DoM Faculty Development Academy

Expectations for Coaches and Academy Members

Updated: July 2023

Distributed by: Carla W. Brady, MD MHS, Vice Chair for Faculty Development

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 with members 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 Dr. Brady; 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) (CDSS) 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 CDSS event).
* Review post-session survey data and advise Dr. Brady on future CDSS sessions
* Make recommendations for changes, additions, deletions, and new initiatives for the Academy
* Note: Scheduling, communications, and logistics are supported by Pamela G. Williams, Sr. Program Coordinator in Dr. Brady’s Office for Faculty Development.

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 Dr. Brady 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 promotion and tenure 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 branch-specific/small group meetings (examples, not exhaustive)

* Promotions and tenure process
* 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
* Additional topics from coaches and members