



Course Director Rotation Policy

The American Society of Colposcopy and Cervical Pathology (ASCCP) is committed to growing its curriculum and improving the effectiveness of its continuing medical education programs. ASCCP is implementing a rotation policy for Course Directors to commence in July 2015. The rotation of Course Directors provides a practical way to introduce new perspectives, engage newer faculty members and create diversity for all educational courses.

Definition

For the purposes of this policy, the term “course series” means the same course held two to three times within one year (Comprehensive Colposcopy) or the same course held annually for two consecutive years (Advanced Lower Genital Tract Disorders, LEEP, Case-Based, High Resolution Anoscopy).

Course Director

Course Directors shall be appointed by the Education Committee. Course Directors should be actively teaching within the curriculum or have taught within the curriculum.

Courses held once a year: The Course Director shall serve for two course series (2 year term) and rotate off as Course Director immediately following the end of the course series. The immediate past Course Director should serve as faculty for at least the first course of the next series to maintain programmatic continuity.

Courses held more than once a year: Two Course Directors will be appointed by the Education Committee to share a 2 year term; each serving for half of the courses. At the end of the 2 year term, subsequent Course Directors will be appointed from the pool of candidates who had served as Co-Directors. The past Course Directors should serve as faculty in the first year of the next series to maintain programmatic continuity.

The Course Director’s term may be extended at the discretion of the Education Committee.

Co-Director

Candidates for Co-Director shall be identified by the Course Director with the approval of the Education Committee. Co-Directors should have served as faculty during a course in the past.

Courses held once a year: The Co-Director shall assume the position as Course Director immediately following the end of each course series.

Courses held more than once a year: Course Directors will be appointed by the Education Committee from the pool of candidates who had served as Co-Directors.

Resignations and Replacements



If the Course Director resigns during a course series, the Co-Director shall immediately assume the position as Course Director. A replacement for the Co-Director shall be appointed by the Education Committee. If the Co-Director resigns during a course series, the Education Committee shall appoint a replacement with the recommendation of Course Director. Replacements for both Course Director and Co-Director will serve until the end of the course series. Replacements should have served as faculty during a course series in the past and actively teaching within the curriculum or have taught within the curriculum.

This policy has been reviewed, approved and adopted by the Board of Directors on January 5, 2015