**HMS Faculty**

**Office of Faculty Development**

**Boston Children’s Hospital**

**Annual Career Planning Conference 2023 – 2024 Faculty Form**

Each Faculty member should schedule a Career Planning Conference with their Department/Division/ Program Chair/ Faculty Mentor, or Departmental Designee and update the HMS CV before April 1st each year. The dialogue should address (1) your career progress and goals for the coming year, as applicable, in clinical care, teaching, research, administration, membership and leadership in societies/professional organizations, work/life balance, and community outreach; (2) preferred timing of milestones in your career trajectory and changes desired in the balance of activities and career/academic workload; and (3) skills and resources needed to accomplish your goals.

Name of Faculty: \_\_ \_ Division/Department/Program

**Part I** To be completed by the Faculty member BEFORE the conference. Take your CV highlighted with accomplishments during the past year. CV instructions: <https://fa.hms.harvard.edu/faculty-medicine-cv-guidelines>

**A. Academic and Career Accomplishments during this past year (Highlight on CV)**

|  |  |
| --- | --- |
| **Please put an X in the box if in the past year you have accomplishments in this area:** | **X** |
| Publications, guidelines, web resources, syllabi | [ ]  |
| Abstracts accepted or presented | [ ]  |
| Member of any committees or editorial boards, ad-hoc reviewer | [ ]  |
| Member of BCH and/or HMS teaching academy | [ ]  |
| Honors and/or awards | [ ]  |
| Presentations, Visiting Professor lectureships | [ ]  |
| Courses taught | [ ]  |
| Grants, patents, support | [ ]  |
| Research or grant review panels, IRB | [ ]  |
| New diagnostic, surgical, technical skills | [ ]  |
| Administrative positions | [ ]  |
| Community service, outreach, or patient education | [ ]  |
| Activities contributing to diversity | [ ]  |
| Activities contributing to wellness | [ ]  |
| Other, such as course work, degree (MBA, MS, MPH), or urban, community, global health project | [ ]  |

1. a) \*What is your approximate allocation of work time at present? Please rank order activities in which you spend time (1 for most time spent during an average week, 5 least time**).**

Patient Care \_\_\_\_ Teaching\_\_\_\_ Research\_\_\_\_ Administration \_\_\_\_ Other \_\_\_\_ (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) \*Teaching Hours for the period 7/1/2022- 6/30/2023 were

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Hours Teaching Students in Courses** | **Hours** **Formal Teaching Residents, Fellows,** **Post-Docs** | **Hours Clinical Supervision and Training** | **Hours Research Supervision and Training** | **Hours Formal Teaching of Peers** **(e.g., CME)** | **Hours of Local Invited Presenta-tion(s)** | **Hours****Mentoring****Trainees and Peers** | **Hours****Education Administration and Service** |
|   |   |   |   |   |   |   |   |

2. What were your most important goals for this past year? Check which ones you feel you have met.

3. Which Area of Excellence most closely matches your career trajectory?

[ ]  Investigation

[ ]  Clinical Expertise and Innovation

[ ]  Teaching and Educational Leadership
[ ]  Not Sure

4. \*Do you understand the HMS promotion criteria for advancement in your career trajectory specified above? Select one.

[ ]  Yes [ ]  No [ ]  Somewhat Comments:

**B. Mentoring**

1. List your community of mentors/professional development support at Boston Children’s Hospital and other institutions. What role does he/she play in your career development?

|  |  |  |
| --- | --- | --- |
| **Institution** | **Mentor Name** | **Role** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

2. If you have mentees, list, give your role, and any skills you need to mentor effectively.

|  |  |  |
| --- | --- | --- |
|  **Mentee Name** | **Your Role** | **Additional Skills You Need** |
|       |       |       |
|       |       |       |
|       |       |       |

**C. Career Trajectory and Timeline for Completion of Goals**

\* List your 2-3 goals for the upcoming year:

1. Clinical Expertise and Innovation

 Clinical care/Surgical techniques/Clinical innovation:

 Publications (reviews, chapters, books):

 Societies/professional organizations:

2. Investigation

Grants, Grant writing (outline pending grants):

 Publications, abstracts:

 Review panels, editorial boards, societies:

3. Teaching and Educational Leadership:

4. Administration and Institutional Leadership/Service:

5. Patient Education and Service to the Community:

6. Work/Life Balance:

**D. Resources**

1. What institutional/departmental resources have helped you to achieve your goals?

2. What challenges did you have?

3. What institutional/departmental resources and skills do you need to help you achieve your goals next year?

**Signed (or typed name)**

Faculty Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HMS Faculty**

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**Annual Career Planning Conference 2023 – 2024 Chair Form**

Name of Faculty Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Chair/Mentor/Designee for Career Conference \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_

Part II. To be completed by Chair/Mentor/Designee at the end of the conference and signed by Faculty and Chair or emailed

1. **The most important goals to be achieved in this next year are**:

Clinical Expertise and Innovation:

Investigation:

Teaching/Presentations, and Educational Leadership, Mentoring others:

Grant writing/Funding:

Scholarship**:**

Recognition, Leadership Positions in Institutions, Professional Societies/Organizations:

Administration and Institutional Service:

Education of Patients and Service to the Community:

Work/Life Balance:

Other**:**

1. **Community of Mentors include**:
2. **\*Update on academic trajectory and progress or plans towards promotion;**

a) Check option that applies below. Please feel free to include additional descriptive text to this section.

[ ]  Unable to assess at this time; faculty member in first term at rank.

[ ]  Promotion anticipated over the course of the new term.

[ ]  No promotion anticipated in the upcoming term because: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) \*Future Career Advancement and/or Promotion will require: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. \***Future support needed in the following area(s):**

[ ]  Additional Training:

[ ]  Re-allocation of time and effort to teaching, clinical, research, scholarship and/or service:

[ ]  Resources and/or development programs:

[ ]  Other

1. **\*Brief summary of your discussion with the faculty member. Describe action steps for mutually agreed upon goals**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Signed**

Faculty Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair/Designee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_