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 three branches:
- Basic/Translational Research Branch
- Clinical/Health Services Research Branch
- Education Scholars Branch
See: https://medicine.duke.edu/faculty/faculty-development/faculty-development-academy

Coach activities:
- Meet 1:1 each quarter with 3-4 members assigned to you by the Branch chair.
  Scheduling is supported by Kim Dorman in Dr. Svetkey’s Office for Faculty Development and Diversity.
- 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 (see https://medicine.duke.edu/faculty/faculty-development/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

Member responsibilities:
- Schedule quarterly 1:1 meeting with coach.
- 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 or concerns about the Academy

Goals of 1:1 meetings of member + coach
- 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.