

Role Title

Course Faculty – COMSEP Educational Leadership Certificate Program

Role Summary

Course Faculty are responsible for creating and delivering core curriculum content within the leadership program. They provide subject-matter expertise, model effective leadership behaviors, and engage participants through interactive teaching methods.

Key Responsibilities

- Deliver assigned large-group sessions during a one day in-person preconference workshop and teach in monthly longitudinal small group teaching sessions with an assigned group of participants.
- Create or revise teaching sessions including slides, activities, assessments, and facilitator guides.
- Collaborate with program administrative leadership to align session content with course objectives.
- Collaborate with COMSEP Leadership Consultants as appropriate to develop session content.
- Integrate real-world examples relevant to leadership course curriculum.
- Create an inclusive learning environment.
- Engage participants through discussion, case-based learning, and reflection.
- Provide ongoing course improvements in conjunction with the administrative leaders of the course and the COMSEP Leadership Consultants.
- All course faculty will have the opportunity (if desired) to create scholarly works from their teaching. This will be supported by the course administrators and other consultants.

Qualifications & Experience

Required:

- Active COMSEP membership
- Demonstrated expertise in leadership, organizational behavior, or related fields
- Experience teaching adult learners
- Experience teaching in the undergraduate medical education field

Preferred:

- Leadership experience in medical education or healthcare
- Competency with emotional intelligence, diversity, and systems thinking frameworks

Duration of Role

- Typically aligned with a course cohort (e.g. teach on a yearly basis)
- Rolling renewable appointments based on program needs (typically a 3–4-year commitment)

Time Commitment & Expectations

- Session delivery: 12 sessions per cohort per year (4 in person; 9 virtual)
 - 8 hours in person teaching; 9 hours virtual teaching
- Preparation time: ~3–4 hours per session creating new content; ~30 min-2 hours if revising content
- Attendance at faculty meetings and curriculum planning sessions (8 hours)
 - Curriculum planning meetings: monthly (5 hours)
 - Prior to and after the in-person conference-1.5 hour
 - Quarterly check in throughout the course-1 hour
 - Annual course review-1 hour
- Review course participants applications and assist in selection two times per year (late fall/early winter) - 3 hours

Deliverables

- Slide decks and teaching materials (if applicable)
- Session evaluations review and reflection

Evaluation & Feedback

- Participant evaluations of teaching effectiveness
- Peer and program director feedback