

## School of Medicine Faculty Development Summit: Call for Proposals

Thank you for your interest in presenting at the 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, April 26**.

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### Summit Format

The summit will be held in-person (with some options for virtual attendance and/or participation) and will 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 (10 minutes max), to both spark questions and conversation, and to allow for a diversity of approaches to be represented.

### Summit Focus

While proposals for all faculty development related initiatives and ideas are welcome and will be considered, we are specifically seeking proposals that address approaches to supporting faculty in at least one of the following domains of faculty development:

- **Coaching** – E.g., How does your department scale availability of coaching resources for faculty?
- **Faculty Development Scholarship and Evaluation** – E.g., How do you evaluate the quality of your faculty development programming and whether it meets the needs of your target faculty? How do you support faculty in pursuing scholarship around faculty and professional development work?
- **Mentorship** – E.g., How do you provide mentors to faculty? What types of targeted mentorship programs do you have?
- **Onboarding and Orientation** – E.g., How does your department go beyond standard OHSU onboarding?
- **Promotion and Tenure** – E.g., How do you make the most out of annual reviews? How does your department provide review of promotion and tenure packets and offer support in finding letter writers? How is faculty development work represented in promotional portfolios?
- **Well-being and Professional Development** – E.g., How does your department help to protect faculty time to seek professional development? 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?

- [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:
  - a. Target audience
  - b. Identified need or gap that this initiative serves
  - c. Rationale for specific program design (citations preferred)
  - d. Required funding and support
  - e. Measured or expected impact/effectiveness (e.g. comparative rates of faculty retention and advancement, improvements to well-being measurements, scholarly output, etc.)
  - f. Possibilities or limitations for replication
  - g. If applicable: how the approach is anti-racist or addresses diversity, equity and inclusion
  - h. Additional relevant findings
2. **Presenter Information:**
  - a. Primary Presenter
    - i. Name
    - ii. Email
    - iii. Degree(s)
    - iv. Appointment/Title
    - v. Department/Division
  - b. Additional Presenters:
    - i. Name
    - ii. Email
    - iii. Degree(s)
    - iv. 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 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 January 31, 2024**. We will notify you of the committee's decision regarding your proposal no later than **February 29, 2024**.