

College of Dentistry
Office of the Dean

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MEMORANDUM

To: Dr. Virginia Dodd,
Chair, Faculty Development Committee

Copy to: Dr. Neel Bhattacharya, Chair, Faculty Assembly
Dr. Clay Walker, Associate Dean for Faculty Affairs

From: Dr. Isabel Garcia, Dean

Date: July 1, 2015

Subject: Charge to the Faculty Development Committee, 2015-16

Thank you for your service to the University of Florida College of Dentistry as chairperson of the Faculty Development Committee (FDC) for the 2015-16 year. As stated in the UFCD constitution and bylaws, it is the responsibility of the committee to monitor and identify needs related to faculty professional career development including, but not limited to: teaching, research and patient care. In response to identified needs for faculty development, the committee develops strategies for the creation, implementation and assessment of programs to successfully address those issues. The committee works closely with the Offices of Faculty Affairs, Education, Clinical Affairs and Research to carry out its charge.

I am requesting that the FDC continue to advise me on issues related to faculty advancement and development also to act as a conduit of information on faculty matters through our Faculty Advisory Board. The FAB will appoint a liaison to your committee to help with this communication and any issues that need to be brought up to the faculty. Attachment (1) is a reporting tool for a six month and yearly report of committee activity.

This year I am asking the FDC to address the following:

- ***(Continued from prior year)*** Develop mechanisms to mentor junior faculty appointed on the clinical track. Establish or review current guidelines for mentoring of junior faculty. Are these guidelines working? If not, why not? What can be done? How is this tracked by department and college? [Guidelines (or revised) should be posted on our website. Date due JAN 2015]
- ***(Continued from prior year)*** Develop a listing of qualified mentors for both clinical and tenure-accruing junior faculty. This list should be provided to the college's HR office and made available to all new faculty hires. [Completed by JAN 2015]
- ***(Continued from prior year)*** In conjunction with human resources within the college, develop and identify a process for welcoming new faculty and develop a checklist of topics and training to be included that identifies the person or office who is responsible for each step. [Review current orientation and address any ideas for improvement by JAN 2015]
- ***(Continued from prior year)*** Identify, institute and evaluate faculty development initiatives for the fall and spring open weeks as well as the potential for development at various times throughout the year. **Develop a communication plan early in the academic year to secure these initiatives on the calendar.**

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- Provide advice and information to the Office of Faculty Affairs on faculty development issues.
- (Continued from prior year) Develop a simple survey to allow faculty to bring to your committee's attention issues of concern and items that are working well.

This year, each standing faculty committee will be charged with reviewing relevant outcome measures from the college's strategic plan. The FDC should develop a rubric of when these measures will be reviewed and proposed actions from the data reported. The measures which should be reviewed and reported through FAB in February 2015 by the FDC include:

- Annual turnover rate for faculty/analysis of reasons for leaving
- Annual demographic profile (number, percent) of faculty in terms of age, race/ethnicity, gender and rank
- Number and percentage of new women and under-represented minority salaried faculty hired each fiscal year by race/ethnicity, gender and rank
- Estimated number of women and URM in faculty applicant pools
- Number of Faculty Enhancement Opportunities (FEO) and sabbatical leaves applied for and completed

The committee should evaluate performance on these measures and when appropriate, action plans for improvement should be instituted using the Plan-Do-Check-Act (PDCA) cycle. The PDCA is the college's model for outcomes assessment and evaluation.

The committee consists of two tenured full professors, two tenured associate professors, three associate or full clinical professors, one assistant tenure track professor and one assistant clinical track professor elected by the Assembly. The dean appoints one faculty member from any rank to serve as a member. Committee members will serve staggered three-year terms. The director of curriculum and instruction will serve as an ex officio member. The FDC elects the chairperson for a two-year term and a vice chairperson for a one-year term, from among the committee members. The vice chairperson does not automatically become chairperson upon completion of the chairperson's term but may be elected as chair if there are still two years remaining in his/her term. Administrative support is provided by the associate dean for faculty affairs who serves as an ex officio member.

I am looking forward to another productive academic year for our college and thank you for your efforts leading the new Faculty Development Committee.