

HMS/HSDM Leadership Development Course for Physicians and Scientists

Request for Application

Instructors and Assistant Professors

Wednesday, April 3 to Friday, April 5, 2024, 8:00 AM to 5:00 PM

(Important: April 3, 4 will be held virtually, April 5 will be held on the HMS campus)

PROGRAM DESCRIPTION

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 Opens: Monday, September 11, 2023, 10:00 AM

Application Closes: Monday, October 2, 2023, 5:00 PM

Statement of Support Deadline: Tuesday, October 10, 2023, 5:00 PM

Notification Date: December 2023

ELIGIBILITY

This course is designed for HMS and HSDM Instructors and Assistant Professors holding leadership roles (e.g., responsibility for a research grant, laboratory, educational course, clinical program). Women and faculty who are underrepresented in medicine are particularly encouraged to apply, and preference will be given to those who hold full-time academic appointments.

Tuition & Fees:

- The tuition is \$550. No payment is due with the application. Registration and payment are filed through the Continuing Medical Education office, which charges an additional \$10 processing fee.

Commitment Policy:

We require a three-day commitment from all attendees from 8:00 AM to 5:00 PM each day. We have many more applicants than slots, and we expect participants to attend all sessions (virtual and in-person), arriving on time and staying until the day officially ends. All conflicting clinical, teaching, or other commitments should have coverage supported by your department and one-off meetings should be rescheduled. Our sessions are interactive, arriving late and leaving early is disruptive to presenters, and we have several sessions in which the breakout groups may only have 2 or 3 people; therefore, out of respect for the other attendees, we would strongly recommend that you apply during a year in which you are able to dedicate the whole time to the course, which will maximize your experience.

APPLICATION REQUIREMENTS:

- Complete online application must be submitted by posted deadline. **IMPORTANT: The application form cannot be saved prior to submission. Please prepare and save your responses in a document prior to completing this application to prevent data loss.**
- HMS CV:** 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.
- Provide the name of the Department Chair or Division Chief to provide a statement of support by the posted deadline. Upon submission of your application, the request will be automatically emailed to your Department Chair or Division Chief. We recommend that you notify your Chair or Chief of this deadline well in advance.



HMS/HSDM Leadership Development Course for Physicians and Scientists

Request for Application

STATEMENT OF SUPPORT

The statement of support from the applicant's Department Chair or Division Chief will include the following questions:

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

Please note: Due to the competitiveness of this course, incomplete applications will not be reviewed.

COMMON QUESTIONS

How does this course differ from leadership courses offered by Harvard Catalyst and DICP?

HMS offers several courses including the Leadership Strategies for the Researcher by Harvard Catalyst and the Leadership and Faculty Development Conference by the Office for Diversity Inclusion & Community Partnerships. These low cost or no-fee alternatives are grant-funded and address specific needs for members in the Faculty of Medicine. The Harvard Catalyst course addresses the needs for investigators establishing a research program, including but not limited to how to navigate a research meeting, how to hire research lab members and/or how to manage a research budget. We encourage you to discuss the various opportunities with your mentor to select the right training for you.

How competitive is the course?

Attendance is limited to 80 people in the Faculty of Medicine for each cohort. There is a waitlist, and individuals will receive an email notification informing them that they have been placed on a waiting list for this course that is subject to availability. If you applied but did not get into the course, you will need to submit a new application and statement of support in future years.

Can a Department Chair or Division Chief endorse more than one applicant?

Yes. Department Chairs and Division Chiefs can support multiple people.

What is your cancellation policy?

We understand that unavoidable conflicts may arise. In those instances, participants must cancel at least two weeks prior to the start of the course to receive a refund, minus the \$75 admin fee and \$10 processing fee. No refund is issued within 2 weeks of the course.

