

Leadership Team

May 9, 2014 * 8-9:30am * Benedict E & F

Present: Nic Apostoleris, Bob Baldor, Katharine Barnard, Greg Culley, Dennis Dimitri, Frank Domino, Steve Earls, Warren Ferguson, Dave Gilchrist, Dan Lasser, Jim Ledwith, Melissa McLaughlin, David Polakoff, Stacy Potts, Herb Stevenson, Linda Weinreb

Not present: Sandy Blount, Alan Chuman, Beth Koester

Announcements

1. **Comp Plan** – The Senior Leadership Team recently approved the revised version of the Department comp plan which now includes a clear definition of an FTE. A full-time clinician holds 9 clinical sessions, 10 patients per session for 44-45 weeks a year. The comp plan now also includes language related to support for unfunded research time.
2. **Recruitment** – The Department is currently recruiting for a physician in Barre and a DO physician in Fitchburg. Recruitment for Hahnemann is on hold and we've made a decision to no longer recruit for a physician in Benedict. Lindsey Cobbett will be leaving this summer and her patients will be absorbed by the practice.
3. **Annual Faculty Reviews** – This month we will launch the annual review process (the reporting relationships sheet was circulated for final review). Each faculty member will receive an email from Dan which will include the following attachments: personalized form for completion, the Department's Strategic Plan and the minimal expectations of the faculty document. This year we are requesting that all faculty provide a copy of their current CV with the completed form. The forms will be distributed by May 26 and are due back to Jean Roy by August 22.
4. **Ballot for PAC representation:** Frank is on the ballot to be the newest member of the Personnel Action Committee, the University-level committee that reviews faculty appointments and promotions. Please be sure to vote for him, and get the word out to others. Our Department benefits greatly from having a presence on the committee. Bob recently stepped down after a number of years of service, many as chair of PAC.
5. **Chair's Advisory Group** – The second cohort of advisory faculty will have their final meeting on June 16. A total of 22 faculty have participated to date and we will again be soliciting nominations from the Leadership Team. Past participants include:
 - **2012-13:** Katharine Barnard, Phil Bolduc, Lindsey Cobbett, Mac Corpuz, Cynthia Jeremiah, Kristen McCarthy, Monika Mitra, Tina Runyan, Trish Seymour and Sara Shields

- **2013-14:** Stephanie Carter-Henry, Suzanne Cashman, Margarita Castro-Zarraga, Kosta Deligiannidis, Mary Flynn, Phil Fournier, Allison Hargreaves, Tracy Kedian, Wen-Chieh Lin, Kristin Mallet, Dan Mullin and Saurabh Sharma
6. **Recent Awardees** – Four members of the Department have recently been recognized with awards:
- Linda Weinreb – Outstanding Mentoring Award/ Women’s Faculty Committee
 - Sara Shields – Outstanding Community Service / Women’s Faculty Committee
 - Warren Ferguson – Andy Nichols Award for Social Justice / National AHEC Organization
 - Dan Mullin – Educational Achievement (STAR) Award / Educational Policy Committee, SOM
7. **Fall Retreats** – The Department will hold its Fall faculty retreat on October 17-18, 2014. The Leadership Team will meet for a retreat from 9am-12pm on October 17th. The venue is TBA.
8. **Annual Department Dinner** – The Academic Development Committee has recommended hosting the Annual dinner in conjunction with the retreat and separating it from the Putterman activities. If we choose to move in this direction, the dinner would be held either Thursday, October 16 or **Friday, October 17** (preferred date expressed during meeting).
9. **Putterman** - After a call for nominations was distributed to the list serv recently the leadership team voted on their top three choices for a Putterman visiting lecturer. The top three were:
1. Jeff Brenner, Camden Coalition
 2. Denise Rodgers, Brown
 3. Rishi Manchanda, UCLA

Warren will be following up with Jeff Brenner to extend an invitation for him to join us in October.

Process for Faculty Appointments (Frank) – Frank notified the team about the process for faculty appointments which includes the completion of the “Request for Faculty Appointment” form (attached). Leadership Team members function as sponsors for new faculty and are expected to engage in a discussion with new faculty member about the appointment, provide assistance filling out the form and as the sponsor, provide one written letter of recommendation to be included in the packet which clearly outlines what the faculty member will be doing within a particular site/program and more broadly for the Department. Applicants are also asked to provide names of two other potential letter writers and a copy of an updated CV.

MaryAnne Adams sends communication to new faculty members, on behalf of Dan, requesting the above material.

The team also discussed the characteristics of a good letter of recommendation which should include comments about a faculty member's contributions to the three mission areas: Service, Teaching and Research (sample request for letter of recommendation is attached).

The team also made a decision to include the criteria for promotion packet with the annual faculty review materials to enhance discussions related to academic development.

A3 Update: Defining Faculty Roles (Bob)

Bob provided an update on his A3 devoted to Defining Faculty Roles. His team has worked to develop two draft faculty descriptions; one for core residency faculty and the other for clinical educators (i.e. everyone else not classified as a core faculty member). The Team reviewed the documents and provided feedback that Bob brought to his A3 team meeting later in the day.