

**CHILDREN'S HOSPITAL OF RICHMOND AT VCU**  
**Department of Pediatrics**  
**New Faculty 100 Day Plan**

We are delighted that you have joined the Children's Hospital of Richmond at VCU (CHoR) Department of Pediatrics. We are committed to your professional and academic success and want to do whatever we can to help you get a strong start to your CHoR career. We have found that faculty who spend a period of 2-3 months exploring the department, institution, and community followed by a reflective approach to goal setting experience a great start to their careers on our faculty. Therefore, we encourage you to develop and follow a 100 Day Plan.

The basic elements are listed below, and we have provided an approximation for timelines, but please consider these as recommendations only. You will likely tailor this plan to your own level of experience, individual needs, and division characteristics. Please keep this document somewhere you can find it, as you will use it when you complete your Annual Evaluation with your Division Director/Department Chair.

**Days 1-14**

Meet with your Division Chief/Department Chair to learn about the CHoR culture, the Department, your responsibilities, and opportunities

Have a meal or coffee with your "Onboarding Buddy"

Attend your division's welcome

Meet with your Associate Administrator for your division

- Pediatric Divisions of Cardiology, Gastroenterology, Hematology/Oncology, Nephrology, and Pulmonology/Sleep Medicine – Katie Hendrickson: [kathryn.lawrence@vcuhealth.org](mailto:kathryn.lawrence@vcuhealth.org)
- Pediatric Divisions of Critical Care Medicine, Hospital Medicine, Infectious Diseases, and Neonatal Medicine – Tukisha Sellers: [Tukisha.Sellers@vcuhealth.org](mailto:Tukisha.Sellers@vcuhealth.org)
- Pediatric Divisions of Adolescent Medicine, Allergy and Immunology, Child Development and Genetics, Endocrinology, and General Pediatrics – Karol Wilson: [Karol.Wilson@vcuhealth.org](mailto:Karol.Wilson@vcuhealth.org)

Meet with the Vice Chair of Faculty Development, Dr. India Sisler- [india.sisler@vcuhealth.org](mailto:india.sisler@vcuhealth.org) to review the Departments philosophy and approach to faculty development and to begin conversations about personal development

Meet with the Department of Pediatrics' Vice Chairs to learn about the departmental leadership structure and resources

- Vice Chair of Clinical Operations: Dr. Wei Zhao [wei.zhao@vcuhealth.org](mailto:wei.zhao@vcuhealth.org)

- Vice Chair of Diversity, Equity, and Inclusion: Dr. Karen Hendricks-Muñoz [karen.hendricks-munoz@vcuhealth.org](mailto:karen.hendricks-munoz@vcuhealth.org)

- Vice Chair of Education: Dr. Marieka Helou [marieka.helou@vcuhealth.org](mailto:marieka.helou@vcuhealth.org)

- Vice Chair of Research: Henry Rozycki [henry.rozycki@vcuhealth.org](mailto:henry.rozycki@vcuhealth.org)

Create a list with your Division Chief/Department Chair and/or Vice Chairs of 5-6 people you should meet (these include people who share a common interest with you clinically, professionally, or intellectually)

Review resources on the VCU School of Medicine Faculty Affairs website:  
<https://medschool.vcu.edu/about/deans-office/facultyaffairs/>

- Review the “Schedule of Events” and consider registering for one career development workshops/seminars

Attend Department of Pediatrics meetings/conferences to meet other faculty and learn what’s going on in the department

- Monthly CHoR Pediatrics Faculty Meeting occurs the fourth Thursday of every month from 8:00-9:00 a.m. Offered in person at Children’s Pavilion, room 5-086 or via Zoom.
- Pediatric Grand Rounds are scheduled on Tuesdays from 12:00-1:00 p.m. in the Children’s Pavilion, 5<sup>th</sup> Floor, Room 5-086 or join via Zoom.  
<https://vcuhealth.zoom.us/j/99267613127>
- Pediatric Research Conferences are scheduled quarterly. Watch your email for additional information sent regarding these conferences.

## **Days 15-70**

Have a meal with your “Onboarding Buddy”

Engage in your new professional activities

Schedule and participate in information gathering meetings with the 5-6 people identified above

Review 1<sup>st</sup> Year Plan and begin to develop SMART goals

Review the promotions criteria for your track and rank (<https://blogs.vcu.edu/somofa/faculty-affairs/> and <https://medschool.vcu.edu/media/medschool2018/content-assets/files-and-documents/pdfs/PromotionandTenurePoliciesandProcedures.pdf> to understand/coordinate goals with institution markers for progress and success. Note that promotion criteria are kept purposely vague to allow room for innovative achievements and diverse growth pathways.

Identify 2-3 things you would like to accomplish in year 1

Learn about Faculty Development through the Global Education Office <https://global.vcu.edu/outreach/facultydevelopment/> and the Center for Teaching and Learning Excellence <https://ctle.vcu.edu/>

Begin converting your CV into the Portfolio system, enter at least the last year of activity during this time. <https://medschool.vcu.edu/about/deans-office/facultyaffairs/#d.en.317446>

Continue to attend Department and Divisional conferences.

### **Day 71-100**

Meet socially with your “Onboarding Buddy”

Identify “go to” people for your critical professional areas (clinical, IT, career, research, etc.). Consider having a “junior” mentor and a “senior” mentor in key areas for your career.

- Plan to check-in with members of this group in the future, as schedules allow (quarterly, semesterly, etc.), to discuss goal progress, obstacles, and resources.

Continue work on your 1<sup>st</sup> Year SMART goals.

Review your Year 1 Plan with your “go to” people – refine after these meetings.

Review your mentorship plan and 1-year goals with your Division Director/Department Chair. Seek feedback on departmental/division expectations for professional growth across clinical, research, and service domains. Discuss your next steps and potential resources needed. Refine these goals after your meeting.

Consider long-term goals. Begin to think of your broader career goals for the next 5 and 10 years. Consider how your Year 1 goals relate to your career trajectory. Discuss your broad goals with your mentorship group and division leadership over the course of Year 1.

Explore the Office of the Provost Faculty One-Stop site for resources and frequently requested information. <https://provost.vcu.edu/planning/>

Continue to attend Department conferences

☐ Meet with Vice Chair for Faculty Development to give feedback about your first 100 days, review 1<sup>st</sup> Year plan and continue development of career planning. schedule with Christine Mason, [Christine.mason@vcuhealth.org](mailto:Christine.mason@vcuhealth.org)

## **ADDITIONAL RESOURCES**

### **Pediatrics:**

Visit the Pediatric specific websites to learn more about the Department of Pediatrics.

- <https://www.chrichmond.org/>
- <https://pediatrics.vcu.edu/>

### **Research:**

- Child Health Research Institute: <https://www.chrichmond.org/research/child-health-research-institute/about-chri>
- Research at CHoR: <https://www.chrichmond.org/research>
- VCU School of Medicine has a strong commitment to research. Visit their site to view funding and research opportunities. <https://medschool.vcu.edu/research/>
- The Office of the Vice President for Research and Innovation provides information and resources for interdisciplinary collaboration. <https://research.vcu.edu/resources/>
- Funding Opportunities: <https://research.vcu.edu/resources/funding-opportunities/>
- Proposals and Awards: <https://research.vcu.edu/proposals-and-awards/>