

**Job Description: Director, Center for Faculty Development, MGH (min 0.10 FTE)**

<b>GENERAL SUMMARY/ OVERVIEW STATEMENT:</b>	Summarize the nature and level of work performed.
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Jointly reporting to the Chief Academic Officer and Chief Medical Officer, the Director of Center for Faculty Development (CFD) is responsible for the Center's overall operation.

The CFD comprises different offices: the Office for Research Careers, which includes a Post-Doctoral Division; the Office for Women's Careers (OWC); the Office for Clinical Careers; the Office for Well Being (OWB); and the Office for Senior Faculty Affairs (OSFA). Each Office has its own director and serves a distinct faculty constituency. The CFD Director works closely with the director of each office to achieve their goals.

The Center, which plays a crucial leadership role as a central source of support and information for the MGH clinical and research community, is closely linked with MGH and MGPO as well as MGB and Harvard Medical School leadership. The Director ensures that the CFD strongly champions faculty (including investigators, clinicians, clinician-educators, and clinician-researchers) and research trainees in pursuing their professional and academic goals, with a strong emphasis on promoting work-life balance.

Physicians and Investigators at the Full Professor level may apply for this position. The Director must have a demonstrated commitment to mentorship in the academic medical setting and experience and interest in advancing both clinical and research careers. The Director participates in several hospital committees, is a voting member of the Executive Committee on Research, and will serve as an associate to the CMO.

<b>PRINCIPAL DUTIES AND RESPONSIBILITIES:</b> Indicate key areas of responsibility, major job duties, special projects, and key objectives for this position. These items should be evaluated throughout the year and included in the written annual evaluation.
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The new CFD Director will

- Work with MGH and MGPO leadership to create and implement a long-term strategic vision for the Center for Faculty Development that aligns with other preexisting hospital-wide programs.
- Oversee the operation of each office within the CFD, working with each office director to achieve that office's objectives.
- Develop and implement programs for faculty/trainees at all stages in their careers that promote academic and career development.
- Provide focused support and education regarding academic advancement and promotion processes.
- Promote a culture of excellence in mentorship across the institution through programming, networking, recognition, and individual guidance.
- Provide counseling, advice, and support through specific programs, coaching, and one-on-one meetings with directors as well as with individual faculty.
- Increase faculty awareness of relevant information, education, and resources to support their overall satisfaction and fulfillment.
- Collaborate with other MGH departments, including the Division of Clinical Research of the MGH Research Institute, the MGPO, and the Center for Diversity and Inclusion (CDI).
- Leverage technology to streamline CFD processes and procedures to support faculty advancement and satisfaction.
- Collaborate with HMS and HMS affiliates through participation in committees including the Consortium of Harvard Affiliated Development and Diversity (CHADD) and the Joint Commission on the Status of Women (JCSW).
- Serve as a voting member of the Executive Committee on Research (ECOR).
- Serve as an associate to the CMO.
- Commit a minimum of 0.1 FTE effort to the position.