**HMS Faculty**

**Office of Faculty Development**

**Boston Children’s Hospital**

**Annual Career Planning Conference 2022 – 2023 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 1 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 7/1/2021- 6/30/2022 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 2022 – 2023 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_