



## Connecting with Harvard Medical School

The following is a sample of Harvard Medical School and Harvard School of Dental Medicine opportunities that welcome faculty participation.

### COMMITTEES

#### Joint Committee on the Status of Women (JCSW)

The JCSW is a standing committee of the Dean of the Faculty of Medicine at Harvard Medical School, established in 1973, representing a constituency of women and men faculty, fellows, residents, post docs, students, and staff of Harvard Medical School, Harvard School of Dental Medicine, and affiliated hospitals and institutions. Its mission is to facilitate and enhance the contribution of women faculty and staff at HMS and HSDM by expanding and enhancing opportunities for leadership and advancement. This is achieved through identifying and documenting obstacles, developing educational programs and networking events, and making recommendations to the Dean's Office and relevant administrators to address areas for improvement. See <http://hms.harvard.edu/departments/joint-committee-status-women> for more information.

To join JCSW or for more information, contact Diana Longden at [JCSW\\_AdminAssist@hms.harvard.edu](mailto:JCSW_AdminAssist@hms.harvard.edu)

#### LGBT Advisory Committee

The LGBT advisory committee makes recommendations to the Dean of the Faculty of Medicine about priorities related to LGBT students, staff, faculty, trainees, and fellows at HMS and HSDM; identifies concerns, resources, and programmatic needs across the HMS/HSDM LGBT community; and collaborates with University and HMS-related, offices, programs, and groups that address the needs of the HMS/HSDM LGBT community. Faculty can also serve as advisors to the LAHMS student group of HMS/HSDM. There is an OutList that faculty, postdocs, fellows, trainees and students use to find mentors and career support. The LGBT Office in the Office for Diversity Inclusion and Community Partnership maintains a mailing list and offers additional information about opportunities and events at <https://mfdp.med.harvard.edu/dcp-programs/lgbt>

#### Faculty Council

The Faculty Council is an elected body of 35 faculty at the assistant professor level and above from across HMS and HSDM that advises the Dean on a range of matters including curricular planning, academic policies, finances and strategic planning for the School. The membership is divided into districts in an attempt to represent the range of departments, pre-clinical and clinical, and faculty at the senior and junior ranks. The Council meets monthly and hears presentations on a wide range of topics. The Council is chaired by the Dean and a faculty co-chair is elected annually from the Faculty Council membership. Nominations for election occur in May and are announced through an email.

#### Harvard Medical School Admissions Committee

The HMS Admissions Committee is comprised of approximately 70 faculty drawn from all components of the HMS community, as well as 16 second year and four fourth year Harvard medical students. Faculty are assigned to one of four subcommittees and are asked to interview 2-3 candidates each week and to attend bi-weekly meetings of the subcommittee, which are held in Gordon Hall during late afternoons. Prior to an interview, a candidate's application is sent to the interviewer; the candidate generally comes to the office of the interviewer at a time convenient for the faculty member. A brief, prompt evaluation of the applicant is expected from the interviewer. Interviews take place from late September through early February four days each week (Wednesday's excluded) and on several Saturday mornings. Faculty interested in further exploring this opportunity should contact Dr. Robert J.

Mayer, Faculty Associate Dean for Admissions, at his academic office at the Dana-Farber Cancer Institute (617-632-3474).

## RESEARCH PROGRAMS

### Harvard Catalyst

Harvard Catalyst | The Harvard Clinical and Translational Science Center offers a wide variety of resources to support your research and career, including:

- post-graduate educational opportunities in a range of topics, from leadership to biostatistics;
- clinical research facilities, both in- and out-patient, with nursing support, and access to subsidized sample analysis;
- access to expert advice in several fields, and assistance in locating collaborators and mentors;
- funding opportunities for pilot research projects and investigator training;
- and access to a diverse array of cutting-edge technologies, tools, and services to support biomedical research.

For more information, contact [ctsc@catalyst.harvard.edu](mailto:ctsc@catalyst.harvard.edu) or go to: <http://catalyst.harvard.edu>

### HMS Foundation Funds

The HMS Foundation Funds Program administers the nomination process for HMS/HSDM faculty and postdocs for funding opportunities from private foundations that require candidates to be nominated by either Harvard Medical School or Harvard University. Each year, several foundations invite HMS/HSDM junior faculty members and postdocs to apply for their fellowships and grants, which serve as critical funding at the early stages of a research career. Interested investigators must first apply internally through the HMS Foundation Funds, and a committee will select the final candidates who will then submit applications to the foundations. Additionally, a number of funding opportunities are available solely to our faculty. These are different from the typical Foundation Funds awards because applicants do not go on to compete against applicants from other universities at the national level, and therefore no institutional nomination is required. More information on these awards can be found in the award listings at <http://hms.harvard.edu/departments/hms-foundation-funds/award-listing>.

For more information, contact Clare Lamont, HMS Foundation Funds Coordinator, [clare\\_lamont@hms.harvard.edu](mailto:clare_lamont@hms.harvard.edu)

### Eleanor and Miles Shore 50th Anniversary Fellowship Program for Scholars in Medicine

The purpose of this Fellowship Program is to enhance the success of our junior faculty at the most vulnerable point in their academic careers. While both men and women may apply, this support is an important part of the effort at HMS to increase the representation of women at the higher ranks in the Faculty of Medicine. The intention of the Fellowship is to support academic activities. The awards may be used for protected time from clinical or laboratory responsibilities to pursue academic work, including writing a grant application, preparing a manuscript, completing a research project, or developing a new curriculum. Funds awarded could also be used for additional laboratory assistance at a time when the junior faculty member does not yet have independent funding. The Fellowship is not intended to provide total support.

For more information contact [HMSOFA\\_Programs@hms.harvard.edu](mailto:HMSOFA_Programs@hms.harvard.edu) or visit <http://www.fa.hms.harvard.edu/faculty-resources/faculty-development/fellowships/50th-anniversary-shore-fellowships/>

## TEACHING AND EDUCATION OPPORTUNITIES

### MD Program Teaching Opportunities

The MD program at Harvard Medical School offers a variety of teaching opportunities for qualified faculty members in the preclerkship curriculum. To meet eligibility requirements for teaching in required HMS courses, individuals must have a Harvard faculty appointment at the level of Lecturer or above, or

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be a qualified trainee (clinical or research fellow) approved by a faculty course director. Teaching roles and responsibilities vary by course. Information about teaching opportunities in Pathways and Health Sciences and Technology (HST) courses is posted on the Medical Education website at <https://meded.hms.harvard.edu/faculty-opportunities>. More information about the Pathways and (HST) MD curricula at HMS is available on the Medical Education website: <https://meded.hms.harvard.edu/md-program>.

### **Scholars in Medicine**

Harvard Medical School requires its students to engage in extended scholarship (typically 4 months sometime during their four years of medical school or during a fifth year added to the MD program, typically between Years III and IV). Known as the Scholars in Medicine Program (SIM), this initiative provides students with a mentored experience of scholarship and the training to accomplish it. Faculty are invited to provide students with opportunities for scholarship through the Scholars in Medicine Office (SMO) Opportunities Database. To learn more about the HMS Scholarly Project requirement and the role as mentor in this process, go to <https://meded.hms.harvard.edu/student-research>.

### **Objective Structured Clinical Examinations (OSCEs)**

Harvard Medical School administers Objective Structured Clinical Examinations (OSCEs) during three Professional Development Weeks (PDWs) in Year I of the MD program (December, March, and July) and again at the end of Year III (June) for rising fourth-year students. Faculty are recruited for half-day commitments to observe a section of the exam and may volunteer for an area most suited to their expertise. The OSCEs are coordinated by Aga Jackson ([Agnieszka.Jackson@hms.harvard.edu](mailto:Agnieszka.Jackson@hms.harvard.edu)) in the Office of Educational Quality Improvement. For more information, go to <https://meded.hms.harvard.edu/faculty-opportunities>

### **The Academy (<http://hms.harvard.edu/content/academy-harvard-medical-school-0>)**

The Academy was established to advance the education of physicians and scientists throughout the Harvard Medical School community by:

- creating and supporting a community of leaders in education and a culture of excellence in teaching and learning;
- fostering the careers of medical educators;
- providing programming to improve the skills of teachers;
- stimulating and supporting the creation and implementation of innovative approaches to learning and assessment;
- and supporting educational research and scholarship in medical education.

The Academy offers monthly Medical Education Grand Rounds; an annual Medical Education Day in October and a Symposium on the Science of Learning in April; a variety of workshops on medical education topics open to all HMS faculty, and Medical Education Fellowships for medical educator development. The Academy also supports innovation in pedagogical methods and curriculum, and promotes research that focuses on teaching, learning, and assessment at the undergraduate and graduate medical education levels and in the science education of our graduate students.

### **HMS Office for Diversity Inclusion and Community Partnership (DICP)**

The Office for Diversity Inclusion and Community Partnership welcomes faculty involvement in programs and initiatives to advance diversity inclusion in health, biomedical, behavioral, and STEM fields. DICP programs engage students across the academic continuum from those in middle school, high school, college and medical school. Below are some of the ways that faculty are involved in and support these programs. Please visit, <https://mfdp.med.harvard.edu/>.

#### **Programs for Middle School/High School Students**

- Be a Judge/Abstract Reviewer

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- Judge health-related visual, written or performing art contest entries from middle school students
- Judge youth leadership award nominations for middle and high school students
- Become a planning committee member for an educational outreach program
- Be an Advisor or Mentor
  - High school student during after-school hours
  - Middle school student shadow me in the laboratory or place of work for a half day
- Host a summer high school student in your laboratory or work place (funding is provided for student)

Contact Dr. Sheila Nutt, Director, Educational Outreach Programs,  
[sheila\\_nutt@hms.harvard.edu](mailto:sheila_nutt@hms.harvard.edu)

### **Programs for College/Medical Students**

- Be a Judge/Abstract Reviewer for a Scientific Symposium  
 Contact Rodolfo Ramos, Program Coordinator, New England Science Symposium,  
[Rodolfo\\_Ramos@hms.harvard.edu](mailto:Rodolfo_Ramos@hms.harvard.edu)
- Host a summer student in your laboratory or work place (funding is provided for student)
- Be an Advisor/Mentor - Shadow me in my workplace  
 Contact Carol Martin, Program Manager, Harvard Catalyst, Program for Faculty Development and Diversity Inclusion, [Carol\\_Martin@hms.harvard.edu](mailto:Carol_Martin@hms.harvard.edu); Danyellé Thorpe, Program Coordinator, Harvard Catalyst, Program for Faculty Development and Diversity Inclusion, [Danyelle\\_Thorpe@hms.harvard.edu](mailto:Danyelle_Thorpe@hms.harvard.edu); or Dr. Sheila Nutt, Director, Educational Outreach Programs, [sheila\\_nutt@hms.harvard.edu](mailto:sheila_nutt@hms.harvard.edu)

### **Participate as a Speaker or Panelist**

There are opportunities throughout the year for faculty to speak to local middle and high school students as a speaker as a panelist. These opportunities may include presenting information related to science or research or participating in workshops for summer programs for high school and college students.