



BRIGHAM AND
WOMEN'S HOSPITAL

Center for Faculty Development & Diversity



Office for Multicultural
Faculty Careers

Sharing strategies. Supporting careers.

2009 Minority Faculty Career Development Award Application

**Application Deadline
April 3, 2009**

**Award Notification
May 18, 2009**

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Minority Faculty Career Development Award

Sponsored by the
Office for Multicultural Faculty Careers (OMC)
Center for Faculty Development and Diversity (CFDD)
Brigham and Women's Hospital (BWH)

DESCRIPTION

A paucity of underrepresented minority (URM) academicians progress from residency and doctoral training programs to clinical and non-clinical fellowships and faculty positions at BWH. This award is designed to help support the career development activities of these early-career underrepresented minority academics. The Award aims to assist these individuals in obtaining and developing the skills necessary to attain a faculty position at BWH and Harvard Medical School.

In 1996, the President of BWH, along with Department Chairs established the BWH Minority Faculty Career Development Award. This \$150,000 award, which is given to 2 underrepresented minority academicians each year, is to be dispersed over a 7 year period. The Minority Faculty Career Development Award has been funded historically by the President's Office, academic departments, and philanthropic contributions through a long-term commitment to developing underrepresented minority trainees and faculty.

ELIGIBILITY REQUIREMENTS

The applicant must:

- Be a member of an underrepresented minority group (Per AAMC guidelines, at BWH, this means African-American, Alaskan/Hawaiian Native, Hispanic American, Native American)¹
- Be a US citizen or non-citizen national with a permanent residence visa
- Hold a primary appointment at BWH
- Be a 3rd or 4th year resident, clinical or non-clinical fellow, or new faculty member in his/her 1st faculty position
- Hold an MD, MD/PhD, PhD or equivalent degree
- Commit to a career in academic medicine
- Provide evidence that a commitment of a full-time faculty position has been made to the candidate
- Confirm that the candidate can commit a minimum of 75% professional effort (of a full-time position) to the career development plan

¹ Underrepresented in medicine means those racial and ethnic populations that are underrepresented in the medical profession relative to their numbers in the general population [Adopted by the American Association of Medical Colleges (AAMC) Executive Committee, March 19, 2004].

MECHANISM OF SUPPORT

The Minority Faculty Career Development Award for early-career underrepresented minority academicians is a mentored career development award. Planning, direction, and execution of the Career Development Plan will be the responsibility of the applicant and his/her mentor on behalf of the applicant's Division/Department. The award period is 7 years and is not renewable.

APPLICATION NARRATIVE

The essential elements of the Minority Faculty Career Development Award for early-career underrepresented minority academicians are an individualized, well-thought-out career development plan, a committed, capable mentor, and a commitment on the part of the applicant's Division/Department to the development of the applicant. Documentation concerning each of these essential elements must be included in the application.

The narrative comprises four sections:

- (1) Applicant
- (2) Mentor's Statement
- (3) Career Development Plan
- (4) Division/Department Environment and Commitment to the Applicant

The applicant prepares the Career Development Plan. The sponsoring Division/Department prepares the Division/Department Environment and Commitment to the Applicant.

Two (2) letters of recommendation are required of each applicant. One letter from the applicant's Division/Department nominating him/her for the award. This letter should outline the applicant's qualifications and a plan for their career development, including a commitment to provide them with a faculty position at BWH sometime during the tenure of the award. One letter from a faculty member who is familiar with the applicant and his/her academic potential and accomplishments. These letters must be attached to the application in sealed and signed envelopes.

APPLICATION PREPARATION

In general, all applications must be typed single-space using Arial or Times New Roman typeface with a 12 point font. The entire application should not exceed 12 pages excluding 2 letters of recommendation. Please see "Check List" on page 6 for details.

TERMS AND CONDITIONS

Award Duration

This is a one-time, non-renewable award that offers significant flexibility during its 7 year duration. If an awardee plans to terminate the Award before the scheduled termination date, the MFCDA Selection Committee must be notified as soon as possible by the awardee, with the notice countersigned by a representative from their Division/Department. In this instance all funds must be repaid including any accrued interest.

APPLICATION PROCEDURES

Please use the MFCDA Application Instructions in order to complete the application. This document is available at the OMC. Applications are due by April 3, 2009 and award recipients are announced on May 18, 2009.

Submit a signed, typewritten original of the application with Checklist, and five signed photocopies, in one package to:

Jabbar R. Bennett, PhD
Administrative Director
Office for Multicultural Faculty Careers
Center for Faculty Development and Diversity
Brigham and Women's Hospital
1620 Tremont Street, BC 3-014H
Boston, MA 02120
Ph (617) 525-9324
Fax (617) 525-7752
E-mail jrbennett@partners.org

INQUIRIES

Inquiries concerning this program announcement are encouraged and should be directed to the individual stated above.

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Application Checklist

Prior to submitting your completed application please be sure that your packet contains each of the following components:

√	SECTION	PAGE LIMIT
	Applicant Curriculum Vita	4
	Applicant Biographical Sketch	2
	Mentor Biographical Sketch	2
	Mentor Statement	1
	Career Development Plan	2
	Division/Department Environment and Commitment to the Applicant	1
	TOTAL	12
	2 Letters of Recommendation	(Not included in total)