Faculty Development

Memoona Hasnain, MD, MHPE, PhD
Associate Dean for Faculty Development
UICOM Faculty Development Overview

Vision: Develop a vibrant and diverse community where each faculty member will have optimal support to advance and flourish towards their career goals and become leaders to their optimal potential, contributing to the institution’s mission.

Aligned with College’s Strategic Development Planning effort

Faculty Development Key Domains

- Education
- Administration
- Research
- Communication
- Professional Academic Skills
- Leadership
- Wellness
- Resilience
- Diversity, Equity, Inclusion
## Primary Activity Domains

<table>
<thead>
<tr>
<th>Domain</th>
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<tbody>
<tr>
<td>Needs Assessment and Ongoing Evaluation for CQI</td>
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<tr>
<td>Information &amp; Communication</td>
</tr>
<tr>
<td>Education &amp; Training</td>
</tr>
<tr>
<td>Community Building</td>
</tr>
<tr>
<td>Research &amp; Scholarship</td>
</tr>
<tr>
<td>Celebrating our Faculty (Building Joy and Morale)</td>
</tr>
</tbody>
</table>
The “Faculty Development Strategy Committee”

https://medicine.uic.edu/strategic-planning-overview/implementation-phase/strategy-committee-members/

working on the following four main priorities:

- Faculty Orientation
- Career Development
- Mentoring and Sponsorship
- Culture of Health and Wellness
FD Resources - New Initiatives Underway

New Faculty Orientation:
The Faculty Development Orientation subcommittee has also assembled resources to orient and inform new and existing faculty about institutional resources.

Junior Underrepresented Mentoring Pods (JUMP):
Continues to offer mentoring and guidance for URiM faculty.

We-CARE Faculty Peer Support Program:
New resource aimed at augmenting the efforts to support faculty well-being.

Pathways to Leadership Series:
Brings gifted leaders from diverse backgrounds to inspire us with their leadership journey.

AAMC Faculty Engagement Survey:
For the first time, our college participated in this national survey, results forthcoming.

Faculty Academic Advancement Advisory Council (FAAAC):
The new Council has representation from all UICOM campuses, replaces the former FAAAC, and will guide and inform our faculty development initiatives.

Faculty Mentoring Program:
New Faculty Mentoring Facilitators Committee formed, working on reinvigorating the COM Faculty Mentoring Program.

Faculty Development Website:
New faculty development website deployed. We welcome suggestions for further refinement of the website as a crucial resource for faculty development.

Monthly Faculty Development Newsletter:
Brings resources and opportunities to support professional advancement and well-being of our faculty. Past newsletters are available here.
Selected Key Resources

- Faculty Mentoring Program
- Practical Tools to Gauge and Support Your Professional Advancement
- Faculty Academic Advancement Advisory Council
- We-CARE - New Faculty Peer Support Program
- “PATHWAYS TO LEADERSHIP” Faculty Development Series
- Annual COM CV Workshop & UIC P&T Workshops
- Monthly Faculty Development Newsletter
Key Resource: COM Faculty Mentoring Program

Guidance from a mentor has been shown to positively impact academic faculty members.

- Empower junior faculty to better manage their careers
- Facilitate career advancement
- Increase academic outcome measures, e.g., peer-reviewed publications and grants

Special needs for women and minority faculty advancement

Faculty advancement

Connect with your Mentoring Facilitator

List of Departmental Mentoring Facilitators (Chicago)
Role of Mentoring Facilitators

Senior faculty, appointed by Department Head

Serves as liaison to the COM Mentorship Program Committee

• reports to COM about department-based mentor-mentee pairs
• encourages junior and senior faculty to participate actively in all aspects of the program

Works with each individual mentee to identify appropriate mentor, subject to the approval of the Department Head

Responsible for advising the faculty on matters pertaining to academic reviews and advancement

Has current information on UIC’s academic advancement process

List of COM Departmental Faculty Mentoring Facilitators: https://uofi.box.com/s/bwcplk0qu8phgkk2cohw95mk82nr981w
Mentor Goals – for Mentee

SHORT TERM

• Familiarization with campus and its academic environment.
• Networking—introduction to colleagues, identification of other possible mentors.
• Developing awareness—help mentee understand policies and procedures that are relevant to their academic work.
• Constructive feedback and encouragement, compliments on achievements.
• Helping to sort out priorities—budgeting time, balancing research, teaching, and service.

LONG TERM

• Developing visibility and prominence within the profession.
• Achieving career advancement.

Qualities of a Good Mentor

Accessibility
• Staying in contact—e.g., dropping by, calling, e-mail, extending lunch invitation
• Making time to read/critique proposals and papers
• Provide periodic reviews of progress

Networking
• Helping mentee establish a professional network

Independence
• Maintaining mentee’s intellectual independence from the mentor
• Avoiding developing a competitive relationship with the mentee
**Practical Tool: Self-Assessment to Track Progress, Identify Gaps & Prioritize**

**UIC Department of Family and Community Medicine**  
**Mentoring Program**  
**Faculty Self-Assessment Worksheet**

Name:  
Date:  

This promotion eligibility questionnaire is intended to be a self-assessment tool for faculty members who intend to apply for promotion from Assistant Professor to Associate Professor in the Clinical Discipline Track in the Department of Family and Community Medicine at the University of Illinois at Chicago College of Medicine. It is recommended for use in the mentoring meeting with your faculty mentor to gauge progress towards meeting promotion requirements (see page 3 for promotion criteria and guidelines) and taking steps to optimize your progress.

**Directions:** Please mark the circle that best indicates the level of evidence you have for each of the following statements. If a statement does not apply to you, please leave that line blank.

<table>
<thead>
<tr>
<th>Category</th>
<th>Evidence Level</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>As a candidate for promotion:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Have demonstrated excellence in teaching</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2. Have demonstrated excellence in patient care</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>3. Have demonstrated excellence in educational leadership</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>4. Have demonstrated excellence in scholarship</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>5. Have been recognized locally as a high quality clinician</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>6. Have been recognized locally as a high quality teacher</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>7. Have made key contributions to department's clinical activities</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**All Things Considered:**  
1. My overall effectiveness as a clinician is  
2. My overall effectiveness as a teacher is  
3. My overall effectiveness as a scholar is

**What are your priority area(s) that need attention/development/strengthening? Please be specific.**

A. Clinical:  
B. Teaching:  
C. Scholarship:  
D. Service to UIC/CU:

**What would you like to do differently to help bring more balance, meaning and joy to you in your professional work? Please be specific:**  

**Resource:** COM Criteria and Guidelines for Appointment and Promotion of Faculty – revised June 2021

**Clinical Discipline Track:** This non-tenured track is used in the clinical departments for faculty who are primarily involved in patient care, teaching, and service. To be eligible for this track, a faculty member must be assigned greater than 50% for University-related activities. Primary commitment by the faculty member to College of Medicine programs is expected and frequently demonstrated through contributions to the mission of the department by development of a clinical practice and related teaching efforts. Faculty in this track are not in the tenure system and will be required to sign annual letters of tenure (“L” agreements). A commitment to the College’s diversity, equity and inclusion goals is expected. Assistant Professor of Clinical Discipline Faculty at this rank will demonstrate potential for contributing to the patient care and educational programs of the College.

**Associate Professor of Clinical Discipline Faculty** at this rank have completed at least five years as an Assistant Professor or equivalent at the time the move for promotion is initiated, although early promotion may be considered in cases of extraordinary accomplishment. This rank signifies a high level of professional accomplishment and a significant commitment by the faculty member to the University’s programs. There is no automatic promotion to the associate professor level based solely on years in rank. Faculty at this rank should have demonstrated excellence in patient care programs inclusive of development of high quality and motivated clinical practice and teaching. A record of scholarly activity must be demonstrated, which may include but is not limited to publication, selection of editor of a textbook in your area, and presentation at the local or national level. Faculty have regional recognition as a clinician and/or educator and provide service to local and national committees.

https://uofi.box.com/s/tzflh7sh2ypyh6j16orv22fabyveo68c
**Practical Tool: Action Planning Worksheet**

UIC Department of Family and Community Medicine
Mentoring Program
Action Planning Worksheet

Name: ____________________________
Date: ___________________________

This action planning worksheet is intended as a resource for mentees and mentors. The worksheet can be completed by mentees in advance of or during mentoring meetings to guide discussion and planning next steps for mentee’s professional advancement, flourishing and well-being.

### Mentor Action Plan:

Mentor Action Plan:  
Please reflect on your professional journey. At this point, what is or are your primary goals?  
List key areas (in order of priority) that you would like to work on to optimize your professional advancement.

<table>
<thead>
<tr>
<th>Specific Action</th>
<th>Dates</th>
<th>Resources/Tools Needed</th>
<th>Barriers to Achieving Goal</th>
<th>Who Else Needs to be Involved?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific Action 1</td>
<td><em>Check in date</em></td>
<td>Resources/Tools needed</td>
<td>Barriers to achieving goal</td>
<td>Who else needs to be involved?</td>
</tr>
<tr>
<td>Specific Action 2</td>
<td><em>Check in date</em></td>
<td>Resources/Tools needed</td>
<td>Barriers to achieving goal</td>
<td>Who else needs to be involved?</td>
</tr>
<tr>
<td>Specific Action 3</td>
<td><em>Check in date</em></td>
<td>Resources/Tools needed</td>
<td>Barriers to achieving goal</td>
<td>Who else needs to be involved?</td>
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</table>

* Decide on a date for the next meeting with your mentor

Hamelin - Last updated: March 2022

[https://uofi.box.com/s/ts9ggbuzxk8i59pai0bzlwwfsw1ixlj7](https://uofi.box.com/s/ts9ggbuzxk8i59pai0bzlwwfsw1ixlj7)
Practical Tool: CV Templates

Clinical faculty can consider following the AAMC guidelines:
https://www.aamc.org/members/gfa/faculty_vitae/150034/preparing_your_curriculum_vitae.html

While there is no similar standard for research faculty, UCSF provides some CV templates here:
https://career.ucsf.edu/grad-students-postdocs/career-planning/academic-jobs/applying/academic-samples
Key Resource: COM Faculty Academic Advancement Advisory Council FAAAC

**Mission**

To create an institutional climate and environment in which the faculty and its leadership reflect the gender and racial/ethnic profile of the College of Medicine’s student body in order to achieve excellence in research, teaching, and patient care.

Through this mission, the College of Medicine can attract and retain a world-class and diverse faculty. Each COM department and campus plays a vital role in furthering this mission.

- FAAAC members are responsible for sharing faculty development needs, goals, and action items between their home department and the Council and the COM Dean’s Office.
- The new FAAAC replaces the former Faculty Academic Advancement Committee for Diversity, Equity and Inclusion (FAAC-DEI) as DEI has its own College-Level Committee and a new Office.
- FAAAC includes members from Chicago and Regional campuses, and meets quarterly to discuss priority needs for faculty development and advancement.
- The council is chaired by Associate Dean for Faculty Development, Dr. Memona Hasnain, and is advisory to the Dean’s Office missions for faculty advancement, well-being, diversity, equity and inclusion.

FAAAC Roster: [https://uofi.app.box.com/s/5axhubwfv9qv2g6g0ta84g45nyuk5yi](https://uofi.app.box.com/s/5axhubwfv9qv2g6g0ta84g45nyuk5yi)
**Key Resource: We-CARE - NEW FACULTY PEER SUPPORT PROGRAM**

Compassionate Alliances for Resilience & Empowerment Program at UIC COM

<table>
<thead>
<tr>
<th>Aimed at fostering well-being of our faculty and promoting belonging and inclusion.</th>
</tr>
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<tbody>
<tr>
<td>Adapted from a similar program developed at Harvard University which has been disseminated in multiple academic medical centers across the nation.</td>
</tr>
<tr>
<td>Offers peer support and collegiality – it is not therapy. The program also connects faculty members with other organizational resources for further support.</td>
</tr>
<tr>
<td>Utilizes trained faculty volunteers (We-CARE Helpers) to support peer faculty members in need of collegial support by providing empathic listening in a supportive environment.</td>
</tr>
<tr>
<td>Provides a safe space for faculty to confidentially share their concerns and dilemmas and receive emotional support and validation without judgment or fear of retaliation.</td>
</tr>
<tr>
<td>We-CARE Helpers represent the diversity of our College with respect to clinical/nonclinical appointments, rank, gender, and race/ethnicity.</td>
</tr>
<tr>
<td>These are colleagues you can turn to when you need someone to talk about issues such as burnout, workplace conflicts, obstacles in career advancement, etc.</td>
</tr>
</tbody>
</table>

Stephanie Joe, MD, FACS & Memoona Hasnain, MD, MHPE, PhD We-CARE Co-Directors See [We-CARE Website](#) for more info
See [We-CARE Website](medicine.uic.edu/office-of-faculty-affairs/faculty-development/culture-of-health-and-wellness/) for more info

Compassionate Alliances for Resilience & Empowerment Program

**We-CARE Faculty Peer Support Program**

The University of Illinois College of Medicine at Chicago is offering a new evidence-based faculty peer support program — Compassionate Alliances for Resilience & Empowerment Program (We-CARE) — aimed at fostering well-being of our faculty and promoting belonging and inclusion. The We-CARE Program is adapted from a similar program developed at the Harvard University which has been disseminated in multiple academic medical centers across the nation. The We-CARE Program offers peer support and collegiality — it is not therapy. The program also connects faculty members with other organizational resources for further support.

The We-CARE Program utilizes trained faculty volunteers (We-CARE Helpers) to support peer faculty members in need of collegial support by providing empathetic listening in a supportive environment. Faculty members will be able to confidentially share their concerns and dilemmas in a safe space with emotional support and validation without judgement or fear of retaliation. We-CARE Helpers represent the diversity of our College with respect to clinical/non-clinical appointments, rank, gender, and race/ethnicity. These are colleagues you can turn to when you need someone to talk about issues such as burnout, workplace conflicts, obstacles in career advancement, and challenges to maintaining work-life balance.

We-CARE Peer Support Program Overview is available [here](we-care@uic.edu).

We-CARE Peer Support Request Form is available [here](we-care@uic.edu).

Questions? Reach us at [we-care@uic.edu](we-care@uic.edu).
The Office of Faculty Development Celebrates Black History Month
February is Black History Month, an annual celebration of achievements by Africans and African Americans and a time for recognizing the central role of Black people in U.S. history. Please join us in celebrating Black History Month and hear leadership stories from Black faculty readers at UIC who will share their personal journeys to leadership and explore the challenges and opportunities for UCOM as we work to ensure the success of Black students, residents, staff and faculty, and foster inclusive learning and practice environments.

When: Thursday, February 9, 12-1pm

Speakers:

Trevorine M. Thompson, MD, FASAEM, FACER, FACMT, Associate Dean for Administration, Professor of Emergency Medicine & Medical Toxicology, Head of the Division of Medical Toxicology, Department of Emergency Medicine, UICOM, Associate Program Director, Toxicon Consortium Medical Toxicology Fellowship

Christina Wells MD, MPH, FAAPR, DipACLM, Assistant Professor of Clinical Family Medicine, College-wide Director of Medical Colloquium, Assistant Director of PGM Scholars Program, UIC College of Medicine, Department of Family and Community Medicine, Mike Squiers Health Center

Alana Biggers, MD, MPH, FACP, Assistant Professor of Medicine, Associate Program Director of Diversity, Equity, and Inclusion, Internal Medicine Residency Program, Co-Chair, DIM Inclusion Council, Division of Academic Internal Medicine and Geriatrics

Moderator: Dr. Memona Haasain, MD, MPH, PhD, Associate Dean for Faculty Development, Professor of Family and Community Medicine

Where: Zoom — register using the link below

https://uic.zoom.us/meeting/register/Y0zYdofE4gWQaV7yNzUzGzYw0P0lWZ

Registration is required

Questions? Please contact Sonia Gudur, Graduate Assistant UICOM Office of Faculty Development, sgudur@uic.edu or Dr. Memona Haasain, Associate Dean for Faculty Development, memona@uic.edu

A recording of the presentation can be viewed here.
ANNUAL CV WORKSHOP

The UICOM Office of Faculty Development Presents
“Practical Advice for Preparing your CV for Promotion & Tenure”

Purpose: This workshop is designed for Assistant Professors and Associate Professors planning to go up for promotion, including tenure-track faculty coming up for mid-probationary reviews. A virtual presentation on creating a strong CV will be followed by Q&A and group discussion.

Workshop A for Clinical Faculty:
Wednesday, March 29, 2023
8:00-9:00 am via Zoom
Faculty Leader: Dr. Memona Hasnain, MD, MHPE, PhD, Associate Dean for Faculty Development
Register here.

Workshop B for Basic Science Faculty:
Thursday, April 6, 2023
8:00-9:00 am via Zoom
Faculty Leader: Dr. Pauline Maki, PhD, Associate Dean for Faculty Affairs
Register here.

Please note the SEPA RE registration links for each workshop. Please register using the links above by March 24.

Questions? Please contact Sona Gudur, Graduate Assistant UICOM Office of Faculty Development, sgudur3@uic.edu or Dr. Memona Hasnain, Associate Dean for Faculty Development, memona@uic.edu

UIC PROMOTION AND TENURE (P&T) WORKSHOPS

P&T Mentoring Workshop for Non-Tenure Track Faculty
Monday, March 13, 2023

P&T Mentoring Workshop for Junior Tenure-Track Faculty
Thursday, March 30, 2023

P&T Mentoring Workshop for Mid-Career Tenure-System Faculty
Tuesday, April 11, 2023

P&T Mentoring Workshop for Junior Tenure-Track Faculty
Tuesday, April 18, 2023

Workshop for Underrepresented Faculty
Monday, April 3, 2023, 12:00-1:00 pm

For P&T workshops registration info please access UIC Faculty Affairs website.
UICOM Faculty Development Newsletter

New updates, FD opportunities and evidence published each month

We welcome submissions for our newsletter related to faculty development updates, training and funding opportunities, and faculty accomplishments.
Thank you!

We wish you much success in your professional journey

Questions and/or suggestions, please contact:

• Memoona Hasnain MD, MHPE, PhD memoona@uic.edu

U OF I FACULTY RESOURCES
COM PROMOTION & TENURE RESOURCES
COM FACULTY DEVELOPMENT
WE-CARE PEER SUPPORT PROGRAM Overview and Peer Support Request Form
UIC BIAS REPORTING TOOL
PAST UICOM FD NEWSLETTERS