

Boston University School of Public Health

Faculty Development Committee

Minutes

February 12th, 2013

Talbot 311E – 11:00 am

Call in phone number: 617-638-5253

*Light refreshments will be available

In attendance: Janice Weinberg, Sue Fish, Mary DeSilva Bachman, Marianne Prout, Debra Fournier, Vicky Parker, Rich Feeley, Lora Sabin

1. Approve December minutes
 - Minutes approved.
2. Introduce new members
 - Emily Rothman and Yorghos Tripodis will be joining.
3. Update on Faculty Development Funding Proposal
 - Faculty Development proposal will be sent to Faculty Senate to be discussed at February meeting.
 - One major concern is that the money will go to the departments but will not be used specifically for faculty development. This may not be the case however, as Faculty Development Committee will be in charge of creating a checklist and monitoring the line items to ensure this money is in fact used for faculty development purposes.
 - An anonymous survey will also be administered by Faculty Senate each year to faculty to receive feedback on the funding.
 - One concern that is raised is that some years a faculty member may need more than the allocated \$2,000 and other years they may not use all of this.
 - Vicky mentioned that the original intention was a three year cycle in which faculty could save funds some years in anticipation of greater funding later. This is somewhat lost in translation in the current proposal.
 - All faculty development expenditures should be consistent with the faculty development plan agreed by the chair, and if the agreed development activities are covered by grant or contract funding the faculty member does not receive the Faculty Development allowance in addition.

- It was agreed that using pro-rata allocations for regular faculty who are less than full time is OK for budgeting purposes, but not for individual funding decisions. Eg; It's OK to budget \$4,800 for the FDA if there are three faculty who are each 80% time, but a faculty member cannot be told that "you can never have more than \$1,600 because you are 80% time."
 - The faculty development allowance should not be seen as an individual entitlement.
 - **Action** Send comments to Faculty Senate in attempts to clarify current language discrepancies.
 - **Action** Find a way to triangulate the data with FDA and Faculty Senate survey data to increase accountability and ensure the money is used for faculty development.
4. Updates on ongoing programs
- Academy for Faculty Advancement
 - Is making an announcement for applicants for next year.
 - Midcareer Faculty Development Planning Committees
 - They have started meeting and there are two task forces meeting for midcareer faculty. One task force is discussing faculty flexibility and one discusses midcareer faculty advancement.
 - There has only been one meeting thus far, but one point brought up at this meeting was about using more senior faculty as consultants for midcareer faculty.
 - **Action**-No action required.
5. Report on 2012 FDA
- No data has been given to Marianne Prout for 2012. The most recent data received has been from 2011. It took 14 months to receive the 2011 data, and the same data fields are being requested by 2012.
 - **Action**- Marianne will more assertively request to be given access for 2012 data. A suggestion given was to give a deadline of March 1st for receiving this data. She will ask for overall data as well as by department and by rank as well.
6. Changes to FDA for 2013
- Faculty Development and Assessment Forum has been changed to create new forms for faculty with modified titles of clinical and research.
 - **Action**- Submit new categories of faculty development activities that can be added to FDA. Proposed categories include:
 - Meeting/conference registration fees
 - Travel costs for national meeting
 - Travel costs for international meeting
 - Publication costs
 - Purchase of books/journals
 - Membership fees
 - Training costs
 - Other (specify)
7. Website migration. What to do now?

- The website does not appear to look different.
 - **Action**- There may be a need to follow up and find what changes need to be made to the website as it currently says “permanently under construction”.
8. Other ideas/suggestions
- Suzette Levenson has developed a workshop on “successful hiring”. This will cover a variety of topics from what questions to ask to how to evaluate resumes, etc. Depending on responses, other workshops may be developed. These workshops will be aimed at faculty.
 - Deborah Fournier asked if she could do a brief presentation at a future meeting on use of “BU PROFILES” tool and existing SPH faculty profiles to show to use to advance career development.