

To: Dr. Josephine Esquivel, Chair, Faculty Development Committee

Copy to: Dr. Shannon Holiday, Chair, Faculty Assembly
Dr. Shannon Wallet, Associate Dean for Faculty Affairs

From: Dr. Isabel Garcia, Dean

Date: January 2, 2018

Subject: Charge to the Faculty Development Committee, January 2018 – June 2019

Thank you for your service to the University of Florida College of Dentistry as Chair of the Faculty Development Committee for 2017- 2018.

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.

As stated in the bylaws, this committee consists of four tenured or tenure-track professors and four non-tenure track professors 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 Associate Dean of Faculty Affairs will serve as an *ex officio*, non-voting member. The Committee elects the chairperson and vice chairperson from among the members.

This year I am asking the Faculty Development Committee to:

- In conjunction with UFCD human resources, develop a process for welcoming and on-boarding new faculty. Develop a checklist of topics and training for each faculty track (single mission, multi-mission, tenure, research and/or clinical) and identifies personnel/office responsible for each topic/training.
- Develop, administer and analyze a faculty development needs survey to inform development and identification of faculty development opportunities/programming.
- Administer, review and report the findings from the faculty's annual dental school learning environment (DSLE) survey.
- Identify and institute local faculty development initiatives/programming that are provided on a recurring basis and self-sustaining, which address all three areas of development: teaching, research and clinical practice.
- Identify local, national and international awards for which UFCD faculty may be nominated.
- Ensure opportunities in all three areas of development are identified: teaching, research and clinical practice.
- Identify national and international competitive opportunities for faculty development in all three areas of development: teaching, research, and clinical practice.

- Develop, administer and analyze a faculty 'exit' interview survey
- Provide advice and information to the Associate Dean for Faculty Affairs on faculty development issues.

Each standing faculty committee is charged with reviewing relevant outcome measures from the college strategic plan. The measures that should be reviewed by the Faculty Development Committee include:

- 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 local, national and international faculty development opportunities applied for, acquired and completed.
- Report the findings from the student's annual dental school learning environment (DSLE) survey.
- Report the findings from any 'exit' surveys

The committee should refer all committee action items to the Faculty Advisory Board (FAB) on an ongoing basis for FAB's review, discussion and subsequent action, as needed. 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 model for outcomes assessment and evaluation.

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