

Physiology Faculty Professional Development Program (PDP) Guidelines

- 1) **Purpose & Goals:** The PDP Program is intended to assist faculty in strategizing allocation of time and resources, securing new grants, renewing current grants, etc., and to provide faculty with tailored and frank feedback regarding their progress and plans, with the ultimate goal of helping faculty advance to the next rank and achieve tenure, where applicable.
- 2) **Participants:** All Assistant Professors and Instructors are required to participate in the Physiology PDP program. Associate and Full Professors are encouraged to participate in the program. Even Tenured Professors may benefit from peer-review of goals and activities.
- 3) **Committee:** Participants will recruit a committee that provides complementary conceptual and technical expertise regarding their career focus, which may relate to research and/or education and/or outreach. Participants may ask the PDP Director and/or Department Chair for advice.
 - 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. Committee members may be from other LSUHSC departments, or from outside LSUHSC.
- 4) **Logistics of PDP committee meetings:**
 - a) Participants will schedule meetings, schedule space and A/V (or send a Zoom link) for the meeting, and notify attendees of meeting details.
 - b) Participants will distribute relevant materials (e.g., summary statement, Aims page, CV, etc.) 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 PDP chair will ensure that meetings are productive and focused, and focused on stated goals.
 - e) The PDP chair will keep a log of meetings and topics covered.
- 5) **Frequency & timing of meetings:** Each participant's PDP committee will meet no less than once 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. Participants may call PDP committee meetings to discuss career strategy, professional development, research or education grant proposals (at the idea generation stage and/or detailed feedback on readiness of an application), manuscript submissions, personnel management, questions regarding promotion & tenure process, etc.
- 6) **Responsibilities of the faculty member participant:**
 - a) Outside of group meetings, participants will meet with committee members as necessary.
 - b) Participants will invite committee members to attend local talks given on their work.
 - c) Participants working toward promotion or tenure are encouraged to meet with the Physiology Promotions Committee to gain perspective on progress toward LSUHSC promotion criteria.
 - d) Required: Starting January 2024, each faculty member must present either one research seminar (Thursdays at 12:00 or 12:30) or hold one WIP session (Thursdays at 3:30 p.m.) per year.
- 7) **Responsibilities of the PDP Director:**
 - a) Keep meetings organized, on topic, and productive.
 - b) Send written summaries of each meeting to participant and Department Chair.
 - c) Meet annually with Department Chair prior to Annual Reviews (usually in January) to discuss prior year activities and outcomes for each faculty member.
- 8) **Grant submissions:** Starting January 2024, federal grant proposals submitted through the Department of Physiology must be sent to the PDP Director ≥ 6 weeks prior to grant submission deadline with names of potential reviewers. PDP Director will distribute to internal and/or external reviewers and request a 2-week turnaround. Feedback will be transmitted to the applicant with sufficient time to update the application, route and submit according to LSUHSC guidelines. Completion of this step will be required prior to routing. Note: This policy does NOT apply to state, foundation or internal grants.