Housekeeping Announcements

- The day is scheduled to go till 3:30 pm for Clinicians and 5:00 pm for Basic Scientists
- Everything is meant to be interactive
- Everyone should sign in and get a folder and a flash drive
- Put your electronics on vibrate
- Refreshments available throughout the day
- Restrooms out the door and to the left
Housekeeping Announcements

- Evaluation will be e-mailed at the end of the day
- We’ll be taking pictures throughout the day to use on our website and in future publicity
- Questions: look for Office for Faculty staff
  - Kyle, Jessica, Fiona
Academic Orientation Goals

- Meet leaders
- Meet each other
- Learn about
  - organizational structure of the institution
  - resources
  - policies
  - promotion process
- Talk about academic integrity
What’s in your handout for today

- **Flash Drive**
  - Resources for Clinical Care, Research, and Education
  - Policies
  - Promotion and Tenure
  - Navigation tools
- **Paper handouts**
## Brief Schedule

**Clinical Science Departments**
- **1:00** The ABCs of APT
- **2:15** Clinical Science APT Panel
- **3:15** Evaluations

**Basic Science Departments**
- **1:00** Basic Science Faculty Onboarding

**Note:** PDC orientation and department to cover clinical issues
Quiz time!

Text the word DUKEFACULTY to 22333

You only have to do this once and it will enable you to participate in live polling all day.
What made you want to build your career at Duke?
(Text as many single words as you would like)
You are...

- A community of scholars
  - Hired within the past 3 years
  - Mostly junior faculty, some senior faculty
  - Basic, Clinical and Population Scientists
  - Clinicians
  - Educators
Ice Breaker

• Stand up and find someone across the room to pair up with.

• Introduce yourself to the other person.

• Now each person answer the following question: What is your favorite local restaurant or hangout?

• When I ring the bell, find someone new and repeat.
Goals for this session

- Review the institutional structure and where you sit within it
- Review key policies
- Highlight some helpful resources
- Introduce you to the Office for Faculty and our programming
Part 1: Getting to Know Your Institution
What year did the Duke University School of Medicine open?
<table>
<thead>
<tr>
<th>SCHOOLS AND COLLEGES</th>
<th>Year Est.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trinity College of Arts &amp; Sciences</td>
<td>1859</td>
</tr>
<tr>
<td>School of Law</td>
<td>1904</td>
</tr>
<tr>
<td>Divinity School</td>
<td>1926</td>
</tr>
<tr>
<td>Graduate School</td>
<td>1926</td>
</tr>
<tr>
<td><strong>School of Medicine</strong></td>
<td><strong>1930</strong></td>
</tr>
<tr>
<td>School of Nursing</td>
<td>1931</td>
</tr>
<tr>
<td>Pratt School of Engineering</td>
<td>1939</td>
</tr>
<tr>
<td>Fuqua School of Business</td>
<td>1969</td>
</tr>
<tr>
<td>Sanford School of Public Policy</td>
<td>1971</td>
</tr>
<tr>
<td>Nicholas School of the Environment</td>
<td>1991</td>
</tr>
<tr>
<td>Duke-NUS Medical School</td>
<td>2005</td>
</tr>
<tr>
<td>Duke Kunshan</td>
<td>2014</td>
</tr>
</tbody>
</table>
### Duke University Institutes

<table>
<thead>
<tr>
<th>Duke University Institutes</th>
<th>SoM Affiliation?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duke Institute for Brain Science (DIBS)</td>
<td>Yes</td>
</tr>
<tr>
<td>Nicholas Institute for Environmental Policy Solutions</td>
<td></td>
</tr>
<tr>
<td>Social Science Research Institute</td>
<td></td>
</tr>
<tr>
<td>Kenan Institute for Ethics</td>
<td></td>
</tr>
<tr>
<td>Duke Global Health Institute</td>
<td>Yes</td>
</tr>
<tr>
<td>John Hope Franklin Humanities Institute</td>
<td></td>
</tr>
</tbody>
</table>
Approximately how many faculty are there in the School of Medicine?

- A. 250
- B. 500
- C. 2,500
- D. 7,500
There are approximately 2,500 faculty in the School of Medicine
Approximately how many faculty are there at Duke University?

- 3,400
- 5,400
- 10,300
There are approximately \(3,774\) faculty at Duke University.
Duke University Faculty

2018

65% of Duke Faculty are in the SoM
### School of Medicine: 24 Departments

**Basic Science (8)**
- Biochemistry
- Biostatistics & Bioinformatics
- Cell Biology
- Immunology
- Molecular Genetics and Microbiology
- Neurobiology
- Pharmacology and Cancer Biology
- Population Health Sciences

**Clinical Science (16)**
- Anesthesiology
- Dermatology
- Family Medicine and Community Health
- Head and Neck Surgery & Communication Sciences
- Medicine
- Neurology
- Neurosurgery
- Obstetrics and Gynecology
- Ophthalmology
- Orthopaedic Surgery
- Pathology
- Pediatrics
- Psychiatry and Behavioral Sciences
- Radiation Oncology
- Radiology
- Surgery
### School of Medicine: Institutes and Centers

<table>
<thead>
<tr>
<th>Institutes and Centers</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brain Imaging and Analysis Center</td>
<td>BIAC</td>
</tr>
<tr>
<td>Center for Genomic &amp; Computational Biology</td>
<td>GCB</td>
</tr>
<tr>
<td>Center for Human Disease Modeling</td>
<td></td>
</tr>
<tr>
<td>Center for the Study of Aging and Human Development</td>
<td></td>
</tr>
<tr>
<td>Duke Cancer Institute</td>
<td>DCI</td>
</tr>
<tr>
<td>Duke Clinical and Translational Science Institute</td>
<td>CTSI</td>
</tr>
<tr>
<td>Duke Clinical Research Institute</td>
<td>DCRI</td>
</tr>
<tr>
<td>Duke Forge</td>
<td></td>
</tr>
<tr>
<td>Duke Global Health Institute</td>
<td>DGHI</td>
</tr>
<tr>
<td>Duke Human Vaccine Institute</td>
<td>DHVI</td>
</tr>
<tr>
<td>Duke Institute for Brain Sciences</td>
<td>DIBS</td>
</tr>
<tr>
<td>Duke Institute for Health Innovation</td>
<td>DIHI</td>
</tr>
<tr>
<td>Duke Molecular Physiology Institute</td>
<td>DMPI</td>
</tr>
<tr>
<td>The Marcus Center for Cellular Cures</td>
<td>MC3</td>
</tr>
<tr>
<td>Trent Center for Bioethics, Humanities and History of Medicine</td>
<td></td>
</tr>
</tbody>
</table>
School of Medicine: Initiatives

<table>
<thead>
<tr>
<th>Medx</th>
<th>Medicine and Engineering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regeneration Next</td>
<td>Tissue regeneration Cross Campus</td>
</tr>
</tbody>
</table>
Your faculty appointment is in the School of Medicine of Duke University

You also intersect with other entities
- Duke University Health System
- Hospitals (Duke Univ Hosp, Duke Regional, Duke Raleigh)
- PDC

From a management perspective:
- School of Medicine ≠ DUHS ≠ PDC
- Duke University = School of Medicine (usually)
Duke University Management Center Structure

Duke University

Duke University Academic campus

provost areas
A&S
Law
Engineering
Grad Schools etc.

Central areas
Athletics
Central finance
Human Resources
Etc.

School of Medicine
School of Nursing

Duke Health

Health System (separate non-profit)
PDC (for profit partnership)

Duke University paycheck relates to academic activities

Slide borrowed from Scott Gibson
Duke Health Leadership

A. Eugene Washington, MD, MPH, MSc
Chancellor
Duke University Health System

Bill Fulkerson, MD
Executive Vice President
Duke University Health System

Mary Klotman, MD
Dean, School of Medicine
Vice Chancellor, DUHS
Duke University Health System

- Duke University Hospital
- Duke Regional Hospital
- Duke Raleigh Hospital
- Duke Children’s Hospital
- Duke Primary & Specialty Clinics
- Duke HomeCare and Hospice
- Patient Revenue Management Organization
- DUHS Clinical Laboratories
# PDC Leadership

<table>
<thead>
<tr>
<th>Faculty Practice Plan</th>
<th>Leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Private, for Profit LLC</td>
<td>• John Sampson MD PhD MBA MHSc</td>
</tr>
<tr>
<td>• Owned by faculty members</td>
<td>• PDC President as of March 2018</td>
</tr>
<tr>
<td>• Separate from Duke University, but linked by contract</td>
<td></td>
</tr>
<tr>
<td>• Run by Board of Managers and Clinical Chairs</td>
<td></td>
</tr>
</tbody>
</table>
For PDC Onboarding Questions

- **Donna Ecclestone**
  - Director
  - 419-5057
  - donna.ecclestone@duke.edu

- **Margaret Moody**
  - Onboarding Coordinator
  - 419-5047
  - margaret.moody@duke.edu

- **Diane Kenny**
  - Onboarding Coordinator
  - 681-4298
  - diane.kenny@duke.edu

PDC Website:
https://pdc.dukehealth.org/
You need to know...

- **PDC providers receive 2 paychecks**
  - **PDC**
    - For clinical activities
    - **IMPORTANT:** PDC paycheck does NOT include withholding so you will need to make quarterly tax payments or adjust your university withholding to cover taxes
  - **University**
    - For academic activities
    - Tax withholding process
Duke University School of Medicine

A. Eugene Washington, MD
Chancellor for Health Affairs
President & Chief Executive Officer,
DUHS

Mary E. Klotman, MD
Dean,
Duke University School of Medicine

Central Administration
- Vice Deans:
  - Administration
  - Faculty
  - Education
  - Basic Sciences
  - Finance & Resource Planning
  - Medical Affairs
  - Clinical Research
  - Translational Research
  - Academic Informatics
  - Chief Diversity Officer
  - Communications
  - Chief of Staff / Planning

Basic Science Departments
- Biochemistry
- Biostatistics & Bioinformatics
- Cell Biology
- Immunology
- Molecular Genetics and Microbiology
- Neurobiology
- Pharmacology and Cancer Biology
- Population Health Sciences

Clinical Departments
- Anesthesiology
- Dermatology
- Family Medicine and Community Health
- Head and Neck Surgery & Communication Sciences
- Medicine
- Neurology
- Neurosurgery
- Obstetrics and Gynecology
- Ophthalmology
- Orthopaedic Surgery
- Pathology
- Pediatrics
- Psychiatry and Behavioral Sciences
- Radiation Oncology
- Radiology
- Surgery

Centers & Institutes
- Brain Imaging and Analysis Center
- Center for Human Disease Modeling
- Center for the Study of Aging and Development
- Duke Clinical Research Institute
- Duke Cancer Institute
- Duke Clinical & Translational Science Institute
- Duke Global Health Institute
- Duke Heart Center
- Duke Human Vaccine Institute
- Center for Genomic and Computational Biology
- Duke Forge
- Duke Molecular Physiology Institute
- Marcus Center for Cellular Cures
- Trent Center for Bioethics, Humanities and History of Medicine
Approximately what percentage of the School of Medicine faculty are in a Basic Science department?

A. 50%
B. 25%
C. 15%
D. 10%
Approximately 10% of School of Medicine faculty are in basic science departments.
<table>
<thead>
<tr>
<th>Department</th>
<th>6.30.19 Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immunology</td>
<td>16</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>20</td>
</tr>
<tr>
<td>Neurobiology</td>
<td>21</td>
</tr>
<tr>
<td>Cell Biology</td>
<td>24</td>
</tr>
<tr>
<td>Molecular Genetics &amp; Microbiology</td>
<td>30</td>
</tr>
<tr>
<td>Pharmacology &amp; Cancer Biology</td>
<td>33</td>
</tr>
<tr>
<td>Population Health Sciences</td>
<td>42</td>
</tr>
<tr>
<td>Biostatistics &amp; Bioinformatics</td>
<td>53</td>
</tr>
</tbody>
</table>
# Clinical Sciences Departments

*New department as of 7/1/19*  
6.30.19 Data

<table>
<thead>
<tr>
<th>Department</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head and Neck Surgery &amp; Communication Sciences</td>
<td>0</td>
</tr>
<tr>
<td>Dermatology</td>
<td>30</td>
</tr>
<tr>
<td>Radiation Oncology</td>
<td>45</td>
</tr>
<tr>
<td>Neurosurgery</td>
<td>46</td>
</tr>
<tr>
<td>Neurology</td>
<td>71</td>
</tr>
<tr>
<td>Family Medicine &amp; Community Health</td>
<td>71</td>
</tr>
<tr>
<td>Ophthalmology</td>
<td>73</td>
</tr>
<tr>
<td>Obstetrics &amp; Gynecology</td>
<td>78</td>
</tr>
<tr>
<td>Pathology</td>
<td>90</td>
</tr>
<tr>
<td>Orthopaedics</td>
<td>92</td>
</tr>
<tr>
<td>Radiology</td>
<td>105</td>
</tr>
<tr>
<td>Anesthesiology</td>
<td>166</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>210</td>
</tr>
<tr>
<td>Surgery</td>
<td>217</td>
</tr>
<tr>
<td>Psychiatry</td>
<td>237</td>
</tr>
<tr>
<td>Medicine</td>
<td>723</td>
</tr>
</tbody>
</table>
There are approximately 2,500 faculty in the School of Medicine.
Faculty Growth (includes non-TT)
SoM faculty by gender

- Male: 59%
- Female: 41%
Faculty Diversity by Race and Ethnicity

<table>
<thead>
<tr>
<th>Year</th>
<th>White</th>
<th>Asian</th>
<th>URM</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>75.4%</td>
<td>16.9%</td>
<td>7.8%</td>
</tr>
<tr>
<td>2017</td>
<td>74.5%</td>
<td>17.4%</td>
<td>8.1%</td>
</tr>
<tr>
<td>2018</td>
<td>74.4%</td>
<td>17.5%</td>
<td>8.1%</td>
</tr>
<tr>
<td>2019</td>
<td>74.3%</td>
<td>17.6%</td>
<td>8.1%</td>
</tr>
</tbody>
</table>

6.30.19 Data
Part 2: Key Policies
Policies affecting faculty

- See Duke Faculty Handbook
  - [http://provost.duke.edu/faculty-resources/faculty-handbook/](http://provost.duke.edu/faculty-resources/faculty-handbook/)

- Selected Appendices
  - Appendix J: Basic Sciences School of Medicine
  - Appendix K: School of Nursing Faculty Governance Bylaws
  - Appendix L: Clinical Sciences School of Medicine
Selected Policies

- **Vacation**
  - 22 business days (PDC and University)

- **Consulting**
  - 4 days/month averaged over 1 year
  - Max 44 days per year

- **Parental Leave for Regular Rank Faculty**
  - University: 12 weeks with pay
  - PDC: must be signed up for short-term disability
    - 8 weeks with pay for maternity and adoption
    - 5 days with pay for paternity
  - Automatic 1 year tenure clock extension (must apply for this)
Flexible Work Arrangements

- Designed for those who wish to have the flexibility to continue a career in academics while balancing family, pre-retirement planning, or other personal priorities
Selected Policies

Flexible Work Arrangements
- Regular Rank Faculty
  - RR=Duke position is 100% of professional effort.
- Requires Chair’s approval
- Not available in all circumstances
- Full time status maintained
- 3 year maximum, with option to renew
- 3 month automatic tenure clock extension for each year on approved FWA to max of 3 years (36 months)

Faculty Handbook Chapter 4: Professional Affairs of the Faculty
Selected Policies

- Tenure Clock Extensions
  - Parental Leave
  - Flexible Work Arrangements (FWA)
  - Primary caregiver for parent, child, spouse or domestic partner for serious health conditions
  - Serious health condition of faculty member
  - Catastrophic residential property loss
  - Other personal or family priority approved via FWA
  - Specialized experience or training, or significantly increased administrative duties
Part 3: Resources to Make Life Easier
Medical Center Library

- The Medical Center Library & Archives provides the services and collections necessary to further educational, research, clinical, and administrative activities in the medical field.

- Check out the Medical Center Library Survival Guide on your flash drive that describes all the services and resources available to you!
• Don’t forget to update your Scholars@Duke Page! Scholars.duke.edu
Duke AHEAD
Academy for Health Professions Education and Academic Development

Recognition and Promotion
- Sponsorship of Teaching Rewards
- Development of Promotion Criteria
- Mentorship
- Membership on APT Committee
- Advocacy Letter of Support for Faculty Promotion
- Professor of the Practice of Medical Education

Faculty Development
- Educator Professional Development
- Teaching Workshops
- Symposiums
- Education Grand Rounds
- On-line Teaching Modules
- Post-doc in Education
- Mentors
- Core Faculty

Research and Innovation
- Education Innovation Grants
- Education Interest Groups
- Interprofessional Education
- Research Design and Statistical Support
- SBR-IRB for Health Professions Educational Research

Become a member at dukeahead.duke.edu
Wellness Resources

- Employee Occupational Health & Wellness (EOHW)
- Personal Assistance Service (PAS)
  - Faculty/employee assistance program of Duke University and Health System. This staff of licensed professionals offers assessment, short-term counseling, and referrals to help resolve a range of personal, work, and family problems. PAS services are available at no charge to Duke faculty, staff, and their immediate family members.
- Ergonomics Consultations
  - Offers consultations and treatment for workers at risk for or suffering from cumulative trauma, repetitive strain, ergonomic disorders, and work-related musculoskeletal disorders.
- LIVE FOR LIFE
  - Employee Health Promotion Program
- Disability Management System
  - Accommodations, accessibility, assistance
  - Leigh Fickling, Executive Director leigh.fickling@duke.edu
Wellness Resources

- **Hr.duke.edu** for information on
  - Discount gym memberships
  - Medical and mental health benefits
  - Discounts for area businesses

- **Free or Low-Cost Social, Family, and Wellness Events** (online list updated monthly)
Additional Resources for Researchers

- Mentor Training Program
  - Case-based Mentor Training Curriculum for investigators at all experience levels.
  - Collaboration with Duke CTSA and the National Research Mentoring Network
- Early Career Grant Writing program

Cathleen Colon-Emeric, MD
Associate Dean for Faculty Research Mentoring
Duke Office of Research Initiatives

Rebecca Brouwer, MS

Services to help investigators navigate research @Duke

- myRESEARCHhome
- myRESEARCH Navigators
  - Researcher onboarding (required as of July 1)
- Contact myresearchnavigators@duke.edu
Additional Research Support

- Office of Research Development
  - Joanna Downer, PhD, Associate Dean for Research Development

- Core Facility Voucher Program
  - Jennifer Foreman, Assistant Dean Basic Sciences

- Duke Office for Clinical Research (DOCR)
  - Denise Snyder MS RD CSO, Associate Dean for Clinical Research

- Duke ASIST (Scientific Integrity and Training)
  - Jenny Ariansen, Director
Part 4: Getting to Know the Office for Faculty

- Faculty Development
  - underrepresented faculty development
- Executive Coaching
- Professionalism
- Promotion and Tenure
- Mentor Training
https://medschool.duke.edu/
Duke School of Medicine Office for Faculty Development
@dukefacdev

Home
About
Photos
Events
Videos
Posts
Community

Create a Page

Posts

Duke School of Medicine Office for Faculty Development
August 9 at 1:59 PM
Vice Dean for Faculty Ann Brown, MD, MHS was recently featured on Johns Hopkins' Faculty Factory Podcast. Link below.

Dr. Brown Receives 2019 GFA Carole J. Bland Phronesis Award
Dr. Brown Receives 2019 GFA Carole J. Bland Phronesis Award Kimberly Skarupski, PhD, MPH--The Faculty Factory--July 12....

Like
Comment
Share

Duke School of Medicine Office for Faculty Development
August 5 at 1:44 PM

Like
Comment
Share

Related Pages

Duke MSTP
College & University

Taproot Retreats
Health & Wellness Website

Special Numbers & UAE
Public Figure

Pages Liked by This Page

National Institutes...
Core Programming

- Leadership and Career Development Programs
  - LEADER (junior faculty researchers)
  - ADVANCE UP (junior URiM faculty)
  - ALICE (mid-career women)
  - DCLP (mid-career clinical leaders)
- Financial Literacy Workshops
- Professional Survival Skills
  - Gopen writing seminars
  - APT
LEADER: LEAdership DEvelopment for Researchers

- 3-part interactive learning program designed to equip junior faculty researchers with the knowledge and professional competencies to effectively lead dynamic scientific research enterprises.

- Emphasis on personal leadership
  - Myers-Briggs, 360 degree assessment, conflict management

- Next program spring 2020. Applications available now.
ADVANCE UP

- Year-long career development program for URiM faculty
- Focus on unique experiences of URiM faculty
- Personal leadership skills, institutional awareness, and career navigation
- Cohort-based with strong peer mentoring and networking components
Financial Literacy

- **Funds Flow seminar**
  - Understanding SOM funds flow and relationships between Duke Health entities
  - Once/year

- **Financial Boot Camp**
  - Deeper dive into financial decision making, targeted to mid-career leaders
  - Twice/year

- **Making the Case**
  - Business plan development workshops open to all faculty
  - Twice/year
Gopen Writing Course

“Writing from the reader’s perspective”
Dr. George Gopen, Duke University Emeritus Professor of the Practice of Rhetoric

- Registration for this year’s seminar on November 18 is full. Contact us for waitlist information.

- Faculty will be sent an email with an invitation for 2020 course
Executive Coaching

- **Sharon Hull, MD, MPH**
  - Director, Executive Coaching Program
- Developmental Coaching
- Leadership skill development
- Career planning and strategies
- Work-life alignment
- Successful interpersonal skills
- Institutional awareness-building
- Professional assessments, including 360 reviews, Myers-Briggs Type Indicator and other assessments
How do you find out about events?

- E-mails sent to all faculty
- Digital displays
- Website: http://facdev.medschool.duke.edu
- “Like” us on Facebook
Inclusive Faculty Development

Kevin Thomas, MD

- Assistant Dean for Underrepresented Faculty Development
- 1:1 faculty counseling/coaching
- CV Review
- Networking opportunities across the School of Medicine
- Black Men in Medicine program
- ADVANCE-UP
How to Reach Us

- Ann Brown, MD MHS
  - ann.brown@duke.edu

- Office for Faculty
  - 919-684-4139
  - facdev@dm.duke.edu
  - https://medschool.duke.edu/about-us/faculty-resources/faculty-development
  - Find us on Facebook - facebook.com/dukefacdev

- URiM Faculty Development
  - kevin.thomas@duke.edu

- Executive Coaching
  - kyle.nunn@duke.edu

- Mentor Training
  - resmen@dm.duke.edu

- APT Task Force (Jimmy Tcheng)
  - tchen001@mc.duke.edu