New Faculty Orientation

New faculty are invited to attend the Medical School’s New Faculty Orientation sessions, held three times a year on the Twin Cities campus. These sessions are facilitated by the Office of Faculty Affairs to share University of Minnesota and Medical School resources, faculty development, research and mentoring opportunities, and information about promotion and tenure. New faculty are invited to register and attend this session, meet key contacts of programs, and meet and network with other new faculty, peers, and colleagues.

Primary Audience: New faculty of all ranks and tracks
Sessions held in February, June, and October

Visit the website for upcoming sessions, and resources for new faculty.

Path to Publication

This half-day, interactive workshop is designed for faculty who have minimal to moderate experience in writing for peer-reviewed journals. Topics include: journals, article types, publication ethics, micro- and macro-levels of writing, responding to reviewers and ways to maximize writing productivity.

Primary Audience: Assistant and Associate Professors, all tracks
Workshops held in April and December.

Visit the website for upcoming sessions and resources for new faculty.

Proposal Preparation Program (P3)

The NIH Proposal Preparation Program (P3) is a program for early-career, assistant professor faculty members in the Medical School preparing their first K- or R-series NIH grant proposal. It is a small (10-12 members), highly interactive, peer grant-writing group that meets 10 times over four months. Each session requires participants to prepare drafts of their proposal sections and critique one another’s written material. Because writing begins immediately, P3 is best suited for faculty whose project aims and approaches are reasonably well conceptualized and who are truly “ready to write.” For those that are outside of the Medical School who are interested in the P3 program, there are a limited number of slots available to those in other AHC colleges. The program is scheduled within three separate cycles each year - Summer, Fall, and Winter. The summer cycle begins in May, which is designed for October NIH submission. The fall cycle begins in September, which is designed for February NIH submission. The winter cycle begins in January, which is designed for June NIH submission.

Primary Audience: Early-career Assistant Professors, all tracks.
Three separate cycles are scheduled each year - Summer, Fall, and Winter.

Visit the website for upcoming cycles and additional information.
Health Equity Leadership and Mentoring Program
The Office of Faculty Affairs supports the Medical School's Health Equity Leadership and Mentoring (HELM) program. HELM was launched in 2014 with a goal of enhancing the academic excellence and leadership capacity of diverse faculty and health disparities researchers at the University. The program addresses the challenges that trainees from minority and underrepresented groups, as well as other faculty whose research addresses health equity may face. A new cohort of HELM fellows are selected annually to participate in the program.

Primary Audience: Faculty and postdoctoral fellows/trainees
A new cohort of HELM fellows are selected annually.

Visit the website for additional information.

AHC Duluth Women's Mentoring Program
The Office of Faculty Affairs supports the AHC's Duluth Women's Mentoring Program. This program connects women faculty in the Duluth Medical School and College of Pharmacy for discussions on career development, mentoring, and leadership. Several external speakers are invited each year to discuss research and their own career paths. Regular seminars and mentoring meetings helps to build a network of women on the Duluth campus who are committed to each other’s professional and personal growth.

Primary Audience: Women faculty in the Duluth Medical School and College of Pharmacy
Regularly scheduled events over lunch.

Visit the website for upcoming events and additional information.

Medical Scientist Training Program (MSTP) Women in Science and Medicine
The MSTP Women in Science and Medicine Group, in collaboration with the Office of Faculty Affairs, co-sponsors research seminar presentations by invited external women physician scientists. Opportunities are provided for MSTP students to meet with these invited speakers. The Group also hosts social gatherings for women MSTP students and University of Minnesota faculty to engage in discussions focused on career development, mentoring, and leadership. These meetings foster relationships between students and female role models in the scientific and medical communities.

Primary Audience: MSTP students and University of Minnesota faculty
Regularly scheduled events throughout the academic year.

Visit the website for upcoming events and additional information.

Wellbeing
Wellbeing has far reaching effects on health, professional success, and overall happiness and additionally has been tied to capacity for empathy and resistance to burnout. The University of Minnesota Medical School places a strong value on student, staff, and faculty wellbeing.

The Office of Faculty Affairs is focused on wellbeing and is committed to addressing the wellness of faculty and providers as clinicians, educators, and scientists across all locations and affiliates. We are looking to build a comprehensive Medical School methodology and/or platform for communications, interventions, and assessment from an organizational perspective that aligns with the efforts of the Wellbeing Alliance.
Primary Audience: All faculty and providers as clinicians, educators, and scientists across all locations and affiliates

Visit the website for more information and resources.

Implicit Bias Training

The Medical School Office of Faculty Affairs in partnership with the Office of Equity and Diversity hosts two Implicit Bias Training Workshops a year. This training is designed to assist you in your role as department head/chair, as members of our promotion and tenure committees, and as representatives of our faculty development programs. This workshop is being customized for us, to focus on your work in these areas.

This workshop will expose participants to the breadth of implicit bias research and will help us recognize shortcuts that are the result of unconscious or unexamined bias. Participants will learn practices and resources for addressing implicit bias in the context of search and selection, and promotion processes.

Primary Audience: Promotion and Tenure Committees, Department Head/Chairs and representatives of Faculty development programs.

Visit the website for more information and resources.

ELAM ELUMS Quarterly Meetings

The Office of Faculty Affairs brings together ELUMs - Executive Leadership in Academic Medicine alumnae - across the University of Minnesota health sciences for shared professional development and networking, joint programming efforts, and to identify professors who are strong candidates for academic leadership opportunities and development. Bringing together alumnae of the program provides a forum for previous participants of the Drexel University academic leadership program to share ideas, screen and support potential program participants, and identify how to create other pathways for advancement for female leaders in academic medicine.

Primary Audience: Alumnae of Drexel University’s Executive Leadership in Academic Medicine program and interested participants

Visit the website for more information and resources.

Works Training Sessions (faculty and staff)

The Office of Faculty Affairs is offering centralized CV conversion into Works, which is a system for faculty to report annual activity across research, teaching, and service. The Provost’s Office is encouraging current faculty members to use the system to record activities for easy annual activity reporting and CV generation.

This system is meant to reduce the pain and hassle of recording your faculty activity, and draws some activities in automatically from University systems. Particularly, faculty have found it to be a useful tool in promotion as it can automatically generate a CV in the Medical School format.

The Office of Faculty Affairs is coordinating Medical School specific training in conjunction with the Provost’s Office. These hour-long sessions will focus on finalizing data entered into Works in order for it to appear correctly when generating the Medical School Curriculum Vitae.
Promotion and Tenure Training Sessions (faculty and staff)

Dossiers are used to review a faculty member from promotion to associate or full professor ranks. After departmental review, departmental administrators submit dossiers directly to the Office of Faculty Affairs for review by the Medical School Promotion & Tenure Committee. Dossiers are reviewed in accordance with the appropriate Track Statement, Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty, and the Board of Regents Faculty Tenure Code.

The Office of Faculty Affairs host promotion and tenure dossier preparation training sessions for faculty on the tenure or academic tracks, as well as for departmental staff who process promotion and tenure materials.

Open Office Hours for Dossier Review

Dossiers are used to review a faculty member from promotion to associate or full professor ranks. After departmental review, departmental administrators submit dossiers directly to the Office of Faculty Affairs for review by the Medical School Promotion & Tenure Committee. Dossiers are reviewed in accordance with the appropriate Track Statement, Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty, and the Board of Regents Faculty Tenure Code.

The Office of Faculty Affairs provides office hours to assist anyone with specific needs in relation to CV and dossier preparation for any upcoming Promotion and Tenure season.

Developmental Educational Scholarship Portfolio

This tool can be used to plan and present educational scholarship as part of the scholarly work of faculty members in academic medicine. This Developmental Educational Scholarship Portfolio is designed to help plan and reflect upon one’s career as an educator and to capture educational activities in one place.

Visit the website for more information, resources, and training dates.