

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—you will likely tailor this to your own level of experience and individual needs.

Create the plan

Days 1-14

- Meet with your division chief to learn about your responsibilities and opportunities
- Meet with the Vice Chair for Faculty Affairs (email william.cooper@Vanderbilt.edu)and/ or the Director of Education(joseph.gigante@vanderbilt.edu) and/ or the Director of Faculty Mentorship Programs(jill.h.simmons@vanderbilt.edu) to learn about departmental resources for your career
- Create a list with your division chief and vice chair 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: <http://pediatrics.mc.vanderbilt.edu/interior.php?mid=4902>
 - School faculty affairs website: <https://medschool.vanderbilt.edu/faculty/>)
- Attend Department of Pediatrics conferences to meet other faculty and learn what’s going on in the department

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 and identify 2-3 things you might do in year 1
- Join the Hazinski Society for Faculty Development and attend your first meeting
- Update your CV using the Vanderbilt format and include your new appointment
- 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.
- 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 chief – refine after your meeting

- Continue to attend Hazinski Society meetings
- Continue to attend Department conferences

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

Faculty Member Name:

Start date:

Division:

Year 1 date:

Information Gathering

In preparing these goals, I did the following:

- Met with division chief
- Met with representative from the Office for Faculty Development
- Met with faculty 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:

- ___ 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: _____

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 : *

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:

- 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, and/ or my Division Chief
- Other _____