

**From:** MGPO Bulletins  
**Sent:** Friday, May 09, 2008 12:02 PM  
**Subject:** Message from Dr. Slavin and Dr. Torchiana--Annual Career Conference

MGPO BULLETIN



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Dear Colleagues,

On behalf of your chiefs, we want to let you know about a hospital-wide initiative, the Annual Career Conference (ACC). As an essential investment in professional staff development, the ACC gives faculty members the opportunity once a year to meet with his or her chief, division chief, lab director, or principal investigator to discuss career development. The 2006 MGPO physician survey found that about 40 percent of respondents had an annual career discussion. While we're pleased that 40 percent are already doing this, we need to improve our efforts to make sure all professional staff have this opportunity. It is an MGH and MGPO expectation that all eligible full-time faculty will have an ACC.

To facilitate the process, the Center for Faculty Development (CFD) has created standards for all faculty, including clinicians and researchers. While many departments have been doing career conferences informally, this initiative helps standardize the process for everyone. If you are not aware of the ACC process within your department, please contact your chief, division chief, or supervisor to discuss and arrange for your meeting.

To get the most out of the ACC, we urge both leaders and faculty to prepare—preparation is the key to a successful meeting for both participants. Before the meeting, the **leader** should:

- Recognize his or her role in helping faculty advance
- Consider the department's overall goals and determine how the faculty member fits with these goals
- Define expectations of the faculty member
- Be familiar with HMS promotion criteria and where each faculty member sits
- Ask faculty to prepare for the ACC
- Identify resources available to help faculty progress

Before the meeting, the **faculty member** should:

- Be prepared to discuss accomplishments
- Update his or her CV
- Think about his or her interest in developing mentoring relationships
- Clarify his or her contributions and the leader's expectations
- Develop an action plan to enhance academic clinical or teaching productivity as appropriate.
- Consider how his or her skills align with department's mission, as he or she becomes a more experienced researcher, clinical, or teacher and share those thoughts during the meeting

For more information about preparing for your ACC, take a look at the resources available on the CFD web site, [www.massgeneral.org/facultydevelopment/cfd/acc.html](http://www.massgeneral.org/facultydevelopment/cfd/acc.html)

You can also contact Donna Lawton at [dlawton@partners.org](mailto:dlawton@partners.org), (617) 724-0818.

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