

# Volunteer Faculty Information Guide

Dear KUMC Volunteer Faculty Member,

The University of Kansas Medical Center values our Volunteer Faculty as important partners in fulfilling our mission to educate young physicians and professionals, and deliver high-quality health care to our community, state, and across the country. Offering and providing an exceptional educational setting and experience for all students and faculty, and participation by the volunteer faculty is extremely important in achieving our goal.

Volunteering at the Medical Center will make a difference in the lives of students, patients, and families. One of the most important influences on a student's career choice is on opportunity to watch, work and learn in an environment of expertise with committed and caring physicians and faculty. The approximately 2,500 Volunteer Faculty provide education service through preceptorships, grand rounds, classroom and laboratory instruction, research and other presentations. The Volunteer Faculty make a unique contribution to the Medical Center as a result of their diversity of opinion and their practical experience.

If you are a potential Volunteer Clinical Faculty looking for information, please take a few moments to review our documents and peruse our site. We appreciate your support of our academic programs.

**Robert M. Klein, PhD. Vice Chancellor for Academic Affairs**

For all matters pertaining to Volunteer Faculty, please contact  
Alexa Smith, Senior Coordinator for Faculty Affairs.

Email: [asmith5@kumc.edu](mailto:asmith5@kumc.edu)

Phone: (913) 588-2747

Fax: (913) 588-5242

Mailing Address:

3901 Rainbow Blvd, Mailstop 4009

Kansas City, KS 66160

## Faculty Appointment Information

### [Office of Academic Affairs](#)

- Academic Affairs oversees faculty appointment policies and the maintenance and processing of faculty records.
- Provides oversight of graduate programs in the Schools of Nursing, Allied Health and Medicine and the activities of the Offices of International Programs, Planning and Analysis and Postdoctoral Affairs, Schools and Continuing Education Opportunities

### [Office of Faculty Affairs](#)

- Maintains faculty records and processes all paperwork related to faculty appointments, promotion and tenure
- Maintains Handbook for Faculty and Unclassified Staff (visit the Faculty Affairs website for access to the Handbook)

## University of Kansas Medical Center Schools

### [School of Health Professions](#)

- See website for specific information regarding individual departments, programs and administration
- Online Allied Health documents, reports, and publications
- Individual websites for researchers in the school
- Continuing education courses available in person and online (fees apply)

### [School of Medicine](#)

- Online School of Medicine documents, reports and publications, including criteria for promotion and faculty development opportunities
- See website for specific information regarding individual departments, centers and administration
- Grand rounds for credit, free of charge
- Medical education programs available on a regular basis (fees apply)

### [School of Nursing](#)

- Academic Affairs provides oversight for undergraduate and graduate degree programs
- Office of Grants and Research coordinates nursing research activities
- Continuing education courses (fees apply)

## Services

### [A.R.Dykes Health Sciences Library](#)

- Access to [online content and databases](#)
- Personalized [consultations with Health Sciences Librarians](#)
- Professional Development Instruction
- Free printing
- Tech assistance in the Library at the Jayhawk Tech Clinic
- Multiple ways to get ready reference assistance 6am-10pm, M-F & Sat-Sun 8am-10pm :  
[Chat](#), [Email](#), Text:(913) 752-9733 (standard text chgs. apply) Phone: 913-588-7166
- Interlibrary loan service [Request Materials](#)

### [Kirmayer Fitness Center](#)

- Memberships are available for current faculty, staff, students, alumni and patients with a medical referral
- Cardio and strength training equipment, indoor track, salt water pool
- Racquetball and squash courts
- ACSM certified trainers on site at all times
- Fitness classes and 1-1 services available

### [KU Med Bookstore](#)

- Open Mon-Fri 9:00 a.m. to 5:00 p.m.
- Open Sat 9:00 a.m. to 1:00 p.m.
- Textbooks and Medical reference books
- Lab coats and scrubs
- Bargain books (general reading)
- KU gifts and clothing items

### [KU Medical Center Research Institute, Inc.](#)

- Information regarding grants and other resources for funding
- All aspects of clinical trials
- Proposal development
- Human Subjects Committee
- Animal Welfare Committee