

HMS/HSDM Leadership Development Course for Physicians and Scientists

Request for Application

March 17 - 19, 2021
9:00 AM - 4:00 PM

Due to Covid-19 restrictions this course will be held virtually

PROGRAM 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 leaders in academic medicine. The course curriculum focuses on human resource management, negotiation, finance, self-assessment, communications, and personal career development.

IMPORTANT DATES

Application Deadline: Thursday, November 12, 2020, 5:00 PM

Endorsement Deadline: Thursday, November 19, 2020, 5:00 PM

Notification Date: December 2020

Course Dates: Wednesday, March 17 to Friday, March 19, 2021, 9:00 AM to 4:00 PM

Please note: Your application will be considered incomplete until you submit all required materials. Incomplete applications will not be reviewed.

ELIGIBILITY

This course is intended for HMS/HSDM faculty and not for heads of departments or divisions. Women and faculty who are underrepresented in medicine are particularly encouraged to apply. ***Please note – due to the postponement of our 2020 course, space for the 2021 virtual session is limited to 30 candidates.***

Preference is given to faculty who:

- Have an appointment as Instructor, Assistant Professor, Associate Professor (< 3 Years) at time of application/submission
- Hold full-time appointments
- Are strongly endorsed by a Department Head or Division Chief

Commitment Policy:

Please note that **we require a three-day commitment** from all attendees starting promptly at 9:00 AM and ending at 4:00 PM. We expect all participants to attend all sessions, arriving on time and staying until the day officially ends. Many of our sessions are interactive, therefore, arriving late and leaving early is disruptive and disrespectful to other attendees and to our presenters.

Tuition & Fees:

Tuition: \$300 Registration and payment are filed through the Continuing Medical Education office which charges an additional \$10.00 processing fee.

APPLICATION: DOCUMENT UPLOAD



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- **Curriculum vitae:** You will be required to upload your current Curriculum Vitae in Harvard format as a single PDF **using the following filename convention, e.g. smith, john_CV**. Applicants whose CV does not follow the Faculty of Medicine guidelines will not be accepted. Information about the CV guidelines may be found at <https://fa.hms.harvard.edu/faculty-medicine-cv-guidelines>

ENDORSEMENTS

Each application must include an endorsement from the applicant's Department Head or Division Chief. Applicants will be prompted to include their endorsers' first name, last name and email address in order for the online endorsement request to be sent directly from the application system. We recommend that you notify your endorser of this deadline well in advance.

Upon submission of your application, an endorsement request will be automatically emailed to your Department Head/Division Chief.

Endorsers will be asked to complete the following key questions:

- Please describe this applicant's current leadership responsibilities as they pertain to your department/division.
 - What skills do you hope this applicant would gain from attending this course?
 - How important is it to the department that this candidate attend the HMS Leadership Development for Physicians and Scientists course?
 - How important will this course be to this candidate's career?
 - Please give any additional information you feel important for the committee to consider when reviewing this applicant for consideration.
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ACCREDITATION

The Harvard Medical School is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

The Harvard Medical School designates this live activity for a maximum of 24.00 *AMA PRA Category 1 Credits*[™]. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

