

# *Having an Effective Annual Career Conference (ACC)*

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**Center for Faculty Development**



MASSACHUSETTS  
GENERAL HOSPITAL

# *Goals*

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- **To facilitate effective annual career conferences**
- **To provide resources for those running and having an annual career conference**

# *Leadership Training and Faculty Support*

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## **Why Train Chiefs/Division Chiefs?**

- Improve the process
  - Not all Chiefs/Division Chiefs know how to hold (meaningful) annual career conferences (ACCs)
- Standardize the process
  - Provide guidelines to ensure consistent ACCs

## **Why Support Faculty?**

- It helps their careers
  - Not just another “thing to do”
  - Helps them get their CV in order
  - Providing tools and resources facilitates meaningful ACCs

*Tips for an Effective ACC:  
Remember: READY?*

- **Rev**iew accomplishments, goals, and priorities
- **Eng**age in a dialogue
- **Ass**ess options
- **Doc**ument discussion points and action plans
- **Year**ly updates are a plus

# *Preparing for the ACC*

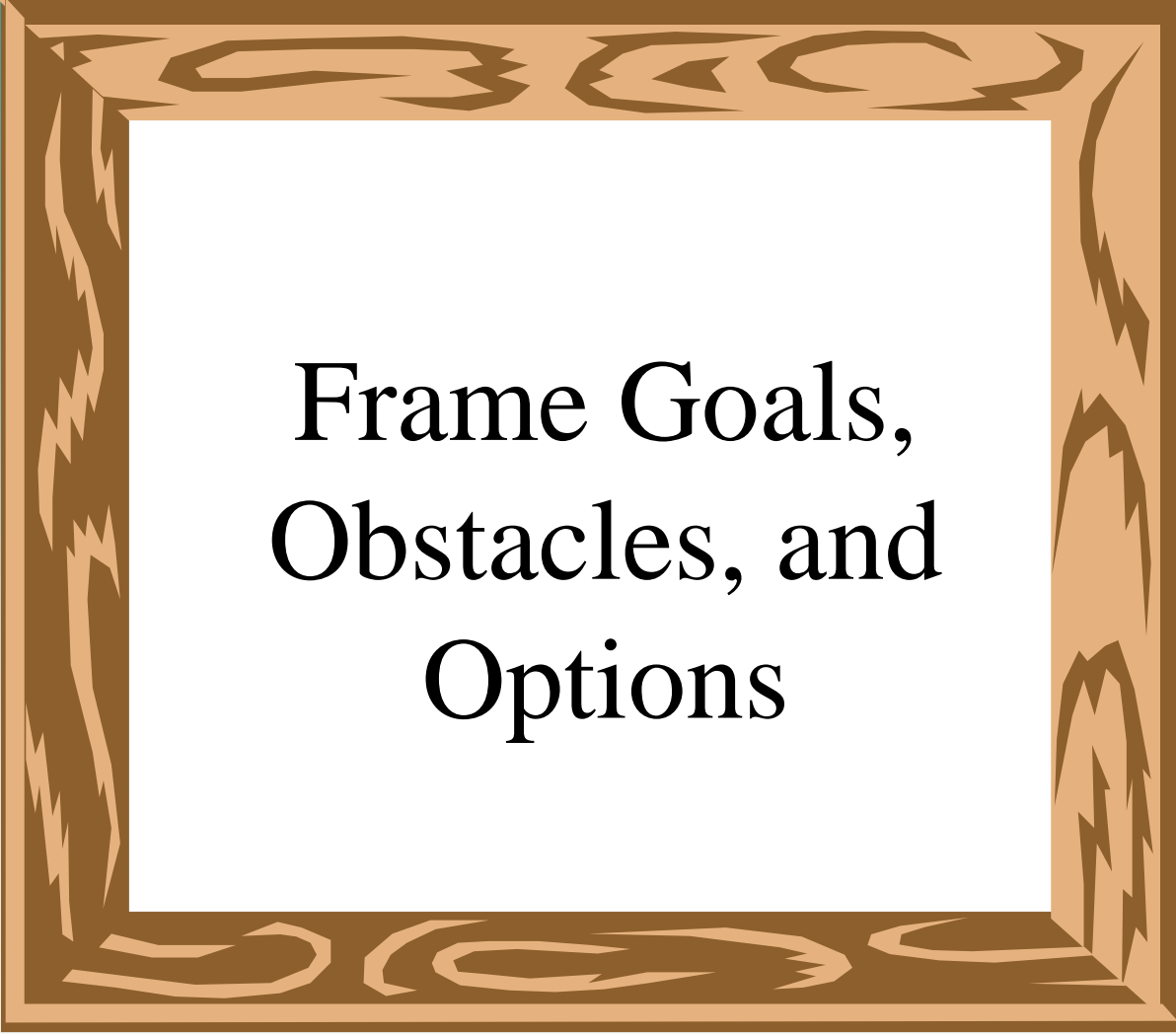
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- **Request that faculty participate in their ACC**
- **Recognize your role in helping faculty advance**
- **Be familiar with the HMS promotion criteria**
- **Encourage the use of resources available to faculty**

# *Before the ACC...*

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- **Consider the goals of the ACC**
- **Request an updated CV**
  - highlighting the past year's achievements
- **Be prepared to:**
  - Speak about contributions (and barriers) to reaching departmental and career goals... and to propose solutions/options
  - Reflect on career goals and HMS trajectory
  - Discuss mentorship
    - **Both received and given**



Frame Goals,  
Obstacles, and  
Options

# *Consider Categories of Contributions*

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- **Clinical practice**
- **Administrative roles**
- **Scholarly activities**
  - Teaching
  - Mentoring
  - Publications
- **Local, regional, and national contributions**



# *Encourage Discussion*

- **Have faculty articulate their goals and obstacles to them**
- **Encourage a dialogue and negotiate as indicated**
- **Encourage them to act on their plan**



# *Conducting the ACC*

# *Questions that Facilitate a Dialogue during an ACC*

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- ✓ **How have things been going for you?**
- ✓ **How have your responsibilities changed in the last year?**
- ✓ **What are your career goals?**
- ✓ **Tell me how your activities/accomplishments have helped you reach personal and departmental goals.**
- ✓ **What barriers do you face in reaching these goals? How are you addressing them?**
- ✓ **Do you feel you've received adequate mentorship?**
- ✓ **Do you have any questions about the HMS promotion criteria and what it will take for you to advance?**
- ✓ **What types of mentorship have you provided to others?**
- ✓ **What support or resources would you like or need?**

*(modified from "How to Say It, Performance Reviews", M. Runion, J. Brittain and MGH ACC form)*

# *Closing the ACC Conversation*

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- **Summarize what was discussed**
- **Review the next steps and the action plan**
- **Encourage follow-up**
- **Co-sign and submit the completed ACC form**

# *Resources for Faculty*

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- **Individual consultation with:**
  - Office for Clinical Careers: Ted Stern, MD, Director
  - Office for Research Career Dev: Dennis Brown, PhD, Director
  - Office for Women's Careers: Nancy Rigotti, MD, DirectorCall (617) 724-0818 to schedule an appointment
- **Center for Faculty Development (CFD)**  
<http://www2.massgeneral.org/facultydevelopment/cfd/acc.html>
  - Faculty tips sheet for a successful ACC
  - HMS Promotion Criteria
  - HMS CV format
- **CFD Academic Career Development series**
- **MGPO Physician Leadership Development Certificate Program**
- **CFD Programs:**
  - E.g., Difficult Conversations training, Negotiations, Academic Career Advancement Series, How to Write Your CV & Narrative, Presentation Skills, Grant Writing

# Standard ACC Form

## ANNUAL CAREER CONFERENCE for MGH FACULTY

*Faculty member should fill out this form prior to meeting with the Chief or Division Chief. The completed form and an updated C.V. should be brought to the meeting.*

**Date of Conference:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Degree(s):** \_\_\_\_\_

**Hospital Dept:** \_\_\_\_\_ **Division/Lab:** \_\_\_\_\_

**HMS Title:** \_\_\_\_\_ **Hospital Title:** \_\_\_\_\_

**Preferred contact information** (*Office/lab phone; email; mailing address*)  
\_\_\_\_\_

**1) Please rank the following activities according to your present commitment (1 – most, 5 – least).**

Patient Care \_\_\_\_\_  
Teaching \_\_\_\_\_  
Research \_\_\_\_\_  
Admin/Committee Work \_\_\_\_\_  
Other \_\_\_\_\_

**2) a) What were your 2-3 most important goals for last year?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**b) List your 2-3 most significant accomplishments for last year.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_