur-gomez>
- Regina S. Offodile, MD has been appointed Associate Dean of Student Affairs and Admissions in the College of Medicine: <https://www.cdrewu.edu/newsroom/college-medicine-announces-associate-dean-student-affairs>
- Margarita Loeza, MD, MPH has been appointed Assistant Dean of Student Affairs and Admissions in the College of Medicine: <https://www.cdrewu.edu/people/margarita-loeza-md>
- New teaching opportunities (see attached document titled *Call for Faculty*)
- the Admissions Application (American Medical College Application Service® (AMCAS)) opened November 9th for students applying to our new 4-Year MD program;
- the addition of the new Internal Medicine residency program;
- planning for a Surgery residency program;
- expansion of the faculty;
- continuing faculty retreats to develop the pre-clerkship curriculum;
- expanded curriculum management systems and training for faculty;
- a new strategic plan for the College of Medicine for the new CDU Medical School (see attached)

and the list continues!

The COM's Office of Faculty Affairs' website, <https://www.cdrewu.edu/com/FacultyAffairs>, has a number of resources including a departmental registry, dossier checklists, workplan templates, and shared governance documents, such as FEB by-laws. Please review this memo and the COM website carefully.

We are looking forward to seeing you at our in-person, on-campus faculty gatherings this year. As a reminder, white coats will be available for new faculty. Please contact Evonney Luke at evonneyluke@cdrewu.edu for ordering information.

Appointments and Promotions:

The current process of your appointment to the faculty starts with nomination by your Department Chair and a review by the COM Appointment and Promotions Committee. The Director of the COM's Office of Faculty Affairs, Jackie Beaupre, is responsible for maintaining your academic dossier with an updated CV and your faculty workplan. A workplan that is updated and reviewed by your Chair annually is required of all faculty. The annual review is a CDU faculty requirement and is utilized for advancement and promotion.

To update or submit a new workplan for the 2023/2024 academic year, please use the attached workplan template and schedule a time to meet with your department chair to review. *This will need to be completed no later than June 30, 2023.*

Attached is the university constitution and bylaws which includes information related to faculty. For more information, please visit the academic senate webpage at: <https://www.cdrewu.edu/academics/facultystaff/academic-senate-welcome-academic-senate>

Benefits to Faculty:

An active CDU account which includes activating your CDU email account is the only way to access the below resources.

- CDU email accounts – be sure to activate your CDU email account in order to access CDU services. Email helpdesk@cdrewu.edu or call (323) 563-4990 for assistance.

All faculty are eligible to receive:

- Library Access with in-person and electronic access to the extensive CDU library and electronic information resources, including access to:
 - Over 200,000 electronic books
 - Over 13,000 electronic journals
 - 43 databases, including UpToDate, and Covidence
 - Over 5000 Films on Demand
 - No-cost installation of Endnote and SPSS/1 license per faculty member
 - Free research consultations with librarians
 - Access to interlibrary loans (if we do not subscribe to a journal title - at no cost)
 - No-cost printing of scientific posters

Faculty Development Offerings:

CDU has an outstanding program of faculty development and continuing professional development for clinical teaching, continuing medical education, and research skills including:

1. Continuing Medical Education (CME)/Continuing Professional Development:

Charles R. Drew University is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide CME for physicians. The CME Website is <https://www.cdrewu.edu/COM/CME>. The CME office has joint providerships for provision of accredited sessions that include MLK-OPC with primary care, tumor board, journal club; Rancho Los Amigos National Rehabilitation Center with monthly Grand Rounds; and the Martin Luther King, Jr. Community Hospital with monthly Grand Rounds.

The *Friday Noon Lecture Series* provides an update on medicine, science, policy, and health care issues related to the CDU mission. The series is now being live-streamed via Zoom Meetings and the Health Science Library posts presentations at <http://cdrewu.libguides.com/c.php?g=62898&p=4649372>. Further, presentation recordings are available for viewing here: <https://www.cdrewu.edu/COM/CME/Resources>.

Be sure to check your CDU emails for the publication of CDU Now upcoming events.

2. Faculty Research Support and Training:

Research support and training are available through the Office of the Urban Health Institute (UHI) and the Clinical Translation Science Institute (CTSI) with UCLA, Cedar-Sinai Hospital, and Harbor-UCLA Medical Center. Additional information is available at:

- a. The Urban Health Institute: www.cdrewu.edu/research/Center/UHI
- b. Clinical Translation Science Institute: www.cdrewu.edu/research/Center/CTSI
- c. CDU Research Institute: www.cdrewu.edu/research

3. Education/Curriculum Support and Training:

Faculty workshops for curriculum development and evaluation methodology is sponsored by our CDU COM Educational Policy and Curriculum Committee, our simulation center, and our Graduate Medical Education Office. The GME office also offers training for residents as teachers of peers and medical students.

COM Departments:

As of January 2023, COM's 340 faculty (include 194 full-time; 35 part-time; and 111 volunteers). Faculty belong to one of 7 Departments as indicated below:

Department	# of faculty	Chair	Vice Chair	
Biomedical Science Education	15	Victor Chaban, PhD		victorchaban@cdrewu.edu
Internal Medicine	109	Theodore Friedman, MD, PhD		theodorefriedman@cdrewu.edu
Family Medicine	44	Lisa Barkley, MD	Mohsen Bazargan, PhD	lisabarkley@cdrewu.edu mohsenbazargan@cdrewu.edu
Pediatrics	17	LaShonda Spencer, MD		lashondaspencer@cdrewu.edu

Preventive and Social Medicine	17	Lola Ogunyemi, MD	Aziza Wright, MEd	lolaogunyemi@cdrewu.edu annalucaswright@cdrewu.edu
Psychiatry	54	Denese Shervington, MD		deneseshervington@cdrewu.edu
Surgery	84	Eleby Washington, MD	Darryl Willoughby, MD	elebywashington@cdrewu.edu darryllwilloughby@cdrewu.edu

In April 2022, we established the **Department of Biomedical Science Education** to be led by Victor Chaban, PhD – victorchaban@cdrewu.edu. In addition, several departments include divisions such as the Division of Cancer Research in Internal Medicine, the Division of Community Faculty in Preventive and Social Medicine, and the newly structured Division of Obstetrics and Gynecology in the Surgery Department.

The following list of documents provide useful information for your reference as you continue your role as a faculty member at CDU. To access these policies, please visit is <https://www.cdrewu.edu/com/FacultyAffairs>

- CDU Faculty Handbook
- CDU Conflict of Interest Policy
- COM Educational Conflict of Interest Policy
- CDU Affirmative Action Policy
- CDU Non-Discrimination and Harassment in Employment Policy
- COM Student Mistreatment & Learning Environment Policy
- COM Faculty Appointment and Promotion Criteria and Definitions
- CDU Dossier Requirements
- CDU Annual Faculty Activity Plan and Evaluation

Additional 4-Year MD Program policies are located at <https://www.cdrewu.edu/cdumd/policies-and-support-documentation>. If you have any questions or want to ensure you receive the most current policy, please contact Dakota McMahan-Owens, Director of CQI and Accreditation at dakotamcmahand@cdrewu.edu.

Shared Governance and the Faculty Executive Board (FEB)

The COM Faculty Executive Board (FEB) has monthly meetings and, twice a year, full faculty meetings to discuss and present updates of ongoing academic activity on campus. Members of the FEB are elected by the entire COM faculty and are appointed to COM committees which include:

- Admissions
- Diversity, Equity and Inclusion
- Education Policy and Curriculum Committee
- Faculty Appointments and Promotions
- Greivance
- Medical Student Evaluation and Promotions
- Nominating and Elections

In addition, four FEB members are elected to represent COM on the CDU Academic Senate, along with four faculty from each of the other two schools. Current Chair of the FEB is Eleby Washington, MD and the support staff is Evonney Luke, Administrative Assistant, evonneyluke@cdrewu.edu.

Thank you for your attention to these important matters. Please contact us if you have questions or need assistance with anything. Thank you being a part of the CDU family.