



BRIGHAM AND
WOMEN'S HOSPITAL

C E N T E R F O R



Faculty Development & Diversity

Sharing strategies. Supporting careers.

Open Forum Regarding HMS Faculty: New Guidelines for Instructor & Part-time Appointments

Maureen Connelly, MD, MPH
Dean for Faculty Affairs, HMS

CFDD Monthly Flyer

Register for our programs
at the BWH Health Events
Calendar:

www.brighamandwomens.org/calendar

Sign up to receive our
monthly e-bulletin
CFDD Highlights!

May 2014



Open Forum: New HMS Faculty Guidelines for Instructor and Part-Time Appointments

May 1 • 4:30–6:00pm • Carrie Hall

Office for Women's Careers Annual Spring Luncheon

May 6 • 12:00–1:30pm • Shapiro Breakout Room

BWH Postdoc Association Coffee Hour

May 8 • 9:00–10:00am • HHMI Conf. Room

Dual Career Couples: How Do They Do It?

May 9 • 12:00–1:30pm • Carrie Hall

Insights for Investigators:

Grant Writing Tips & Strategies for NIH R01s

May 12 • 12:00–1:30pm • Carrie Hall

Responsible Conduct of Research Rounds: Authorship

May 15 • 4:30–5:30pm • Shapiro Breakout Room

Society for Multicultural Women in Medical Sciences: Building Negotiation Capacity

May 19 • 5:00–8:00pm • OBC 4002B

Postdoc Mentoring Circles Program Celebration

May 21 • 4:30–7:00pm • Carrie Hall & PBB Lobby

OMC Meet the Faculty Dinner with Dr. Ali Salim

May 21 • 6:00–8:00pm

Brigham Leadership Program Final Presentations & Graduation

May 22 • 3:00–7:00pm • Barnstein Amphitheater

URM Residents & Fellows Networking Mixer

May 27 • 6:00–8:00pm • Boston BeerWorks, Fenway

Responsible Conduct of Research Rounds: Data Acquisition, Management & Tools

May 28 • 12:00–1:00pm • Shapiro Breakout Room

Junior Faculty Women's Career Development Roundtable

May 29 • 12:00–1:30pm • OBC 3-014B

Career Advancement Program for Scientists: Science Communications Career Panel

May 30 • 12:00–1:30pm • Carrie Hall

All events are sponsored by:

Center for Faculty Development & Diversity (CFDD)

And its affiliated offices:

Office for Multicultural Faculty Careers (OMC)

Office for Research Careers (ORC)

Office for Women's Careers (OWC)

Contact Us:
BWHCFDD@partners.org
617-525-7646

Co-sponsored with the
Biomedical Research Institute

Research Connection LIVE Lunch
May 19, 12:00-1:00pm, Carrie Hall

Career Building in a Research Hospital
May 9, 12:00-1:00pm, Shapiro Board Room



May 20, Hynes Convention Center
FREE registration

PLEASE REGISTER ONLINE:

www.brighamandwomens.org/calendar



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Academic Advancement Resources

- 📖 HMS OFA Website for Faculty Promotions
 - 📖 General Info & New Guidelines: facultypromotions.hms.harvard.edu
 - 📖 CV Resources: cv.hms.harvard.edu/
- 📖 BWH Departmental mentors, chiefs, members of the P&R Committees
- 📖 Center for Faculty Development & Diversity
<http://www.brighamandwomens.org/cfdd>

CFDD Resources for Faculty & Fellows

A myriad of resources available on our website:

www.brighamandwomens.org/cfdd

- Fellowships and Awards
- Academic Advancement criteria, videos, templates
- Work/Life balance assistance
- CV Consultations
- MUCH MORE!

CFDD Contact Information



Center for Faculty Development & Diversity

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Office for Women's Careers

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Overview of Part-time and Instructor Appointments in the Faculty of Medicine

Fundamental Principle

- Teaching should be recognized with a faculty appointment
- All those holding faculty appointments should be engaged in teaching in the greater HMS community

Evaluation for Teaching and Education

AREA OF EXCELLENCE

TEACHING AND EDUCATION

SUPPORTING ACTIVITIES



- All faculty are evaluated for contributions to teaching at Harvard and its affiliates
 - Specifically note teaching of Harvard medical, dental and graduate students
- Degree of contribution considered
- Educational activities are broadly defined
- Expected that almost all faculty will contribute to teaching

Why reconsider titles?

- Expansion of clinical operations/relations
- LCME requirements
- Inadequate criteria
- Incorrect title
- Evolving rationale for part-time appointments



Goals

- Accurately describe what people do
- Evaluate faculty for the same titles by the same standards
- Ensure that those who hold titles contribute through teaching

Guiding principles

- Minimal expectation for an appointment: teaching within the Harvard community for 50 hours per year
- Full-time faculty should work at least close to full-time for a primary HMS/HSDM affiliate
- Part-time faculty with ladder titles should have at least a nominal (i.e., 1 day per week) relationship with a primary HMS/HSDM affiliate
- Lecturer and senior lecturer titles are appropriate for others who meet the teaching expectations

Harvard Medical School Teaching Affiliates

- Beth Israel Deaconess Medical Center
- Boston Children's Hospital
- Cambridge Health Alliance
- Brigham and Women's Hospital
- Dana Farber Cancer Center
- Harvard Pilgrim Health Care Institute
- Hebrew SeniorLife
- Joslin Diabetes Center
- Judge Baker Children's Center
- Massachusetts Eye and Ear Infirmary
- Massachusetts General Hospital
- McLean Hospital
- Mount Auburn Hospital
- Schepens Eye Research Institute
- Spaulding Rehabilitation Hospital
- VA Boston Healthcare System

Overview: Level of work commitment required for specific titles

- **≥ 4 days** per week: may be considered for a full-time ladder appointment (e.g., Associate Professor); may spend up to 1 of those 4 days working at an ‘affiliate of an affiliate’
- **1 to < 4 days** per week: may be considered for a part-time ladder appointment (e.g., Associate Professor, Part-time) if at least 1 day at a primary affiliate
- **<1 day** per week at a primary affiliate: Lecturer or Senior Lecturer
- Exceptional pathway for global and community health roles

Faculty Appointment Options

| | Ladder, full-time | Ladder, part-time | Core, non-Ladder |
|--------|--------------------------------------|---|---|
| Annual | Instructor | Instructor, Part-time | Lecturer |
| Term | Assistant Professor (3 year term) | Assistant Professor, Part-time (3 year term) | Lecturer (3 year term) |
| | Associate Professor (5 year term) | Associate Professor, Part-time (5 year term) | |
| Senior | Professor (indefinite duration) | Professor, Part-time (5 year term) | Senior Lecturer (1 year and 3 year term) |

Example:

Junior Faculty Appointment

| | Full-time, Ladder | Part-time, Ladder | Core, non-Ladder |
|---------------------------|---|--|---|
| Time at primary affiliate | ≥ 4 days per week* | < 4 days but at least 1 day | <1 day per week (could be as many as 5 days per week) |
| Title | Assistant Professor | Assistant Professor, part-time | Lecturer |
| Criteria | As per 'blue book' for full-time appointments plus 50 hours teaching per year | As per 'blue book' for <u>full-time</u> appointments plus 50 hours teaching per year | 50 hours of teaching per year |

* May work up to 1 of the 4 days at an 'affiliate of an affiliate'

Case scenario #1

- Currently Assistant Professor, working three days at Brigham and Women's Hospital, two days at South Shore Hospital
- HMS title: still Assistant Professor

Case scenario #1a

- Currently Assistant Professor, working two days at Brigham and Women's Hospital, three days a week at South Shore Hospital
- HMS title: Assistant Professor, Part-time (as of 7/1/14)

Case scenario #2

- Currently Assistant Professor, working four days at Brigham/Faulkner Hospital
- HMS Title: Assistant Professor

Case scenario #3

- Currently Assistant Clinical Professor working 5 days a week at Newton Wellesley Hospital
- HMS title: Assistant Professor, Part-time (as of 7/1/14)

Case scenario #4

- New clinical employee at South Shore Hospital, five days per week
- No teaching of anyone associated with HMS
- HMS title: none

Case scenario #4a

- New clinical employee at South Shore Hospital, five days per week
- Teaching in Patient-Doctor I at HMS or teaching BWH residents at least 50 hours per year
- HMS title: Lecturer

Highlights of Instructor Policy

- **Expectations:**
 - Faculty member
 - Department
 - HMS
- **Explicit commitment to:**
 - Teaching
 - Mentorship
 - Annual Career Conference
- **Promotion** based on meeting criteria, not length of service
- **Five years:** comprehensive review
- **Ten years:** option for Longer Service promotion

Faculty engaged in academic global and community health activities

The Department Head may request a full-time or ladder appointment (for those otherwise not eligible) by explaining in an annual letter reviewed by the Global and Community Health Appointments Committee (GCHAC):

- 1) nature of the off-site activities and how they relate to the HMS mission
- 2) distribution of effort at all entities
- 3) Harvard teaching role, including level of effort and types of Harvard students/trainees/peers taught
- 4) expected duration of offsite activities
- 5) source of salary, if applicable
- 6) institution(s) managing candidate's grant(s), if applicable
- 7) academic affiliations or titles other than at Harvard
- 8) individual responsible for oversight/mentorship of faculty member and mentorship plan, particularly while off-site

Implementation

- Requirements for teaching and location of effort will take effect for all appointments initiated or **annual** appointments renewed as of **7/1/15**
- Those with current term (assistant or associate) or senior ranks will retain them unless no longer teaching
- Change in part-time titles take effect **7/1/14**
- Global and community health appointment committee will start 7/1/14
- Training for administrative staff: spring and summer of 2014
- Release of new appointment handbook 2014