

# **Volunteer Faculty Benefits & Resources**



**SCHOOL OF MEDICINE**

# Indiana University School of Medicine has a long-established and strong tradition of volunteer faculty participation in the school's missions, especially in educational programs.

## **Volunteer, Adjunct, Affiliate and Part-Time Faculty Resources**

The 3,000 IU School of Medicine volunteer, adjunct, affiliate and part-time faculty members constitute a major component of IU School of Medicine faculty and are critical to the school's mission. This document is meant to share some of the benefits of being an IU School of Medicine volunteer, adjunct, affiliate or part-time faculty member and facilitate your access to valuable resources.

### **Commitment to the IU School of Medicine Honor Code**

Serve as a role model of professionalism by upholding the [IU School of Medicine Honor Code](#).

#### **1. Educational Resources**

- Faculty Affairs | Professional Development | Diversity
- TeachingPhysician.org
- Curriculum Resources
- Continuing Medical Education

#### **2. Faculty Member Resources**

- IU Email Account
- Crimson Card
- Ruth Lilly Medical Library

#### **IU Sponsored Software and Programs**

- IU Ware / IUanyWare
- Box @ IU
- MedHub
- Canvas
- Access and Security Information

## 1. EDUCATIONAL RESOURCES

### **Faculty Affairs | Professional Development | Diversity**

[faculty.medicine.iu.edu](http://faculty.medicine.iu.edu)

Several resources to enhance faculty teaching skills are available through Faculty Affairs, Professional Development, and Diversity; many programs and modules are offered online such as [Academy of Teaching Scholars](#). Resources are free but registration with your IU email account is required. To register:

- Visit [faculty.medicine.iu.edu/let-us-help/teaching-resources](http://faculty.medicine.iu.edu/let-us-help/teaching-resources)
- Click on a program or resource that may be of interest to you to learn more and register for events.

### **The Teaching Physician**

[teachingphysician.org](http://teachingphysician.org)

Username: IUSM

Password: facultydevelopment

The Teaching Physician is a comprehensive online resource specifically designed for community preceptors. It provides instructional strategies for preceptors in the form of videos, tips, answers to frequently asked questions and links to in-depth information on clinical teaching. You will receive an email once a month with a specific teaching strategy. Additional resources can be accessed directly by visiting the website.

### **Curriculum Overview**

[medicine.iu.edu/md/curriculum](http://medicine.iu.edu/md/curriculum)

In 2016, IU School of Medicine transitioned to a curriculum that more closely integrates clinical experiences and the basic sciences. Intentional small groups, learning communities and inter-professional education further enhance the training experience. Learn more about where your learners are in the curriculum. Specific information about Clerkships and Electives is located on the MS3 and MS4 pages.

### **Continuing Medical Education (CME)**

[iu.cloud-cme.com/default.aspx](http://iu.cloud-cme.com/default.aspx)

IU School of Medicine volunteer, adjunct, affiliate, and part-time faculty can obtain CME at the discounted IU faculty rate. Many events are offered free of charge.

## 2. FACULTY MEMBER RESOURCES

### **IU Email Account**

#### **[uits.iu.edu/exchange](https://uits.iu.edu/exchange)**

The IU email account is now the primary method of communication for all faculty going forward.

Once your faculty paperwork has been processed, you will receive a letter from the Dean that includes instructions on how to set up your IU email account.

The IU email account can be used within Outlook Web Access ([uits.iu.edu/exchange](https://uits.iu.edu/exchange)) or with your Outlook client via Microsoft Exchange.

Note that the IU email account (iu.edu) is different than the IU Health (iuhealth.org) email address.

Want to forward your IU Email to a preferred email address? Learn how by visiting [kb.iu.edu/d/beoj](https://kb.iu.edu/d/beoj)

### **Crimson Card | Indiana University Identification Card**

#### **[crimsoncard.iu.edu](https://crimsoncard.iu.edu)**

CrimsonCard is the official photo ID card for all Indiana University campuses, available to IU students, faculty and staff. Through the Deal of the Day and CrimsonPerks programs, you can receive a discount when you pay with or present your CrimsonCard at certain retail locations (e.g. restaurants, cell phone service, travel, etc.).

Discounts aren't available on all campuses, but you can access these regardless of your primary campus.

These benefits can be found here: [crimsoncard.iu.edu/using/deals-discounts.html](https://crimsoncard.iu.edu/using/deals-discounts.html)

Other benefits offered by the host university of regional campuses can be obtained from the regional campus coordinator.

### **Ruth Lilly Medical Library**

#### **[library.mednet.iu.edu](https://library.mednet.iu.edu)**

Ruth Lilly Medical Library was established in 1908 and is the largest academic health sciences library in the state. It is the primary information resource for faculty, students and staff. The Library and its staff work across all nine campuses providing a collaborative learning environment and access to information resources, including online journals.

### 3. IU SPONSORED SOFTWARE AND PROGRAMS

#### **IUware and IUanyWare| Free Software**

[iuware.iu.edu](http://iuware.iu.edu) | [uits.iu.edu/iuanyware](http://uits.iu.edu/iuanyware)

All Indiana University faculty, staff and students have access to a variety of software packages free of charge. This includes products from:

- Adobe (Acrobat, Creative Suite, etc.)
- Microsoft Office software (available by request)
- statistical packages (SPSS, Minitab, etc.)
- and others.

A related feature, IUanyWare, allows you to run certain IU-licensed software applications that you do not use on a regular basis, without having to install them on your computer.

#### **Box | Free Cloud Storage**

[box.iu.edu](http://box.iu.edu)

The IU Box service provides a simple, secure way to share and store files and folders online. Box consolidates your content in a single location, easily accessible from anywhere, on any device. You can create files and folders, share them using a direct link, invite others to collaborate and continue to revise and review your content. Though similar in appearance to other consumer services such as Dropbox, Box is approved for IU data and can directly integrate with existing IU systems (e.g., accounts, CAS for single sign-on with your IU username and passphrase), security and contractual protections. Your Box account quota is unlimited. Learn more at the IU Knowledge Base: [kb.iu.edu/d/bbox](http://kb.iu.edu/d/bbox)

#### **MedHub**

[iusm.medhub.com](http://iusm.medhub.com)

Volunteer faculty members will use MedHub to verify medical students' required clinical experiences and to complete assigned course or clerkship evaluations of learners in a timely fashion so grades can be assigned.

- Evaluations are due within 2 business days of when your time working with the student ends.
- Report any deficiency in a student's performance to the clerkship or course director as soon as it is detected to ensure that the student has an opportunity to improve their performance.

This system also allows volunteer faculty members to view their own evaluations that learners completed. For questions about MedHub, please contact the course or clerkship coordinator. Learn more at MedNet Resources: [mednet.iu.edu/Pages/SupportResources/MedHub.aspx](http://mednet.iu.edu/Pages/SupportResources/MedHub.aspx)

### 3. IU SPONSORED SOFTWARE AND PROGRAMS (CONT)

#### **Canvas | A Learning Management System**

[canvas.iu.edu](https://canvas.iu.edu)

Know the goals, objectives, and evaluation criteria for the course or clerkship in which you are teaching so that you can provide an optimal learning experience for the student. If you have trouble accessing a course, contact your clerkship coordinator, course coordinator or campus education coordinator.

#### **Duo | Two-Step Login Authentication System**

[kb.iu.edu/d/bfgm](https://kb.iu.edu/d/bfgm)

Access to most IU services requires a login through a central authentication service (CAS). Logins for CAS require two-step authentication using Duo, which will require enrollment for a mobile device or other phone number to verify authentication.

Instructions for getting started with Duo can be found here: [kb.iu.edu/d/bfgm](https://kb.iu.edu/d/bfgm)

# Thank you

for all that you do for learners. It is challenging to teach and provide rewarding clinical experiences while also performing your own daily duties.

However, because of your participation, IU School of Medicine is able to provide excellent and quality education to learners, from medical students to residents and beyond.

INDIANA UNIVERSITY SCHOOL OF MEDICINE  
FACULTY AFFAIRS | PROFESSIONAL DEVELOPMENT | DIVERSITY

**410 West 10th Street | HITS 2100**  
**Indianapolis, IN 46202**  
**[fapdd@iu.edu](mailto:fapdd@iu.edu)**