

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.
 - For Clinician-Teacher Branch, meetings of small group (“pods”) of 5-10 members. Members who are mid-career new faculty from other institutions will also meet 1:1 with a coach. Others may request a 1:1 meeting, accommodated based on availability of the coach
- Attend quarterly meetings of all Branch chairs and coaches with Laura Svetkey; provide updates on your members and bring questions, suggestions, concerns to the meeting.
- Attend 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](#) and encourage Academy members to attend.
- Attend all-Academy events (1-2 per year); 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, 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:

- For Basic/Translational, Clinical/Health Services and Education Scholar Branches: Schedule quarterly 1:1 meetings with coach.
- For Clinician-Teacher Branch Schedule: attend quarterly “pod” meetings.
- 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 1:1 meetings (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 successful completion of academic projects
- Serve as a repository of 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