



LIAISON COMMITTEE ON
MEDICAL EDUCATION

CONNECTIONS

Institutional Setting (IS) Standard

Updated May 2012

The information provided in this document is developed from the most recent versions of LCME documents (see version information below). Programs that began the accreditation process using previous versions of the standards, database questions, and self-study questions may notice some differences. This is to be expected given that schools generally start their self-study process approximately 15 months before their scheduled survey visit, and so are using the materials in place at that time.

Function and Structure of a Medical School, *May 2011*
Guide to the Institutional Self-study, *for survey visits in 2012-2013*
Medical Education Database, *for survey visits in 2012-2013*
Survey Report Guide, *August 2011*

IS-11

IS-11. The administration of an institution that offers a medical education program should include such associate or assistant deans, department chairs, leaders of other organizational units, and staff as are necessary to accomplish its mission(s).

There should not be excessive turnover or long-standing vacancies in the leadership of the institution. Areas that commonly require administrative support include admissions, student affairs, academic affairs, educational affairs/curriculum, faculty affairs, graduate education, continuing education, relationships with clinical affiliates, research, business and planning, and fund-raising.

DATABASE QUESTIONS

- a. Attach a chart showing the organizational structure of the dean's office.
- b. List the percent of effort contributed by each associate and assistant dean to the administrative support of the medical school and, for each, indicate his or her date of appointment to the administrative position. Indicate if any associate/assistant dean position is being filled on an interim basis. If there are interim appointments for positions in the dean's office, describe the status of recruitment to fill the positions on a permanent basis.
- c. Indicate the term of appointment for department chairs and the number of times that the appointment can be renewed.
- d. Indicate the date of appointment for each currently sitting department chair.
- e. List the departments that are currently without a permanent chair and the date on which the last permanent chair left office. Describe the status and timelines of recruitments to fill vacant chair positions.
- f. Briefly describe how, how often, and by whom the performance of chairs is reviewed.
- g. Briefly describe the budgetary authority of department chairs and the sources of funding for departmental budgets.

See also Part A, item (a.) in this section of the database.

SELF-STUDY QUESTIONS

Assess the organizational stability and effectiveness of the medical school administration (dean, dean's staff). Has any turnover in central administration staff affected medical school planning or operations? Are the number and types of medical school administrators (assistant/associate deans, other dean's staff) appropriate for efficient and effective medical school administration?

Is departmental leadership stable? If there has been turnover in departmental leadership, are vacancies filled in a timely manner without detriment to departmental functioning? Note any concerns arising from leadership turnover in the school's central or departmental administration.

SURVEY REPORT GUIDE

Comment on the stability and on the consistency of the school's leadership and direction since the last full survey. Describe the staffing and organization of the dean's office. Assess whether the staffing is adequate and whether the division of responsibility is reasonable, effective, and understood by the faculty and students. Report on whether the students and faculty perceive the dean's staff to be accessible and able to solve problems; include relevant data documenting these findings.

Indicate whether department chairs are appointed for a fixed period. Describe the mechanisms that exist for the periodic review of departments and their chairs. Note current department chair vacancies or long-standing acting/interim arrangements. Comment on the extent of budgetary authority and the adequacy of departmental budgets to achieve institutional goals

Note: The survey team report will have, as an appendix, the organizational chart for the dean's office and information on the dean's staff (from this Standard [IS-11](#)), provided by the school.