

# Faculty managment

# Competency: Manage faculty

- **Match faculty** with appropriate content & methods
- **Select** & coach moderators & practical directors
- **Share evaluation & assessment data** with faculty & EA
- **Prepare & conduct precourse activities** including early communication with faculty
- **Troubleshoot during Course** (absent faculty, ill prepared faculty, inappropriate/bias presentations...)

## *Selection* of faculty

- Invite based upon expertise (**clinical & educational!**)
- Communicate **learning outcomes** of the session
- Point out the importance of the **online event room**

## *Preparation* of faculty

- invite to use the **e-learning modules**
  - 1 How people learn
  - 2 Giving a lecture
  - 3 Running a practical exercise
  - 4 Leading group discussions
  - 5 Moderating & debating
  - 6 Multimedia tools for teaching

# Tasks of the Course-Chairperson (CCP)

- **Allocate** the role of faculty (lecturer, discussion group facilitator, table instructor, moderator)
- **Mentor** new faculty (Educational Advisor, EA)
- **Encourage** standardized look of presentation material (EA)
- **Lead** the preCourse

The better the preCourse,  
the more successful the educational event itself will be!

- First opportunity for faculty, CCP/EA **to get together!**
- **Discuss content** of the lectures & avoid overlaps!
- CCP provide faculty **with informations about the audience** (skill level, expertise)
- CCP describe the overall Course & how presentations, small groups activity, practicals **fit into the whole**
- CCP remind **Outcome-based learning objectives**

# Precourse/briefing

## *When*

- 8 weeks in advance  
(event room, email, Skype, videoconferencing)
- Evening before the course/faculty dinner
- Daily at the end of the program
- At the end of the Course (debriefing)

# Check-list for Precourse/briefing

## *What*

- *Faculty complete*
- *Program changes* (absent faculty)
- *Faculty information*
- target audience (nxp, skill level, key learning outcomes...)
- introduction of EA
- time keeping
- audio-visuals, ARS-questions
- table instructors/practicals logistics
- evaluation by participants and by EA
- questions by the faculties
- visiting location if possible



**We** will make it!

(a memorable educational event)  **AOSPINE**



# Manage faculty during the Course

## ➤ Prevention of problems

- *Invitation with clear definition of the task*
- *ARS questions & MC-questions 1week before the event*

## ➤ Absent faculty

- be prepared to jump in, insert case discussion/s, add discussion time for other lectures, extend time of practicals, add a coffee break etc.

## ➤ Faculty is known for running overtime

- Be cristal-clear during the PreCourse:Discussion time will be cancelled; moderator is in charge for time keeping (signs, physical intimitadion); use timer; summary slide 99 etc,

# Manage faculty during the Course (ctd)

## ➤ **Biased faculty**

- Precourse: ban commercial slides & self-promotion;
- Course: bring evidence-based „balanced“ second opinion; disclaimer slide e.g. “Any view or opinions expressed by Faculties, Chairpersons and Educational Advisors are those of the individuals and should not be attributed to AO Spine.”

## ➤ **Role of Chairperson**

- Keep your own speeches to a minimum
- Set the right tone from the beginning
- Clearly express what you want: e.g. what the role of the moderator should be
- Review the day (debriefing)
- Inform participants in advance what is expected from them
- Make sure that people don't „lose their face“

# Check-list for debriefing

- What went well/ what went wrong
- EA comments
- What could be improved tomorrow
- Faculty: Thank you!

IT IS THE  
FIRST TIME I  
SEE THE BITE  
OF A BEAVER!

