University of Oklahoma Health Sciences Center

Faculty Leadership Program

A Faculty Professional Development and Mentoring Program

FLP Program Description and Application Instructions

Application Due Date: Wednesday, May 27, 2020

Office of Academic Affairs Faculty Development
Office of the Senior Vice President and Provost
University of Oklahoma Health Sciences Center

P.O. Box 26901, LIB 164
1105 N. Stonewall Ave
Oklahoma City, OK 73126

405.271.5557 (voice)
405.271.3053 (FAX)
OUHSC Faculty Leadership Program

An Academic Health Sciences Faculty Professional Development and Mentoring Program

Jointly sponsored by the OUHSC

Office of the Senior Vice President & Provost
College of Allied Health
College of Dentistry
College of Nursing
College of Public Health
College of Pharmacy
College of Medicine
OU School of Community Medicine-Tulsa
Graduate College

University of Oklahoma Health Sciences Center
Office of the Vice Provost for Academic Affairs and Faculty Development
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Accommodations on the basis of disability for Faculty Leadership Program participation are available by contacting:
Laura Fentem, Program Coordinator, OUHSC Faculty Leadership Program
LIB 164, OUHSC OKC Campus, 405-271-5557

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Introduction

The OUHSC Faculty Leadership Program (FLP) is tailored to individual faculty goals within an interprofessional learning community. Established in 1990, FLP is jointly sponsored by the Senior Vice President and Provost and the OUHSC College Deans. Direct access to well-established investigators, academicians, and administrators is an integral part of the Faculty Leadership Program with the intent of increasing early academic career knowledge and self-assessment skills. Integrated seminar sessions introduce early career faculty to useful information about teaching, scholarship and service within the academic health center. Promoting knowledge and skill development for essential areas of faculty responsibility is the program goal. Seminar content is supplemented with opportunities for team building and leadership to enhance personal effectiveness.

FLP Faculty Fellows are expected to develop abilities in critical self-assessment. The 11-month program exposes participants to instructional design methods, student assessment techniques, dimensions of university service, and strategies for developing an individualized educational, clinical/service, and scholarly portfolio. A focus for refining core skills in communication, management, and understanding the impact of university, health sciences, and health care policy on the academic career is provided through the program’s leadership dimensions.

Six competency areas serve as a basis for personal mastery and generative learning. Under the broad heading Professional Academic Skills are a focus on academic career foundations, communication and negotiation and leadership. These foundation components are linked to procedural knowledge and skills for effectiveness in Teaching, Scholarship, and Service. Together, these program elements introduce and enable FLP Faculty Fellows to investigate traditional and evolving academic career roles. Following is a brief description of each program element.

Professional Academic Skills

Academic Career Foundations
Sessions are designed to develop the participant’s personal capabilities central to understanding the culture of the academic health professional community. Objectives center on developing organizational and time management skills, the capacity for self-direction, self– and peer-assessment, and goal setting.

- **Individual Faculty Career Development Plan**
  Setting specific goals for professional development in the core areas of faculty work is a required and mentored element of the program. An initial Individual Faculty Career Development Plan (IFcDP) meeting will be scheduled within 45-days of beginning the leadership program. Proposed goals are drafted and reviewed with the Program Director (Fall), are negotiated with the Faculty Fellow’s sponsor and filed with the FLP office (Winter) as target academic performance benchmarks. Progress is reviewed at mid-course of the program (Spring). The IFcDP primarily focuses on goals for teaching and research/scholarship achievements.

- **Orientation for New Faculty Fellows**
  Program orientation is required for new Faculty Fellows and will be held on Saturday, August 15, 2020. Sponsors are invited and welcome to attend the orientation program and will receive a separate letter of invitation and agenda. If a new Faculty Fellow is unable to attend orientation, a one-on-one meeting must be scheduled with the Director prior to the first scheduled program seminar.

Communication Styles & Skills
Sessions cultivate participant knowledge and skills in written and oral communication of concepts, ideas, and technical information, and the ability to understand communication styles used by colleagues, students, and/or patients. Fellows complete and receive feedback from the Keirsey Temperament Sorter and about the Myers-Briggs Type Indicator® as tools for assessing personality factors that influence expressive and receptive communication and negotiation approaches.
Leadership & Policy
Sessions focus on strategic decision-making, leadership skills, and ethics. Improving participant's understanding of the formal and informal facets of the university include identifying the knowledge and skills needed to manage oneself, others, money, and assessing personnel or facility resources committed to projects and programs. Emphasis is placed on effective skills for principled negotiation.

Teaching
Teaching & Learner Assessment
Sessions identify and enhance participant skills in the preparation, presentation, and assessment of information for learners and understanding instructional methods as a toolkit for improving learning outcomes. Faculty Fellows are guided in development of instructional objectives as tools for teaching and learner assessment, conduct a mini-teaching session and receive written peer feedback. Participants will identify a teaching outcomes “project” and expected outcomes for discussion with their sponsor.

Scholarship
Scholarship & Research
Sessions focus on participant scholarly goals and articulating a personal research agenda to build skills in the development of funding requests in scientific, clinical, and/or educational areas. Developing and refining a research question, identifying research tools, funding sources, and required steps in the research process are discussion elements. Participants identify a scholarly project, research question/hypothesis to address during the program and present as a “Scholarly work-in-Progress” (SiP) to qualify for graduation. The scholarly project and expected outcomes will be noted for discussion with the Faculty Fellow’s sponsor, as well as with an assigned FLP Peer Mentor.

Since 2014, through collaboration between the Faculty Leadership Program (FLP) and the Oklahoma Shared Clinical & Translational Resources (OSCTR) Education and Mentoring Program, FLP participants are eligible for selection as an FLP-OSCTR Scholar to receive additional support and mentoring to advance their research. Selection is based in part on the final SiP project developed during participation in the program.

Service
Faculty Roles & University Service
Examines the service dimensions of faculty responsibilities including demonstrating leadership and benchmarking outcomes through service initiatives whether clinical or professional. Faculty Fellows explore how to improve feed-forward and feedback from service related work (e.g., clinical practice, committee membership, discipline-related service) and identify appropriate service roles that measurable contribute to department and college objectives. Each participant will identify their service “projects” and expected outcomes for discussion with the sponsor.

Attendance is required at all sessions. FLP Faculty fellows should schedule program dates on their calendars immediately on notification of acceptance. Due to the format of the program, there are no make-up sessions. Missed sessions may jeopardize a candidate’s qualifications for graduation.

Certificate and Graduation
The program requires 128 professional development hours during an 11-month period. This is approximately 5% of a 50 hour work week. FLP program sessions are scheduled a year in advance and are typically held on Wednesdays. On seminar program days Faculty Fellows are unavailable for other responsibilities.
Each FLP Faculty Fellow who completes at least 16 continuing professional development hours will receive a certificate at the end of the program year noting the number of hours completed between August 1 and June 30. Fellows who successfully complete the required program elements (a total of 128 continuing professional development hours and a scholarly project) will receive an additional citation from the University to mark the achievement. To graduate from the Program, **FLP Faculty Fellows must successfully complete the noted required program elements.**

### Program Requirements and Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 15, 2020</td>
<td>Getting Started: New FLP Faculty Fellow Orientation</td>
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<tr>
<td><strong>Scheduled by FLP Program Office</strong></td>
<td>Setting Goals: Introductory (Fall) and Follow-up (Spring) Individual Faculty Development Plan (IFDP) one-on-one meetings with FLP program director.</td>
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<tr>
<td><strong>Scheduled by Faculty Fellow</strong></td>
<td>Aligning Goals: No later than February 15, 2021— Following Fall IFDP meeting, Goal Alignment one-on-one between FLP Faculty Fellow and Sponsor/Department Chair</td>
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<tr>
<td>September 16, 2020</td>
<td>Exploring Different Instructional Strategies/ Designing Integrated Curriculum &amp; Assessment</td>
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<tr>
<td><strong>Scheduled by Faculty Fellow</strong></td>
<td>Schedule four 1-1 meetings with assigned peer mentor to move proposed scholarship-in-progress research project forward during program year.</td>
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<tr>
<td>November 18, 2020</td>
<td>Using the Keirsey Temperament Sorter-II: Temperament &amp; Personality for Self &amp; Organizational Assessment/Developing Teaching Fluency for Self &amp; Learner (Mini-teach and Peer Feedback)/The Research &amp; Scholarship Mission</td>
</tr>
<tr>
<td>December 2, 2020</td>
<td>Fall Semester “Snow Day” - Make-up day for inclement weather</td>
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<tr>
<td>February 17, 2021</td>
<td>Leadership Communication Skills: Skills for Working With the Media/ Skills for Giving &amp; Receiving Feedback on Presentation Styles</td>
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<tr>
<td>March 3, 2021</td>
<td>Preparing for Academic Advancement / Mastering Negotiation Basics</td>
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<tr>
<td>March 24, 2021</td>
<td>Spring Semester “Snow Day” - Make-up day for inclement weather</td>
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<tr>
<td>April 22-23, 2021</td>
<td>Welcome to the Harder Stuff of Leadership: Negotiation Advanced Simulation. A Leadership Retreat (off-site/overnight)</td>
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<tr>
<td>May 12 &amp; May 19, 2021</td>
<td>Presenting Your Work: Mastering the 10-Minute Presentation (2 sessions)</td>
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<tr>
<td>June 2, 2021</td>
<td>Presentation of Scholarship in Progress</td>
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<tr>
<td>June 3, 2021</td>
<td>Leadership’s Next Generation: Certificate and Graduation Program</td>
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Required Program Elements

Who Should Apply?

The Faculty Leadership Program is specifically oriented to early career faculty at the Assistant Professor rank who have been at OUHSC for at least 12 months. Typical candidates are individuals embarking upon their academic careers who the sponsors believe show promise for academic career advancement. Candidates need not be tenure-track faculty. Faculty members from any University of Oklahoma Health Sciences Center (OUHSC) college are eligible to apply. A completed application and a letter of recommendation from the candidate’s department chair or dean (e.g., sponsor) are required. Questions are welcome regarding requirements, scheduling, and/or the mentoring roles of department leaders that facilitate a Faculty Fellow’s success in the program. Contact Valerie N. Williams, Ph.D., program director for additional information.

Nomination & Selection

Faculty Leadership Program Faculty Fellows are identified through a nomination or application. Selection is based on review of the candidate’s application and the sponsor’s recommendation letter. The program goal is to convene a balanced class given the backgrounds, goals, and leadership aspirations of the applicant pool and support of the sponsor for the candidate’s full participation. Program fees are to be paid by the sponsoring department (not the candidate).

Fellows participate in the 11-month program based on a structured Individual Faculty Career Development Plan (IFcDP) as described below. Enrollment in this professional development and mentoring program is limited. Prompt application is recommended.

Program Alumni

Faculty Fellow candidates are encouraged to speak with colleagues who are alumni of the Faculty Leadership Program. For a listing of Alumni from your college please contact the FLP Coordinator, Helen Timmons at 405-271-5557.

Tuition

Tuition for the 2020-2021 Faculty Leadership Program Seminar is $2,000. Tuition is paid by the Faculty Fellows’ sponsor and is due in advance of the August Orientation session. Tuition covers syllabus materials, reference books, refreshments and meals, meeting space and overnight accommodations for the leadership retreat. Tuition is based on annual expenses; the program can be completed in one year. Please note: there are no tuition refunds after the start of the program. Sponsoring departments are responsible for tuition, not Faculty Fellows.

Application Checklist

The completed application includes the following required items:

- Electronic Application form;
- CV
- Teaching, Research and Service current experience and goals statement (included as part of application);
- Recommendation letter from the candidate’s sponsor (e.g., direct supervisor, department head or dean). The letter should be forwarded under separate cover or completed online for receipt by Wednesday, May 27, 2020.
Letter of Recommendation

A letter of recommendation from the candidate’s sponsor is required. The letter should be addressed to Dr. Valerie N. Williams, LIB 164, OUHSC, OKC or completed online using the link below:

- Briefly describe the applicant’s strengths and state what the applicant is expected to gain by participation in the Faculty Leadership Program;
- State the sponsor’s (section, division, or department head) expectations regarding the individual’s academic career focus on teaching, scholarship, and/or service; and
- Indicate that if accepted, the individual will be supported during the time required for 128-hours of formal participation in the program.

Click on the following link to Complete Recommendation Letter Electronically

Sponsor Letter of Recommendation (On-line version)

Application Submission, Deadline and Notification

The online application form can be accessed and submitted electronically at the link below. The application and an original letter of recommendation must be received by Wednesday, May 27, 2020, in the Office of the Vice Provost for Academic Affairs & Faculty Development, Bird Library Suite 164, Oklahoma City, OK.

All applicants will be notified in writing by email and/or mail no later than Friday, June 5, 2020. Additional information required on acceptance includes:

1. A copy of the current curriculum vitae for the Faculty Fellow, and
2. Notice of any accommodations required on the basis of disability

Click on the following link to Complete Application & Submit Electronically

2020-2021 Faculty Leadership Program Application