Faculty Development Video Archives

Did you know you can go to the School Of Medicine website [http://med.emory.edu/](http://med.emory.edu/) and access videos from past Faculty Development courses and other presentations? What a great resource to access at your leisure, without having to register or commute to another location.

Featured video presentations:

- **You and Your Chair**—Presented by Claudia Adkison
- **Reaffirming Integrity and Building Public Trust: Conflicts of Interest Across the Missions**—Presented by Susan Ehringhaus
- **Industry, Medicine, and Managing Conflicts of Interest: One Physician's View**—Presented by Arthur L. Kellerman, MD, MPH

You will need your Emory log on and ID to access the videos.

Faculty Development Video Archives

Emory University’s Center for Faculty Development and Excellence is an outstanding resource for Emory Faculty.

The center offers various forums and resources. Whether you are involved in classroom teaching, bedside teaching or one-on-one mentoring this center has something for you! Their main page: [http://www.emorycfde.com/](http://www.emorycfde.com/).

For those who want to get the most out of utilizing the latest technology to enhance presentations, teaching modalities, etc. see Emory Centers for Educational Technology: [http://cet.emory.edu/ecit/index.cfm](http://cet.emory.edu/ecit/index.cfm).

To stay informed of upcoming events/course offerings, access the following link to be added to their listserv: [http://ecit.emory.edu/listserv.cfm](http://ecit.emory.edu/listserv.cfm).

Amazing what we have available, practically at our fingertips!

Emory Resources for Enhancing Teaching Skills

It’s something that happens every year, is required, generates questions and sometimes perplexes users. In conjunction with the administrators of the CDCR, we are going to create a “Frequently asked questions” page to help you better navigate the site and utilize your report to its fullest potential.

Help us to help you by submitting your CDCR questions, frustrations and/or helpful hints and suggestions for change (this should be fresh on your mind since you have recently completed it for this year).

We will share ALL feedback with those who manage and maintain the site. It is through your feedback, questions and suggestions that this report can become the tool that enhances your recording and reporting of your accomplishments and annual review with your Division Director.

Please email Denise at dsjaco2@emory.edu. We will compile and submit feedback without identifying individuals or their submissions.

CDCR website: [Career Development Conference Report](http://www.emorycfde.com/)

I don’t understand why Cupid was chosen to represent Valentine's Day.

When I think about romance, the last thing on my mind is a short, chubby toddler coming at me with a weapon. *Anon*
Faculty Recruitment Path—“Getting to know you, getting to know all about you!”

Faculty recruitment is the opportunity to find that perfect fit among the University, the Division, other faculty, research and clinical goals. It is not a process to be taken lightly, nor is it an easy process. But, when done well, everyone benefits and your division can be confident that the “matchmaking” was successful. Following are some key steps:

- Identify the need and discuss this with your division director
- If the division director agrees he/she will discuss with Dr. Barbara Stoll Nothing should be pursued further without Dr. Stoll’s approval to move forward
- The clinical “business case” should be reviewed with Dr. Lucky Jain and the appropriate E-CC business managers
- Details of intended research, teaching involvement, space needs, start-up funds and the overall recruitment package are addressed by the division director with Liz McCarty, Pam Coltrane, the space committee, etc.
- Dr. Stoll will need to review and approve the general plan for funding, space utilization, clinical activity, etc. before any candidates are contacted
- Once Dr. Stoll gives the “A-OK” to proceed, the division director will work with Pam Coltrane and Human Resources office to formalize a job description, search committee, coordinate with the Equal Employment Opportunity Office, prepare Search Activity Report, etc.

HR can also assist in posting ads, putting out announcements at professional meetings, etc.

Once the “t’s” have been crossed and the “I’s” dotted on all of the above it’s time to start contacting candidates and making arrangements for their visit.

- Plan the recruitment visits carefully.
  - This process (which usually spans 2 days and involves multiple people) is the time for the candidate to get to know us and visa versa. Are we a match made in heaven or a disaster waiting to happen?
  - It is wise to include in the interview schedule people with whom the candidate will work or who are involved in similar activities/research, as well as members of the search committee and other key contact people.
  - Key contact people include Dr. Jain, Dr. Comish and Dr. Stoll. Others might include the division business manager, Vickie Gore, and administrative leaders from E-CC and/or the hospital.
  - If the candidate will be involved with research, it is helpful to include Dr. Spearman or his designee.
  - Invite the candidate to give a talk—this allows us to see their best work and gives the candidate a reason for their visit, to tell the folks back home, if they are not yet announcing they are job hunting.
  - A dinner with the candidate and selected members of the host division is appropriate, but Department policy limits expenses for such dinners to $250.
    - Expenses for these meals should not exceed $50 per person.
  - Travel (flight, hotel, rental car, etc) must be arranged through the Emory travel office if expenses are to be reimbursed by an Emory account.
    - Please refer to the following link for details: https://www.finance.emory.edu/home/travel/index.html
    - When referencing this site be sure you read carefully to distinguish between Emory Healthcare vs. Emory University as there are some policy differences.

Department of Pediatrics Policy is that no offer can be made to a candidate who has not interviewed with Dr. Stoll. Keep that in mind as you schedule recruitment visits, not only is it polite to include our Chair, but it is a requirement.

- Taking the time and making the effort to find the right candidate is a process that will net immeasurable rewards!

To access policies in detail, please reference the School of Medicine website: http://www.med.emory.edu/dean/facultyaffairs_policies.cfm

Dear Denise, What is the “K-club”, why might I want to participate and what’s in it for me?

The Emory University Department of Pediatrics/Children’s Healthcare of Atlanta (CHOA) K-Club, was conceived in the Fall of 2009 by Stacy Heilman, Andi Shane, and Miriam Vos, with the objective of providing a forum to assist fellows and faculty with successful research related career development award applications as well as other research grant proposals.

Lunchtime seminars are held the second Monday of each month during the academic year. Topics include the conception, development, submission, and post-award process related to career development research awards. The format of meetings consists of an introductory presentation, followed by a panel or group discussion, with input and participation by attendees. Lively discussion among speakers and attendees is welcomed and encouraged.

A sampling of previous topics:
- Top 10 Things to Do When Preparing a K/R Application
- Navigating the Grant Application Process
- K Grant Proposal Budgeting Basics
- The Non-Ks of K-Club: Non-NIH Career Development Funding Mechanisms
- Anatomy of a NIH Grant: Tactics for the Significance, Innovation, and Approach Sections

Upcoming topics:
- Orientation to grant applications
- Assembling the ideal mentor team
- Grant application revision strategy
- Making the K to R grant transition

Dates for remaining Spring 2011 sessions are: Monday 2/14; Friday 3/18; Monday 4/11; Monday 5/9. Seminars are at noon, in the Egleston classrooms.

The K Club thrives on the support of its participants and sessions are open to all with an interest in acquiring funding for research via career development awards and other related funding mechanisms.

For more information or to be added to the Pediatric Research listserv please contact: stacy.heilman@emory.edu