



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

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Dean for Faculty Affairs, HMS

# CFDD Monthly Flyer

Register for our programs  
at the BWH Health Events  
Calendar:

[www.brighamandwomens.org/calendar](http://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](http://www.brighamandwomens.org/calendar)



Sharing strategies. Supporting careers.



# Academic Advancement Resources

- 📖 HMS OFA Website for Faculty Promotions
  - 📖 General Info & New Guidelines: [facultypromotions.hms.harvard.edu](http://facultypromotions.hms.harvard.edu)
  - 📖 CV Resources: [cv.hms.harvard.edu/](http://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](http://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

[BWHCFDD@partners.org](mailto:BWHCFDD@partners.org)

617-525-7646



## Office for Research Careers

[BWHORC@partners.org](mailto:BWHORC@partners.org)

617-525-9323



## Office of Multicultural Faculty Careers

[BWHOMC@partners.org](mailto:BWHOMC@partners.org)

617-525-9324



## Office for Women's Careers

[OWC@partners.org](mailto:OWC@partners.org)

617-723-8595

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

# Fundamental Principle

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- 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

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- 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

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- 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

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- 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

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- **≥ 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

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	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	$\geq 4$ 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

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- 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

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- 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

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

# Case scenario #3

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- 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

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

# Case scenario #4a

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- 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

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- **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

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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

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- 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