

Boston University DOM's Principles of Fair Expectations Faculty Members

Commitment of the DOM and Section Chiefs

- New hires and people promoted within the DOM will receive a letter specifying their expectations and responsibilities.
- The letter will contain or state:
 - The projected career trajectory (career track) of new faculty hires.
 - The faculty member's basic duties and percent effort assigned to faculty activities (research, patient care, teaching, administration, etc.).
 - The sources of salary support.
 - The office, clinical and research laboratory space assigned (if applicable).
 - A web link to the Faculty Development and Diversity website 'onboarding' document (link) outlining the processes essential to assuming a faculty position in the DOM.
- The letter will also outline the expectations of the faculty in accordance with the nature of the faculty member's appointment as follows:
 - Appointments to the rank of Instructor, Assistant Professor and above will specify whether there is the expectation to develop and maintain an independently funded research program or ongoing scholarly activity and clinical excellence.
 - Appointments of faculty whose titles include "Research" will specify job responsibilities (e.g. heading a Core laboratory, working in or managing a research program within another PI's laboratory) and a clear path for promotions.
 - Upon mutual agreement between a faculty member and section head with appropriate adjustments of % effort: Research Scientists can apply for and serve as PIs on grants and contracts (e.g. for a Core facility or specific project).
- The space assigned to a faculty member will generally be stable for 3 years, funding allowing. Space assigned may change due to promotion, space redistribution, or other constraints. However, changes that are going to be implemented will be discussed with the faculty member.
- Administrative academic support for grant submission and management and administrative support for clinical activities will be available to all faculty members.
- Resources for faculty development and diversity are available to faculty members such as first step, grant writing core, pilot grants, Faculty Development and Diversity Seminars, Faculty Development and Diversity Website, Faculty Development and Diversity Grants (<http://www.bumc.bu.edu/facdev-medicine/>).
- Resources for enhancing educational and clinical skills (<http://www.bumc.bu.edu/fd/>) are available for all faculty.
- Section Chiefs and Committee Chairs will promote a balance among all faculty members so that no particular group is shouldering a disproportionate share of teaching, service or committee work.
- Section chiefs will ensure that faculty members are provided with appropriate mentoring.
- Section chiefs (or designee) will meet annually with the faculty member to review his/her job performance (based on expectations), his/her short and long-term goals and his/her two to three-year plan for funding. Faculty will be provided a written summary. The section chief will provide annual strategic advice regarding career advancement and promotion.

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Commitment of faculty members

- Each faculty member will meet at least annually with his/her section chief, or the section chief's designee to review job performance based on expectations. Faculty members will develop a written two to three-year plan. The plan will include sources of salary support, mentorship, career development, career advancement and promotion that will be modified annually in their annual faculty review.
- Faculty members will uphold the values described in the strategic plan by demonstrating curiosity, collegiality, openness, mutual respect, diversity, integrity, generosity, and service for the greater good.
- Faculty members will maintain high ethical standards and professional values and adhere to all applicable policies.
- Service to the School and the DOM is required for career advancement. This includes participating in DOM or School committees, teaching, reviewing grants for DOM investigators or DOM Pilot grants, judging Evans' posters, assisting with recruitment of trainees and students and mentoring.
- Grant applications that require additional space or resources must have a pre-commitment from the section or department before grant submission. The commitment may come in the form of an appointment, space allocation or physical modifications that will be required if the grant is successful.