

## **EXPECTATIONS FOR JFDP PARTICIPANTS**

### **Graduation Requirements**

To complete the Junior Faculty Development Program (JFDP) you must fulfill the following requirements:

- Attend at least 80% of the JFDP sessions, including the project presentations at the end of the program (a total of 35 weekly sessions).  
*We ask you to inform us if you will be absent for a session; however, excused absences do not count towards your overall attendance.*
- Submit your CV in the UMass Chan Med School format (deadline TBA).  
You will receive instructions on the UMass Chan Med School format and narrative statement as part of the JFDP course during the fall.
- Participate in all four educational skills (“microteaching”) workshops.  
Make-up sessions will be provided if you cannot attend one of the scheduled workshops.
- Attend and present your poster at the JFDP Virtual Poster Session in early February (see below).  
If you are unable to attend the Poster Session, you should inform us and submit your poster.
- Meet or make significant progress on your pre-determined goals for your project using your set goals from the Project Progress Report
- Present your project at the end of the program — *see below*. This will serve as your **Final Project Report**.

### **Program Requirements for your Project**

1. Submit a **Project Goal & Timeline** to the JFDP Co-Director (deadline TBA). The report includes the **goal** for your project and a **timeline** of the **objectives/tasks** that you expect to complete by the end of the program (May 2023). We will use this report to assess whether you have made progress on your project by the end of the program (see graduation requirements above).
2. Prepare a **Specific Aims** page describing your project and submit for review (deadline TBA) at the Specific Aims microteaching session in December 2022.
3. Prepare and present a “work in progress” **poster** on your project for the Poster Session in February, 2023. Deadline for poster submission TBA, but will be several days prior to the poster event.
4. Present your project during one of the **Final Project Presentation** sessions in April and May, 2023.

### **Program Expectations for Interaction with Your Mentor**

1. Schedule regular meetings with your mentor to discuss your project.  
*We recommend 30-minute meetings, twice monthly.*
2. Complete the Mentee “check-in” survey to be distributed in October 2022.
3. Invite your mentor to the Poster Session in February and your Project Presentation in the spring.
4. Inform the Directors if you experience difficulties in navigating the mentoring relationship.

### **Assignments**

The JFDP curriculum includes specific assignments designed to reinforce the knowledge or skills presented in the sessions. In some cases, you may be asked to bring information or material to a session. In other cases, there may be follow-up assignments or other tasks to complete. Completing these assignments will enhance learning for you and your colleagues in the program.

All materials for each session (handouts, readings, etc) will be posted to the **JFDP DropBox** site prior to each session. You will receive an email notice each week to inform you that material has been posted to the site. It is your responsibility to download these materials and bring to the session.

### **Evaluation**

Your feedback is very important to us. We use the feedback obtained through the assessments to continually enhance the program. We expect you to complete the JFDP session evaluations (weekly) and the overall course evaluation at the end of the year.

### **Professionalism**

Professionalism is a theme that is woven throughout the course. ***We regard your conduct throughout the JFDP to be a demonstration of your professionalism.*** This includes the following expectations:

- Regular attendance: sign-in each week prior to class.
- Arrival on-time for sessions: Repeated late arrival will be taken into consideration in assessing session attendance.
- Be present and engaged during classroom sessions: *please no work-related phone and computer use.*
- Timely completion of assignments.
- Commitment to the mentoring relationship.
- Prompt response to requests for information.
- Completion of course evaluation materials.

#### ***In turn, we commit the following to you:***

- Openness to input and recommendations regarding all aspects of the program.
- Continuous quality improvement of the program.
- Role-modeling of attitudes, skills, and behaviors taught in the program.
- Individual guidance and/or mentoring if needed or requested.
- Prompt communication of changes to the program
- Recognition for completion of the program.

### **Communication**

Please look for and respond promptly to emails from the program from Katherine Conlon (Office of Faculty Affairs), or the Director Dr. Susanne Muehlschlegel or co-Director Dr. Pranoti Mandrekar.

We expect you to inform us if you are not able to attend a JFDP event—***if we do not hear from you, we will assume that you will be attending.***

*Junior Faculty Development Program, 2022-23*

**Managing your mentoring relationship**

Once your mentor has been confirmed, you must take the lead to initiate and plan the meetings. It is your project to complete—you know the details and deadlines for implementation. Therefore, you are responsible for scheduling meetings and determining the preferred method of communication with your mentor. Be sure to ask your mentor for specific and constructive feedback throughout your work together. You are responsible for negotiating the mentoring relationship and getting the most out of this experience.

We strongly recommend meeting **twice per month** during the program to review progress on your project. A half hour meeting that occurs more frequently and that has more focus can facilitate progress more effectively than a one-hour meeting that occurs less frequently. During each of these meetings you will work on your project. All meetings do not need to be in person; some may be by phone, email, video etc.

The following table will help you to plan the agenda for your meetings with your mentor. In addition to guidance on your project, you should also seek your mentor’s help with the program requirements listed below. This timeline is also provided to the mentors.

<b>Date</b>	<b>Mentee’s Objective(s) for Meeting</b>	<b>JFDP Deadlines</b>
August/Sep tember	Initial meeting and discussion of project: set expectations for mentoring and define schedule for meetings.	
October	Discuss goals and timeline of activities to be completed on your project by the end of the program. This information is required for the <b>Project Goal &amp; Timeline</b> report.	Project Goal & Timeline report <b>October 2022</b>
November	Preparation of a <b>Specific Aims</b> page for your project.	Submit the Specific Aims page <b>December 2022</b> for review at the session in Dec
December	Preparation of <b>Work in Progress</b> poster for Poster Session.	Project Progress Session <b>February 2023</b>
February and March	Practice for <b>Final Project Presentation</b> .	Platform (Project) Presentation Microteaching sessions in <b>Feb and March, 2023</b>
April and May	Finalize project presentation. Review plans for scholarship and identify “next steps” for project.	Project Presentations <b>April–May 2023</b>
May	Graduation Ceremony Family and Spouses welcome Mentors will be honored	<b>May 18, 2023</b>

## Junior Faculty Development Program, 2022-23

### Mentee-Mentor Meetings: Recommended Practices

- It is your responsibility as the mentee, to take the lead to initiate, set-up and plan the meetings.
- Plan to meet two times per month, with the goal of shorter, more frequent, and more productive meetings in order to keep your project work on track.
- Prior to your first meeting, please provide your project mentor with your CV and project description.
- The first meeting should be for one hour and include the following:
  - Introductions
  - Description of the project and project timeline
  - Discussion of the specific guidance needed from the mentor
  - Concrete plans for future meetings and progress
- Make sure that regularly scheduled meetings are on your calendar and your mentor's calendar through May.
- Send an email reminder to your mentor prior to each meeting, with a suggested agenda, for example:

*"A reminder that we are scheduled to meet in your office at 8:00–8:30 am on Nov 7 to discuss progress on my JFDP project. I propose that we discuss pre/post testing. I have read the 2 articles you recommended at our last meeting, and I now have some specific questions. Please let me know if you have other topics that we should discuss. Thank you."*
- Follow-up each meeting with an e-mail containing a brief summary of what was discussed, the results of the meeting, what is to be done, and by whom prior to your next meeting, for example:

*"Thank you for the helpful guidance you provided during our JFDP mentoring meeting yesterday in offering descriptions of teaching methods that I was unaware of, as well as providing ideas for creating opportunities for interaction in online teaching. As we planned, I will consider how to apply those approaches to my project and we will discuss at our next meeting at 8:30–9:00 am on Nov 21. Please let me know if you have a different understanding of our recent meeting and/or work for our next meeting."*
- Keep a log of meetings with your mentor. The e-mails noted above will become records associated with each meeting.