**Vanderbilt University School of Medicine**

**Department of Pediatrics**

**New Behavioral Health Faculty 100-Day Plan**

We are delighted that you have joined the Vanderbilt Department of Pediatrics. We are committed to your professional and academic success and want to do whatever we can to help you get a strong start to your Vanderbilt career. We have found that faculty who spend a period of 2-3 months exploring the department, institution, and community followed by a reflective approach to goal setting experience a great start to their careers on our faculty. Therefore, we encourage you to develop and follow a 100-Day Plan.

The following is meant to be a guide for a new behavioral health faculty member in the Pediatrics department to develop a 100-Day Plan (~14 weeks) as well as to develop a targeted Year 1 Goals. Tasks are broken into three areas to reflect orientation matters (“Getting Started”), goal-setting (“Next Steps”), and finalizing plans (“Launch”). We have provided an approximation for timelines, but please consider these as recommendations only. You will likely tailor this to your own level of experience, individual needs, and division characteristics.

Develop your plan with your division director, followed by discussion with an Office of Faculty Development representative Plan to review approximately quarterly with your division leader and/or mentorship team to track progress, receive support, and elicit feedback. Please keep this document somewhere you can find it, as you will use it when you complete your Annual Evaluation with your Division Director

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| **GETTING STARTED** (~2 weeks) |
| **Meet with leadership, such as:**   * Division Directors related to psychology and behavioral health:   + Sarah Jaser, PhD, Director of the Division of Pediatric Psychology([sarah.jaser@vumc.org](mailto:sarah.jaser@vumc.org))   + Zack Warren, PhD, Director of the Division of Developmental Medicine ([zachary.e.warren@vumc.org](mailto:zachary.e.warren@vumc.org)) * Clinical Division Director(s):   + Visit <https://pediatrics.vumc.org/> and select “Divisions” in the header to explore faculty and identify division directors outside of psychology. Meet with directors relevant to your work to learn more about your responsibilities and opportunities * Office of Faculty Development (OFD) representatives:   \**OFD scheduling supported by Amy Nabours, Program Manager* ([amy.nabours@vumc.org](mailto:amy.nabours@vumc.org))   * + Jill Simmons, MD, Director of Faculty Mentoring Programs **OR**   Joseph Gigante, MD, Director of Education, to learn more about departmental resources and mentorship opportunities   * + Adriana Bialostozky, MD, Vice Chair of Faculty Diversity and Inclusion * Vanderbilt Kennedy Center representatives:   + Evon Batey Lee, PhD ([evon.lee@vumc.org](mailto:evon.lee@vumc.org)), UCEDD Director of Training and Vanderbilt Consortium LEND, for an orientation to the Vanderbilt Kennedy Center for Excellence in Developmental Disabilities |
| **Begin to form relationships**  Create a list of 5-6 people who share common interests or roles with you clinically, professionally, and/or intellectually (mentorship group). Collaborate with relevant division director(s) to identify some of these individuals. |
| **Review resources**  Office of Faculty Development website provides wide-ranging resource information in Pediatrics: <https://pediatrics.vumc.org/office-faculty-development> |
| **Plan to attend departmental and division meetings/conferences**   * Attend division meetings. Contact your relevant divisions’ lead administrative assistant(s) to request access to division meeting schedules/listserv announcements.   + Behavioral health is a small but growing presence in most divisions. Take time to introduce yourself and your role to other faculty and consider presenting at a future meeting to describe your services. * Consider attending the following departmental meetings to meet other faculty and learn what’s going on in the department:   + Pediatric Grand Rounds are scheduled on Tuesdays, 12-1 pm, in the Vanderbilt Theater, Room 2210, Children’s Hospital. Future topics are available at <https://pediatrics.vumc.org/pediatric-grand-rounds>   + Pediatric Research Conferences are scheduled on Mondays, 12-1 pm, in the Wadlington Conference Room 2202, Children’s Hospital. Future topics are available at <https://pediatrics.vumc.org/pediatric-research-conferences> * Divisions or other organizations may have staff meetings as well. Consider attending these meetings, such as:   + Vanderbilt Kennedy Center (VKC) staff/”More About That” meetings scheduled Wednesdays 9-10am at OMC 241. Contact Sue King ([sue.king@vumc.org](mailto:sue.king@vumc.org)) to be added to listserv. |
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| **NEXT STEPS** (~8 weeks) |
| Engage in your new professional activities and continue to attend meetings/conferences |
| **Continue to form relationships**   * Meet with the 5-6 people you have identified to gather information about their roles, obstacles, and experiences. Seek feedback about your current activities and 100-Day Plan   + Plan to check-in with members of this group in the future, as schedules allow (quarterly, semesterly, etc.), to discuss goal progress, obstacles, and resources. * Join Hazinski Society for Faculty Development <https://pediatrics.vumc.org/hazinski-society> * Identify “go to” people for your critical functions. These include schedulers, IT, and hospital/clinical administrators and support teams (e.g., billing and insurance coding teams). Schedule and meet with “go to” people to introduce yourself, ask questions about administrative procedures, and open channels of communication. |
| **Develop short-term goals**   * Identify 1-3 projects you hope to accomplish in Year 1. * Review promotion criteria for your track and rank (<https://www.vumc.org/faculty/appointments-promotions>) to understand/coordinate goals with institution markers for progress and success. Note that promotion criteria are kept purposely vague to allow room for innovative achievements and diverse growth pathways. You will be evaluated on the value of contributions made rather than exact pathway completion. |
| **Consider long-term goals**   * Begin to think of your broader career goals for the next 5 and 10 years. Consider how your Year 1 goals relate to your career trajectory. Discuss your broad goals with your mentorship group and division leadership over the course of Year 1. |
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| **LAUNCH** (~4 weeks) |
| Engage in your professional activities and continue to attend meetings/conferences that are most applicable to your activities |
| **Update CV**   * Update your CV using VUMC format (<https://www.vumc.org/faculty/required-format-curriculum-vitae>). It can be challenging to fit behavioral health services into the standard VUMC format. Ask members of your mentorship group for an example if possible. |
| **Review your plan**   * Review your 100-Day Plan with your mentorship group and division director. * Review your short-/long-term goals with your mentorship group and division director. Seek feedback on departmental/division expectations for professional growth across clinical, research, and service domains. Discuss your next steps and potential resources needed. |
| **Understand your funding**   * Know where your pay/effort is distributed and be sure that your goals and daily activities are aligned with your funding commitments. Your department administrative assistant can print your Personnel Action Form (PAF), which reflects your current effort distribution * Know when your funding sources will expire and make a plan for salary coverage over time with your division’s leadership |

**ADDITIONAL RESOURCES**

**Research:**

* Clinical & Translational Career Development website has information for early faculty who are research oriented. Email Rebecca Helton ([Rebecca.helton@vumc.org](mailto:Rebecca.helton@vumc.org)) to get on listserv for early faculty information. Numerous resources are available, such as:
  + Funded Grants Library houses grant applications written by Vanderbilt faculty. This is a helpful bank of templates/examples of successful grants (<https://my.vanderbilt.edu/ctcareerdevelopment/funded-grants-library/>)
    - Email Rebecca Helton for access
    - Requires a senior research mentor to confirm your need for access
  + Grant Pacing Workshops occur 2-4 times per year (<https://my.vanderbilt.edu/ctcareerdevelopment/grant-pacing-workshops/>)
    - Also helpful to connect to peers who are also working on grants at this workshop
  + Edge Reviews (<https://my.vanderbilt.edu/ctcareerdevelopment/edge-reviews/>) allow you to submit your grant to a group within Vanderbilt who will then score it as NIH would and give you feedback

**Personnel resources:**

* List of Key Personnel in the Vanderbilt Kennedy Center: <https://vkc.vumc.org/people/Staff>

# Vanderbilt University School of Medicine Department of Pediatrics Year 1 Goals

Faculty Member Name: Start date:

Division: Year 1 date:

The information provided earlier in this document provides key names, roles, information resources, and broad guidance on forming relationships and developing goals. The following checklists are meant to tighten your focus on developing your Year 1 Goals.

Information Gathering

In preparing these goals, I did the following:

* Met with my division director
* Met with clinical division directors related to my work
* Met with at least one representative from the Office for Faculty Development for dept resource information
* Met with faculty peers who share common interests with me
* Reviewed the criteria for promotion on my track
* Updated my CV
* Joined the Hazinski Society for Faculty Development and attended my first meeting

Go To People

I identified the following faculty peers and other “go to” people:

(Clinical)

(Education)

(Career)

(Scholarship)

(Other – Administrative and Clinical Staff)

Mentorship Plan

Components of my optimal mentorship plan will include the following (check all you plan to include):

Biannual meeting with my division chief

Regular attendance in the Hazinski Society for Junior Faculty Development

Regular meetings with my individual mentor(s). Planned frequency

Formal Mentorship Committee

Other, list details:

Goals during the first year (goals should align with academic track, so not all will apply):

1. Goals for Teaching:
2. Goals for Service (including clinical service and service to the institution/discipline):
3. Goals for Scholarly Activity/Research:

\* When writing goals, use the SMART format (goals should be Specific, Measurable, Attainable, Relevant, and Time-framed

To reach these goals, I plan to utilize the following resources for career development (check all you plan to include):

\_\_\_ Hazinski Society for Junior Faculty Development

\_\_\_ Workshops, including those on CV development, Education, Mentoring, Preparing for the Career Development Conference, GCRC research skills, and/or Biostatistics clinic

\_\_\_ A formal mentoring committee

\_\_\_ Regularly scheduled meetings with an individual mentor(s)

\_\_\_ Meetings with faculty peers and other “go-to” faculty/mentors as needed

\_\_\_ Meetings as needed with the Vice Chair for Faculty Affairs, the Director of Education, the Director of Faculty Mentorship

\_\_\_\_ Meetings with my Division Chief

\_\_\_ Other