

Group on Faculty Affairs (GFA)

GFA Call for Nominations

Nomination Open: July 24, 2023

Nomination Close: August 15, 2023

About the Group on Faculty Affairs

The [Group on Faculty Affairs \(GFA\)](#) is an exemplary group for medical professionals in faculty affairs or faculty development roles who are looking to advance their knowledge and skills to prepare for the future of academic medicine.

The mission of the GFA is to build and sustain faculty vitality in medical schools and teaching hospitals. The GFA does this by supporting faculty affairs deans and administrators in their development and implementation of institutional policies and professional development activities that advance the academic missions of teaching, research, and clinical care.

Who is eligible for the GFA Chair-elect position?

The GFA Chair-elect position is available to current or past GFA Steering Committee members only.

What is the selection process for the GFA Chair-elect?

After the deadline, the nominations received will be reviewed and the slate of Chair-elect candidates will be developed by the GFA Nominating Committee. The GFA Nominating Committee is chaired by the GFA Immediate Past Chair and members include former GFA Chairs. The election ballot will then be reviewed and approved by the GFA Steering Committee. Before the voting period begins, each candidate will be contacted regarding whether their name will be appearing on the election ballot.

Who can vote for the GFA Chair-elect?

The Chair-elect for the GFA Steering Committee is voted upon by the entire GFA membership. ALL the GFA representatives vote.

When is the voting period for the GFA Chair-elect?

Voting by electronic ballot will begin in August. Upon closing of the election, Chair-elect candidates will hear from the AAMC regarding their election to the Steering Committee.

Who can submit for GFA committee appointments?

All interested GFA members are welcome to submit a nomination for GFA committees. Committee appointments are determined by the GFA Steering Committee Chair.

What is the selection process for the GFA committee appointments?

The nominations received will be reviewed by the GFA Chair and discussed with the GFA Steering Committee for final approval of appointments.

When will I hear back regarding the status of committee appointments?

Candidates for the committee appointments will receive notice from AAMC regarding their placement in September.

2023 GFA Call for Committee Appointments

There is one (1) elected position available:

1. Chair-elect

There are five (5) committee appointments available:

1. Program Planning (3)
2. Communications (2)

GFA Chair-elect

The GFA Chair-elect position is available to current or past GFA Steering Committee members only.

Duties and Responsibilities for GFA Chair-elect

- Hold the position of Chair-elect for a one-year term and then assume the position of GFA Chair for another two-year term. At the end of this term of office, the individual becomes GFA Immediate Past Chair for two-year term. The total number of years of service is six (6).
- Attend GFA Steering Committee meetings at the AAMC and/or virtual events.
- Direct the order of business in the absence of the GFA Chair.
- Represent the GFA at AAMC meetings.
- Collaborate with other AAMC professional development groups to develop and implement GFA initiatives, projects, and activities.
- Attend the annual GFA professional development conference.
- Participate in monthly GFA Steering Committee conference calls.
- Participate in weekly conference calls with the AAMC Constituent Engagement Director.
- Maintain regular contact with the AAMC Constituent Engagement Director.
- Assist with other duties as assigned by the GFA Chair and AAMC Constituent Engagement Director.

Nomination Packet Requirements for GFA Chair-elect

An electronic nomination packet must contain the following:

1. A personal statement, which does not exceed two double-spaced pages, describing the nominee's:
 - motivation for serving as the GFA Chair-elect
 - specific skills and strengths that you will bring as the GFA Chair-elect
 - demonstrated accomplishments in developing, implementing, and evaluating institutional policies and professional development activities that align with the GFA mission
2. A one-page letter from the Dean, CEO, or a designee expressing support for the nominee holding this elected position.
3. A current curriculum vitae (CV) for the nominee, which should not exceed five (5) pages, highlighting the professional experience and qualifications that support the GFA mission.
4. A brief biography, no more than two to three paragraphs, highlighting academic and personal information.
5. A recent color photograph of the nominee (head shot)

Required Time Commitments for GFA Chair-Elect

The GFA Steering Committee Chair-elect position requires significant time commitment including, but not limited to:

- Attending one-three day in-person meeting at the AAMC per year.
- Participating in regular conference calls.
- Serve as the communications committee chair for two years.
- Representing GFA at the annual professional development conference and Learn Serve Lead: The AAMC Annual Meeting.

GFA Committees

The **Communications Committee** is responsible for disseminating information and news among members of the GFA and to the AAMC. The committee develops the GFA Faculty Matters Newsletter, facilitates World Café Methodology discussion sessions, and hosts virtual townhalls to engage GFA membership. Members should have knowledge, skills, and strong interests in:

- Clear oral and written communication abilities
- Strong attention to detail
- Experience with internal communications and newsletters a plus
- Interest and knowledge of social media and other communication tools

The **Program Planning Committee** is responsible for developing, implementing, and evaluating the annual GFA Professional Development Conference. The committee develops the call for proposals, reviews and accepts proposals, organizes the program content, and implements all conference sessions and activities. Members should have knowledge, skills, and strong interests in:

- Active faculty member or professional staff member of the GFA who regularly attends the PDC
- Network of connections for potential speakers on GFA related topics
- Experience and expertise to review submitted abstracts for GFA content
- Experience, commitment and time to review abstracts for different presentation formats including interactive workshops, ignite sessions, podium presentations, and posters

Duties and Responsibilities for Committee appointments

- Hold the appointed committee position for a one-year (1) term with three (3) year max renewal at the discretion of the GFA Chair.
- Engage and participate in monthly committee conference calls.
- Serve as a resource to GFA representatives.
- Represent the views and perspectives of GFA Steering Committee.
- Represent the GFA at AAMC meetings.
- Attend the annual GFA Professional Development Conference and Learn Serve Lead: The AAMC Annual Meeting.
- Assist with other duties as assigned by the committee chair.

GFA Committee Nomination Packet Requirements

An electronic nomination packet **must** contain the following:

1. A personal statement, which does not exceed two double-spaced pages, explaining the nominee's:
 - Motivation for serving on a GFA committee.
 - Demonstrated accomplishments in developing, implementing, and evaluating institutional policies and professional development activities that align with the GFA mission.
 - Description of specific skills and/or experiences of relevance to the GFA committee.
2. A letter from the medical school dean or the dean's designated expressing support for the nominee holding this appointed position.
3. A brief biography, no more than two to three paragraphs long, highlighting academic and personal information.
4. A recent color photograph of the nominee (head shot).

Required Time Commitments for Committee Appointments

The GFA Committees require significant time commitment including, but not limited to:

- Participating in regular conference calls
- Representing GFA at the annual professional development conference and Learn Serve Lead:
The AAMC Annual Meeting
- Lead committee projects as assigned

Nomination Deadline

An electronic nomination packet must be received by August 15, 2023. **Late nominations will not be accepted. Additional materials will not be reviewed.**

How to Submit an Electronic Nomination

You must submit a completed nomination packet using the AAMC online system Cadmium. An acknowledgement receipt for the nomination will be sent from Cadmium to the submitter.

Questions about the Nomination Process

Michelle Oliva, PMP, AAMC Constituent Engagement Director, at moliva@aamc.org

Lisa D. Cain, PhD, GFA Chair, at Lisa.Cain@uth.tmc.edu

Questions about Cadmium

Kennethia Vail, MSW, AAMC Constituent Engagement Specialist, at kvail@aamc.org

Michelle Weston, AAMC Administrative Specialist, at mweston@aamc.org

Questions about the GFA Steering Committee

Michelle Oliva, PMP, AAMC Constituent Engagement Director, at moliva@aamc.org

Lisa D. Cain, PhD, GFA Chair, at Lisa.Cain@uth.tmc.edu