



## **Group on Faculty Affairs (GFA) 2024-2025 Mentoring Circles Program Application**

**Deadline for Submission: May 22, 2024**

Launched in 2014, the goal of this Program is to provide a longitudinal mentoring experience that ensures every new GFA member is welcomed, linked with GFA resources, and rapidly integrated into the GFA community with [three main goals](#) to be achieved over the year long Program. A peer mentoring circle model will be used to provide mentoring for new GFA members in which 2 mentors and 5-7 mentees will be assigned to a mentoring circle.

**If you are interested in serving as a mentor or mentee in the GFA Mentoring Circles Program, please complete the Program application below by May 22, 2024.** This information will be used to match mentees and mentors accordingly. **The Program Kickoff Meeting for the next Mentoring Circles cohort will be in-person at the GFA Professional Development Conference on July 17, 2024 at 7:30am.** Attendance at this in-person kickoff meeting is not mandatory. If you are unable to attend, information will be shared with you after the conference. Please complete the application below to be considered as a mentor or mentee for the Program. More information will be shared about the Program Kickoff Meeting as the date nears.

We encourage all GFA members who are interested in becoming a mentor or mentee to apply for the Program. For more information about the Program, please visit the GFA Mentoring Circles website or contact:

[Jacqueline Hill, PhD, MPH](#)

Senior Director, Office of Faculty Development, Children's Mercy Kansas City  
Teaching Assistant Professor, University of Missouri-Kansas City School of Medicine  
Education Assistant Professor, University of Kansas School of Medicine

[Terri Kurz, PhD](#)

Assistant Dean for Professional Development  
Instructional Associate Professor, Department of Medical Education  
Texas A&M University School of Medicine

[Rania Sanford, EdD, PCC](#)

Director, Faculty Professional Development and Executive Coach  
Executive Director, Stanford Physician Leadership Certificate Program  
Stanford University School of Medicine

If you have any questions about the application process, please contact Michelle Weston at [mweston@aamc.org](mailto:mweston@aamc.org)

## **Program Participant Expectations**

A successful GFA Mentoring Circle experience requires engagement from both mentors and mentees. The following expectations for each of these roles are described below.

### **Mentors are expected to:**

- Connect with co-mentor(s) and jointly reach out to mentees to welcome them to the Program and encourage them to participate in the Program Kickoff Session.
- Attend the GFA Mentoring Circles Program Kickoff Session at the annual GFA Professional Development Conference and engage with assigned mentees. Follow up with all mentees after the Kickoff Session, especially those who are unable to attend.
- Collaborate with Mentoring Circle mentees to define a monthly meeting schedule that enables completion of the recommended Program curriculum over the course of a year (before the next GFA Professional Development Conference).
- Facilitate monthly meetings, covering topics on the recommended Program curriculum and encourage mentees to bring topics important to them for group discussion. Collectively digest information during conversations and foster feelings of social inclusion. Co-mentors should share in the responsibilities of managing the Circle.
- Discuss and set realistic goals or areas of focus with mentees.
- Introduce and facilitate connection of mentees to GFA members and leadership. Mentees will receive rosters for the GFA Mentoring Circles Program and GFA Steering Committee.
- Introduce mentees to potential GFA mentors in similar roles/areas of interest.
- Encourage mentees to utilize the GFA Listserv, apply for GFA Subcommittees, attend future GFA Conferences, and submit abstracts for future GFA Conferences, as applicable.
- Check in regularly with mentees to ask about experiences in the Program.
- Complete GFA Mentoring Circle evaluation to ensure continuous improvement of the Program.
- Share feedback with the GFA Mentoring Circles Coordination Team about your experiences throughout the year, with the intent to improve the Program.

### **Mentees are expected to:**

- Attend the GFA Mentoring Circles Program Kickoff Session at the annual GFA Professional Development Conference, if feasible, and engage with assigned mentors.
- Collaborate with Mentoring Circle mentors and mentees to define a monthly meeting schedule that enables completion of the recommended Program curriculum over the course of a year (before the next GFA Professional Development Conference). Mentees are expected to have some schedule flexibility to participate in the majority of scheduled meetings.
- Discuss and set realistic goals or areas of focus with mentors.
- Utilize the knowledge and skills of mentors to enhance knowledge of GFA resources, connect with GFA colleagues, and find ways to expand involvement in the GFA

community.

- Collaborate with mentors to identify GFA colleagues with similar roles/areas of interests that would make them potential collaborators or mentors after the year-long Mentoring Circle Program concludes.
- Share feedback with mentors about experiences throughout the Program.
- Complete GFA Mentoring Circle evaluation to ensure continuous improvement of the Program.

## **MENTOR APPLICATION**

The next cohort of the GFA Mentoring Circles Program will include 2 mentors who will be matched with 5-7 mentees, who will collectively form a professional Mentoring Circle. Over the course of a year, this group will work through a defined mentoring curriculum aimed at helping support the mentees in their careers, as well as their GFA experience.

Mentors are paired with a co-mentor to lead and manage their Circle. As a mentor, it is your responsibility to collaborate with your co-mentor in the following areas: setting up a monthly call schedule with your Circle; developing agendas and facilitating calls; connecting with your co-mentor on a periodic basis; checking on your mentees throughout the Program.

We are looking for motivated individuals to serve as mentors in the GFA Mentoring Circles Program. Being a mentor in the Program is a great way to:

- Increase AAMC and GFA participation
- Expand your professional network
- Develop coaching and leadership skills
- Develop the next generation of leaders
- Share your knowledge and experience with other members

## **APPLICATION QUESTIONS**

- Contact Information
  - Name:
  - Email:
  - Phone Number:
  - Institution Name:
  - What is your institution type? Check all that apply. [multiselect]
    - Medical School-Based – practice plan and health system leaders report to medical school dean
    - Health System/Medical Center – medical school reports to health system CEO
    - University-Based – dean and health system leaders report to university leader
    - Stand-Alone – medical school is fully independent from health system/medical center and university
    - Research Intensive

- Community-Based
    - Other (please specify)
  - Professional Title(s):
  - Position Type:
    - Faculty
    - Professional Staff
  - Number of years in GFA:
  - Number of years in Faculty Affairs (FA)/Faculty Development (FD):
- Which skills would you like to help mentees build? Please select your top 3 choices.
  - Networking and relationship building/connecting with others in the field
  - Becoming more familiar with resources provided by the GFA/AAMC
  - Discussing innovations in faculty affairs and development
  - Troubleshooting challenging work environments/managing up
  - Navigating career development, job searches, or role transitions
  - Balancing work and home life
  - Advising on leadership skill development (e.g., emotional intelligence, feedback, visioning, communication, executive presence)
  - Discussing operations and management of faculty affairs/faculty development offices
  - Other (please specify)
- Please include any additional information you would like to share that will help us pair you with a co-mentor and assign your mentees.
- Is this your first time participating as a mentor in the GFA Mentoring Circles Program?

- Yes
- No
- The Program Kickoff Meeting for the next Mentoring Circles cohort will be in-person at the [GFA Professional Development Conference](#) on July 17, 2024 at 7:30am. Attendance at the in-person kickoff meeting is not mandatory; information will be sent to you after the conference to connect with your Mentoring Circle. However, if you are at the conference, we'd love for you to join us. Are you planning to attend the conference in-person?
  - Yes
  - No

## MENTEE APPLICATION

The next cohort of the GFA Mentoring Circles Program will include 2 mentors who will be matched with 5-7 mentees, who will collectively form a professional Mentoring Circle. Over the course of a year, this group will work through a defined mentoring curriculum aimed at helping support the mentees in their careers, as well as their GFA experience.

We are looking for individuals who are interested in joining the GFA Mentoring Circles Program as a mentee. Being a mentee in the Program is a great way to:

- Increase your AAMC and GFA participation
- Expand your professional network
- Develop skills related to your role
- Learn from experienced GFA members

## APPLICATION QUESTIONS

- Contact Information
  - Name:
  - Email:
  - Phone Number:
  - Institution Name:
  - What is your institution type? Check all that apply.
    - Medical School-Based – practice plan and health system leaders report to medical school dean
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    - University-Based – dean and health system leaders report to university leader
    - Stand-Alone – medical school is fully independent from health system/medical center and university
    - Research Intensive
    - Community-Based
    - Other (please specify)
  - Professional Title(s):

- Position Type:
  - Faculty
  - Professional Staff
- Number of years in GFA:
- Number of years in Faculty Affairs (FA)/ Faculty Development (FD):
- At your institution and in your current role, what best describes your position:
  - I am new in my role and still learning my job.
  - I have been in my role for a couple of years and am looking to grow in my current role.
  - I have been in my role for a couple of years and am looking for other opportunities to grow (please describe):
  - I have been in my role for many years, and while I'm not looking to change positions, I am looking to meet new people and learn from the experiences of other colleagues across the country.
- Why do you want to participate in the GFA Mentoring Circles Program?
- Which skills would you like to further develop with the help of a mentor? Please select your top 3 choices.
  - Networking and relationship building/connecting with others in the field
  - Becoming more familiar with resources provided by the GFA/AAMC
  - Discussing innovations in faculty affairs and development
  - Troubleshooting challenging work environments/managing up
  - Navigating career development, job searches, or role transitions
  - Balancing work and home life
  - Advising on leadership skill development (e.g., emotional intelligence, feedback, visioning, communication, executive presence)
  - Discussing operations and management of faculty affairs/faculty development offices
  - Other (please specify)
- Please include any additional information you would like share to help us match you with a mentoring circle.
- Is this your first time participating as a mentee in the GFA Mentoring Circles Program?
  - Yes
  - No

- The Program Kickoff Meeting for the next Mentoring Circles cohort will be in-person at the [GFA Professional Development Conference](#) on July 17, 2024 at 7:30am. Attendance at the in-person kickoff meeting is not mandatory; information will be sent to you after the conference to connect with your Mentoring Circle. However, if you are at the conference, we'd love for you to join us. Are you planning to attend the conference in-person?
  - Yes
  - No