



MIQS

Faculty Appointment Procedures

Candidate Overview

Outlined below are steps for obtaining a MIQS Faculty appointment. Appointment classifications include Core Faculty, Associate Faculty, Affiliate Faculty and Adjunct Faculty. The process from submission of application to notification of decision generally takes between six and eight weeks.

Procedures for Appointment as an MIQS Core Faculty Member

1. Candidate completes online MIQS Appointment Application, including letter of support from the candidate's division/department head or direct supervisor if a MedStar Health (MSH) employee. If the candidate is not an employee but is otherwise affiliated with MSH, the letter of support should be supplied by an appropriate point of contact at MSH. The application is initially processed as follows:
 - a) The MIQS Operations Manager reviews each Core Faculty candidate's application for completeness.
 - b) Complete redacted Core Faculty application packets are moved forward to the two MIQS Co-Directors and the MIQS Appointment Committee (AC) for review.
2. The Core Faculty candidate and a Core Faculty member of the AC meet to discuss Core Faculty roles and responsibilities and the candidate's particular interests in patient safety and quality. Candidate confirms that she or he is willing and able to fulfill responsibilities if Core Faculty appointment is offered.
3. The Core Faculty member liaison provides a report of the interview to the full AC at its quarterly meeting. The AC discusses the candidate's application as well as the capacity of MIQS to adequately support and benefit from the Core Faculty candidate's interests and contributions. A silent, anonymous paper ballot is taken. Votes of absent AC members are subsequently solicited, making every effort to maintain anonymity. The AC recommendation to appoint or not appoint is forwarded to MIQS Co-Directors.
4. Upon review of the AC recommendations, final decision for MIQS Core Faculty appointment rests with the MIQS Co-Directors.
5. The Co-Directors' decision is communicated to the candidate in writing. The MIQS Operations manager will provide an acceptance letter, track the application progress and facilitate the process. The appointment becomes official after the Core Faculty candidate signs and returns the acceptance letter to the MIQS Operations Manager.



Procedures for Appointment as an MIQS Associate or Affiliate Faculty Member

1. Candidate completes online MIQS Appointment Application, including letter of support from the candidate's division/department direct supervisor if a MedStar Health (MSH) employee. If the candidate is not an employee but is otherwise affiliated with MSH, the letter of support should be supplied by an appropriate point of contact at MSH. This application is located at [\(hyperlink\)](#). The application is initially processed as follows:
 - a. The MIQS Operations Manager reviews each Associate or Affiliate Faculty candidate's application for completeness.
 - b. Complete redacted Core Faculty application packets are moved forward to the two MIQS Co-Directors and the MIQS Appointment Committee (AC) for review.
2. Applications of Associate of Affiliate Faculty candidates will be reviewed at quarterly meetings of the AC. A candidate's prior interactions with MSH or MIQS safety or quality activities (e.g. Grand Rounds, improvement projects, research activities, Telluride Experience, Academy for Emerging Leaders in Patient Safety, among others) will be viewed favorably. Consideration will also be given to the potential for the candidate engaging in productive collaboration with other MIQS Faculty, and for advancing the mission of the MIQS. If needed the AC may request a meeting between an AC member and the Candidate. After review, the AC will:
 - a. Take a silent, anonymous vote on each candidate. Votes of absent MIQS core faculty are subsequently solicited, making every effort to maintain anonymity. A 90% approval vote is required for recommendation, but the official tally is never recorded.
 - b. The AC recommendation to appoint or not appoint is forwarded to MIQS Co-Directors.
3. Upon review of the AC recommendations, final decision for MIQS Associate or Affiliate Faculty appointment rests with the MIQS Co-Directors.
4. The Co-Directors' decision is communicated to the candidate in writing. The MIQS Operations manager will provide an acceptance letter, track the application progress and facilitate the process as needed. The appointment becomes official after the Associate or Affiliate Faculty candidate signs and returns the acceptance letter to the MIQS Operations Manager.



Procedures for Appointment as an MIQS Adjunct Faculty Member

1. Candidate completes online MIQS Appointment Application, including letter of support from a patient safety or quality improvement leader who knows the candidate. The application is initially processed as follows:
 - a. The MIQS Operations Manager reviews each Adjunct Faculty candidate's application for completeness.
 - b. Complete redacted Adjunct Faculty application packets are moved forward to the two MIQS Co-Directors and the MIQS Appointment Committee (AC) for review.
2. Applications of Adjunct Faculty candidates will be reviewed at quarterly meetings of the AC. A candidate's prior demonstrated interest and accomplishment in patient safety or quality activities will be viewed favorably. Consideration will also be given to the potential for the candidate engaging in productive collaboration with other MIQS Faculty and for advancing the mission of the MIQS. If needed the AC may request a meeting between an AC member and the candidate. After review, the AC will:
 - a. Take a silent, anonymous vote on each candidate. Votes of absent MIQS core faculty are subsequently solicited, making every effort to maintain anonymity. A 90% approval vote is required for recommendation, but the official tally is never recorded.
 - b. The AC recommendation to appoint or not appoint is forwarded to MIQS Co-Directors.
3. Upon review of the AC recommendations, final decision for MIQS Adjunct Faculty appointment rests with the MIQS Co-Directors.
4. The Co-Directors' decision is communicated to the candidate in writing. The Co-Directors' decision is communicated to the candidate in writing. The MIQS Operations manager will provide an acceptance letter, track the application progress and facilitate the process as needed. The appointment becomes official after the Adjunct Faculty candidate signs and returns the acceptance letter to the MIQS Operations Manager.