

Upstate Faculty Development ToolBox Request for Proposals

The Office of Faculty Affairs invites Faculty Toolbox proposals for the coming academic year from the Upstate Medical University community.

Description:

The faculty toolbox is an opportunity to learn about a topic or skill that is part of the faculty as educator role, including our missions of leadership, education, research or service. Examples include but are not limited to:

- Budgeting and finance, which is essential for grant writing, understanding institutional needs, and support for education, and for those in the clinical setting who must teach learners about insurance and billing.
- Leadership/administrative workshops (i.e. running efficient meetings, project management)
- Curriculum design for electives for students, fellows, residents, etc.
- Resources, including examining publisher materials and teaching resources on the library website, research resources, or others resources both institutional or external.

Format:

A two-three hour combination of presentation and hands-on learning that provides faculty with a foundation in the topic examined, experience in the skill or process being introduced in the presentation, and an action plan for using the new skill or knowledge that is shared during the toolbox session. The proposal will include up to 3 objectives that outline what participants will gain by participating, a brief description, a proposed presenter, and any special technology/tools needed for the session. Please note if this workshop has been presented previously at a national or international meeting.

Proposal:

1. Contact Information (person making the proposal)
2. Proposed Topic
3. Proposed Presenter
4. Preferred Location (if appropriate)
5. Suggested time of year
6. Special technology/space/tools needed
7. Description (max of 250 words)
8. Learning Objectives (up to 3)
9. Additional information (potential costs? presented at other venues? etc)