1. Every course should designate one person to be "second in command" in the event that the course director is unable to fulfill his or her duties for whatever reason during the academic year.

2. The second-in-command should have the same title in all courses and would be called “vice director”.

3. A faculty member could be nominated for the “vice director” position by other faculty members, in theory, but most likely would be nominated by the course director in consultation with his or her course design leadership and would be appointed officially by the Senior Associate Dean (Education), serving at the Dean's pleasure.

4. The vice director, like the course director, would be financially compensated by the Medical College for his or her services (details to be worked out by the financial model work group).

5. It would be the expectation, but not the automatic certainty, that the vice director would eventually become the course director.

6. In addition to a course director and a vice director, the course design group, would be composed of other faculty members with leadership roles. The numbers and specific titles of these positions such as “module leader”, “discipline director”, “associate course director for discipline” are determined by the course director and may vary across courses based on course needs.

7. The members of the course design group, other than the director and vice director, who represent a specific biomedical discipline (e.g. histology, biochemistry, microbiology, genetics etc) and serve as module leaders/discipline directors, should be appointed by the relevant department chairman, in consultation with the course director.

8. Course directors would not have set specific term limits. However, it is the expectation that they would serve for a period of five years, which could be renewed for more years if they wished to continue in the role and were thought by the administration (Senior Associate Dean (Education)) to be effective course leaders. It is expected that by the time the vice director becomes course director that he or she would have had several years learning the philosophy, logistics, the strengths and constraints of the course and to have established collegial interactions with course faculty. It is hoped that the course director would have frank and forthright discussions from time to time about transition issues with his or her vice director.
9. Faculty who step down from their position as course director should be encouraged to serve in the following year(s) as a “Senior Course Advisor” to the new course director.

10. The Senior Associate Dean (Education) has the right to remove course directors, vice directors or other course leaders at any time if, in his or her judgment, the course leadership is not performing effectively.