

**UNIVERSITY OF HOUSTON
COLLEGE OF MEDICINE
ADMINISTRATIVE MEMORANDUM**

SUBJECT: Academic Program Continuity/Contingency Planning Procedure

I. PURPOSE AND SCOPE

- A. To ensure that during times of emergency, e.g. disease outbreak, hurricane/ tropical storm, other natural or manmade disasters, there is orderly process for continuity/contingency planning and necessary operational procedures for response.
- B. To delegate roles and responsibilities for contingency/continuity planning across the medical education program
- C. To ensure the academic program continuity/contingency planning complies with standards set forth for medical education programs by Liaison Committee on Medical Education (LCME).

II. BACKGROUND

Meaningful involvement in continuity/contingency planning at all levels of the academic program is important for seamless organization of academic resources and establishing operational procedures for activities. The determination of continuity/contingency plans must be accomplished in a way that ensures compliance with LCME standards as well to ensure delivery of medical education program objectives, preservation of standards of achievement, and maintenance of pre-determined levels of student support and identification of knowledge, skills, and performance.

III. POLICY

- A. Two levels of continuity/contingency planning
 - 1. There will be two levels of continuity/contingency planning.
 - a. Level One: One or multiple options for delivering the academic activities during the original curricular schedules.
 - b. Level Two: One or multiple options for delivering the academic activities outside of the original curricular schedules.
 - c. During continuity/contingency planning, both levels need to be given equal attention and consideration.
 - 2. The Office of Medical Education (OME) will work in collaboration with the Curriculum Committee, Student Affairs, and Course/Clerkship Directors to determine continuity/contingency plans for each level.
- B. Roles and responsibilities for continuity/contingency planning
 - 1. Per LCME Standard 2.3, the Dean of the College of Medicine, as its chief academic officer, has final authority and responsibility for the medical education program. Therefore, in accordance with and following University policy, restrictions, guidelines, and guidance, the Dean or Dean's proxy has the authority over the following steps:
 - a. Step 1: Initiate continuity/contingency planning
 - b. Step 2: Direct the level of continuity/contingency plan to be initiated
 - c. Step 3: Determine the timeframe for implementation of continuity/contingency plan
 - 2. The OME, Curriculum Committee, Student Affairs, and Course/Clerkship Directors will work collaboratively to:
 - a. Once directed by the Dean that continuity/contingency planning is needed, determine options for both Level One and Level Two continuity/contingency plans
 - b. Once directed by the Dean to initiate a plan at Level 1 or Level 2 for a certain time

frame, determine which option or options should go forth to the Curriculum Committee for approval.

- c. Once approved by the Curriculum Committee, to make needed preparations for implementation.

IV. MONITORING OF THIS POLICY

- A. The Dean or the Dean’s proxy will initiate and oversee all levels of continuity/contingency planning.

Approval History		
<i>Approver</i>	<i>Status</i>	<i>Date</i>
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