# School of Medicine Faculty Development Summit: Call for Proposals

Thank you for interest in presenting at our first Faculty Development Summit!

This document contains some general information about submitting a proposal, as well as the specific questions you will be asked on the proposal submission form.

The summit will be held on Friday, May 6, 2022.

## Summit Format

Our hope is to hold our inaugural summit in person (with some options for virtual attendance and/or participation), and to bring together faculty, leaders and educators to learn from one another and explore how we can support and strengthen our faculty development offerings.

Presentations will be grouped by faculty development domain and are meant to be bite-sized (5-10 minutes), to both spark questions and conversation, and to allow for a diversity of approaches to be represented.

## Summit Focus

We are seeking proposals that address approaches to supporting faculty in at least one of the following domains of faculty development:

* Mentorship – E.g., How does your department provide mentors to faculty? What types of targeted mentorship programs do you have?
* Promotion and Tenure – E.g., How do you review faculty’s readiness for promotion? What is your process for clearly communicating timelines and expectations? How do you provide review of promotion and tenure packets and offer support in finding letter writers?
* Leadership Development – E.g., What internal leadership development programs do you offer? Are there departmental funds earmarked for leadership development activities offered at OHSU and beyond? What support services or training do you provide to aid in the successful transition to leadership positions?
* Onboarding and Orientation – E.g., How do you go beyond standard OHSU onboarding?
* Professional Development and CME – E.g., How does your department allocate funds/time to allow faculty to seek professional development? Do you have innovative or adult-learning centered approaches to providing CME?
* Well-being, Work-life Integration and/or Passion Projects – E.g., How do you support faculty in efforts to manage clinical burden with other obligations? How do you support faculty pursuing their interests outside of their clinical/research responsibilities? What resources are available to maintain personal and financial wellness?
* Anti-racism and Diversity, Equity and Inclusion – Approaches to all of the above should hopefully be designed with an anti-racism or DEI lens, and those that demonstrate such will be evaluated more favorably. Additionally, we are interested in highlighting departmental efforts to engage faculty in DEI work by, for example, increasing faculty awareness of racial and gender disparities, teaching best practices and supporting equitable program design.

Within the scope of the above domains, we will consider proposals that:

* Describe an approach that has a documented history of success, which others can reasonably replicate;
* Offer valuable lessons learned, despite a lack of success; or
* Demonstrate a new idea for a new faculty development initiative that would benefit from peer feedback.

You are welcome to submit more than one proposal, though you must submit a separate form for each one.

## Submission Details

Your submission must include the following information:

1. **Proposal Abstract**: Approximately 500 words addressing the following components of your actual or planned approach to faculty development:
   1. Target audience
   2. Identified need or gap that this initiative serves
   3. Rationale for specific program design (citations preferred)
   4. Required funding and support
   5. Measured or expected impact/effectiveness
   6. Possibilities or limitations for replication
   7. If applicable: how the approach is anti-racist or addresses diversity, equity and inclusion
   8. Additional relevant findings
2. **Presenter Information**:
   1. Primary Presenter
      1. Name
      2. Email
      3. Degree(s)
      4. Appointment/Title
      5. Department/Division
   2. Additional Presenters:
      1. Name
      2. Email
      3. Degree(s)
      4. Appointment/Title

## Presenter Expectations

If your proposal is accepted, you will prepare a brief **5 to 10-minute pitch-style presentation** highlighting aspects of your approach that would be the most relevant to summit attendees (expect an audience of Department Chairs, Vice-chairs for Faculty Development, Department Promotion and Tenure Committee Chairs/Champions and other faculty or staff responsible for planning and administering faculty development initiatives and supporting faculty members’ career development).

You may also submit additional resources and information that we will share online with all participants. You will also able be expected to take part in a panel Q&A session with other presenters.

## Important Dates

Proposal submissions are due by **11:59 p.m. on February 7, 2022**. We will notify you of the committee's decision regarding your proposal no later than **March 7, 2022**.