# Vanderbilt University School of Medicine Department of Pediatrics

**New 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 basic elements are listed below and we have provided an approximation for timelines, but please consider these as recommendations only. You will likely tailor this plan to your own level of experience, individual needs, and division characteristics. Please keep this document somewhere you can find it, as you will use it when you complete your Annual Evaluation with your Division Director.

Days 1-14

* Meet with your Division Director to learn about your responsibilities and opportunities
* Meet with the Office of Faculty Development Leadership to learn about departmental resources for your career. \**OFD scheduling supported by Amy Nabours, Program Manager* ([amy.nabours@vumc.org](mailto:amy.nabours@vumc.org))
  + Director of Education ([joseph.gigante@vumc.org](mailto:joseph.gigante@vumc.org)) and/ or the Director of Faculty Mentorship Programs ([jill.h.simmons@vumc.org](mailto:jill.h.simmons@vumc.org)) and/or Director of Faculty Diversity and Inclusion ([adriana.bialostozky@vumc.org](mailto:adriana.bialostozky@vumc.org))
* Create a list with your Division Director and/ or Office of Faculty Development leader of 5-6 people you should meet (these include people who share a common interest with you clinically, professionally, or intellectually)
* Review resources (OFD website: <https://pediatrics.vumc.org/office-faculty-development>; School faculty affairs website: https://www.vumc.org/faculty/office-faculty-affairs)
* Attend Department of Pediatrics conferences to meet other faculty and learn what’s going on in the department
  + Pediatric Grand Rounds are scheduled on Tuesdays at 7:45-8:45am in 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, 12-1pm, in Wadlington Conference Room 2202, Children’s Hospital. Future topics are available at <https://pediatrics.vumc.org/pediatric-research-conferences>

Days 15-70

* Engage in your new professional activities
* Schedule and participate in information gathering meetings with the 5-6 people identified above
* Review the promotions 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.
* Identify 2-3 things you would like to accomplish in year 1
* Join the Hazinski Society for Faculty Development and attend your first meeting;

<https://pediatrics.vumc.org/hazinski-society>. Contact [jill.h.simmons@vumc.org](mailto:jill.h.simmons@vumc.org) for assistance with group placement and scheduling.

* Update your CV using the Vanderbilt University Medical Center format and include your new appointment; (<https://www.vumc.org/faculty/required-format-curriculum-vitae>).
* Continue to attend Department conferences

Day 71-100

* Identify “go to” people for your critical professional areas (clinical, IT, career, research, etc.). Consider having a “junior” mentor and a “senior” mentor in key areas for your career.
  + 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.
* Draft your 100 Day Plan and Year 1 goals.
* Review your 100 Day Plan with your “go to” people – refine after these meetings.
* Review your 100 Day Plan including your mentorship plan and 1-year goals with your 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. Refine these goals after your meeting.
* 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.
* Explore the Educator Portfolio, required for keeping track of your teaching activities
  + <https://www.vumc.org/faculty/about-educator-portfolio>   
    User guide for the Educator Portfolio: <https://www.vumc.org/faculty/sites/vumc.org.faculty/files/public_files/Educator%20Portfolio%20User%20Guide.pdf>
* Continue to attend Hazinski Society meetings
* Continue to attend Department conferences
* If not already completed, view and attest to watching the Disclosure Training video sent to you via REDCap.

**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

# 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 division director
* Met with at least one representative from the Office for Faculty Development
* 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 “go to” people:

(Clinical)

(Education)

(Career)

(Scholarship)

(Other)

Mentorship Plan

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

Biannual meeting with my Division Director

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:

Transitions

In my transition from my former position, I plan to complete the following by the end of year 1 (be as specific as possible):

Goals during the first year (goals should align with academic track, so not all will apply): \*  
\* When writing goals, use the SMART format (goals should be Specific, Measurable, Attainable, Relevant, and Time-framed)

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

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, Biostatistics clinic
* A formal mentoring committee
* Regularly scheduled meetings with an individual mentor (s)
* Meetings with “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, the Director for Faculty Diversity and Inclusion and/ or my Division Director
* Other