Disclosures

• I am a series editor for Success in Academic Surgery.
#1. Find your passion

What problem do I want to solve?
#2. Identify short & long-term goals

- **Specific**
- **Measurable**
- **Achievable**
- **Relevant**
- **Time-framed**

**Example:** To submit a K23 application within 1st faculty year.
#3. Perform a gap analysis

Current state

GAP

Desired state

ACTION PLAN
#4. Manage your time & prioritize
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<thead>
<tr>
<th>URGENT</th>
<th>NON-URGENT</th>
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<tr>
<td>IMPORTANT</td>
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<td>Q1</td>
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<tr>
<th>NOT IMPORTANT</th>
<th>DELEGATE</th>
<th>ELIMINATE</th>
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Q 1, Q 2, Q 3, Q 4
#5. Document & track your activities

Preventing your University of Texas CV

UT CV format
Examples & Tips for organizing your CV
BEFORE – CV with errors
AFTER – CV corrected

DO's:
1. Follow your institution’s format.
2. Update your CV frequently and routinely.
3. Make your CV easy to read.
4. Review your CV with regards to progress on short and long-term goals.
#5. Document & track your activities

Scholarly activities
- Publications
- Grants
- Speaking invitations
- Mentoring

Career Timeline
- First and middle-author publications
- Career development awards/society grants
- Regional speaking invitations
- Last and middle-author publications
- Independent funding (i.e., R01)
- National & international speaking invitations
- Research mentor
#5. Document & track your activities

**Service/ Admin**
- Committees
- Leadership roles
- Editorial boards
- Study sections

**Career Timeline**
- Institutional committee membership
- Membership in local & national societies
- Ad hoc reviewer for journals
- Committee chair or officer local & national societies
- Editorial board
- Study sections
#5. Document & track your activities

**Teaching activities**
- Types, frequency, duration
- Teaching effectiveness
- Education research
- Enduring materials

**Educational Portfolio:**
- Educational philosophy statement
- 5-yr goals as an educator
- Educational contributions:
  1. Teaching
  2. Learner Assessment
  3. Curriculum Development
  4. Mentoring and Advising
  5. Educational Leadership and Administration

https://www.aamc.org/members/gfa/faculty_vitae/148574/educator_portfolio.html
#5. Document & track your activities

**Clinical Activities**

- Volume, quality, impact
- Clinical program development
- Techniques or procedures
- QI projects

**Promotion Narrative:**
- Major clinical obligations and duties
- Unique contributions deriving from your clinical service
- Metrics of patient satisfaction
- Quality assurance and improvement metrics
- Evidence of cross-specialty collaboration
#6. Get a mentor

The Mentoring Cycle

- Getting ready
- Establishing agreements
- Preparing
- Negotiating
- Coming to closure
- Doing the work
- Integrating the learning and moving forward
- Enabling
#7. Self-promote

- Acknowledge the team
- Accept praise graciously
- Praise others
- Educate, not sell
- Tell a story

#8. Network

- External referees = peers who know the candidate through
  - Professional accomplishments
  - Not from a personal relationship
#8. Network

Networking moves the needle!

Promotion
- 42% vs 18%

Pay increase
- 15% vs 5%

Optimism
- 78%

#8. Network

- Participate in surgical societies
- Step up/speak up
- Introduce yourself to others
- Develop relationships outside your field
- Be active on social media
#9. Become familiar with the process

- Follow the timeline
- Know the rules
- Follow the rules
- Consult with an advisor
- Start planning early
#10. Follow your passion

- “Choose a job you love, and you will never have to work a day in your life.”
  – Confucius

- Follow your passion, and you will never have to work for promotion.
Summary

1. Find your passion
2. Identify short and long-term goals
3. Perform a gap analysis
4. Manage your time & prioritize
5. Document & track your activities
Summary (continued)

6. Get a mentor
7. Self-promote
8. Network
9. Become familiar with the process
10. Follow your passion