Faculty Affairs, Development and Wellness Office

https://medicine.musc.edu/faculty-affairs

Academic Investigator "Roadmap"

Reviewed by the FADW Office May, 2024

Rank	Faculty Affairs	Faculty Development	Faculty Wellness
Tenure Track			
Academic Investigator,	Understand the promotion process	Spend 1 to 2 hours per month on	Set personal wellness parameters
Assistant Professor,	Faculty Appointment,	faculty development	Frequently access the well-being
years 1 to 3	Promotion and Tenure	Establish mentorship with a primary	collective website found here:
	Guidelines found here:	mentor and/or mentoring team	https://horseshoe.musc.edu/every
	https://medicine.musc.edu/facu	https://medicine.musc.edu/faculty-	one/well-being
	<u>lty-affairs/apt-for-musc-faculty</u>	affairs/mentoring	This digital hub will connect you to
	Begin building professional profile in	Join relevant professional societies	a broad spectrum of support
	Interfolio and update regularly	(consider research and educational	programs and resources across six
	https://account.interfolio.com/login	societies) and regularly attend	different dimensions. It is a living
	Read the Faculty Handbook	societal and scientific meetings	site, optimized over time.
	https://education.musc.edu/faculty	Attend Divisional and Departmental	You will find well-being support
	Meet with your Chair and mentor(s)	education and research conferences	that includes crisis resources, stress
	to discuss your individual	 Present at divisional and 	first aid, mental health, financial
	development plan	departmental conferences	health, caring for others and more
	Understand Salary Structure and	 Research ideas and 	
	Faculty Compensation Plan for your	progress	
	Department	 Grand rounds 	
	https://horseshoe.musc.edu/univer	If applicable, start developing	
	sity/colleges/com/faculty/basic-	teaching skills	
	science-compensation	• Educator resources found here:	
	Focus institutional service locally	https://medicine.musc.edu/facul	
	within your Division or Department	ty-affairs/educator-resources	
	Discuss relevant committees	Consider enrolling in Academy of	
	with your Chair (service on 1 to	Medical Educators, found here:	
	2 committees or work groups).	https://medicine.musc.edu/facul	
	COM Faculty committee	ty-affairs/academy-of-medical-	
	opportunities can be found	<u>educators</u>	

routinely posted in the weekly Dean's message as well as here: https://horseshoe.musc.edu/university/colleges/com/faculty/bylaws-faculty-committees

Establish and build research effort If applicable, establish and build teaching effort

Consider relevant sessions from Apple Tree Society, ARROW and Faculty Roundtables, found here: https://education.musc.edu/students/apple-tree;

https://education.musc.edu/leaders hip/provost/reporting-units/arrow; https://medicine.musc.edu/facultyaffairs/roundtables

Consider relevant research resources, found here: https://medicine.musc.edu/faculty-affairs/researcher-resources

- Identify cores that can support your research efforts: https://research.musc.edu/cores
- For clinically relevant research, familiarize yourself with resources through the Office of Clinical Research: https://horseshoe.musc.edu/research/ocr
- Identify approvals needed for your research (e.g. IACUC, IRB): https://horseshoe.musc.edu/research/ori
- Identify potential internal funding opportunities and resources through SCTR: https://research.musc.edu/resources/sctr
- LIFT academy (relevant for those preparing their first R01 application):

		https://research.musc.edu/reso urces/ord/research- education/lift-academy	
Academic Investigator, Assistant Professor, >3 years	 Begin assembling your promotion portfolio for Associate Professor Review Faculty Appointment, Promotion and Tenure Guidelines and identify areas of strength and areas for improvement; found here: https://medicine.musc.edu/faculty-affairs/apt-for-musc-faculty Meet with your Chair and mentor(s) to discuss the promotion process and to develop improvement plans for any necessary areas. Refine your individual development plan. Set a timeline for applying for promotion Update professional profile in Interfolio regularly https://account.interfolio.com/login Broaden institutional service (Division, Department, College) to reflect your interests and developing expertise Discuss relevant committees with your Chair (service on 2 to 4 committees or work groups). COM Faculty committee opportunities can be found routinely posted in the weekly 	Spend 3 to 4 hours per month on faculty development Maintain a strong mentoring relationship with a primary mentor and/or mentoring team. It may be appropriate to tailor your mentorship based on developing expertise, funding mechanisms or interests Start developing mentoring skills Form mentoring relationships with trainees https://medicine.musc.edu/faculty-affairs/mentoring Join committees in relevant professional societies (consider educational and research societies) and regularly attend societal and scientific meetings Present educational topics or research/scholarly activities at local, regional and national scientific meetings Attend Divisional and Departmental education and research conferences Present at divisional and departmental conferences Research ideas and progress Grand rounds	Refine personal wellness parameters Understand financial wellness Frequently access the well-being collective website found here: https://horseshoe.musc.edu/every one/well-being This digital hub will connect you to a broad spectrum of support programs and resources across six different dimensions. It is a living site, optimized over time. You will find well-being support that includes crisis resources, stress first aid, mental health, financial health, caring for others and more

Dean's message as well as here: https://horseshoe.musc.edu/un iversity/colleges/com/faculty/b ylaws-faculty-committees

- Consider chairing local committees or work groups
 Maintain research effort, working towards independence
- Familiarize yourself with the annual evaluation instructions for faculty found here: https://horseshoe.musc.edu/university/colleges/com/faculty/interfolio-faculty-evaluation

If applicable, maintain or continue building teaching effort

- May consider an expanded teaching effort in a particular area of expertise
- Review teaching evaluations and strive for excellence

 Consider leading educational or research conference

If applicable, advance teaching skills

- Educator resources found here: https://medicine.musc.edu/facul ty-affairs/educator-resources
- Consider enrolling in Academy of Medical Educators, found here: https://medicine.musc.edu/faculty-affairs/academy-of-medical-educators

Consider relevant sessions from Apple Tree Society, ARROW and Faculty Roundtables, found here: https://education.musc.edu/students/apple-tree;

https://education.musc.edu/leaders hip/provost/reporting-units/arrow; https://medicine.musc.edu/faculty-affairs/roundtables

Consider relevant research resources, found here:

https://medicine.musc.edu/faculty-affairs/researcher-resources

- Identify cores that can support your research efforts: https://research.musc.edu/cores
- For clinically relevant research, familiarize yourself with resources through the Office of Clinical Research: https://horseshoe.musc.edu/research/ocr

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			entify approvals needed for	
			our research (e.g. IACUC, IRB):	
			ttps://horseshoe.musc.edu/res	
		ea	arch/ori	
		• Fa	amiliarize yourself with funding	
		re	esources and funding	
		op	pportunities through the ORD	
		sit	te:	
		<u>ht</u>	ttps://horseshoe.musc.edu/res	
		ea	arch/ord	
		• Id	entify potential internal	
		fu	ınding opportunities and	
		re	esources through SCTR:	
		<u>ht</u>	ttps://research.musc.edu/reso	
			rces/sctr	
Academic Investigator,	Maintain knowledge of the Faculty	Spend 3 to 4 hours per month on		Refine personal wellness
Associate Professor,	Appointment, Promotion and	faculty	y development	parameters
years 1 to 3	Tenure Guidelines found here:		ain a strong mentoring	Understand financial wellness
	https://medicine.musc.edu/faculty-		onship with a primary mentor	Frequently access the well-being
	affairs/apt-for-musc-faculty		r mentoring team. It may be	collective website found here:
	Meet with your Chair and		priate to tailor your	https://horseshoe.musc.edu/every
	mentor(s) to discuss a more		orship based on developing	one/well-being
	advanced individual	-	tise, funding mechanisms or	This digital hub will connect you to
	development plan	intere		a broad spectrum of support
	Update professional profile in		u transition to mentor, review	programs and resources across six
	Interfolio regularly		rces available for mentors and	different dimensions. It is a living
	https://account.interfolio.com/login	mente		site, optimized over time.
	Strengthen institutional service		//medicine.musc.edu/departm	You will find well-being support
	(Division, Department, College,		microbiology/pire/elements/re	that includes crisis resources, stress
	University, Institution) to reflect		es/mentor-mentee	first aid, mental health, financial
	your interests and expertise	and:	,, , , , , , , , , , , , , , , , , , , ,	health, caring for others and more
	Discuss relevant committees		//research.musc.edu/resource	
	with your Chair (service on 2 to		/education/mentorship-	
	4 committees or work groups).	sympo	<u>osium</u>	

com Faculty committee opportunities can be found routinely posted in the weekly Dean's message as well as here: https://horseshoe.musc.edu/university/colleges/com/faculty/bylaws-faculty-committees

Chair committees or work groups

Secure or maintain independent research effort

 Review the annual evaluation instructions for faculty found here:

> https://horseshoe.musc.edu/un iversity/colleges/com/faculty/in terfolio-faculty-evaluation

If applicable, strengthen teaching effort

- May consider an expanded teaching effort in a particular area of expertise or across disciplines
- Review teaching evaluations and strive for excellence

and:

https://medicine.musc.edu/faculty-affairs/mentoring

Apply for leadership positions on committees in relevant professional societies to develop national reputation and regularly attend societal and scientific meetings

- Present educational topics or research/scholarly activities at local, regional and national scientific meetings
- Strive to moderate sessions at societal or scientific meetings to develop national reputation
 Attend Divisional and Departmental education and research conferences
- Present at divisional and departmental conferences
 - Research ideas and progress
 - Grand rounds
- Consider leading educational or research conference

Accept invitations to deliver CME talks in your areas of interest and expertise

If applicable, advance teaching skills

- Educator resources found here: https://medicine.musc.edu/facul ty-affairs/educator-resources
- Consider enrolling in Academy of Medical Educators, found here: https://medicine.musc.edu/facul

ty-affairs/academy-of-medical-educators

Consider relevant sessions from Apple Tree Society, ARROW and Faculty Roundtables, found here: https://education.musc.edu/students/apple-tree;

https://education.musc.edu/leaders hip/provost/reporting-units/arrow; https://medicine.musc.edu/facultyaffairs/roundtables

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- For clinically relevant research, familiarize yourself with resources through the Office of Clinical Research: https://horseshoe.musc.edu/research/ocr
- Identify approvals needed for your research (e.g. IACUC, IRB): https://horseshoe.musc.edu/res
 earch/ori
- Identify funding resources and funding opportunities through the ORD site: https://horseshoe.musc.edu/research/ord

		Identify potential internal	
		funding opportunities and	
		resources through SCTR:	
		https://research.musc.edu/reso	
		<u>urces/sctr</u>	
		 Be familiar with resources 	
		available through the SCTR	
		success center:	
		https://research.musc.edu/reso	
		urces/sctr/about/success	
		Identify faculty awards you may be	
		eligible for and individuals who can	
		support your nomination	
		Consider leadership development	
		 MUSC Leadership Institute 	
		information found here:	
		https://horseshoe.musc.edu/eve	
		ryone/leadership-institute	
Academic Investigator,	Begin assembling your promotion	Spend 4 to 6 hours per month on	Refine personal wellness
Associate Professor,	portfolio for Professor	faculty development	parameters
>3 years	 Review Faculty Appointment, 	Maintain a strong mentoring	Understand financial wellness
	Promotion and Tenure	relationship with a primary mentor	Frequently access the well-being
	Guidelines and identify areas of	and/or mentoring team	collective website found here:
	strength and areas for	Strengthen formal mentoring of	https://horseshoe.musc.edu/every
	improvement; found here:	trainees and support their	one/well-being
	https://medicine.musc.edu/facu	professional development	This digital hub will connect you to
	lty-affairs/apt-for-musc-faculty	https://medicine.musc.edu/departm	a broad spectrum of support
	 Meet with your Chair and 	ents/microbiology/pire/elements/re	programs and resources across six
	mentor(s) to develop	sources/mentor-mentee	different dimensions. It is a living
	improvement plans for any	and:	site, optimized over time.
	necessary areas. Set a timeline	https://research.musc.edu/resource	You will find well-being support
	for applying for promotion	s/sctr/education/mentorship-	that includes crisis resources, stress
	-	symposium	first aid, mental health, financial
		and:	health, caring for others and more

- Meet with your Chair and mentor(s) to maintain an advanced development plan
 Update professional profile in Interfolio regularly
 https://account.interfolio.com/login
 Consider applying for tenure
 Maintain a strong presence in institutional service (Division,
 Department, College, University,
 Institution) to reflect your interests
 and expertise
- COM Faculty committee
 opportunities can be found
 routinely posted in the weekly
 Dean's message as well as here:
 https://horseshoe.musc.edu/un
 iversity/colleges/com/faculty/b
 ylaws-faculty-committees
- Chair institutional committees or work groups

Maintain independent research effort

 Review the annual evaluation instructions for faculty found here:

https://horseshoe.musc.edu/un iversity/colleges/com/faculty/in terfolio-faculty-evaluation

If applicable, maintain teaching effort

 Strengthen teaching effort in a particular area of expertise or across disciplines https://medicine.musc.edu/faculty-affairs/mentoring

Apply for leadership positions on committees in relevant professional societies to develop national reputation and regularly attend societal and scientific meetings

- Present educational topics or research/scholarly activities at local, regional and national scientific meetings
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If applicable, advance teaching skills

- Educator resources found here: https://medicine.musc.edu/facul ty-affairs/educator-resources
- Consider enrolling in Academy of Medical Educators, found here: https://medicine.musc.edu/facul

Review teaching evaluations ty-affairs/academy-of-medicaland strive for excellence educators Consider relevant sessions from Apple Tree Society, ARROW and Faculty Roundtables, found here: https://education.musc.edu/student s/apple-tree; https://education.musc.edu/leaders hip/provost/reporting-units/arrow; https://medicine.musc.edu/facultyaffairs/roundtables Consider relevant research resources, found here: https://medicine.musc.edu/facultyaffairs/researcher-resources • Identify cores that can support your research efforts: https://research.musc.edu/cores • For clinically relevant research, familiarize yourself with resources through the Office of Clinical Research: https://horseshoe.musc.edu/res earch/ocr • Identify approvals needed for your research (e.g. IACUC, IRB): https://horseshoe.musc.edu/res earch/ori Identify funding resources and funding opportunities through the ORD site: https://horseshoe.musc.edu/res earch/ord

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		Identify potential internal	
		funding opportunities and	
		resources through SCTR:	
		https://research.musc.edu/reso	
		<u>urces/sctr</u>	
		Be familiar with resources	
		available through the SCTR	
		success center:	
		https://research.musc.edu/reso	
		urces/sctr/about/success	
		Identify faculty awards you may be	
		eligible for and individuals who can	
		support your nomination	
		Consider advanced leadership	
		development	
		MUSC Leadership Institute	
		information found here:	
		https://horseshoe.musc.edu/eve	
		ryone/leadership-institute	
		Advanced Leaders Program	
		 Professional Society Leadership 	
		Development	
Academic Investigator,	Maintain knowledge of the Faculty	Tailor your time spent on faculty	Frequently access the well-being
Professor	Appointment, Promotion and	development to suit your	collective website found here:
	Tenure Guidelines	professional needs	https://horseshoe.musc.edu/every
	https://medicine.musc.edu/faculty-	Maintain formal mentoring of	one/well-being
	affairs/apt-for-musc-faculty	trainees and support their	This digital hub will connect you to
	Update professional profile in	professional development	a broad spectrum of support
	Interfolio regularly	Develop mentoring relationships	programs and resources across six
	https://account.interfolio.com/login	with junior faculty and support their	different dimensions. It is a living
	If not already awarded, consider	professional development	site, optimized over time.
	applying for tenure	https://medicine.musc.edu/departm	You will find well-being support
	Maintain a strong presence in	ents/microbiology/pire/elements/re	that includes crisis resources, stress
	institutional service (Division,	sources/mentor-mentee	

Department, College, University, Institution) and encourage your mentees to do so

- COM Faculty committee
 opportunities can be found
 routinely posted in the weekly
 Dean's message as well as here:
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 iversity/colleges/com/faculty/b
 ylaws-faculty-committees
- Chair institutional committees or work groups

Maintain independent research effort

 Review the annual evaluation instructions for faculty found here:

https://horseshoe.musc.edu/un iversity/colleges/com/faculty/in terfolio-faculty-evaluation

If applicable, maintain teaching effort

- Strengthen teaching effort in a particular area of expertise or across disciplines and professions
- Review teaching evaluations and maintain excellence

and:

https://research.musc.edu/resource s/sctr/education/mentorshipsymposium

and:

https://medicine.musc.edu/faculty-affairs/mentoring

Serve in leadership positions within relevant professional societies and regularly attend societal and scientific meetings

- Present educational topics or research/scholarly activities at local, regional and national scientific meetings
- Moderate and/or develop sessions at societal or scientific meetings to develop national reputation

Attend Divisional and Departmental education and research conferences

- Present at divisional and departmental conferences
 - Research ideas and progress
 - Grand rounds
- Lead educational or research conference

Accept invitations to deliver CME talks in your areas of interest and expertise

If applicable, advance teaching skills

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- Identify approvals needed for your research (e.g. IACUC, IRB): https://horseshoe.musc.edu/research/ori

- Identify funding resources and funding opportunities through the ORD site: https://horseshoe.musc.edu/research/ord
- Identify potential internal funding opportunities and resources through SCTR: https://research.musc.edu/resources/sctr
- Be familiar with resources available through the SCTR success center: https://research.musc.edu/resources/sctr/about/success

Identify faculty awards you may be eligible for and individuals who can support your nomination Identify professional society wards you may be eligible for and individuals who can support your nomination

Consider more advanced leadership

- MUSC Leadership Institute
 information found here:
 https://horseshoe.musc.edu/eve
 ryone/leadership-institute
- Advanced Leaders Program
- Professional Society Leadership Development