Department of Pediatrics Faculty Teaching and Clinical Awards**
Nominations now OPEN

Each year, Department of Pediatrics faculty members are nominated by their peers and by fellows and residents for the categories below in recognition of outstanding contributions in the areas of Clinical and Teaching Expertise, Clinical and Educational Program Development.

Please take time to nominate Department of Pediatrics Faculty members who have influenced and inspired you and others to greatness as clinicians, researchers or educators, and to human compassion, innovative thinking, programming and training, research advances, and breakthroughs.

You are welcome and encouraged to nominate faculty in each category. Each link below will take you to the online nomination form:

- **Innovations in Clinical Program Development**
- **Innovations in Teaching Program Development**
- **Humanitarian Award for Compassionate, Patient and Family Centered Care**
- **The Joe Snitzer Master Clinician for Clinical Expertise**
- **Teacher of the Year - General Pediatrics**
- **Teacher of the Year - Subspecialty Pediatrics**

Nominations due May 19, 2014

**Nominations for Best Scientific Publication—Clinical/Translational and Basic Science, Junior Faculty Researcher of the Year and Mentoring Awards—Teaching, Research and Career Development will be opened at a later date.**

-All awards will be presented at the November 6 Awards Program-
Email has become, for many of us, a primary way to communicate, share information and even “discuss” issues among colleagues. It can be an efficient and effective way to communicate; but it can also have its pitfalls.

In any electronic communication, it is important to consider carefully to whom our emails are going and to whom they may be forwarded. Email should never be considered a private or confidential form of communication.

Following are 10 simple things to consider regarding email communications:

1. All emails can be forwarded.
2. Assume that emails will be forwarded and read by unintended individuals. This is especially true when multiple people are Cc’d.
3. Be careful what and how you communicate. How would your comments play on an attorney’s desk or tomorrow’s AJC headline?
4. Be mindful of “reply” versus “reply to all.” Does everyone need to be included in your reply?
5. Never send an email in anger.
6. If you think your message could be interpreted in a manner you did not intend, don’t send it.
7. If in doubt, wait it out and reconsider before sending. Sleeping on it always helps.
8. Keeping an email as a draft and not sending, never hurts.
9. Use your business email for business and personal email for you.
10. Connectivity can be your friend; don’t make it your regret.

Think of your email as though it was on your business letterhead and you’ll never go wrong!

For more on email etiquette—business and personal:


http://www.businessemailetiquette.com/business-e-mail-etiquette-basics

http://upwritepress.com/_blog/Write_for_Business_-_Blog/post/Avoid_Email_Pitfalls/
Mark Your Calendars:
Tuesday, May 13, 2014 5:00PM
Department of Pediatrics
Full Faculty Meeting
Health Sciences Research Building (HSRB)
Rollins Auditorium
“State of the Department”

DEPARTMENT OF PEDIATRICS FACULTY DEVELOPMENT
QUICK LINKS, INFORMATION & RESOURCES

Department of Pediatrics Office of Faculty Development – Your “first stop” resource for faculty development:
Vice Chair for Faculty – Dr. Harold “Hal” Simon hsimon@emory.edu 404-712-7276
Program Coordinator – Denise Jacobson dsjaco2@emory.edu 404-712-6599
Faculty Development webpage: http://www.pediatrics.emory.edu/resources/development/index.html

Faculty Mentoring Committee
Chair Larry Anderson – larry.anderson@emory.edu
http://www.pediatrics.emory.edu/resources/mentor/index.html

Faculty Teaching Committee
Chair Michael Greenwald – mgreenw@emory.edu
http://www.pediatrics.emory.edu/resources/teaching/index.html

Faculty Diversity Committee
Chair Rana Chakraborty – rchakr5@emory.edu
http://www.pediatrics.emory.edu/information/diversity.html

Faculty Promotion process and information http://www.pediatrics.emory.edu/resources/development/promotion/index.html

Annual Faculty Awards Program and Recognition http://www.pediatrics.emory.edu/resources/development/award/index.html

Faculty Development Newsletter – 2-3 times per year http://www.pediatrics.emory.edu/resources/development/newsletter/index.html

Department Events schedule
http://www.pediatrics.emory.edu/events/index.html


Emory+Children’s Pediatric Research Center—http://www.pedsresearch.org/
Vice Chair for Research – Paul Spearman paul.spearman@emory.edu
Program Director & Grants Advocate – Stacy Heilman stacy.heilman@emory.edu
Business Operations Manager – Barbara Kilbourne Barbara.kilbourne@emory.edu
K-Club Research Development
http://www.pedsresearch.org/calendar/

Emory University School of Medicine Faculty page
http://www.med.emory.edu/faculty/index.html

Department of Pediatrics Administration contacts
Pam Coltrane – Human Resources Director – pcoltra@emory.edu
Liz McCarty – Clinical Administrator – mmccar2@emory.edu
Robert Migliore – IT Manager – rmiglio@emory.edu