Guide to the Classification of Osteopathic Faculty in the ADS Faculty Roster
Osteopathic Principles Committee

This instructional document was created to assist programs in the classification of osteopathic faculty members on the Accreditation Data System (ADS) Faculty Roster for the purposes of Osteopathic Recognition. This classification is available only to programs with Osteopathic Recognition or to programs with an open or submitted Osteopathic Recognition application.

Osteopathic Faculty Member Classification

Osteopathic Faculty Member, but not a Program Faculty Member
The faculty member will be visible to only the Osteopathic Principles Committee and not to the specialty Review Committee. These faculty members will need to satisfy the qualifications of an osteopathic faculty member as outlined in the Osteopathic Recognition Requirements, but will not be required to meet the specialty/subspecialty-specific faculty requirements. These faculty members, regardless of the hours they devote to the program, will not receive the ACGME Faculty Survey, but will be required to report osteopathic scholarly activity in ADS annually.

***Program Faculty Member and an Osteopathic Faculty Member***
The faculty member will be visible to both the Osteopathic Principles Committee and the specialty Review Committee. These faculty members will need to meet both the specialty/subspecialty-specific faculty requirements and the osteopathic faculty member qualifications outlined in the Osteopathic Recognition Requirements. These faculty members may receive the ACGME Faculty Survey and will be required to report osteopathic scholarly activity in ADS annually.

Program Faculty Member, but not an Osteopathic Faculty Member
The faculty member will not be visible to the Osteopathic Principles Committee. These individuals will not need to meet the osteopathic faculty qualifications outlined in the Osteopathic Recognition Requirements.

Updating the Classification of a Faculty Member Already Listed on the ADS Faculty Roster

1. Log into ADS. In the **Faculty** tab, click **View Roster**.
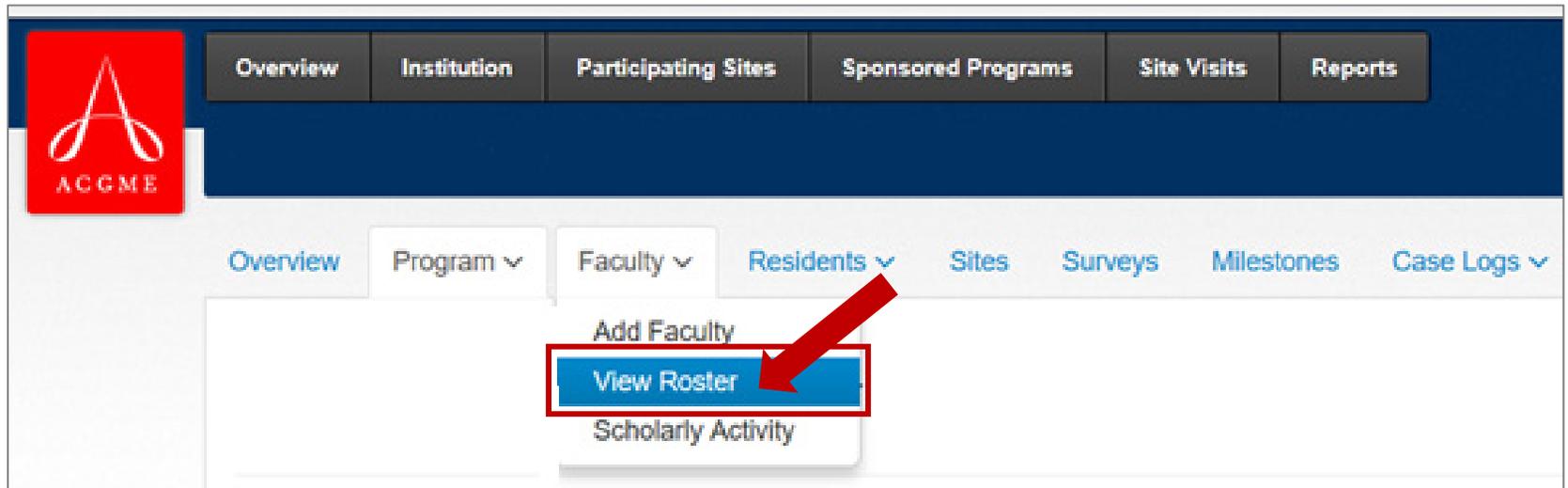
2. Identify the faculty member to be updated, and click **Edit** to the right of his/her name.

3. Scroll down to the section that asks the program to **Define the faculty member's role in the program with regard to Osteopathic Recognition**. If the selected categorization is not accurate, choose a more appropriate categorization from the drop-down menu.

Define the faculty member's role in the program with regard to Osteopathic Recognition:

Program faculty members provide specialty/subspecialty education to residents in the program and are subject to the faculty requirements established in the program requirements for the specialty/subspecialty.

Osteopathic faculty members provide osteopathic education to designated osteopathic residents and are subject to the osteopathic faculty requirements established in the Osteopathic Recognition Requirements.

Some faculty members may fulfill both roles.

Program faculty member, but not an osteopathic faculty member
Osteopathic faculty member, but not a program faculty member
Program faculty member and an osteopathic faculty member

Steps to Add an Osteopathic Faculty Member to the ADS Roster

All faculty members listed on the Supplemental Educator Form, which will be discontinued July 1, 2018, must be added to the Faculty Roster in ADS.

1. Log into ADS. In the Faculty tab, click **Add Faculty**.
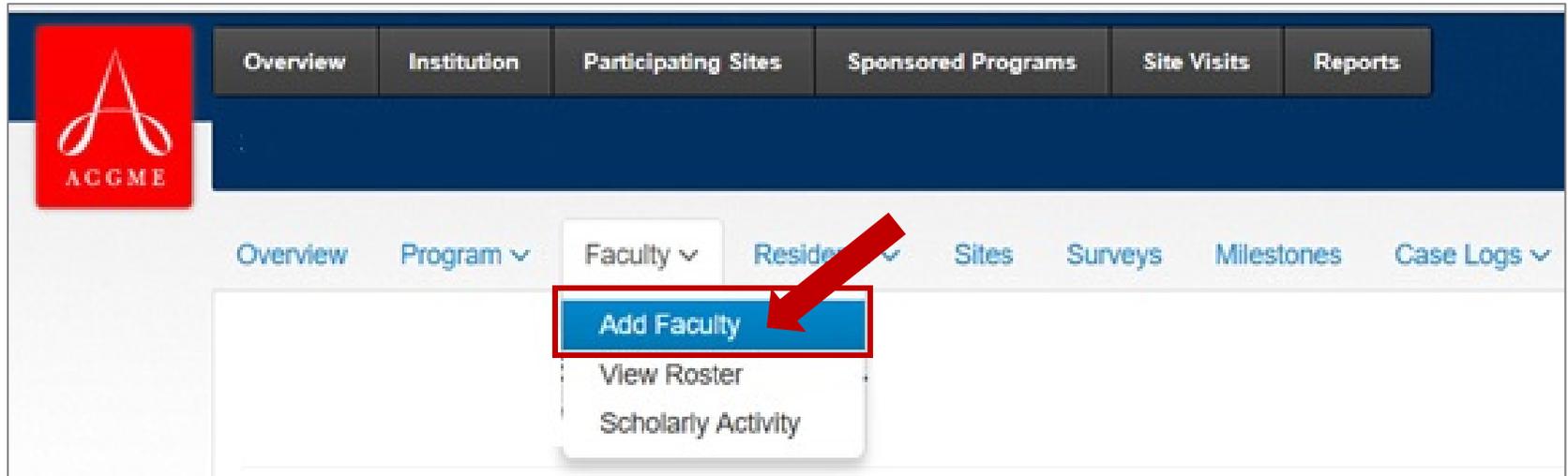
2. Enter the faculty member's first name, last name, and e-mail address, and click **Search** to see if the faculty member is already in ADS. A search must be completed before a faculty member can be added to the Roster.

Instructions

Enter a first and last name and email address and press **"Search"** to begin looking for the new Faculty Member. If there are multiple records for the same person, choose the one that appears to be the most accurate reflection of the person's current roles. If the person cannot be found using the search feature, click **"Add Missing Person"**.

Add an asterisk (*) for a wild card search.

Example: to search for John Smith or Jonathan Smith, enter **"J*"** for first name and **"Smith"** for last name.

Select the New Faculty Member   ✖ Cancel   **+ Add Missing Person**

| First Name | and | Last Name | and | E-mail Address | Search |

Name	E-mail	Role	Organization	
Please enter a name and press "Search" to begin looking for the new Faculty Member.				
Previous Page 0 of 0 Next				0 total matches

3. If the individual is not in the system, click **Add Missing Person**. The name and e-mail address entered in the search (Step 2 above) will be applied to the new faculty member profile.

Select the New Faculty Member				✖ Cancel	✚ Add Missing Person
Tiffany	and Moss	and tmoss@acgme.org	Search		

Name	E-mail	Role	Organization	
No results found. Click "Add Missing Person" to add a new person.				
Previous Page 1 of 0 Next				0 total matches

4. Indicate the new faculty member as a physician by selecting the appropriate radial button. Only physician faculty members may be identified as osteopathic faculty members.

‹ Back To Add Faculty (From Existing Personnel)

Add New Faculty Member ✖ Cancel Save Faculty Member

First Name:
Tiffany

Last Name:
Moss

Email Address:
tmoss@acgme.org

Is Physician?
◉ Yes ○ No
Physicians must have one of the following degrees: MD, DO, MBBCh, MBChB, MBBS.

5. **Define the faculty member's role in the program with regard to Osteopathic Recognition**. Select the osteopathic faculty categorization that is most appropriate.

   Note: Osteopathic faculty members previously listed on the Supplemental Educator Form are likely best categorized as **Osteopathic Faculty Member, but not a Program Faculty Member**.

   Define the faculty member's role in the program with regard to Osteopathic Recognition:

   Program faculty members provide specialty/subspecialty education to residents in the program and are subject to the faculty requirements established in the program requirements for the specialty/subspecialty.

   Osteopathic faculty members provide osteopathic education to designated osteopathic residents and are subject to the osteopathic faculty requirements established in the Osteopathic Recognition Requirements.

   Some faculty members may fulfill both roles.

   Program faculty member, but not an osteopathic faculty member
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6. Click **Save Faculty Member** and complete the form as directed.

   ‹ Back To Add Faculty (From Existing Personnel)

   Add New Faculty Member   ✖ Cancel   Save Faculty Member

   First Name: **Last Name:**
   Tiffany   Moss