



**Charles R. Drew University of Medicine and Science**  
"A Private University with a Public Mission"

**GUEST LECTURER PROCEDURE**

**POLICY: #319.4A**

**Supersedes: N/A**

**Issuing Officer:** Dean, College of Medicine  
**Responsible Office:** Office of Medical Education  
**Effective Date:** 9/12/23  
**Next Date:** 9/19/26

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**I. PURPOSE:**

*The Charles R. Drew University of Medicine and Science (CDU) College of Medicine (COM) appreciates the value that a guest lecturer may provide to the medical education program curriculum for medical students. An invited speaker is considered a guest lecturer. This document identifies the minimum criteria that must be met for a guest lecturer. It applies to all Pre-Clerkship courses, except for components of courses with seminars and/or guest lecture series.*

**II. POLICY STATEMENT:**

*All faculty who supervise and assess medical students must have a CDU College of Medicine faculty appointment per LCME Element 4.1 Sufficiency of Faculty: A medical school has in place a sufficient cohort of faculty members with the qualifications and time required to deliver the medical curriculum and to meet the other needs and fulfill the other missions of the institution.*

*There are instances where in the preclinical courses a person with specialized knowledge who is not a faculty member at the university will participate in a course under the onsite guidance and supervision of the course directors. This person is a guest lecturer and is limited to 3 appearances per academic year. It is also recognized that in the longitudinal courses (Research, Medicine and Society, and Clinical Skills) guests' participants may include community participants, other health professionals, patient*

teachers, and others with specialized knowledge) who serve to supplement a course or session given by the course director/instructor.

In each case (guest lecturers will provide a CV and relevant faculty teaching policy attestation at least 6 weeks prior to the start of the course). The course director will provide course objectives and syllabus to the participant, create a session plan consistent with the course objectives and provide onsite monitoring of the session and review of the participants.

### **III. POLICY:**

A guest lecturer is defined as an individual who is an expert in their field of specialization, who does not have a CDU COM faculty appointment, and is visiting COM to lecture or interact with students, faculty, and staff.

Guest lectures must:

- Teach no more than 5% of the lectures in the course. (Each individual guest lecturer should teach no more than 3 lectures total per academic year.)
- Be vetted by the Course Director
- Submit a CV 6 weeks (if possible) prior to the start of the course and rationale to the Associate Dean of Medical Education and Chair/Co-Chair of the Educational Policy and Curriculum Committee for review.
- Comply with all applicable COM MD Program Policies, including all applicable Learning Climate policies.
  - Medical degree program policies are located on the Accreditation and CQI Policies and Support Documentation page: <https://www.cdrewu.edu/cdu-md/policies-and-support-documentation>
  - Sign the Faculty Attestation to Adherence to Learning Climate Polices.
- Once a guest lecturer has been approved, it is the responsibility of the guest lecturer to create appropriate support materials for that lecture. These materials can include: a slide deck presentation, handouts, background reading assignments, etc. A draft of all support materials must be submitted to the course director for review, no later than 15 days before the scheduled date of the lecture. Guest lecturer must be supervised by the course director when delivering lectures.

### **IV. APPLICABILITY:**

The faculty, students, and staff of the CDU COM are responsible for knowing this policy and its procedures.

### **V. DEFINITIONS:**

- Guest Lecturer: A guest lecturer is defined as an individual who is an expert in their field of specialization, who does not have a CDU COM faculty appointment, who is visiting COM to lecture or interact with students, faculty, and staff.
- Educational Policy and Curriculum Committee (EPCC) is the committee charged to represent the faculty to oversee the medical education program as a whole and has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.

### **VI. RELATED POLICIES:**

COM Faculty Handbook



**VII. RELATED LINKS:**

*LCME Standards, Publications, & Notification [Forms](#)*

**VIII. POLICY HISTORY:**

Review Dates:	Change Description:
9/12/23	New policy approved by EPCC.
10/3/24	Policy reviewed by CDU Policy Committee – no conflict with university policies.