



REQUEST FOR APPLICATIONS

COURSE DESCRIPTION

This course is designed for HMS and HSDM faculty who currently have responsibility for a research grant, laboratory, educational course, or clinical program (see specifics under “eligibility”). The goal of the course is to build on participants’ knowledge base and skills to enhance their professional development as administrative leaders in academic medicine. The course curriculum focuses on human resource management, negotiation, finance, self assessment, communications, and personal career development.

ELIGIBILITY

This course is intended for HMS/HSDM faculty and not for heads of departments or divisions.

Preference is given to faculty who:

- are instructors or assistant professors;
- have been associate professors for no more than 3 years;
- hold full-time appointments
- have not had prior leadership training.

Women and populations underrepresented in medicine are particularly encouraged to apply.

ATTENDANCE POLICY

Please note that we require a three-day commitment from all attendees starting on Wednesday, March 7 at 7:30 am and ending on Friday, March 9, 2018 at 5:00 pm and expect all participants to attend the entire course.

TUITION

Tuition for this course is \$650.

DEADLINES

Application Deadline: October 16, 2017, 12:00 pm (noon). This is a hard deadline.

Endorsement Deadline: October 30, 2017, 12:00 pm (noon). As part of your application process we require your department head or division chief to complete a brief survey. We recommend that you notify your endorser of this deadline well in advance.

Notification Date: Participants will be notified before the end of the calendar year of acceptance into the course.

APPLICATION: DOCUMENT UPLOADS

Applicants are asked to upload a current, Harvard-formatted CV saved as a PDF file. Information on the Harvard CV format may be found on the website of the Office for Faculty Affairs at <https://fa.hms.harvard.edu/faculty-medicine-cv-guidelines>

If you have any questions about the course or information above, please don't hesitate to ask.

The faculty development coordinator can be reached at
(617) 432-1198 or HMSOFA_Programs@hms.harvard.edu