DoM Faculty Development Academy

Expectations for Coaches and Academy Members

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Overview:

The Department of Medicine Faculty Development Academy provides supplemental mentoring to its members, who are junior faculty pursuing careers in one of four branches:

* Basic/Translational Research Branch
* Clinical/Health Services Research Branch
* Education Scholars Branch
* Clinician-Teacher Branch

See: <https://medicine.duke.edu/faculty/faculty-development/faculty-development-academy>

Coach activities.

* Meet with Academy members quarterly.
	+ For Basic/Translational, Clinical/Health Services, and Education Scholar Branches, 1:1 meetings with 3-4 members per coach.
	+ For Clinician-Teacher Branch: coaches will either meet 1:1 or in small groups comprising multiple coaches and members. In addition, coaches will provide quarterly branch-specific activities on topics of particular relevance to its members.
* Attend quarterly meetings of all Branch chairs and coaches with Laura Svetkey; provide updates on your members and bring questions, suggestions, and concerns to the meeting.
* Attend the annual meeting of Academy coaches and branch chairs with Dr. Cooney. (These meetings will usually coincide with one of the quarterly meetings).
* Attend sessions of the DoM [Career Development Seminar Series](https://medicine.duke.edu/faculty/faculty-development/career-development-seminar-series) and encourage Academy members to attend. At least two coaches from each branch should attend. The branch chair should ensure that coaches will attend.
* Attend all-Academy events when they occur; assist with planning and logistics of these meetings. (These events will usually coincide with a Career Development Seminar Series event).
* Review post-session survey data and advise Svetkey/Ward on future CDSS sessions
* Make recommendations for changes, additions, deletions, and new initiatives for the Academy
* Note: All scheduling, communications, and logistics are supported by Kim Dorman, special assistant in Dr. Svetkey’s Office for Faculty Development and Diversity.

Member responsibilities:

* Attend 1:1 and branch-specific meetings with coaches.
* Attend at least 75% of Career Development Seminar Series events.
* Attend at least 75% of all-Academy and Branch-specific events.
* Complete annual survey.
* Notify coach, branch chair, and/or Svetkey of questions, concerns, and/or suggestions about the Academy.

Goals of meetings with coaches (examples, not exhaustive)

* Review and advise re Individual Development Plan (IDP)
* Review and advise re CV and intellectual statement
* Identify and discuss potential barriers to career success
* Review progress and advise on the APT process
* Provide general guidance on the skills necessary for an academic career
* Provide specific guidance as needed to promote the successful completion of academic projects
* Provide members with information about resources for career and personal development, well-being, conflict resolution, etc.

 Goals of pod meetings (examples, not exhaustive)

* APT for clinician-teachers
* Developing your mentorship team
* Developing a clinical niche
* Establishing a regional and national reputation for referrals
* Working effectively with nursing staff and nursing leadership
* Leading teams
* Financial considerations
* Interacting with clinical research (ResearchNavigator presentation)
* Additional topics from coaches and members