

School of Medicine  
Professional Development Seminar

All Interested Persons are Invited.

## *Required Workshops for New Faculty*

These workshops are designed to give faculty, and especially new faculty, an opportunity to learn about important areas of faculty life. Any faculty interested in the topic are also welcome to attend.

**Wednesday, September 29, 2010**  
**9 a.m. - 12 Noon**  
**Molecular Medicine Research Bldg., 1009/1011**

**9 - 10:30 a.m.**     ***Promotion and Tenure Guidelines***

Presenter: **PonJola Coney, M.D.**, Senior Associate Dean for Faculty Affairs

As a result of this presentation, participants will understand:

- School of Medicine (SOM) promotion and tenure policy, 4/16/09
- Dossier development
- SOM curriculum vitae (CV)
- SOM teaching portfolio guidelines
- Timeline.

**10:45 - 12 p.m.**     ***Working with FARES - the new Faculty Portal***

Presenters: **Meenu Tolani, M.B.A.**, Assistant Dean, Technology Services  
**Ann Setien, M.B.A.**, Director, Faculty Personnel Administration

As a result of attending, participants will:

- Become familiar with the new School of Medicine Portal to access VCU and SOM information systems and policies/procedures
- Understand the annual faculty evaluation process and learn how to use Faculty Activity Reporting and Evaluation System (FARES) to enter faculty activities and performance plans.

***Mark Your Calendar!***  
***Upcoming Professional Development Seminars***

More info on these seminars available at

<http://www.medschool.vcu.edu/facultyaffairs/events/index.html>

- 10/13/10     Writing Workshop: Selling Your Work: Strategies for Writing Successful Proposals, Abstracts, and Introductions
- 10/18/10     CTSA Mentor Training
- 10/22/10     POGIL Workshop #2 - Writing Cases for POGIL Sessions
- 10/27/10     Required Workshop for New and Interested Faculty: Getting Started in Research at VCU SOM: Processes and Resources



Refreshments provided with **RSVP by Tuesday, September 28**, to [dstewart@vcu.edu](mailto:dstewart@vcu.edu) or 8-6591. For questions, contact Kathy Kreutzer, [kkreutze@vcu.edu](mailto:kkreutze@vcu.edu). This program is sponsored by the Office of Faculty Affairs, Dean's Office, School of Medicine.