

To: 'SOM-FAC-ANNOUNCE@LISTS.UPENN.EDU'

Subject: Announcement from Dr. Rubenstein RE: Career Development Program and Program to Enhance Teaching Skills

Dear Colleagues,

I am delighted to announce the implementation of two programs that were recommended to me by the Steering Committee of the Medical Faculty Senate: the career development program and the program to enhance teaching skills. These programs have my full support and the support of the Standing Committee of Department Chairs and Directors of Centers and Institutes. As we begin the new academic year, I would like to review the implementation plans with you.

Career Development Program

The career development program provides for an annual review for each full-time faculty member at every rank and serves as an integral component of an on-going career development plan. We all acknowledge that the success of our institution is attributable in large measure to the efforts of the faculty. In order to support those efforts and encourage contributions at the highest level of productivity in all areas of our mission, it is the responsibility of leadership to provide an environment where faculty know what is expected of them, where the resources to fulfill those expectations may exist, and where efforts are appreciated and rewarded. Provost Daniels agrees with and supports annual faculty reviews and has encouraged implementation as a University wide initiative.

To ensure the success of the program in the School of Medicine, each full time faculty member will have an annual career development discussion with his or her department chair or division chief. The discussion will include a review of accomplishments from the current year, a plan establishing goals for the next year and perhaps a longer period, resources required to meet those goals, and a review and update of the faculty member's academic plan. By maintaining your CV on the Faculty Expertise Database System (FEDS), you and your chair or chief will be able to produce a report of "Recent Activity" which has been developed as a resource to facilitate the annual review process. "Recent Activity" is an itemized report on an individual faculty member which will include activities and accomplishments during the fiscal year in the following categories: publications, academic committees, teaching activities, current grants, editorial positions, number of lectures, and memberships.

The Medical Faculty Senate Steering Committee has developed a tool to assist in structuring the annual career development discussion. The "Annual Career Development Process Self-Assessment Form" is attached. You will note that there are two formats: one for basic science researchers and one for those faculty with clinical responsibilities. Your department may choose to use this tool, continue to use one which may already be in place, or develop an alternate format. Beginning this academic year, each department will be required to submit documentation that the discussion has taken place to Faculty Affairs and Professional Development (FAPD). There will be no requirement to submit the career development form in entirety. You and your department must maintain those

records. Documentation of completed reviews for FY09 will be submitted to FAPD by June 30, 2009.

Program to Enhance Teaching Skills

The second program focuses on ensuring that faculty who are expected to teach have the tools and experience to contribute to the teaching mission of PENN Medicine. The first phase of the program will be designed for new faculty at all ranks and will provide an overview and orientation highlighting the various teaching venues and opportunities at PENN Medicine. Information on evaluation of teaching for reappointment and promotion and resources available for enhancing teaching skills will also be presented.

New assistant professors will be required to participate in two additional programs which most closely relate to their specific teaching responsibilities, their interests and their developmental needs. The programs will be offered through the FAPD *Advance* faculty professional development program and must be completed prior to review for the faculty member's first reappointment. FAPD will track participation and provide reports to the departments. Participation in the *Advance* teaching programs will be noted in the educational databases required for reappointment and promotion. The teaching initiative meets both LCME and ACGME requirements. The first new faculty teaching orientation program is being planned for January 2009. The teaching module of the *Advance* program is being expanded to provide additional learning opportunities for faculty.

The career development program and the program to enhance teaching skills represent important steps in facilitating the continued professional growth of our faculty. We hope that you find these programs to be helpful and informative and we welcome your feedback as we continue to develop them. Please contact Vicki Mulhern, Executive Director, Faculty Affairs and Professional Development at vmulhern@exchange.upenn.edu or 898-6923 with any questions or suggestions.

With warm regards,

Arthur H. Rubenstein, MBBCh

INFORMATION ON THE “PROGRAM TO ENHANCE TEACHING SKILLS” AND ADVANCE “*ATTAINING TEACHING EXCELLENCE*” SERIES SESSIONS

1. The “Program to Enhance Teaching Skills” was announced by Dean Rubenstein in September 2008. It was developed by the Medical Faculty Senate to ensure that junior faculty get basic instruction in how to be effective teachers. **The “Program to Enhance Teaching Skills” requires that Assistant Professors appointed on or after 01/01/2008 in one of the teaching tracks (Academic Clinician, Tenure, and Clinician-Educator) must take three (3) Advance Faculty Professional Development Program teaching classes prior to their initial reappointment.** The only mandatory teaching class is the “**Overview of Education at Penn Medicine**”, which is scheduled for **January 13, 2010**. Each affected faculty member must either attend the mandatory Overview in person, or watch it online (the 2010 Overview will be videotaped and will likely be available for online viewing by late February 2010). Attending the mandatory Overview and taking two additional *Advance* teaching classes will meet the requirements of the “**Program to Enhance Teaching Skills**”. A copy of the Dean’s memo on this topic is attached for your information.
2. The Advance Faculty Professional Development teaching classes are shown below for your information:

ATTAINING TEACHING EXCELLENCE SERIES

The Art of Speaking Part I: Professional Communication Skills, ~~October 20, 2009~~
and **January 19, 2010**

The Art of Speaking Part II: Advanced Communication Skills, **February 2, 2010**

Writing Effective Test Questions in the Basic and Clinical Sciences, ~~November 3, 2009~~

Facilitating Small Groups in the Classroom, ~~October 22, 2009~~

Providing Effective Feedback to Trainees in Clinical Settings, ~~September 14, 2009~~ and
March 23, 2010

Overview of Education at Penn Medicine, **January 13, 2010**

Additionally, the decision has been made to add the “Basics of PowerPoint” and “Intermediate PowerPoint” classes to the list of classes that meet the teaching requirement. Here are the next offerings of these classes, for your information:

Basics of PowerPoint, ~~October 14, 2009~~ and **January 14, 2010**

Intermediate PowerPoint, ~~October 29, 2009~~ and **January 28, 2010**

Additionally, I am working with the FAPD Teaching Advisory Committee and Penn’s Center for Teaching and Learning to develop additional *Advance* teaching classes.

Two new teaching sessions will be available in Spring 2010 (April and May 2010); at least one of these will be videotaped and available for online viewing. **Two other new teaching sessions will be available in July 2010** and will also be available online.

3. You can find class descriptions, date, and times for all *Advance* Faculty Professional Development classes on the FAPD website at this URL: <http://www.med.upenn.edu/fapd/professional.shtml> . Please go to this webpage and click on the words “**Course Schedule**” for a complete listing of all pertinent information about *Advance* classes. Any class that you see on the Course Schedule that says “*Attaining Teaching Excellence Series*”, or that is shown in a box with a blue background, is a teaching class that meets the requirements of the “**Program to Enhance Teaching Skills**”.
4. You register for all *Advance* classes on KnowledgeLink, the School of Medicine’s learning management system. Here are the instructions for registering on KnowledgeLink:

Go to the KnowledgeLink website (www.knowledgelink.upenn.edu).

Click on “Optional” under the “Training” column on the left-hand side of the page

Wait for the “Optional” page to be built; once it appears, scroll almost all the way down the screen until you see the title “**Advance Faculty Courses**” listed on the left side of your screen

The *Advance* courses are listed in alphabetical order. Once you locate the class you’re interested in, click on the word “**ENROLL**” and just follow the screens thereafter.

Please contact me if you have any questions about this information.

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"The cure for anything is salt water: sweat, tears or the sea."