

**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
<b>Tenure Track</b>			
<p>Academic Investigator, Assistant Professor, years 1 to 3</p>	<p>Understand the promotion process</p> <ul style="list-style-type: none"> <li>Faculty Appointment, Promotion and Tenure Guidelines found here: <a href="https://medicine.musc.edu/faculty-affairs/apt-for-musc-faculty">https://medicine.musc.edu/faculty-affairs/apt-for-musc-faculty</a></li> </ul> <p>Begin building professional profile in Interfolio and update regularly <a href="https://account.interfolio.com/login">https://account.interfolio.com/login</a></p> <p>Read the Faculty Handbook <a href="https://education.musc.edu/faculty">https://education.musc.edu/faculty</a></p> <p>Meet with your Chair and mentor(s) to discuss your individual development plan</p> <p>Understand Salary Structure and Faculty Compensation Plan for your Department <a href="https://horseshoe.musc.edu/university/colleges/com/faculty/basic-science-compensation">https://horseshoe.musc.edu/university/colleges/com/faculty/basic-science-compensation</a></p> <p>Focus institutional service locally within your Division or Department</p> <ul style="list-style-type: none"> <li>Discuss relevant committees with your Chair (service on 1 to 2 committees or work groups). COM Faculty committee opportunities can be found</li> </ul>	<p>Spend 1 to 2 hours per month on faculty development</p> <p>Establish mentorship with a primary mentor and/or mentoring team <a href="https://medicine.musc.edu/faculty-affairs/mentoring">https://medicine.musc.edu/faculty-affairs/mentoring</a></p> <p>Join relevant professional societies (consider research and educational societies) and regularly attend societal and scientific meetings</p> <p>Attend Divisional and Departmental education and research conferences</p> <ul style="list-style-type: none"> <li>Present at divisional and departmental conferences                             <ul style="list-style-type: none"> <li>Research ideas and progress</li> <li>Grand rounds</li> </ul> </li> </ul> <p>If applicable, start developing teaching skills</p> <ul style="list-style-type: none"> <li>Educator resources found here: <a href="https://medicine.musc.edu/faculty-affairs/educator-resources">https://medicine.musc.edu/faculty-affairs/educator-resources</a></li> <li>Consider enrolling in Academy of Medical Educators, found here: <a href="https://medicine.musc.edu/faculty-affairs/academy-of-medical-educators">https://medicine.musc.edu/faculty-affairs/academy-of-medical-educators</a></li> </ul>	<p>Set personal wellness parameters</p> <p>Frequently access the well-being collective website found here: <a href="https://horseshoe.musc.edu/everyone/well-being">https://horseshoe.musc.edu/everyone/well-being</a></p> <p>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.</p> <p>You will find well-being support that includes crisis resources, stress first aid, mental health, financial health, caring for others and more</p>

	<p>routinely posted in the weekly Dean’s message as well as here: <a href="https://horseshoe.musc.edu/university/colleges/com/faculty/bylaws-faculty-committees">https://horseshoe.musc.edu/university/colleges/com/faculty/bylaws-faculty-committees</a></p> <p>Establish and build research effort If applicable, establish and build teaching effort</p>	<p>Consider relevant sessions from Apple Tree Society, ARROW and Faculty Roundtables, found here: <a href="https://education.musc.edu/students/apple-tree">https://education.musc.edu/students/apple-tree</a>; <a href="https://education.musc.edu/leadership/provost/reporting-units/arrow">https://education.musc.edu/leadership/provost/reporting-units/arrow</a>; <a href="https://medicine.musc.edu/faculty-affairs/roundtables">https://medicine.musc.edu/faculty-affairs/roundtables</a></p> <p>Consider relevant research resources, found here: <a href="https://medicine.musc.edu/faculty-affairs/researcher-resources">https://medicine.musc.edu/faculty-affairs/researcher-resources</a></p> <ul style="list-style-type: none"> <li>• Identify cores that can support your research efforts: <a href="https://research.musc.edu/cores">https://research.musc.edu/cores</a></li> <li>• For clinically relevant research, familiarize yourself with resources through the Office of Clinical Research: <a href="https://horseshoe.musc.edu/research/ocr">https://horseshoe.musc.edu/research/ocr</a></li> <li>• Identify approvals needed for your research (e.g. IACUC, IRB): <a href="https://horseshoe.musc.edu/research/ori">https://horseshoe.musc.edu/research/ori</a></li> <li>• Identify potential internal funding opportunities and resources through SCTR: <a href="https://research.musc.edu/resources/sctr">https://research.musc.edu/resources/sctr</a></li> <li>• LIFT academy (relevant for those preparing their first R01 application):</li> </ul>	
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Academic Investigator, Assistant Professor, >3 years	<p>Begin assembling your promotion portfolio for Associate Professor</p> <ul style="list-style-type: none"> <li>Review Faculty Appointment, Promotion and Tenure Guidelines and identify areas of strength and areas for improvement; found here: <a href="https://medicine.musc.edu/faculty-affairs/apt-for-musc-faculty">https://medicine.musc.edu/faculty-affairs/apt-for-musc-faculty</a></li> <li>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</li> </ul> <p>Update professional profile in Interfolio regularly <a href="https://account.interfolio.com/login">https://account.interfolio.com/login</a></p> <p>Broaden institutional service (Division, Department, College) to reflect your interests and developing expertise</p> <ul style="list-style-type: none"> <li>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</li> </ul>	<p>Spend 3 to 4 hours per month on faculty development</p> <p>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</p> <p>Start developing mentoring skills</p> <ul style="list-style-type: none"> <li>Form mentoring relationships with trainees <a href="https://medicine.musc.edu/faculty-affairs/mentoring">https://medicine.musc.edu/faculty-affairs/mentoring</a></li> </ul> <p>Join committees in relevant professional societies (consider educational and research societies) and regularly attend societal and scientific meetings</p> <ul style="list-style-type: none"> <li>Present educational topics or research/scholarly activities at local, regional and national scientific meetings</li> </ul> <p>Attend Divisional and Departmental education and research conferences</p> <ul style="list-style-type: none"> <li>Present at divisional and departmental conferences <ul style="list-style-type: none"> <li>Research ideas and progress</li> <li>Grand rounds</li> </ul> </li> </ul>	<p>Refine personal wellness parameters</p> <p>Understand financial wellness</p> <p>Frequently access the well-being collective website found here: <a href="https://horseshoe.musc.edu/everyone/well-being">https://horseshoe.musc.edu/everyone/well-being</a></p> <p>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.</p> <p>You will find well-being support that includes crisis resources, stress first aid, mental health, financial health, caring for others and more</p>

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<p>Academic Investigator, Associate Professor, years 1 to 3</p>	<p>Maintain knowledge of the Faculty Appointment, Promotion and Tenure Guidelines found here: <a href="https://medicine.musc.edu/faculty-affairs/apt-for-musc-faculty">https://medicine.musc.edu/faculty-affairs/apt-for-musc-faculty</a></p> <ul style="list-style-type: none"> <li>• Meet with your Chair and mentor(s) to discuss a more advanced individual development plan</li> </ul> <p>Update professional profile in Interfolio regularly <a href="https://account.interfolio.com/login">https://account.interfolio.com/login</a></p> <p>Strengthen institutional service (Division, Department, College, University, Institution) to reflect your interests and expertise</p> <ul style="list-style-type: none"> <li>• Discuss relevant committees with your Chair (service on 2 to 4 committees or work groups).</li> </ul>	<p>Spend 3 to 4 hours per month on faculty development</p> <p>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</p> <p>As you transition to mentor, review resources available for mentors and mentees: <a href="https://medicine.musc.edu/departments/microbiology/pire/elements/resources/mentor-mentee">https://medicine.musc.edu/departments/microbiology/pire/elements/resources/mentor-mentee</a> and: <a href="https://research.musc.edu/resources/sctr/education/mentorship-symposium">https://research.musc.edu/resources/sctr/education/mentorship-symposium</a></p>	<p>Refine personal wellness parameters</p> <p>Understand financial wellness</p> <p>Frequently access the well-being collective website found here: <a href="https://horseshoe.musc.edu/everyone/well-being">https://horseshoe.musc.edu/everyone/well-being</a></p> <p>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.</p> <p>You will find well-being support that includes crisis resources, stress first aid, mental health, financial health, caring for others and more</p>

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Academic Investigator, Professor	<p>Maintain knowledge of the Faculty Appointment, Promotion and Tenure Guidelines  <a href="https://medicine.musc.edu/faculty-affairs/apt-for-musc-faculty">https://medicine.musc.edu/faculty-affairs/apt-for-musc-faculty</a></p> <p>Update professional profile in Interfolio regularly  <a href="https://account.interfolio.com/login">https://account.interfolio.com/login</a></p> <p>If not already awarded, consider applying for tenure</p> <p>Maintain a strong presence in institutional service (Division,</p>	<p>Tailor your time spent on faculty development to suit your professional needs</p> <p>Maintain formal mentoring of trainees and support their professional development</p> <p>Develop mentoring relationships with junior faculty and support their professional development  <a href="https://medicine.musc.edu/departments/microbiology/pire/elements/resources/mentor-mentee">https://medicine.musc.edu/departments/microbiology/pire/elements/resources/mentor-mentee</a></p>	<p>Frequently access the well-being collective website found here: <a href="https://horseshoe.musc.edu/everyone/well-being">https://horseshoe.musc.edu/everyone/well-being</a></p> <p>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.</p> <p>You will find well-being support that includes crisis resources, stress</p>

	<p>Department, College, University, Institution) and encourage your mentees to do so</p> <ul style="list-style-type: none"> <li>• COM Faculty committee opportunities can be found routinely posted in the weekly Dean’s message as well as here: <a href="https://horseshoe.musc.edu/university/colleges/com/faculty/bylaws-faculty-committees">https://horseshoe.musc.edu/university/colleges/com/faculty/bylaws-faculty-committees</a></li> <li>• Chair institutional committees or work groups</li> </ul> <p>Maintain independent research effort</p> <ul style="list-style-type: none"> <li>• Review the annual evaluation instructions for faculty found here: <a href="https://horseshoe.musc.edu/university/colleges/com/faculty/interfolio-faculty-evaluation">https://horseshoe.musc.edu/university/colleges/com/faculty/interfolio-faculty-evaluation</a></li> </ul> <p>If applicable, maintain teaching effort</p> <ul style="list-style-type: none"> <li>• Strengthen teaching effort in a particular area of expertise or across disciplines and professions</li> <li>• Review teaching evaluations and maintain excellence</li> </ul>	<p>and: <a href="https://research.musc.edu/resources/sctr/education/mentorship-symposium">https://research.musc.edu/resources/sctr/education/mentorship-symposium</a></p> <p>and: <a href="https://medicine.musc.edu/faculty-affairs/mentoring">https://medicine.musc.edu/faculty-affairs/mentoring</a></p> <p>Serve in leadership positions within relevant professional societies and regularly attend societal and scientific meetings</p> <ul style="list-style-type: none"> <li>• Present educational topics or research/scholarly activities at local, regional and national scientific meetings</li> <li>• Moderate and/or develop sessions at societal or scientific meetings to develop national reputation</li> </ul> <p>Attend Divisional and Departmental education and research conferences</p> <ul style="list-style-type: none"> <li>• Present at divisional and departmental conferences <ul style="list-style-type: none"> <li>○ Research ideas and progress</li> <li>○ Grand rounds</li> </ul> </li> <li>• Lead educational or research conference</li> </ul> <p>Accept invitations to deliver CME talks in your areas of interest and expertise</p> <p>If applicable, advance teaching skills</p>	<p>first aid, mental health, financial health, caring for others and more</p>
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