

ANNUAL CAREER CONFERENCE for MGH FACULTY

Faculty member should fill out this form prior to meeting with the Chief or Division Chief. The completed form and an updated C.V. should be brought to the meeting.

Date of Conference: _____	
Name: _____	Degree(s): _____
Hospital Dept: _____	Division/Lab: _____
HMS Title: _____	Hospital Title: _____
Preferred contact information (Office/lab phone; email; mailing address) _____	

1) Please rank the following activities according to your present commitment (1 – most, 5 – least).

Patient Care	_____
Teaching	_____
Research	_____
Admin/Committee Work	_____
Other	_____

2) a) What were your 2-3 most important goals for last year?

b) List your 2-3 most significant accomplishments for last year.

3) Please attach your CV **with these sections highlighted:**

Current activities in the following areas-

ADMINISTRATIVE

- Administrative title
- Committees (MGH and External)

OTHER PROFESSIONAL POSITIONS

- Study sections: NIH or other peer reviewed groups
- Positions in professional societies

RESEARCH

- Current grant support
- Current research activities
- Inventions
- Patents applied for
- Patents issued

TEACHING

- Formal presentations within MGH
- Lectures/presentations: local, national, international
- HMS courses
- Clinical Teaching with residents, fellows, and medical students
- Other

MENTORING/ADVISING OF OTHERS

- Names and Current Positions

CLINICAL

- Procedural (case volume)
- Inpatient Consultative
- Inpatient/Direct Responsibility
- Outpatient Responsibility
- Other

PUBLICATIONS (highlight the previous year only)

4) Academic career aspirations:

Which of the following area of excellence do you think you meet?

- Teaching and Educational Leadership Clinical Expertise and Innovation Investigation I am not sure

5) Do you understand the HMS promotion criteria for advancement in your area of excellence specified above?

- Yes No, please explain

6) Are we providing you the resources to succeed in your job?

7) Are there any activities in which you wish to spend -

More time: *specify*

Less Time: *specify*

8) List your current mentors, if any, and how effectiveness could be improved.

Name: _____

Comments: _____

Name: _____

Comments: _____

Would you like help in identifying a mentor? Yes No

9) List those you have mentored, if any.

Name: _____

Comments: _____

Name: _____

Comments: _____

10) List your 2-3 goals for the upcoming year.

At the conference, the Chief or Division Chief should fill out this portion of the form with faculty member.

Future Career Advancement will require:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Future support needed in the following area(s):

Additional Training:

Re-allocation of time and effort to teaching, clinical, scholarship and service:

Resources:

In addition, I have provided specific counsel regarding:

Both the faculty member and the Chief/Chief Designee should sign and date below.

Signed:

Department Chair or Designee

Date

Faculty Member

Date