Best Practices for Successful Career Conferences

Prior to Career Conference Report Meeting:

- Gather teaching evaluations from residency program and fellowship program so that you can provide feedback to your faculty.
- Review part 1 of the career conference report so that you are familiar with the successes and challenges the faculty faced this year. Faculty members really appreciate being recognized for their contributions and the fact that you took time to prepare.
- Review FY10 Career Conference Reports to determine if there are any open action items or performance concerns that were not addressed.
- If the possibility of promotion is imminent for a faculty member, review promotion guidelines before discussing promotion possibilities.

During the meeting:

- Review last year’s goals, and if they were not met, discuss to identify the barriers and whether the goals were realistic.
- Try to present both strengths and weaknesses for all three missions (education, scholarship, service). Frame the weaknesses in the context of what was done well and remind faculty that we all have opportunities for development. Any serious performance-related issues should be addressed and noted in writing. This is also a good time to give any personal examples or experiences.
- Create specific goals or milestones to address weak areas and to ensure continued success. Ask for faculty input on how to improve his/her performance.
- Find out what the faculty member’s expectations are in terms of career progression. Develop a plan for meeting those expectations, or help to create more realistic ones. Refer the faculty member to the promotion guidelines.
- Ask the faculty member if there are any other items he/she would like to discuss that were not listed in the Career Conference Report. This is a good opportunity to address work-life balance issues.

After the meeting:

- Prepare a short summary right away while the information is fresh in your mind.
- Include a note about achievements so that the department can recognize the faculty member’s contribution.
- Upload your summary to Part II so that the faculty member sees it soon after your meeting.
- Follow up on any issues prior to the next scheduled career conference report—12 months is too long to wait for successful intervention. If appropriate, let the faculty mentor know how he/she can help.
- Refer any performance concerns, promotion questions or major recognitions to Harold Simon – Vice Chair for Faculty Affairs.

Developed 2/11 by DOM, revised DOP 12/11.