

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:  
Friday, June 4, 2021**

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  
P.O. Box 26901  
Bird Library Building, Room 164  
Oklahoma City, Oklahoma 73126

Phone: 405-271-5557  
Fax: 405-271-3053  
Email: [facdev@ouhsc.edu](mailto:facdev@ouhsc.edu)

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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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# OUHSC Faculty Leadership Program



## 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. 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 Keirseley Temperament Sorter and about the Myers-Briggs Type Indicator® as tools for assessing personality factors that influence expressive and receptive communication and negotiation approaches.



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### 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.***

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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 September 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

<b>September 1, 2021</b>	Getting Started: New FLP Faculty Fellow Orientation
<b>Scheduled by FLP Program Office</b>	Setting Goals: Introductory (Fall) and Follow-up (Spring) Individual Faculty Development Plan (IFDP) one-on-one meetings with FLP program director.
<b>Scheduled by Faculty Fellow</b>	Aligning Goals: No later than February 18, 2022 — Following Fall IFDP meeting, Goal Alignment one-on-one between FLP Faculty Fellow and Sponsor/Department Chair
<b>September 15, 2021</b>	Exploring Different Instructional Strategies Designing Integrated Curriculum & Assessment
<b>October 20, 2021</b>	Picking Your Priorities: Time Management/Aligning Career Goals Institutional Issues is Academic Health Centers
<b>Scheduled by Faculty Fellow</b>	Schedule four one-on-one meetings with assigned peer mentor to move proposed scholarship-in-progress research project forward during program year.
<b>November 17, 2021</b>	Using the Keirseay Temperament Sorter-II: Temperament & Personality for Self & Organizational Assessment Developing Teaching Fluency for Self & Learner (Mini-teach and Peer Feedback)
<b>December 1, 2021</b>	Program Review—Use this day for program related studies Make up day for inclement weather
<b>January 19, 2022</b>	Framing Your Research & Scholarship. Scholarship in practice.
<b>February 16, 2022</b>	Leadership Communication Skills: Skills for Working With the Media Skills for Giving & Receiving Feedback on Presentation Styles
<b>March 2, 2022</b>	Preparing for Academic Advancement Mastering Negotiation Basics
<b>March 23, 2022</b>	Program Review—Use this day for program related studies Make-up day for inclement weather
<b>April 21-22, 2022</b>	Welcome to Leadership: Negotiation Advanced Simulation. A Leadership Retreat (off-site/overnight)
<b>May 11, 2022</b> <b>May 18, 2022</b>	Presenting Your Work: Mastering the 10-Minute Presentation Rehearsal #1 Presenting Your Work: Mastering the 10-minute Presentation Rehearsal #2
<b>June 1, 2022</b> <b>June 2, 2022</b>	Presentation of Scholarship in Progress Leadership's Next Generation: Certificate and Graduation Program



## OUHSC Faculty Leadership Program

### 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, Elisabeth Ponce-Garcia at 405-271-5557.

#### Tuition

Tuition for the Faculty Leadership Program Seminar is \$2,250. 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**.

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## 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 in our office by **the due date listed on our website**.

All applicants will be notified in writing by email and/or mail . 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

[Faculty Leadership Program Application](#)