

Physiology Faculty Professional Development Program (PDP) Guidelines

- 1) **Purpose & Goals:** The main goals of the PDP Program are to:
 - a) provide junior faculty with tailored and frank feedback regarding their progress and plans, and
 - b) assist junior faculty in advancing to the next rank and achieving tenure, where applicable.
- 2) **Participants:** All Assistant Professors and Instructors are required to participate in the Physiology PDP program. It is also expected that Associate Professors will participate in the program.
- 3) **Committee composition:** Participants will develop a tailored mentoring committee that provides conceptual and technical expertise regarding their career focus, which may relate to research and/or education and/or outreach. Committee members should have diverse and complementary expertise. Participants may ask the PDP Director and/or Department Chair for help with this process.
 - a) Each participant's committee will be chaired by the PDP Director.
 - b) The committee should contain at least one faculty member from the Physiology Department other than the PDP Director, but may be otherwise composed as the participant sees fit. The size of the committee and the members of the committee will be determined by the participant. Committee members may be from other LSUHSC departments, or from outside LSUHSC (phone or Skype participation in meetings).
 - c) Only PDP committee members and faculty invited by the participant will attend PDP meetings.
- 4) **Logistics of PDP committee meetings:**
 - a) Participants will schedule meetings at times that work for their committee members, schedule space and A/V for the meeting, and notify all attendees of the final meeting time.
 - b) Participants will distribute relevant materials prior to meetings to allow committee members to arrive prepared to offer useful guidance.
 - c) Participants will communicate specific meeting goal(s) to the committee prior to meetings.
 - d) The committee chair will ensure that meetings are productive and focused, and that the participants' goals for the meeting are met.
 - e) The committee chair will keep a log of meetings and topics covered.
- 5) **Frequency & timing of meetings:** Participants may call PDP committee meetings to discuss career strategy, professional development, research or education grant proposals, manuscript submissions, personnel management, questions regarding promotion & tenure process, etc. Each participant's PDP committee will meet no less than twice per year, but may meet more frequently as dictated by the participant and the committee. Timing of PDP committee meetings should be dictated by the needs of the participant and the meeting availability of committee members.
- 6) **Responsibilities of the faculty member participant:**
 - a) Outside of the meetings described above, participants will meet with committee members collectively or individually, as the participant deems necessary.
 - b) Participants will present one Physiology department seminar each year. This is in addition to PDP committee meetings.
 - c) Participants will invite committee members to attend local talks given within or outside LSUHSC.
 - d) Participants will schedule one meeting per year with the Physiology Faculty Development and Promotions Committee to:
 - i) discuss research progress and the effectiveness of the PDP program.
 - ii) gain senior faculty perspective on progress toward meeting LSUHSC promotion criteria.
 - iii) discuss goals and objectives for the coming year that will provide clear benchmarks to assist in measuring progress during future meetings.
- 7) **Responsibilities of the PDP Director:**
 - a) Keep meetings organized, on topic, and productive.
 - b) Send written summary of each meeting to participant and Department Chair.
 - c) Meet annually with the Physiology Faculty Development and Promotions Committee to discuss the past year's performance of each participant, the short- and long-term goals of each participant, as well as his/her progress toward those goals.