

Academic Affairs

The OFA supports faculty academic advancement and recognition, and the policies, procedures and governance of the campus.

Appointment, Promotion & Tenure

The OFA administers the process for faculty appointments, promotion and tenure decisions, and supports the Personnel Action and Tenure Committees. In 2013-14,

- 202 faculty were appointed to SOM (197) and GSN (5)
- 68 faculty were promoted in rank (25 women, 43 men)
- 13 faculty received the award of tenure (3 women, 10 men)

Faculty promoted, tenured or awarded emeritus status are recognized bi-annually at faculty networking lunches. Faculty promoted to professor or awarded tenured or emeritus status are also recognized with informative posters displayed in the medical school lobby.

Governance

This past year proved to be the culminating year in overhauling the Campus governance. Endorsed by the Faculty Council, Executive Council and Faculty-at-Large, the UMMS Governance Document was approved by the University's Board of Trustees in September 2013. One of several changes required each of the Schools to maintain Bylaws. During the year the OFA worked with the Dean of each school and a writing group to develop bylaws, which have now been approved for all three schools.

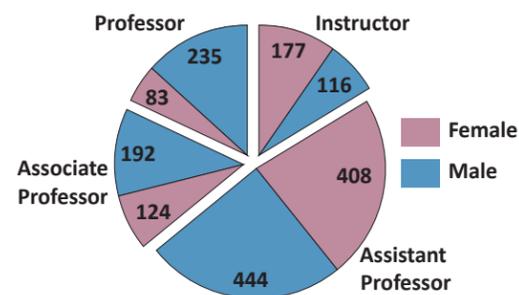
Additionally, the OFA worked with each of the Campus and SOM standing committees to develop committee bylaws. Many of these have already been approved and are in effect. The OFA will continue working with the Schools over the next year with the Faculty Council, Executive Council and Standing Committees to implement changes resulting from the Governance Document and School Bylaws.

UMMS Faculty Fast Facts

The OFA maintains a database of all faculty who hold academic appointments at UMMS. On December 31, 2013, UMMS had 3,067 faculty. The majority (89%) are appointed in the clinical departments. Our faculty includes:

- 1779 employed by UMMS, UMMMG or both
- 366 (21%) employed part time
- 154 tenured (8.7%) and 94 on the tenure track (5.2%)
- 1288 volunteer
- 2897 total in the School of Medicine (SOM)
- 170 total in the Graduate School of Nursing (GSN)
- 377 in the Graduate School of Biomedical Sciences (GSBS)

Distribution of Employed Faculty by Rank and Gender



Contact Us!

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Please visit our website for more information about OFA programs and events, detailed guidance on promotion and tenure, mentoring, part time employment and retirement, and schedules for faculty development programs

www.umassmed.edu/ofa



Office of Faculty Affairs Team 2014

Seated:

Robert Milner, Associate Vice Provost for Professional Development
Luanne Thorndyke, Vice Provost for Faculty Affairs

Standing (from left):

Margie Rodriguez, Executive Assistant
Kathleen Rancourt, Administrative Assistant
Joanna Cain, Director of Talent Management
Judith Ockene, Associate Vice Provost for Gender & Equity
John Congdon, Administrative Manager
Susan Tremallo, Program and Events Coordinator
Gennette Ludovico, Academic Personnel Specialist



University of Massachusetts Medical School

Office of Faculty Affairs

2013-14 Annual Report

Building Partnerships for Faculty Success

Welcome to the Office of Faculty Affairs

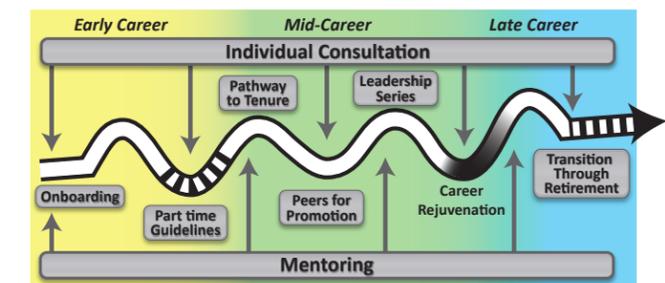


Luanne Thorndyke, MD
Vice Provost for Faculty Affairs

The University of Massachusetts Medical School (UMMS) was one of only seven medical schools nationally to receive a Faculty Career Flexibility Award from the Alfred P. Sloan Foundation and the American Council on Education (ACE). With this support, in 2013-14 the OFA designed and implemented programs, policies, and practices to provide opportunities for work-life balance, and leveraged continued investment in issues critical to faculty development, advancement, and satisfaction.

Faculty Career Flexibility is the ability to maintain an active academic career while balancing professional and personal obligations

The central theme of our accelerator plan for the ACE/Sloan Award is: Maximizing Options for Faculty to Reach and Sustain their Full Potential. New programs have been added to our portfolio for multiple types of faculty: Faculty Onboarding Program (new faculty); Peers for Promotion (assistant professors 5-10 years in rank); Pathway to Tenure Program (tenure track faculty); and Transition Through Retirement (senior faculty). Part Time Guidelines were developed to assist faculty and their chairs in considering potential changes in work effort. In 2014-15, **mentoring** will be a primary focus to ensure that all faculty receive the mentoring they need and desire to be successful.



Maximizing Options for Faculty to Reach and Sustain Their Full Potential

The OFA uses three strategies to deliver support to faculty: Online Resources, Workshops, and Individual Consultations. Check out the many updates to the OFA website, which features guidance on such topics as career planning (Individual Opportunity Plan), mentoring (UMMS Mentoring Network), and planning for retirement (Retirement Checklist).

Our vision is to be the premier resource for faculty, faculty development and faculty affairs locally, regionally, and nationally

Faculty are the "heart and soul" of UMMS. The OFA is committed to enhancing the development and advancement of our faculty, and disseminating innovative and effective programs developed at UMMS. UMMS is a proud co-sponsor of a national conference, *Career Flexibility for the Biomedical Faculty of Today and Tomorrow*, to be held in Boston in March 2015.



Office of Faculty Affairs

Building Faculty Communities:
Pursuing Themes that Enrich, Enhance and Advance

Career Navigation

The OFA sponsors programs to help faculty navigate their careers from recruitment to retirement.

Faculty Onboarding Program

The goal of the Faculty Onboarding Program is to ensure that each new faculty member has the support needed for orientation and success at UMMS. Major elements include:

Welcome Packet: New faculty receive a packet of information about UMMS and the surrounding community before they arrive on campus.

New Faculty Orientation: Quarterly sessions include overviews of UMMS and UMMHC, processes for promotion and evaluation, and changes in healthcare delivery. Faculty also develop an Individual Opportunity Plan—a career planning tool to provide a personal map for their career. Extensive resources and information for new faculty are also available on the OFA website.



Onboarding Mentor: Each new faculty member is assigned an onboarding mentor by their department. These experienced faculty assist new faculty in the transition to UMMS, providing introductions, orienting information and integration during their first year. In 2013–14, 79 new faculty were assigned onboarding mentors.

Networking Lunches: These events provide an opportunity for faculty to meet informally, network and exchange ideas. Brief programs provide updates on important initiatives and celebrate recently promoted and tenured faculty. Four lunches were held in 2013–14 with a total attendance of almost 400 faculty.

Work-Life Balance and Faculty Career Flexibility

The OFA has lead the creation of guidance for faculty who face the challenges of balancing their professional and personal lives at critical stages of their careers.

Part Time Guidelines: These Guidelines provide a framework for discussions of change in effort between a faculty member and their chair and are designed to promote fairness and transparency around the decision. The Guidelines were developed by a cross-campus working group of faculty, chairs and administrators and have been approved by both UMMS and UMMHC leadership.



Transition Through Retirement: A survey of UMMS faculty over age 50 demonstrated that many had not prepared for retirement. In addition, faculty expressed the desire to remain connected with UMMS after retirement. In 2013–14, the OFA initiated an integrated program to support faculty through the stages of pre-retirement, retirement and post-retirement. This program was developed in collaboration with senior faculty, Human Resources and the Mature WorkForce Committee, and includes online resources and guidance for faculty transitioning through retirement. Retired faculty are now able to remain connected with UMMS through a umassmed.edu email address, a badge allowing access to the library and campus activities, and opportunities for volunteer service.

Development

The OFA provides support for faculty to gain new skills and knowledge through professional development.

Junior Faculty Development Program (JFDP)

The JFDP is a year-long intensive program for junior faculty designed to facilitate their success in academic medicine. A curriculum in research, education, and career development is combined with a project conducted with the guidance of a senior faculty mentor. Twenty three faculty completed the program in 2013–14, representing nine departments and the Graduate School of Nursing.



Graduation Ceremony for the 2013-2014 JFDP Class

Leadership Series

Seminars and workshops by national speakers and UMMS experts address various leadership competencies. Ten seminars and seven workshops were held in 2013-14, with an average attendance of 50 faculty.



Support for Faculty Academic Advancement

Faculty advancement—promotion in rank or the award of tenure—is expected of all faculty. The OFA provides multiple programs to assist faculty seeking promotion or tenure.

Preparing for Promotion Workshops: These half-day sessions address the processes of promotion and tenure at UMMS. Topics include promotion criteria, CVs and reference letters. The 2013–14 workshops were attended by 34 faculty.

Peers for Promotion: This new program provides facilitated peer mentoring for faculty seeking promotion to Associate Professor within two years. In 2013–14, 12 women Assistant Professors participated in the pilot that addressed the components needed for promotion.



Pathway to Tenure: This program is designed to support, complement and add value to the activities of chairs and department faculty in nurturing tenure track faculty. The program includes periodic individual consultations with OFA faculty, a peer mentoring group, and bi-annual seminars for tenure track faculty. In 2013–14, the OFA piloted a third-year formative review of tenure track faculty by departments.

Faculty Advancement and Development Liasons (FADL): Each department has a faculty member identified to help individual faculty navigate promotion. FADL Representatives are important links between the OFA, the department chair, the departmental personnel action committee, and faculty considering promotion.

Mentoring

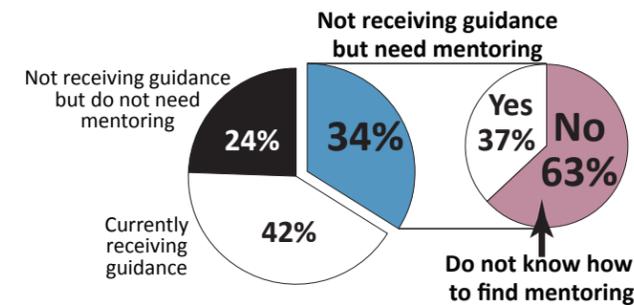
The OFA provides support for faculty to gain new skills and knowledge through mentoring.

Mentoring at UMass Medical School

Mentoring is a primary focus of the OFA. Our goal is to enhance the culture of mentoring at UMMS—to ensure that all faculty have access to mentors, that mentors have the support to be effective, and that both have the resources to establish and sustain a mentoring relationship.

Mentoring Advisory Board: The Board is composed of cross-campus leaders in mentoring and provides guidance and advice on mentoring at UMMS. The Board played a key role in the design of the Mentoring Survey. It is currently chaired by Dr. Pranoti Mandrekar.

UMMS Mentoring Survey: This survey, conducted in 2012, demonstrated that one third of the faculty responding were not receiving guidance but needed mentoring (the “mentoring gap”) and a majority of these faculty did not know how to find a mentor.



To respond to the faculty need for mentoring, the OFA has implemented programs targeted to particular faculty groups, partnered with departments to build mentoring programs, and provided resources for individual faculty to identify a mentor.

Faculty Mentoring Network—Find a Mentor

In 2013–14 the OFA established the UMMS Faculty Mentoring Network for individual faculty to identify and match with mentors. The Network, which is supported by workshops, online resources, and individual consultations, guides faculty through three steps of defining their needs for mentoring, identifying a mentor, and establishing the mentoring relationship.



Guidance for Mentors and Mentees: The OFA website provides help and advice for mentees and mentors on starting and sustaining a mentoring relationship.

Mentoring Workshops: Faculty seeking mentors can attend a Find a Mentor workshop designed to help them identify a mentor. Workshops are also provided for mentors, including a specific orientation for onboarding mentors.

Mentoring Consultations: Individual faculty may seek additional help to identify a mentor by scheduled a consultation with an OFA faculty member. Consultations are also provided on promotion and retirement.

Equity & Diversity

The OFA supports programs to foster equity and diversity within our faculty, particularly for minority and women faculty.

Joy McCann Professorship for Women in Medicine

Tiffany Moore Simas, MD, MPH, MEd is the Joy McCann Professor for 2014–17. The professorship recognizes female physician faculty who have demonstrated leadership in medical education, mentoring, research, patient care, and community service. The goal of her professorship is to enhance the leadership skills of mid-career women faculty.



Faculty Diversity Scholars Program (FDSP)

The goal of the FDSP is to encourage recruitment and career advancement of faculty from backgrounds that are underrepresented in the health sciences. A new scholarship was awarded in 2013–14 to Paulo Martins, MD, PhD (Surgery, right) who joins the current awardees: J. Gordon Ogembo, PhD (Medicine), Stephanie Rodriguez, PhD (Psychiatry), and B. Marie Ward, MD (Surgery).



UMMS Faculty Scholar Award

This competitive award provides up to \$30,000 to assist junior faculty during a period of increased family care responsibilities to continue research and scholarly effort while family obligations are addressed. Five awards were made in 2013–14. A peer mentoring group for the awardees was started in 2013–14.



AAMC Conference Support

The OFA provides registration funding for a limited number of faculty to attend the AAMC Women and Minority Faculty Professional Development Seminars. In 2013–14, five faculty members were sponsored to attend these conferences.

Executive Leadership in Academic Medicine (ELAM)

The OFA supports the application of faculty to ELAM, a competitive and highly selective program to prepare senior women faculty to move into positions of institutional leadership. Vivian Budnik, PhD (Neurobiology, left) and Mary Lee, MD (Pediatrics, right) were selected as ELAM Fellows for 2014–15. In 2014, Jean King, PhD (Psychiatry), a 2011 ELAM Fellow was appointed as Associate Provost for Biomedical Research.



Women's Faculty Committee (WFC)

The mission of the WFC is to address the needs of women faculty and promote the status of women at UMMS and UMMHC. The OFA cosponsors the annual WFC Awards Luncheon with the WFC and the Diversity and Equal Opportunity Office.



WFC Award Recipients 2013-2014