

**STONY BROOK UNIVERSITY SCHOOL OF MEDICINE**  
**DEPARTMENT OF MEDICINE**  
**FACULTY CAREER DEVELOPMENT CONFERENCE REPORT**  
**2021-2022 Academic Year**

**BACKGROUND**

Career development is an important part of every faculty member's professional activities. In order to assure that attention is given to each faculty member on his or her own progress, the Department of Medicine has established a policy for ongoing evaluation of faculty performance in three major areas: teaching, service, and scholarship. This policy defines the minimal requirements for a review process that will provide information to the faculty member relevant to his or her professional advancement and provides documentation of each faculty member's performance and progress in career development.

**GENERAL POLICY and PROCEDURES**

- The Chair or Chair's designee (usually a Division Director) shall conduct a periodic professional development review of each faculty member who holds a primary appointment in the Department of Medicine.
- The review shall be centered on performances in the areas of teaching, service, and scholarship.
- The faculty member shall be responsible for reporting progress made in each of the three areas above since the last review and documenting goals set during the last review.
- The Chair or Chair's designee shall meet with each faculty member to review progress. The faculty-completed portion of the Conference Report and updated curriculum vitae are required prior to the meeting.
- Upon completion of the review, the Chair or Chair's designee shall set goals for development in the next review period and prepare a written Summary Statement.
- Following review of the Summary Statement, the faculty member shall have the opportunity to provide a write response, if necessary.
- Both the reviewer and the faculty member shall sign the completed Conference Report, a copy of which shall be retained by the faculty member, Chair's designee and the Department of Medicine office.
- Over time, the accumulated Conference Report documents will aid in the determination of appropriateness for promotion to the next level.
- As required by LCME, ALL faculty members are now subjected to be reviewed annually.
- Time Lines:
  - May 1 – June 30                      Faculty complete conference report
  - July 1 – August 15                  Division Chiefs meet with faculty and prepare summary statements
  - August 15                              Conference reports due at the Chair's Office
  - August 15 and thereafter          Division Chiefs meet with Chair to review faculty reports

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This section completed by the faculty member

<b>Name:</b>
<b>Date:</b>
<b>Division:</b>
<b>Rank</b> (Instructor, Assistant, Associate, or Full Professor) (circle or underline one)
<b>Track:</b> (Clinical Scholar, Educator Scholar, Research Scholar, Clinician, Educator, or Research) (circle or underline one)
<b>Date Appointed to Current Rank:</b>
<b>Time Allocations (total should equal 100%):</b>
_____ % Teaching/Training
_____ % Patient Care
_____ % Research
_____ % Administrative

**ACCOMPLISHMENTS – LIST IN SECTIONS BELOW ALL ACCOMPLISHMENTS SINCE YOUR LAST REVIEW**

**TEACHING AND TRAINING** – List teaching activities and hour input first. Other examples include: 1) Preparation and presentation of course material; 2) Leadership in design, organization, and/or presentation of a major course or clinical program; 3) Counseling of medical, allied health, and graduate students or house staff; 4) Participation in doctoral, graduate, allied health, medical, or continuing medical educational activities; 5) Evaluations by students or residents; 6) Preparation and presentation of workshops, lectures, and symposia on education topics at national meetings; 7) Preparation of laboratory manuals, textbooks, electronic educational programs; 8) Mentoring effort, list mentees and any tangible outcomes (e.g. grants, papers, invited talks and dissertations by the mentee.)

<b>Teaching Activities:</b>	<b>Total Hours</b>
_____	_____
_____	_____
_____	_____
_____	_____
<b>Course Directed:</b>	<b>Total Hours</b>
_____	_____
_____	_____
_____	_____
<b>Faculty, Trainees, or Students Mentored:</b>	
_____	
_____	
_____	

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**Other Teaching Efforts:**

**ADMINISTRATIVE AND PROFESSIONAL SERVICES** - Examples: 1) Service contributions (including committee duties) to the Department, School, University and Hospital; 2) Contributions to major clinical initiatives at the Department, School and Hospital levels; 3) Contributions to local professional societies and organizations; 3) Participation and contributions to national professional societies and organizations; 4) Participation in scientific study sections and editorial boards of peer-reviewed journals and publications.

**Administrative Positions:**

**School:**

**Hospital:**

**Department:**

**Committees Chaired:**

**School:**

**Hospital:**

**Department:**

**Committee Memberships:**

**School:**

**Hospital:**

**Department:**

**Professional and Scientific Societies:**

**Offices Held:**

**Memberships:**

**Other Service Activities:**

**Administrative Positions:**

**School:**

**Hospital:**

**Department:**

**Committees Chaired:**

**School:**

**Hospital:**

**Department:**

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**School:**

**Hospital:**

**Department:**

**Professional and Scientific Societies:**

**Offices Held:**

**Memberships:**

**Other Service Activities:**

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**SCHOLARSHIP** - Examples: 1) Continuing productivity in scholarly activity; 2) Publication of research reports in refereed journals; 3.) Invited presentations at national or international meetings or symposia; 4) Publications demonstrating innovative conceptualizations or novel solutions to biomedical and health problems; 5) Publications of innovative or novel educational approaches; 6) Authorship of important review articles, case reports, web publications, chapters, and/or books; 7) Obtaining extramural research support. Provide reference citations, including titles, author names, journal names and publication year.

**OTHER SIGNIFICANT ACCOMPLISHMENTS, INCLUDING HONORS, AWARDS OR PRIZES:**

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**SUCCESS AND PROGRESS IN ACHIEVING THE GOALS SINCE THE LAST CONFERENCE**

	<b>GOALS</b> (Set by Faculty and Division Director)	<b>ACHIEVEMENTS</b> (To be completed by Division Director)
1		
2		
3		

**GOALS FOR THE NEXT REVIEW PERIOD WITH WHICH TO ACHIEVE PROMOTION TO THE NEXT RANK**

	<b>GOALS</b> (To be set by Faculty and Division Director)	<b>What is needed to accomplish goals?</b> (To be completed by Division Director)
1		
2		
3		

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**SUMMARY STATEMENT**

This section completed by the Division Director  
Please highlight any significant accomplishments and address deficiencies, if any, including citizenship issues.

Faculty Response (if applicable)

**Date of Conference:** \_\_\_\_\_

**Faculty Signature:** \_\_\_\_\_

**Division Chief Signature:** \_\_\_\_\_