NEW FACULTY ORIENTATION

Office of Faculty Affairs and Professional Development

Thursday, October 29, 2015
SCHEDULE OF EVENTS

7:45 a.m.
Registration and Breakfast

8:00 a.m.
Welcome & Introductions
Virginia Delaney-Black, MD, MPH
Vice Dean of Faculty Affairs and Professional Development

8:10 a.m.
Dean’s Welcome
Jack Sobel, MD
Dean

8:30 a.m.
Career Development
Virginia Delaney-Black, MD, MPH
&
Linda Roth, PhD
Assistant Dean of Faculty Affairs
And Professional Development

10:15 a.m.
Educational Environment
Richard Baker, MD
Vice Dean of Medical Education

10:45 a.m.
Research Environment
Bonita Stanton, MD
Vice Dean of Research
&
Dr. Stanley Terlecky, PhD
Associate Dean-Biomedical Graduate Programs

11:15 a.m.
Lunch and Debrief
Dr. Delaney-Black
Dr. Roth & New Faculty

12:00 noon
Information Fair
Scott Hall Cafeteria
“AN ACADEMIC INSTITUTION’S FACULTY IS ITS GREATEST ASSET. THUS, THE RECRUITMENT AND PREPARATION OF THE NEXT GENERATION OF FIRST-RATE FACULTY OUGHT TO BE OF GREAT CONCERN TO ALL WHO ARE INVESTED IN MEDICINE.”

Bickel J. & Brown, A.J.
Academic Medicine 80:205, 2005
THE UNIVERSITY & SCHOOL OF MEDICINE

REPRESENTING THE UNIVERSITY & SOM

Remember: You represent the University and the SOM. When you speak publicly (even at specialty meetings), your words will be taken to represent those of the institution: Pick your words carefully!

COMMENTS TO THE MEDIA

If asked for an interview or quote, etc.

Please contact the Media Relations team for guidance. Their job is to keep you out of trouble! For more information contact:

Phil Van Hulle  pvanhulle@med.wayne.edu
FACULTY ROLES AND RESPONSIBILITIES

Our personal expectation? See each and every faculty member succeed and be happy in their careers at the WSU-SOM.

- Education/teaching
- Research/scholarly activity
- Clinical practice (if appropriate)
- Service/administration
  - Internal
  - External
Faculty Policies and Guidelines

- Conflict of Interest & Interactions
- Department Reviews
- Endowed Chairs and Professorship Reviews
- Joint and Secondary Faculty Appointments
- Professionalism (Code of Conduct)

Click to view the Compilation of Policies submitted to AMSA

Other School of Medicine or University Policies and Guidelines

- Emeritus Guidelines
- Equal Opportunity
- Promotion and Tenure Factors
- Research Space
- SOM Faculty Senate By-Laws, 2013
- Scientific Misconduct
- Student Mistreatment Policy

Other Documents

- ELAM Fellowship Applications
- GWIMS Professional Development Applications
- Sabbatical Leave

WSU AAUP FT Contract

- AAUP-AFT Contract
INSTITUTIONAL RESPONSIBILITY

Provide environment & resources for faculty success:

YOU NEED TO TAKE ADVANTAGE
OF THE OPPORTUNITIES WE OFFER
PLANNING YOUR CAREER DEVELOPMENT

- Start planning for promotion ± tenure now
- Learn the rules for P&T at WSU
- Keep your CV updated
- Find a mentor - or more than one; if you don’t have one already, we can help
- Document all activities
- Keep items that provide positive feedback
DOCUMENTATION FOR PROMOTION AND TENURE

P&T Portfolio:
✓ Scholarship/Research
✓ Education
✓ Service
✓ Administration/Leadership

Keep your CV up to date
Remember to document mentees and their accomplishments

Keep it! If you are not certain- save it!
MENTORING

- Every junior faculty member must either choose or be assigned one or more mentors
- Interactions should occur consistently,
  - A mentoring plan developed
  - Deadlines met
  - Outcomes reported
- Organized at Department level, but will be tracked through the OFA
- Departmental Faculty Development Liaison (DFDL) Role
The Unwritten Curriculum: How to .......

- Teach
- Write an abstract
- Give a talk
- Make readable slides
- Speak with lay public *(so they understand)*
- Be culturally aware/sensitive
- Get scholarship published
ACTION STEPS

- Plan ahead, so there are no surprises
- Keep an open mind – almost any work can be a source of “scholarly activity”
- Look for collaborative opportunities
- Take advantage of faculty development, e.g., OFA Workshops: MedEdPORTAL
MedEdPORTAL is a free peer-reviewed online publication service and repository for medical and oral health teaching materials, assessment tools, and faculty development resources.

All copyright and patient privacy issues are addressed during the submission process so users around the globe can download and utilize any and all of the published resources for educational purposes without legal infringements.

You may contribute materials and participate in peer review as an author or reviewer.

To access MEDEDPORTAL, go to: https://www.medportal.org/
FACULTY APPOINTMENTS

- Full-Time Equivalent (FTE)
  - Salaried personnel, employed by the WSU School of Medicine (SOM)

- Full-Time Affiliate (FTA)
  - Faculty employed by a WSU affiliate (e.g., Detroit Medical Center, Henry Ford Health System, Oakwood, Providence, etc.), with same appointment and P&T requirements as FTE

- Voluntary
  - Not employed by WSU SOM; role is to see patients and teach medical students

For more information:
http://facaffairs.med.wayne.edu/faculty_appointments.php
Successful candidates may be appointed on one of the following four tracks:

- Clinician Educator
- Research Educator
- Research
- Clinical Scholar

Specifications:
http://facaffairs.med.wayne.edu/promotion_tenure2.php
You should know about the following documents:

- WSU AAUP contract
- Letter of Offer
- Factors for P&T
- Selective Salary Review (Mandatory)
- Annual Review Process: non-tenured TT
- School of Medicine Bylaws

These forms are available on the Office of Faculty Affairs Website at: http://facaffairs.med.wayne.edu/
LETTER OF OFFER

TAKE OUT YOUR LETTER OF OFFER AND READ IT.
FACULTY TRACKS

- Know your appointment track!
  - Research-Educator (may have a tenure line)
  - Clinical Scholar (may have a tenure line)
  - Clinician-Educator (non-tenure track)
  - Research (non-tenure track)
- FTA (same four tracks but all are non tenure tracks)
- Voluntary (no tracks)

- Refer to the Factors for Promotion
- Track should have been stated explicitly by the Chair in the Letter of Offer, which you signed at the time of appointment;
- Criteria for appointment & promotion are rank & track specific
FACULTY TRACKS - NUANCES

- What is the probationary period
  - To whom does it apply?
  - Extensions - “Stopping the Clock”

- Timelines for Promotion
  - “Going up early”

- Raise attached to promotion
- Significance of Tenure
PROMOTION AND TENURE (P & T)

- Start preparing NOW
- P&T 101 – Seminars January-May annually, cover different aspects of the promotion (± tenure) process
- Everything we cover here today has to do with career & its advancement ≈ P&T
- Missing the meeting: See our website for recordings and slides

http://facaffairs.med.wayne.edu/workshop.php
THE P&T PROCESS OVERVIEW

- Who makes the decisions?
  - Department P&T Committee
  - The SOM P&T Committee (EC) → Dean
  - WSU P&T Committee → Provost [→Board of Governors]

- What documents do they need?
  - The CV is only part of the story
  - Personal statement, teaching portfolio, external funding grid, publications

- What are your chances? Your job is to optimize your chances.

- How many publications do you need?

- Myths and misperceptions abound; ask for information.
WSU SOM PROMOTION & TENURE PROCESS

Department Chair

Faculty

Promotion Dossier

Department Process/P&T Committee*

Office of Faculty Affairs

SOM P&T

University P&T

* Only if the department has ≥ 3 tenured faculty members
WSU SOM PROMOTION & TENURE PROCESS

DFDL

Department Chair

Faculty Candidate

Promotion Packet

Department Process/ P&T Committee*

Office of Faculty Affairs

SOM P&T

University P&T

Division Chief

Senior Faculty/ Selective Salary Committee

* Only if the department has ≥ 3 tenured faculty members
WSU SOM PROMOTION & TENURE PROCESS

Faculty Member

OFA

DFDL

Department Chair

Division Chief

Senior Faculty/ Selective Salary Comm.

Mentor

Faculty Candidate

Promotion Packet

Department Process/ P&T Committee*

Office of Faculty Affairs

SOM P&T

University P&T

* Only if the department has \( \geq 3 \) tenured faculty members
ITEMS P&T COMMITTEES LOOK FOR

- **Record of accomplishment as outlined in CV**
  
  You are in control of this, and you can start right now!

- **Published evidence of scholarly achievement**

- **Personal Statement – tell them who you are**

- **Provided by others:**
  
  - Department Chair Letter
  - Department P&T Committee Evaluation
  - Learner evaluations
  - Evaluation by peer references (External Letters) CV
Curriculum Vitae = The path of one's life

The CV is a **snapshot** of the individual's **entire professional life**, and therefore should **accurately** reflect all major activities relevant to the profession, throughout the individual's career.

This includes **everything**, from prior faculty appointments, to committees and assorted responsibilities.

*Inaccuracies jeopardize credibility.*
CV FORMATTING

- Use the template on the Faculty Affairs website: http://facaffairs.med.wayne.edu/faculty_forms.php
  - Dates in a column to the right
  - List items in reverse chronology within each category
  - Number pages
  - Number lists from publications forward
  - Emphasize/format new sections consistently
  - Highlight your name
  - Annotate papers if not first, last or corresponding author
The personal statement allows you to “speak” to the reviewer and explain in simple terms who you are, what makes you tick, what makes you different.

- Don’t repeat what is in CV or papers
- Explain any gaps or weaknesses
- Discuss your long term/career trajectory

The OFA offers workshops on effectively ‘Preparing Your Personal Statement’… Please see the schedule for dates & registration.
RE & CS must have a well defined focus of interest with accomplishments following a sustained trajectory over time

- Publications: Peer-reviewed articles & book chapters
- Presentation of scholarly papers
- Research Funding (if applicable) – essential for RE & CS
- Activity in professional societies
- Appointments as editor, reviewer, and referee
- Patents, procedures and methods
- Consulting activity
- Electronic publishing
“Activities not directly related to teaching, research, or patient care.”

Example: Committees, task forces, lay education

- Department
- School of Medicine
- University
- Professional Organizations
- Community, church or volunteer group
  - Only of it relates to work
TEACHING DOCUMENTATION

- **Teaching Grid**
  Annual documentation of teaching activities and outcomes

- **Teaching Portfolio**
  Promotion/Tenure documentation of cumulative “landscape” of your teaching, teaching activities and outcomes
  
  - The OFA offers workshops to help you ‘Document Your Teaching’ effectively
# Quantitative Teaching Summary for Each Year

- Submit 3 years’ grids annually for merit review
- For P& T, submit all grids since appointment or promotion

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<thead>
<tr>
<th>Type of Teaching Activity and Type of Learner(s)</th>
<th>Your Role</th>
<th>Total # of contact hours this year</th>
<th>Total # Hours (in preparation this year)</th>
<th>Total # of Learners</th>
<th>Evaluation:</th>
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TEACHING

Document **ALL** Teaching Activities & Achievements

*For Clinical Faculty:* This can be particularly challenging since much of your teaching just “happens” – make sure you keep track

- Supervisor, peer and student evaluations
- Range of courses taught
- Mentoring and advising activities
- Course development
- Instructional innovation
- Curriculum design
- Teaching awards
- Student success after graduation
- Post-graduate students / residents ~ peer status
- Peer recognition as an excellent teacher
View or access information on Promotion & Tenure, go to: http://facaffairs.med.wayne.edu/promotion_tenure2.php
To view recorded courses or obtain course materials from previous workshops, go to: http://facaffairs.med.wayne.edu/workshop.php
To view or register for upcoming courses, workshops, and seminars, go to: http://facaffairs.med.wayne.edu/prof-dev-opp.php
SCHOOL OF MEDICINE WORKSHOPS

Faculty Affairs
Monthly, January – May
Annual Review and
P & T 101

Professional Development
Monthly Year-round
Library & Computer Resources, Work/personal life management topics
PROFESSIONAL & ACADEMIC DEVELOPMENT (PAD) SEMINARS

- Sponsored by WSU and SOM

- Take place at OVPR’s Office near Welcome Center, or at SOM Margherio

- Highlight Research and Career Development Topics
To access the Division of Research Seminars and Training, go to:
http://www.research.wayne.edu/seminars-training/index.php
To access the WSU Office of Teaching and Learning, go to:

http://www.otl.wayne.edu

FD4ME – online resource

Stanford Medical Teaching Course - Offered yearly
Contact: Linda M. Roth, PhD
lroth@med.wayne.edu
Available to Wayne State faculty, residents, and affiliated faculty at no cost for one year from October 1, 2015 to September 30, 2016.

- No registration fees!
- Full access to all modules!
- Free continuing medical education or certificates of completion!

To access FD4ME Modules, visit [http://www.fd4me.osu.edu/ws](http://www.fd4me.osu.edu/ws)
Train-the-Trainer Sessions, November 13 and February 12

1. Adult Learning Theory: Premises and Practices
Date and Time: Friday Nov. 13, 2015 from 1:30 – 3:30 p.m.
Location: Margherio Conference Room in the Mazurek Commons Building
Facilitators: Heidi Kromrei, PhD (Detroit Medical Center) and Bill Solomonson, PhD (Oakland University)

2. The Practical Side of Feedback
Date and Time: Friday Feb. 12, 2016 from 1:30 – 3:30 p.m.
Location: Margherio Conference Room in the Mazurek Commons Building
Facilitators: Maria S. Kokas, PhD (Henry Ford Health System)

To register, visit
http://www.facaffairs.med.wayne.edu/fd4me.php
CAREER DEVELOPMENT...

- Read the *Rules* (*Factors*)
- Document Everything:
  - Up-to-date CV
  - Annual Activity Summary
  - Examine: grid; scholarship examples; portfolio guidelines
  - **Save teaching evaluations** and obtain letters
- Use Annual Reviews wisely
# Faculty Affairs & Professional Development

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<tr>
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