

## School of Medicine Policy

**Policy Title:** University of Colorado Anschutz School of Medicine (CUSOM)  
**Preparation to Teach and Provision of Instructor Resources Policy**

**Location:** Office of Assessment, Education, and Outcomes

**Functional Area:** Undergraduate Medical Education (UME)

**Please leave this section blank as it is for policy office use only.**

Effective: July 1, 2026  
Date Last Amended/Reviewed: 2024  
Date Scheduled for Review: Triennial. July 1, 2029  
Supersedes: 2021  
Approved by: Bonnie Kaplan, MD Chair Curriculum Steering Committee  
Prepared by: Shanta Zimmer, MD, Tai Lockspeiser, MD  
Reviewing Office: Office of Assessment, Education, and Outcomes  
Applies to: MD Program Trek Curriculum

### A. INTRODUCTION

This policy seeks to codify existing practices regarding the preparation to teach and provision of instructor Resources at University of Colorado Anschutz School of Medicine

### B. POLICY STATEMENT

The School of Medicine requires that all instructors be prepared for their specific role(s) in teaching and/or assessing medical students. All Instructors receive Program Competencies, Clerkship Goals, Learning Objectives, and other relevant resources for teaching, annually. Relevant documents are defined as those documents deemed essential to teach effectively in a course, block, or clerkship. Relevant documents may be different for different teacher types. For example, for those instructors who are delivering content but not assessing, grading or assessment documents are not relevant. Likewise, some clinical teaching documents will not be relevant to those instructors who are not preceptors. Individual course/block/clerkship directors may add other relevant documents that they deem necessary for teaching specific content or sessions.

Preparation of lecturers, small group facilitators, and laboratory instructors (Faculty, Fellows, Graduate and Medical students, Residents, and other non-faculty) and attestation of their receipt and review of relevant documents, will be centrally monitored by the Curriculum Steering Committee administration. Clinical faculty instructors or facilitators, in the School of Medicine, will also receive these documents and resources, but are not required to attest. The Office of Graduate Medical Education will distribute relevant teaching resources and documents to Residents and Fellows, serving as instructors or facilitators, and monitor their attestation of receipt and review.

The School of Medicine also provides instructors with information on available resources for development/enhancement of teaching/ assessment skills, including the Academy of Medical Educators, GME E-learning modules, Graduate School teaching workshops and Departmental educational programs.

#### **Implementation Guidelines**

**Dissemination Process.** All documents and resources for teaching medical students are assembled by the Associate Dean of Assessment, Evaluation, and Outcomes and included in the Faculty Letter of Offer, and posted to the Assessment, Evaluation, and Outcomes webpage for distribution as described below.

Distribution of Documents and Resources for Lecturers, Small Group Facilitators, Laboratory Instructors, MSA Mentors (includes Graduate Students, Residents, Fellows, Medical Students, Faculty and Non-Faculty): The Curriculum Office centrally monitors that instructors attest to the receipt and review of these documents and resources.

**Notes:**

1. Dates of official enactment and amendments:  
07/01/2014 Adopted/Approved by the Curriculum Steering Committee

2. Authorization/Change History of Policy:  
Please provide a summary of changes here.

|            |                                                                                            |
|------------|--------------------------------------------------------------------------------------------|
| 08/05/2026 | Reviewed and approved by CSC.                                                              |
| 07/30/2026 | Reviewed by Assessment, Evaluation and Outcomes Dean, and Executive Vice Dean of Education |
| 7/1/2024   | Reviewed by CSC                                                                            |
| 06/21/2024 | Reviewed by Senior Associate Dean of Education                                             |
| 03/15/2024 | Reviewed by Assessment, Evaluation and Outcomes Dean                                       |
| 7/1/2021   | Reviewed by CSC pertaining to Trek Curriculum launch                                       |
| 07/01/2016 | Reviewed by CSC                                                                            |

3. Initial Policy Effective Date: July 1, 2014
4. Reviewed for Liaison Committee for Medical Education (LCME) Compliance: 4.6 Responsibility for Medical School Policies, 6.1 Program and Learning Objectives, 9.1 Preparation of Resident and Non-Faculty Instructors
5. Policy is available through the Office of Assessment, Evaluation and Outcomes [resources/teaching-learning-policies-and-guidelines](#)