

School of Medicine

Junior Faculty Development Course

January 12 – December 6, 2024

Location TBA

Section I: Introduction		
Session 1: January 12 – 1 – 5 PM		<i>Pre-class assignment: Complete pre-course assessment; take Birkman assessment online</i>
Course Introduction	<p>Kathy Griendling, PhD Professor of Medicine, Executive Associate Dean, Faculty Affairs & Professional Development</p>	<p><i>Class introductions</i> <i>Review of goals and structure of the course</i></p>
Birkman Analysis	<p>Michael Sacks, PhD Professor in the Practice of Organization and Management, Goizueta Business School</p>	<p><i>Understanding your work style, your personality, your perceptions of self and others and how you behave in the normal work environment and in response to stress</i></p>
Section II: The Business of Academics		
Session 2: February 2 – 1 - 5 PM		
Leading a Medical School	<p>Carlos del Rio, MD Interim Dean, Emory School of Medicine Leon L. Haley, Jr. MD Distinguished Professor of Medicine</p>	<p><i>Personal leadership journey</i> <i>Vision for the School of Medicine (SOM)</i> <i>Challenges and opportunities</i></p>
Organizational Structure and SOM Finances	<p>Heather Hamby, MPH Executive Associate Dean and Chief Business Officer, School of Medicine</p>	<p><i>Funds flow between SOM, Healthcare and University</i> <i>Expenditures and ledgers for the medical school</i> <i>Financial strategic alignment (FSA)</i></p>
Working with Your Department Administrator	<p>Liz McCarty, MS, CRA</p>	<p><i>How your administrator can help with faculty salaries, grant finances, clinical schedules, non-sponsored accounts, etc.</i></p>
Session 3: March 15 – 1 – 5 PM		
Human Resource Management	<p>Aaron Lee, MBA, MSHR Human Resources Administrator, Department of Medicine</p>	<p><i>Hiring practices and managing people</i></p>
Crucial Conversations	<p>Lynn O’Neill, MD</p>	<p><i>Tips for approaching crucial conversations</i></p>

	Associate Professor of Family and Preventative Medicine	
Diversity, Equity, and Inclusion	Tracey Henry, MD, MPH Associate Professor of Medicine	<i>Addressing systemic racism through advocacy one step at a time</i>

Section III: Education and Scholarship

Session 4: April 12 – 1 -5 PM

Presentation Skills I	Molly Epstein, PhD Professor in the Practice of Organization and Management, Goizueta Business School	<i>Persuasive speaking</i>
Increasing Learner Engagement	Todd Taylor, MD Associate Professor of Emergency Medicine Richard Pittman, MD Associate Professor of Medicine Reena Hemrajani, MD Associate Professor of Medicine	<i>Increasing learner engagement through technology and active teaching</i>

Session 5: May 17 – 1 - 5 PM

Pre-class assignments: 1) Individual counseling session with Molly Epstein, 2) Prepare 10 min lecture to present to the class

Giving Feedback	Ulemu Luhanga, PhD Assistant Professor of Medicine Jennifer Spicer, MD Assistant Professor of Medicine	<i>Giving feedback to trainees</i>
Presentation skills II	Molly Epstein, PhD Professor in the Practice of Organization and Management, Goizueta Business School	<i>Present short talks to classmates and instructors for feedback</i>

Session 6: August 23 – 1 – 4 PM

Negotiation/Conflict Resolution	Michael Sacks, PhD Professor in the Practice of Organization and Management, Goizueta Business School	<i>Negotiation skills and resolving conflicts</i>
--	---	---

Session 7: September 20 – 1 – 4 PM

Educational scholarship	Linda Lewin, MD Professor of Pediatrics	<i>Creating scholarship from your educational work</i>
Manuscript writing	Andi Shane, MD Professor of Pediatrics Chief, Division of Infectious Disease	

Marcus Professor of
Hospital Epidemiology
and Infection
Prevention

Kathy Griendling, PhD
Professor of Medicine,
Executive Associate
Dean, Faculty Affairs &
Professional
Development

Nadine Kaslow, PhD
Professor and Vice Chair
of Psychiatry

Jeffrey Boatright, PhD
Professor of
Ophthalmology

Tips on writing a manuscript from the Editor's perspective

Session 8: October 18 – 1 - 4 PM

Grant writing and finding funding

Kathy Griendling, PhD
Professor of Medicine,
Executive Associate
Dean, Faculty Affairs &
Professional
Development

Stacy Heilman, PhD
Associate Professor
and Associate Vice
Chair for Research of
Pediatrics

Track 1: Finding funding, tips for advanced grant writing

Julie Hawk, PhD
Grant Proposal
Development
Associate, Emory
Department of
Pediatrics

**Camille P. Vaughan,
MD, MS**
Director, Emory WHSC
Center for Health in
Aging, Associate
Professor of Medicine
Division Director,
Geriatrics &
Gerontology
Department of
Medicine

Track 2: Creating a biosketch, writing pilot grants

Section IV: Building an Ethical Career and Leadership

Session 9: November 8 – 1 – 4 PM

Ethics

Johnathan Crane, PhD
Professor of Medicine

*Ethical principles and medical practice
Case discussions*

Promotion and Tenure

Kathy Griendling, PhD

*Overview of promotions and tenure in the SOM
Promotion case studies*

Professor of Medicine,
Associate Dean, Faculty
Affairs & Professional
Development

Session 10: December 6 – 1 - 4

Inclusive Leadership

Ravi Thadhani, MD
Executive Vice
President for Health
Affairs, Emory
University

Personal journeys
Fundamental principles of inclusive leadership

Jada Bussey Jones, MD
Professor of Medicine
Vice Chair for Diversity,
Equity and Inclusion
Assistant Dean for
Faculty Development
at Grady

Course Directors:

Kathy Griendling, PhD
Executive Associate Dean for Faculty Affairs and Professional
Development
kgriend@emory.edu

Todd Taylor, MD
Associate Professor of Emergency Medicine
todd.andrew.taylor@emory.edu

Staff:

Shanelle Camp-Redic
Program Coordinator
shanelle.camp-redic@emory.edu