

PACE UNIVERSITY

College of Health Professions

Pace University-Lenox Hill Hospital Physician Assistant Program Part-time Instructional Faculty Handbook



PURPOSE

This handbook serves two purposes:

- To orient new part-time instructional faculty to the Pace University-Lenox Hill Hospital Physician Assistant Program-NYC.
- To serve as a resource for all Physician Assistant Program-NYC part-time instructional faculty.

*Other information about the Pace University-Lenox Hill Hospital Physician Assistant Program may be found on the [Pace University](#) and [College of Health Professions](#) websites, in the Resource Guide for Faculty, and in the Didactic and Clinical Physician Assistant Student Handbooks.



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Table of Contents

Program Mission, Vision, and Goals.....	4
Mission.....	4
Vision.....	4
Program Goals.....	4
Introduction to the University.....	4
Academic Integrity.....	5
Policy Statement Regarding Discrimination.....	5
Policy Statement Regarding Sex-based Misconduct.....	6
Program Directory.....	6
Administration.....	6
Principal Faculty.....	7
Administrative Staff.....	7
Clarification of Academic/Professional Titles.....	8
Other University Resources.....	8
Help Desk.....	8
Security.....	8
PaceSafe Mobile App.....	8
Pace Alert.....	9
COVID-19.....	9
Requirements for Part-time Instructional Faculty.....	9
Position Summary.....	9
Supervisor.....	9
Responsibilities.....	9
Qualifications.....	9
Applying for a Part-time Instructional Faculty Position.....	9
Initiation Process.....	10
University Employee Identification Cards.....	10
Employee Email.....	10
Employment Maintenance Requirements.....	11
Submitting Time Worked for Compensation.....	11
Unexpected Absence.....	12
Evaluation of Part-time Instructional Faculty.....	13
Responsibilities for Part-time Instructional Faculty.....	13
Evaluating Student Work.....	13
Admissions.....	13
Application Review.....	13
Interviews.....	14
Didactic Year Courses.....	14
Clinical Year Courses.....	17
Important Contact Information.....	19
Academic Technology.....	19
Information Technology Services (ITS) Help Desk.....	19
Educational Media.....	19
Computer Resource Centers.....	20
Attestation of Understanding.....	21
Academic Integrity Code Violation Reporting Form.....	22

Program Mission, Vision, and Goals

Mission

The mission of the Pace University-Lenox Hill Hospital Physician Assistant Program is to graduate physician assistants with the requisite knowledge and skills necessary to function in diverse settings. The Program develops leaders committed to professionalism and community engagement.

Vision

The Pace University-Lenox Hill Hospital Physician Assistant Program will prepare lifelong learners to succeed within the rapidly changing health care landscape who are committed to becoming leaders in the PA profession and community.

Program Goals

The Pace University-Lenox Hill Hospital Physician Assistant Program is deeply committed to the following goals:

- Students will be prepared with the requisite medical knowledge and skills to enter clinical practice;
- Students will be prepared to function in diverse settings;
- Engage in a culture of commitment to the PA profession;
- Encourage community outreach & engagement; and
- Support students throughout all phases of their education.

Introduction to the University

This Handbook is intended to provide you with an overview of general Pace University policies and procedures and the specific procedures for the Physician Assistant Program-NYC. These materials should not be construed as a legal document and do not constitute an express or implied employment contract with any employee of Pace University.

Pace University reserves the right to interpret, add, delete or modify any provisions contained in this Handbook. Revisions and updated information concerning changes in program policies or procedures will be distributed within a reasonable amount of time to all employees. Employees will be responsible for updating their handbooks and familiarizing themselves with such changes.

As a new employee, you will also receive a link to Pace University Employee Handbook that reviews such issues as Safety and Security; Policy on Affirmative Action; Policy on Sexual Harassment; Staff Grievance Procedure, and Performance Appraisal. These policies, along with the University Academic Catalog, access to your personal information and information about your courses, accounts, financial aid, class rosters, grades, benefits, and more are available online on the Pace University [Faculty and Staff Portal](#).

New employees are also advised to familiarize themselves with the Physician Assistant Program's Policy and Procedure, Didactic, and Clinical Student Handbooks, which are posted online at [Handbooks](#).

Please read this handbook in its entirety.

Academic Integrity

Physician assistant students are expected to comply with the University's and College of Health Professions [Academic Integrity Code](#) which may be found online in the Pace University Academic Catalog.

In addition, physician assistant students must know and comply with the academic integrity policy of the Physician Assistant Program which includes, but is not limited to, the following:

- Students are not permitted to use notes or other materials during examinations unless expressly authorized in advance to do so by the instructor.
- Students are required to do their own work and, without prior approval of the instructor, may not submit work created by others as their own work or knowingly allow another student to copy or use his or her work.
- Students are required to sit for examinations that are submitted to fulfill their own academic obligations; students may not have another student or person take an examination for them.
- The same academic work may not be submitted more than once for credit or to fulfill the requirements of an academic exercise.
- Obtaining a copy of an examination or graded assignment (e.g., case presentation, patient education project) used in a previous year or completed by another person is prohibited.
- Prior to taking an examination or completing an assignment, students are not permitted to review prior related examination questions or answers and/or graded assignments completed by another person.
- A student must give proper attribution when using the words or ideas of another person, whether in a written or oral academic exercise. This includes, among other things, proper citation of quoted and paraphrased material.
- Knowingly presenting false information to Program faculty, staff, supervisors, patients or clinical preceptors is prohibited. This includes but is not limited to, falsifying laboratory data, patient information, or forging another's name or signature on required program documents such as preceptor evaluations.
- Misrepresenting oneself as a graduate of the Program or one's physician assistant student status as, for example, a physician assistant, nurse practitioner, medical resident, and the like, is prohibited.

The Pace University-Lenox Hill Hospital Physician Assistant Program–NYC takes academic integrity seriously. If the part-time instructional faculty has concerns about academic integrity, they should report it immediately to the course coordinator and complete the [Academic Integrity Code Violation Reporting Form](#), included on page 23.

Policy Statement Regarding Discrimination

Pace University reaffirms the principle that its students, faculty, and staff have a right to be free from disability discrimination by any member of the University community.

Pace University does not discriminate on the basis of sex, race, age, national origin, sexual orientation, religion, veteran status, or marital/partnership status. For more information, visit Office of Institutional Equity and Title IX Compliance [Policies and Procedures](#).

Policy Statement Regarding Sex-based Misconduct

Pace University is committed to providing a safe environment for every member of its community and to ensuring that no student, faculty or staff member is excluded from participation in or denied the benefits of any University program or activity on the basis of sex. Accordingly, the University prohibits the following forms of Sex-Based Misconduct: sexual assault, sexual harassment, gender-based harassment, dating violence, domestic violence, sexual exploitation and stalking.

Instructors are a non-confidential resource and have an obligation to report any information about sexual assault with the Assistant Vice President of Institutional Equity and Title IX Coordinator Bernard Dufresne, email: bdufresne@pace.edu, 41 Park Row, 14th floor, New York City, (212) 346-1310. The Title IX/Affirmative Action Office is responsible for investigating violations of the sexual misconduct policy. For more information, visit Office of Institutional Equity and Title IX Compliance [Policies and Procedures](#).

Members of the University community who believe that they have been subjected to sex-based misconduct are encouraged to report such incidents to the University and, where applicable, to local law enforcement. Confidential resources include the University Counseling Centers, Office of Sexual and Interpersonal Wellness, and University Health Care.

Program Directory

The Pace University-Lenox Hill Hospital Physician Assistant Program is administered by the faculty and department personnel listed below. The Program administration is responsible for class selection, curriculum design and development, student and course evaluation, student advising, and other matters relevant to the Program. It is important to the faculty of the Pace University-Lenox Hill Hospital Physician Assistant Program that there is open communication between students, faculty and staff. It is our intention, therefore, that all department personnel be available for student consultation as required.

Administration

Jean M. Covino, DHSc, PA-C

Department Chair, Program Director, and Clinical Associate Professor

Email: jcovino@pace.edu

Brandon Godbout, MD

Medical Director and Clinical Associate Professor

Lenox Hill Hospital Northwell Health

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Email: bgodbout@northwell.edu

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Director of Clinical Education, Associate Program Director, and Clinical Associate Professor

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Clinical Program Coordinator
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Katy Luk
Admissions Staff Associate
Email: kluk@pace.edu

Clarification of Academic/Professional Titles

Part-time instructional faculty in the Pace University Physician Assistant Program-NYC is a separate role from part-time professional/clerical, a position that serves the program in administrative functions or for proctoring.

Part-time professional/technical may be referred to colloquially as adjuncts or adjunct faculty. Please be aware that these are technically distinct and different roles within the university but may be used interchangeably for program teaching purposes.

Any questions on the distinction can be addressed with the part-time instructional faculty coordinator. For the purposes of this handbook, part-time professional/technical will hereinafter be referred to as part-time instructional faculty.

As a professional courtesy, students and staff may address the part-time instructional faculty as *Professor*. This is used as a title of respect rather than an accurate professional distinction. Most part-time instructional faculty with less than four years of teaching experience are officially titled *instructor* or *lecturer*.

Consult the [Pace University Faculty Handbook](#) for the requirements for academic teaching status.

Other University Resources

Help Desk

The Pace Help Desk is available to assist part-time instructional faculty with any email, internet, or audiovisual equipment issues while teaching at Pace. They can be reached by phone at (914) 773-3333, by toll free number at (855) 722-3487, or online at the [Help Desk](#).

Security

New York City Pace Security can be reached at (212) 346-1800 with any security matters, to unlock a classroom, or to adjust room temperature. Visit the [Security and Emergency Management](#) for more information.

PaceSafe Mobile App

Part-time instructional faculty working with students on campus are required to download Pace

Safe application for smart phones. The application includes campus maps, emergency procedures, COVID-19 self-assessment information, and allows a part-time instructional faculty to report an incident directly to Safety and Security. Visit [PaceSafe Mobile App](#) for more information.

Pace Alert

Pace Alert is the emergency notification system that delivers time-sensitive emergency notifications via text, email, and/or telephone to the Pace University community. Visit [Emergency Alerts](#) to update your information and for more information.

COVID-19

Information regarding COVID-19 is available online at [Respiratory Viruses \(COVID-19, FLU, RSV\) Guidance](#). Part-time instructional faculty are responsible for consulting this website prior to every shift as University guidelines and policies are subject to change.

Requirements for Part-time Instructional Faculty

Position Summary

The part-time instructional faculty is a per-diem educator who utilizes their clinical practice expertise as a physician assistant to collaborate with full-time faculty to provide a more robust educational experience for physician assistant students.

Supervisor

Program director, Physician Assistant Program

Responsibilities

Assistance with student learning activities as described at length in this handbook. This is an on-call assignment and shifts are scheduled through the course coordinators weeks to months in advance.

Qualifications

- Master's degree, current NCCPA certification, and NYS PA Licensure required.
- At least 1 year of clinical experience as a physician assistant required.
- Prior experience in teaching physician assistant students is preferred.

Applying for a Part-time Instructional Faculty Position

- Qualified prospective Part-time Instructional Faculty should contact Tracey Kramar, part-time instructional faculty coordinator, at email tkramar@pace.edu with letter of interest and a current CV.
- Letter of interest must include current clinical and nonclinical work commitments and affiliations, areas of interest in teaching, and availability during the week for part-time instructional faculty work.
- Qualified applicants will be contacted for a phone and/or in-person interview. An orientation can be arranged for applicants to tour the facilities.
- If selected for a part-time instructional faculty position, the applicant will receive a formal email from Pace University-Lenox Hill Hospital Physician Assistant Program-NYC inviting them to formally apply to the position via the Pace University Human Resources website.

- Human Resources will direct the applicant through a formal hiring process performed by Pace University, including registering with Payroll.

Initiation Process

The following steps are required to setup Part-time Instructional Faculty status:

- Faculty will email recommendations to Tracey Kramar, part-time instructional faculty coordinator, at email tkramar@pace.edu.
- Part-time instructional faculty coordinator will review CV and conduct a telephone interview.
- Part-time instructional faculty coordinator will send recommendation based on CV review and telephone interview to the program director.
- Program director will approve the final decision and send information to program manager who will then provide the information to the applicant and Human Resources to initiate hiring (see below).

University Employee Identification Cards

- All part-time instructional faculty are required to have a Pace University identification card, and display the card to Security personnel when required, including whenever entering a Pace University building. Part-time instructional faculty are expected to obtain an identification card immediately following notification of hire.
- If a part-time instructional faculty forgets Pace identification on a day they are working, they should go immediately to the Security desk at One Pace Plaza or 161 William Street to obtain a temporary ID.
- All part-time instructional faculty are required to wear name tags or an ID badge to identify themselves during all assignments so students may appropriately evaluate them.
- Please report a stolen or lost Pace ID immediately to a Pace Security or Pace ID office. If you need a new card, please visit a Pace ID office.
- For issues related to card access in facilities, academic buildings, or residence halls, please contact the Office of [Security and Emergency Management](#). More information can be found online at [ID Cards and Access](#).

[Security and Emergency Management](#)

Phone: (212) 346-1800

[New York City ID Office](#)

One Pace Plaza, B-Level

Phone: (212) 346-1015

Employee Email

Part-time instructional faculty are automatically registered for a Pace University email address. This email is how faculty and students will communicate with you.

Visit [Account Activation](#) for instructions to activate your Pace account. If you have difficulty logging in, contact the Help Desk at (914) 773-3333.

You will need your Pace email and password to log in to the [MyPace Portal](#). Unless you plan to check this email account frequently, we strongly encourage part-time instructional faculty to have their Pace email forwarded to an email account that you check frequently.

Employment Maintenance Requirements

Part-time instructional faculty are required to work a minimum of three shifts per year to maintain status with program.

Part-time instructional faculty who doesn't participate in paid work for the University for one year are automatically removed from the Human Resources database. If a part-time instructional faculty wishes to work after a one-year absence, they will be required to re-apply through the part-time instructional faculty coordinator and will need to resubmit new hire documents to Human Resources.

Part-time instructional faculty must maintain a current Curriculum Vitae (CV) with the program, submitted annually to the part-time instructional faculty coordinator, or more frequently if any information changes; and then the program manager will update the program records accordingly.

Formal feedback on curriculum, guidance received from the course coordinators, and teaching experience is expected through online evaluations and surveys. Reminders will be sent and should be completed within one week. Part-time instructional faculty are strongly encouraged to provide fulltime faculty/course coordinators with feedback on an informal basis at any time.

Pace employees, including part-time instructional faculty, must maintain accurate contact information. This can be done by logging into the Pace portal, clicking on Employee Dashboard, then My Profile. Click the pencil icon to edit each section, including *view all active addresses* on file. Please also email the program manager and/or part-time instructional faculty coordinator with any changes to contact information.

Other responsibilities may be assigned by the program director or associate director.

Submitting Time Worked for Compensation

Work done on campus will be submitted by the course coordinator to the program manager at email stoque@pace.edu, unless otherwise indicated.

Work done offsite should be entered in UKG and details submitted to the program manager at email stoque@pace.edu. The email should be titled *Part-time Instructional Faculty Hours* and the faculty member who assigned the work must be in the cc address line. The email should also outline the task performed, names of students involved in the activity, and the amount of time being billed. Please include any other relevant information (ex: if the site visit took longer than expected, please briefly explain why).

Offsite work emails should be sent as soon as possible following the shift, and before the 15th or the final day of the month.

You can access UKG from MyPace Portal. Here are the resources for UKG:

[Timesheet Overview for Hourly Employees \(PDF\)](#)

[Clocking In and Out of Timecard \(PDF\)](#)

[Accessing your Pay Statement \(PDF\)](#)

[View and download your W-2 Form \(PDF\)](#)

[Download the UKG Ready App \(PDF\)](#)

Failure to submit hours in a timely manner will result in delayed or lost compensation.

Submitted hours will be reviewed and approved by the faculty who assigned the work, and payment will be processed by the program manager and paid through Human Resources. The part-time instructional faculty pay schedule is available on the Pace University website at [Employee Payments](#).

Payments are disbursed bimonthly and the payment received encompasses the previous two week pay period. For example: if you receive a paycheck on the 15th of the month this will cover your hours from the 16th to the end of the previous month. So, if you worked on the 10th of the month that will not be reflected until the following pay period at the end of the month.

Part-time instructional faculty can sign up for direct deposit through Human Resources, or a live check will be mailed to the home address listed on file. Employee self-service instruction for direct deposit is available online at [Payroll and Tax Compliance](#).

Any lost or stolen check requires a Stop Payment Request. The link to this form and additional information about this matter can be found online at [Lost or Stolen Paychecks](#).

Part-time instructional faculty review their pay advice in My Pace Portal and notify the program manager immediately at email stoque@pace.edu for any discrepancy. Employee self-service instruction to view your pay advice is available online at [Payroll and Tax Compliance](#).

Form W-2, wage and year-end tax statement are provided by [ADP, register online](#) or in your [Pace Portal](#) UKG account.

Any payment issues should be clarified with the program manager in an email to stoque@pace.edu. If a resolution is not reached, the part-time instructional faculty will need to address it directly through Payroll by calling (914) 923-2898.

Unexpected Absence

Please understand your commitment to an activity or lecture is integral to the functioning of the day and the education of the students. Faculty and students rely on the part-time instructional faculty to fulfill the outlined duties. Please do not commit to shifts that may conflict with your clinical work, either scheduled or on-call.

If a part-time instructional faculty has an emergency or is otherwise unable to work a shift they are committed to, they must contact the faculty coordinator directly as soon as they are aware of conflict.

Repeated absences and cancellations may affect standing with the program.

Individuals who receive an IRS Form W-2 from the University and who are not otherwise covered under full-time benefits coverage or a collective bargaining agreement, are eligible to accrue paid sick leave under the New York State Paid Sick Leave Law and New York City Paid Safe and Sick Leave. Please review the Pace University Paid [Sick Leave Policy \(PDF\)](#).

When a part-time instructional faculty uses a paid sick time for any reasons listed in the Pace University Paid Sick Leave Policy, the employee must send a written confirmation to the program director and chair at email jcovino@pace.edu, the part-time instructional faculty coordinator at email tkramar@pace.edu, and program manager at email stoque@pace.edu, that eligible sick time is being used pursuant to the policy,

which must include accrued hours.

Evaluation of Part-time Instructional Faculty

- Many part-time instructional faculty roles require teaching, such as clinical skills and site visits. Part-time instructional faculty who work in a teaching capacity will be formally evaluated by the students on their teaching performance.
- Evaluations are based on a Likert scale. If a part-time instructional faculty falls below the didactic or clinical year benchmarks, they will be contacted by the course coordinator to arrange remediation.
- Part-time instructional faculty evaluation feedback will be made available to the individual periodically by the course coordinator.

Responsibilities for Part-time Instructional Faculty

Evaluating Student Work

Depending on the assignment, the part-time instructional faculty will evaluate the students and provide participation credit or a grade. Any questions about criteria for grading should be discussed with a course coordinator thoroughly ahead of time. Grading is done on rubrics in Classes and submitted in person or by email to the didactic or clinical program coordinator.

Thorough documentation while evaluating the students is important. If a student appeals the grade, it is important that there is a detailed record to explain the reasoning. If a part-time instructional faculty finds that a student is failing an assignment, they should notify the course coordinator as soon as possible so that remediation can be arranged.

Occasionally, incidents may occur in the Center for Excellence in Healthcare Simulation or on clinical rotation at the clinical site. Should a student be injured as a result of an accident, the student must comply with all accident and injury protocols established by the University. Refer to the Physician Assistant Program's Policy and Procedure handbook.

Admissions

Part-time instructional faculty are encouraged to participate in the admissions process; however, if a part-time instructional faculty is involved with admission decisions and/or is working full time for another PA program, it is considered a conflict of interest, and the part-time instructional faculty is therefore NOT to participate in the Pace University admission process.

Application Review

- Readers are needed to review applications submitted via CASPA and determine which applicants should be invited to interview. The greatest need is May through September.
- The part-time instructional faculty will meet with the director of Admissions for a brief training. The
- part-time instructional faculty will then be set up on the CASPA WebAdmit system by the enrollment coordinator.
- Applications can be reviewed off site, wherever internet is available, but should not be done on public computers since the process requires downloading documents with applicants' private information. Extra care should be taken afterward to delete any downloaded documents from the computer.

- Interested part-time instructional faculty should email the director of Admissions at kshulgin@pace.edu. There are limited spaces available on this committee per application cycle.
- Email the program manager at stoque@pace.edu with the total hours spent reviewing applications and specify the number of applications reviewed. Time per application varies based on the applicant's qualifications, but it is expected that you should be reviewing a minimum of six applications per hour.

Interviews

- Applicants to the PA Program come to Pace from approximately September through December to interview, and the part-time instructional faculty perform interviews along with the core faculty.
- Part-time instructional faculty will receive a detailed email from the enrollment coordinator one week prior and are expected to familiarize themselves with the candidates' materials.
- Part-time instructional faculty are responsible for conducting interviews with candidates and completing an assessment, including rationale for their admissions decision. Specific instructions will be given at the beginning of each interview session.
- Sessions last approximately 4-5 hours.
- Business casual to professional dress is required.
- Part-time instructional faculty should be prepared to answer the questions about the Pace University-Lenox Hill Hospital Physician Assistant Program-NYC and what sets this program apart from other opportunities the applicant may have. Any questions the part-time instructional faculty is unable to answer should be referred to the director of admissions.
- Applicants may ask for the part-time instructional faculty's email address, for which the part-time instructional faculty should either provide their Pace email or refer the applicant to the director of admissions. This is often for the applicant to follow up with a thank you email. Any correspondence between a part-time instructional faculty and an applicant should be forwarded to the director of admissions for the applicant's file.
- Sign up: dates vary and once established, sign up will be emailed from the enrollment coordinator.
- On-site work will be recorded by the director of admissions and hours will be submitted for compensation. The part-time instructional faculty is not required to email hours for on-site work.

Didactic Year Courses

1. **PAS 506/606/607/609/610: Health History and Physical Exam and Surgical Technical Skills**
 - Formative evaluation required for successful completion of the didactic year prior to all of the student's clinical rotations; an evaluative and teaching experience for a student.
 - The course coordinator will mail rubric and associated learning materials to the part-time instructional faculty one week prior to scheduled activity. Part-time instructional faculty are expected to review these materials ahead of time.
 - Part-time instructional faculty are responsible for following the grading rubrics, providing students with hands-on instruction, offering constructive feedback, technique critique, and assessment of skill competency.

- Physical exam sessions last approximately 4-6 hours, depending on practical exam type (e.g. thorax, abdominal, MSK physical exam). The part-time instructional faculty independently evaluates the student examining a standardized patient (SP) in a private room. These encounters are videotaped and are available for the student's review afterward.
- Clinical procedural skills evaluation sessions last approximately 4-6 hours, depending on procedure type. Examples are suturing, casting/splinting, phlebotomy, and IV insertion workshops.
- Student assessment may be pass/fail or graded. If a part-time instructional faculty is concerned that a student is not competent in a skill following thorough instruction and feedback, the part-time instructional faculty should contact the course coordinator immediately.
- In general, an email is sent out by the course coordinator prior to the start of the semester and the part-time instructional faculty will be able to discuss availability. Confirmation emails will be sent out by the course coordinator once the program has identified their needs.
- On-site work will be recorded by the course coordinator and hours will be submitted for compensation. The part-time instructional faculty is not required to email hours for onsite work.

2. Oral Presentation Feedback/Evaluation sessions for SP Cases

- Using a rubric, the part-time instructional faculty are responsible for evaluating oral presentations (and associated SOAP note, if applicable) and providing constructive feedback to the students. Students typically present on a previous SP encounter from which they took a history, were given the physical examination findings, and have developed a differential diagnosis and plan.
- Sessions last approximately 4-6 hours depending on the number of students.
- Sign up is similar to the above practical sessions (please see above).
- On-site work will be recorded by the course coordinator and hours will be submitted for compensation. The part-time instructional faculty is not required to email hours for on-site work.

3. Didactic Year SOAP note/H & P Write-up Grading

- An evaluative and teaching experience for didactic students, assigned following Simulated Patient encounters throughout the didactic year.
- Faculty course coordinator will provide the part-time instructional faculty with rubric for expectations for the note based on the assignment. The part-time instructional faculty should focus on these points in their feedback, but can also offer other suggestions as they see appropriate.
- If a student's work appears to be inadequate or failing, the part-time instructional faculty should contact the course coordinator directly as soon as possible so that remediation can be arranged.
- Thoughtful evaluation and feedback of notes generally requires approximately 10-15 minutes per student note for SOAP notes and 20 minutes per student note for full H&P. Part-time instructional faculty are responsible for grading student write-ups and offering constructive feedback. If grading is taking more than 15-20 minutes per note, please contact the course coordinator.
- When a part-time instructional faculty commits to this role, they should calculate the number of student notes by the above time increments in order to allocate the appropriate amount of total time to complete the notes and give thoughtful feedback. The student notes may be graded online or are printed on paper and can either be picked up and dropped off by the part-

time instructional faculty, or can arrange to be mailed through the didactic program coordinator.

- In order to receive appropriate compensation, the part-time instructional faculty should submit the number of student papers evaluated and total number of hours worked to the program manager and cc the full-time faculty member coordinating the course.

4. PAS 514, 515, 620: Grading for online courses

- Grading online modules including discussion board questions, critical appraisals and final projects, grading and mentoring research projects, helping with the journal submission process, reviewing posters based on their research project.
- The course coordinator will review resumes of prospective part-time instructional faculty, send emails to prospective part-time instructional faculty based on experience.
- If selected, the course coordinator will send a link to Classes tutorials, all part-time instructional faculty will be assigned as teaching assistants (TA) for the course and provide instructions and grading rubrics.
- For work done off site, part-time instructional faculty are responsible for reporting their hours. An email should be sent to the program manager with the following information: part-time instructional faculty name, date of work, location, description of work, and hours spend doing it. Please cc the full-time faculty member coordinating the course.

5. PAS 506/510/511/601/602/603/604/605/606/607/609/610: Lecturing

- Part-time instructional faculty should contact the program director with specific areas of expertise or interest. If the Part-time instructional faculty is selected for a lecturing position, Professor Susan Cappelmann will email lecture times, and the course coordinator will send a copy of associated materials such as course objectives and topic lists.
- The part-time instructional faculty can create an original PowerPoint for the lecture or can utilize a PowerPoint created for the topic in the past (if the previous lecturer gives permission). If permission is granted, credit must be given to the original author if any portion of the presentation is used.
- An email is sent from the didactic program coordinator who will confirm the lecture date, time, and location. Save a copy of this email as you may need to show it to security in order to enter the building.
- Lecturer submits PowerPoint and/or handouts at least five days prior to the lecture date so that it can be posted on Classes.
- Lecturer submits 5-10 original questions related to the topic within one week following the lecture. These will be added to the program's question bank. Please avoid true/false and all of the above-type questions. Refer to the Physician Assistant Program's Policy and Procedure handbook.
- Lecturer payment is tracked by the program manager based on what is entered on the program calendar and agreed upon with the program director.

6. OSCE (Objective Structured Clinical Examination)

- Required twice during the program for summative evaluation of each student at the end of didactic and clinical years.
- Using a rubric, the part-time instructional faculty grades the student performing a history and physical exam on a standardized patient. The part-time instructional faculty may also grade an oral presentation or a SOAP note following the patient encounter, depending on the case.

- The course coordinator will email the part-time instructional faculty with information on the case approximately one week prior to the OSCE. Specific instruction on the case and the expectations of the part-time instructional faculty will be discussed onsite the day of the OSCE.
- Part-time instructional faculty may NOT provide prompting or feedback, as these are summative evaluations. Sessions are recorded by video cameras in each exam room.
- Sessions last approximately eight hours, depending on the number of students.
- Sign up is similar to the above practical sessions (please see above).
- On-site work will be recorded by the course coordinator and hours will be submitted for compensation. The part-time instructional faculty is not required to email hours for on-site work.

Clinical Year Courses

1. PAS 701/705/706: Virtual Rounds/Site Visits

- Required for the student's Family Medicine, Internal Medicine, and Emergency Medicine rotations; an evaluative and teaching experience for the student.
- During virtual rounds, the part-time instructional faculty is responsible for assessing the student's oral presentation of a case from their clinical rotation using a rubric. The part-time instructional faculty will incorporate informal teaching by providing constructive feedback and stimulating group discussion on each of the cases.
- Virtual rounds/Site visits must be completed before the Call Back Day related to each site visit (e.g.: if the site visit is to be completed during Rotation 7, the site visit must be completed before Call Back Day 7).
- If performing a site visit in person at the clinical site, the part-time instructional faculty is responsible for observing and grading a student interaction with a patient, including history and physical exam skills and diagnostic capabilities. The part-time instructional faculty will also grade the student on their oral presentation and provide constructive feedback. Requires 2-3 hours per student depending on patient availability, patient complexity, and student level.
- If on-site, the part-time instructional faculty may need to register with security and should bring identification including wearing visible Pace ID. They should introduce themselves as Pace University-Lenox Hill Hospital Physician Assistant Program-NYC part-time instructional faculty to the staff at the site, including the student's preceptor. The student will ask the patient for permission to have the part-time instructional faculty observe the visit. The student should perform a history on a patient they have not already interviewed. After the student conducts the history and physical, the student and part-time instructional faculty will step away from the patient. The student will provide their assessment and plan. For the oral presentation, the part-time instructional faculty can either observe the student present to their preceptor, or the student can formally present directly to the part-time instructional faculty. The part-time instructional faculty will then provide feedback to the student based on the rubric. The student will provide the part-time instructional faculty with their drug cards and the part-time instructional faculty will quiz them using the cards.
- Prior to a virtual rounds/site visit, the part-time instructional faculty will be given a site visit orientation and training by the course coordinator including specific responsibilities and grading rubric. The part-time instructional faculty should return the completed rubric to the clinical program coordinator before the Call Back Day of that rotation. The part-time instructional faculty should notify the course coordinator immediately of any grade below 80.
- Sign up: each rotation, the clinical program coordinator will email any part-time instructional

Faculty that are responsible for site visits with a Site Visit Schedule, the address of the site the part-time instructional faculty will be visiting, and the date of the Call Back Day. This schedule is also available to the students. The students are responsible for contacting the fulltime faculty member or part-time instructional faculty responsible for their site visit to schedule a date and time for their visit.

- Part-time instructional faculty should contact the clinical faculty and the clinical program coordinator if a student does not contact you or if you have trouble contacting a student.
- Part-time instructional faculty are responsible for reporting their hours by email to the program manager within one week of site visit with the following information: part-time instructional faculty name, date of work, site visit site, number, and names of the students evaluated, and hours spent. The course coordinator must be copied on the email.

2. PAS 708: Case Presentation Grading

- Required for the student's elective rotation, an evaluative and teaching experience for a student.
- Case Presentation: student selects a case from their elective rotation that interests them. They create a visual presentation and present it to their peers as a learning exercise (approx. 20-30 minutes in length). They engage their peers in discussion of work up and differential diagnosis. The student then provides outlines of two specific differential diagnoses that were considered in this case. They then review the assessment, plan, and patient education, and then briefly discuss a relevant article. Students also submit a SOAP note on this patient.
- Students are expected to follow the guidelines in the syllabus. Students are encouraged to educate each other, and the part-time instructional faculty should feel free to ask questions that may stimulate discussion or facilitate learning.
- The part-time instructional faculty is responsible for grading each student on oral presentation, podium skills, peer interaction, literature research, differential diagnosis, and history and physical write up. Printed rubrics can be requested from the clinical staff associate and should be completed during the presentation and submitted directly to the clinical staff associate.
- The part-time instructional faculty will receive training on the specific cases from the course coordinator prior to the simulation. The part-time instructional faculty should notify the course coordinator immediately of any grade below 80.
- Prior to the start of the rotation, the part-time instructional faculty contacts the clinical program coordinator with their availability. Depending on student load, ½ day to 2 full days may be needed.
- The clinical staff associate coordinates the date, room, and sends the list to the part-time instructional faculty and the students.
- Any audiovisual problems can be reported to the clinical program coordinator and/or to the [Help Desk](#). These are usually answered in a timely manner.
- Hours and number of students should be submitted by email to the program manager as soon as possible. The course coordinator must be copied on the email.

3. PAS 702/703/706: Simulation Debrief

- Required for the student's Emergency Medicine, Women's Health, and Pediatrics rotations, an evaluative and teaching experience for the student. Clinical simulation experiences may take place virtually or in the Center for Excellence in Healthcare Simulation.
- Using a rubric, the part-time instructional faculty is responsible for debriefing simulated cases and providing constructive feedback to clinical year students in small groups. Students typically

present on a previous SP encounter from which they took a history, performed a physical examination, and have developed a differential diagnosis and plan.

- The part-time instructional faculty will receive training on the specific cases from the course coordinator prior to the simulation.
- Number of sessions and session duration varies depending on the number of students.
- On-site work will be recorded by the course coordinator and hours will be submitted for compensation. The part-time instructional faculty is not required to email hours for on-site work.

4. Clinical Year SOAP note/ H&P Grading

- Required for all of the student's rotations; an evaluative and teaching experience for student, requires approximately 20 minutes per student depending on type of clinical documentation; full History and physical vs. episodic (SOAP) note. The part-time instructional faculty is responsible for grading student documentation using rubric and offering constructive feedback.
- The part-time instructional faculty will receive training from the course coordinator on expectations for grading clinical documentation in that specific course. The part-time instructional faculty should notify the course coordinator immediately of any grade below 80.
- Hours and number of students should be submitted by email to clinical program coordinator as soon as possible after grading. The course coordinator must be copied on the email.

Important Contact Information

Academic Technology

The Office of Academic Technology serves the Pace community by integrating and supporting various instructional technologies for teaching and learning. The staff educates faculty and students about the effective use of these technologies, including learning management systems, web conferencing, lecture capture software and electronic portfolios. For additional information, visit [Academic Technology](#).

Information Technology Services (ITS) Help Desk

ITS representatives are available by phone, email, and live chat to assist you with any technology related questions or concerns. ITS provides remote, onsite, and walk-in service for hardware and software issues for Pace-owned equipment. You can contact the ITS Help Desk through the following mediums:

One Pace Plaza, Room W202

Telephone: (914) 773-3333

Online at [ITS Help Desk](#)

E-mail: pacehelpdesk@pace.edu

Educational Media

The Educational Media Centers (EMC) provide audio/visual services and media support throughout the university. This includes assisting the faculty and students in their academic endeavors.

161 William Street, 19th floor

15 Beekman, Room 810

One Pace Plaza, Room 204B

Department phone: (212) 346-1583

Visit [Audio Visual Support](#) for more information.

Computer Resource Centers

The Computer Resource Centers (CRC) provide open-access computer labs for anyone with an active MyPace Portal account. CRC software offerings include many popular word processing, spreadsheet, desktop publishing, graphics software and other packages as well as course-specific offerings for the Mac and PC.

One Pace Plaza, Room W202

Phone: (212) 346-1698

Visit [ITS Computer Labs](#) for more information.



Attestation of Understanding

I have reviewed the Pace University-Lenox Hill Hospital Physician Assistant Program-NYC Part-time Instructional Faculty Handbook. I have read the policies and procedures concerning the Physician Assistant Program and I understand my obligations to fulfill all requirements. I fully understand the information, have had an opportunity to have any questions answered and hereby agree to abide by the information concerning the Physician Assistant Program policies and procedures contained within these documents. Additionally, I agree to abide by the University rules and regulations as set forth in the University Graduate Catalog.

Part-time Instructional Faculty Signature

Part-time Instructional Faculty Name (Print)

Date

Academic Integrity Code Violation Reporting Form

This form may be used as the Document of Direct Resolution

Student's name: _____

Student University Identification Number: _____

Instructor or Complainant: _____

Course name and number: _____

If not a course, please describe: _____

Date on which the violation occurred: _____

Describe the nature of the student's violation of the Academic Integrity Code:

Describe the sanctions that shall be imposed by the instructor or complainant (additional sanctions may be imposed by the Academic Conduct Committee):

Both parties, the student and the instructor or complainant, are required to sign below.

I, (student's name) _____, acknowledge that the above statements are true and agree to the proposed sanction.

*Signature: _____ Date: _____

I, (instructor's name) _____, acknowledge that the above statements are true and approve of the proposed sanction.

Signature of instructor or complainant: _____

Date: _____

* If the charges described above have been discussed with the student and the student does not contest the charges, however, the student thereafter is not available to sign this form, this form may be filled out by the person initiating the charges and sent to the chair of the Academic Conduct Committee. Please explain the circumstances below:

Academic Conduct Committee Chair signature (if required)

Date