

Campus Dean and Student Affairs Dean Duties

Item	Campus Dean	Student Affairs	Resources
ERAS and NRMP	instruction and guidance educate the third year students about what needs to be done and the time frame that it needs to be completed;	notifications from the office of student affairs to remind students about deadlines as was decided at previous meetings.	NRMP website ERAS website
Career Guidance			
<ul style="list-style-type: none"> • Early guidance 		Students want information of careers in years 1 and 2 usually as a result of planning for the lottery	CIM Mentoring program (TBD)
<ul style="list-style-type: none"> • Summer research project between first and second year 		Provide resources for students	REMS program
<ul style="list-style-type: none"> • Mentor identification 	Timing dependent could be a task for the campus dean or student affairs	Timing dependent could be a task for the campus dean or student affairs	Mentoring program (TBD)
<ul style="list-style-type: none"> • Specialty Choice 	Campus dean advisement		CIM Mentoring program (TBD)
<ul style="list-style-type: none"> • Match guidance 	Campus dean advisement		CIM NRMP
<ul style="list-style-type: none"> • Research projects while on campus (excluding epi project) 	Campus dean advisement		

Clerkship order	Campus dean advisement		Campus website?
MSAPC hearing guidance	Campus dean advisement for years 3 and 4; student may choose any advisor for the meeting but it is preferable to work with both campus dean and student affairs in years 3 and 4	Student Affairs advisement for any year; student may choose any advisor for the meeting but it is preferable to work with both campus dean and student affairs in years 3 and 4	Student Affairs website/Medical Student Handbook
Student Groups		Student Affairs advisement	
LOA			
<ul style="list-style-type: none"> LOA plan development 	Campus dean advisement for years 3 and 4; may start with campus dean or student affairs dean; rising third year required to talk with campus dean	Student Affairs advisement for any year; may start with campus dean or student affairs dean; rising third year required to talk with campus dean	Student Affairs website/Medical Student Handbook
<ul style="list-style-type: none"> LOA approval years 1 and 2 		Student Affairs advisement	Student Affairs website/Medical Student Handbook
<ul style="list-style-type: none"> LOA approval years 3 and 4 	Campus dean advisement for years 3 and 4; may start with campus dean or student affairs dean	Student Affairs and MSPAC chair must approve. Best to connect with student affairs before the request.	Student Affairs website/Medical Student Handbook
Approval for Step Re-examination plan	Campus dean advisement for years 3 and 4; may start with campus dean or student affairs dean	Student Affairs approval. Second failure requires MSAPC hearing	
Failed clerkship remediation	Campus dean advisement and approval	Notification of student affairs	Clerkship directors/ Department Chairs
Accommodations	Campus dean advisement; notification for testing years 3 and 4; students are required to renew at third year and notify annually	Student Affairs Advisement of student, notification for testing years 1 and 2; students are required to renew annually	Disability Services for Students
Financial aid		Student Affairs Advisement of student	Financial aid office
MSPE			
<ul style="list-style-type: none"> Noteworthy characteristics 	Campus deans write for third year medical students		https://www.aamc.org/members/gsa/448626/mspepresentations.html AAMC MSPE updates

<ul style="list-style-type: none"> • Remainder of MSPE content 		Student affairs as taken from student evaluations, calculations etc.	
<ul style="list-style-type: none"> • Edit 	Campus Dean advisement, in the best position to know the student well in recent years.	Student affairs prepares final document	
Transfer and advanced standing	Campus dean must give approval	Student affairs must have campus dean approval	Student Affairs website/Medical Student Handbook
Enrollment		Student affairs for any year	
Disciplinary action	Campus dean for years 3 and 4	Student affairs for any year	Clerkship directors/ Department Chairs Student Affairs website/Medical Student Handbook
Crisis intervention	Campus dean for years 3 and 4	Student affairs for any year	Telemental health University Counseling Center; UCC; Local practitioners; local emergency room