



## Faculty Liaisons

The Faculty Liaison Program, where a faculty member is appointed as the liaison for each entry-level class in the Doctor of Occupational Therapy, Doctor of Physical Therapy, and Doctor of Pharmacy (campus and distance pathways) within the School of Pharmacy and Health Professions, was implemented in the spring of 2002. The primary purpose of this program is to *keep the lines of communication open between students and faculty*.

Important guidelines for this program include:

- (1) Class officers and class members are encouraged to contact the faculty liaison with questions or concerns about their program of study.
- (2) The faculty liaison is to refer class officers and class members to the appropriate resource, person, office, or department of the School to address their questions or concerns. Because there are many offices and departments in the University, the faculty liaison serves as an important starting point for students to identify whom to contact. The faculty liaison is not a representative of the students – the liaison’s main role is to connect students to the resources they need and encourage them to voice their needs or concerns to the appropriate person.
- (3) The faculty liaison is to meet at least once each year with class officers and class members, except when they are on their advanced clinical experiences. The purpose of these meetings is to convey the School’s support of students as a class, discuss any successes or challenges they may be facing as a group, and identify steps to be taken to resolve the matter. The faculty liaison should appraise the department chair of the results of these meetings.
- (4) Like all faculty and staff in the School, class liaisons should guide students to familiarize themselves with the University’s and School’s policies and procedures. University policies and procedures are available at <http://www2.creighton.edu/studentervices/centerforstudentintegrity/> . The School of Pharmacy and Health Professions’ Policies and Procedures are available at <http://spahp2.creighton.edu/oasa/Polices%20Procedures%20Guidelines.aspx>.
- (5) The faculty liaison is to serve in that capacity until the class graduates from its professional program.

Faculty liaisons are encouraged to contact the Associate Dean for Academic and Student Affairs or the Director of Student Affairs at any time if they have questions or need assistance in identifying resources for the class and/or individual student.

Updated July 11, 2008