

Faculty Development Committee Minutes for October 27, 2014

In attendance: Mike McClean, Marianne Prout, Emily Rothman, Bill DeJong, Janie Weinberg, Lisa Fredman, Kathleen MacVarish, Yorghos Tripodis, Lora Sabin, Bobbie White (on the phone)

1. Minutes from September mtg

- Minutes approved

2. Update on FD Funds

- See attached
 - There were large differences across departments. The bulk was used for conference fees and travel.
- Should remind faculty that the available funds reset on July 1.
 - Encourage faculty to use them by July 1.
 - Other departments could share creative ways that they used the FD funds (such as the development course for faculty)
 - We could share the total amount used by department with the Governing Council and listen to thoughts to see why the data looks the way it does. This will allow the chairs to have a discussion among themselves.
 1. Mike will follow up with Suzette if this data could be shared with departments.
 - If we get the utilization to increase, then we could make a greater argument to carry over funds year by year. Even in departments that were encouraged to use the money, there was still leftover so it would be good to have a “slush” fund for those who want to travel internationally. This would be a good argument for carry-over.
 1. Mike will share the data with the GC and say they want to share the data with the departments and encourage people the funds that are available for the coming year.
- Main question seems to be: for those who didn't use, why?
 - We could send out a survey to departments to ask why the funds were not used to see if there are departmental obstacles, or to identify the outlier individuals who are not using their funds.
 - For HPM, there were other sources of funding for conferences and travel so they may not have thought of using the FD funds in creative ways.
 - It would be interesting to also look at % of faculty that used the funds because there are many part-time faculty in the department.

3. Update on Sabbaticals

- Meenan: none requested in 4 years since policy put in place
 - There is one request in process in EH. It has not gone to the Dean yet.
- Propose to address with Sandro
 - His sense on the sabbatical policy will guide the way forward for this policy.

4. My responsibilities (20% FTE)

- Chair Faculty Development committee
- Member of Governing Council
- ex officio non-voting member of Faculty Senate
- ex officio non-voting member of Appointments & Promotions Committee
- Oversight of Faculty Development and Assessment Process
- Oversight of Faculty Development fund program

- Collaborate with medical campus mentoring programs:
 - Academy for Faculty Advancement (junior faculty)
 - Academy for Collaborative Innovation & Transformation (mid-career faculty) – this is the first year and there will be an evaluation.
- Participate in medical campus Community of Practice on Faculty Development
- Oversight of FD website
- Develop new initiatives

5. K-award mentoring

- Emily Rothman leading program (starting Dec)
 - There will be time allocated for her to lead this program. We could propose to Sandro to have a budget to cover faculty for programs like this.
- Emily will be supported by Mike and Bobbie (and hopefully mentors/others)
- Currently 6 junior faculty have expressed interest
 - It would be good to involve those who have successfully won K awards.
 - This could be run as a course and possibly get support from the med school as well.

6. Mission: Ensure that BUSPH faculty are in the best possible position to succeed. Some ideas:

- Recruitment process
 - Start-up packages typically range from poor to non-existent.
 1. There is variation across departments and BUSPH is far below other universities.
 - Offer letters – consider including individual development plan, particularly for junior faculty.
 1. Offer letters had a lack of clarity and expectations and are not clearly laid out. Offer letters are reviewed by Joline and Pat, then signed off by the Chair and the Dean.
 2. There is content that is standard that we could include, but also allow for flexibility in the offer letters by departments.
 3. The offer letters need to be more attractive and enticing to get the top junior faculty to accept BU jobs.
 4. It might be important to have FD presented early and often as part of SPH orientation for junior faculty.
- Mentoring
 - Approaches vary considerably by department – consider school-wide strategy
 - Identify mentoring team and connections with specific collaborators
- External funding
 - Enormous amount of time and resources invested in unfunded grant applications
 - K-award mentoring & pre-award reviews at the school level
 - Will require resources, but with great potential for return on investment
- Senior faculty
 - Valuable resource that may be underutilized, particularly when transitioning to part-time or retirement
- Exit interviews – not currently done (but should be)
- Sabbatical policy

7. FDA data

- Marianne was told it is a Human Resources tool, not for Faculty Development
- Marianne was requesting anonymous data on ratings, facilitators and barriers qualitative data by department.

- Mike will request to get the data in order to oversee this process.
- Rubrics should be provided at the beginning of the year. Parts of the standard rubric don't apply to all faculty so theoretically, the agreement of what you are judged against is agreed upon with your chair. It looks like this process varies across departments. The rubric should not be highly differential from individual to individual.