Structure for the ADFM Advising Program
Formalized, beginning February 2014
ADFM Leadership Development Committee

1. Paired Relationships of an early career chair advisee (1 to 3 years) with a more experienced chair advisor (5 or more years, preferred). The advisor may also serve as a facilitator for relationships with others for specific expertise or input, if needed.

2. Plan for 2 year time period for the formal advising relationship, with a specified approach. The relationship can continue “indefinitely” but the program will set specific goals for the 2 year period. ADFM staff will follow up with pairs for these 2 years.

3. Commit to “check-ins” and communication at least quarterly (every 3 months).

   a. Choose at least one from the following list of topics: managing up and down; leading change; financial issues; HR issues; faculty development; research program development; or another topic that the pair agrees to focus on.
   b. And one “general goal” of providing/receiving advice and approaches to problem solving/management dilemmas.

5. Recommended “sit-downs” for each pair in person, at least twice yearly, at national meetings (ADFM, STFM, NAPCRG, and/or AAMC), at least 30 to 60 minutes
   a. Review goals/objectives/progress
   b. General or new issues

6. The administrative follow-up will include a tracking system for pairs. A brief outline form will be submitted to ADFM (Amanda Harris) at the beginning of the relationship, after goals/objectives have been laid out, with annual follow-up (via online survey). Amanda will send quarterly reminders to advisee/advisor pairs.

7. The program will be reviewed at least annually by the Leadership Committee (likely at the ADFM Winter meeting). ADFM may consider a session of the committee plus advisor pairs in attendance (1 hour for feedback/input/steps forward). There will also be ongoing Leadership Committee review, throughout each year, during conference calls and/or at other meetings (eg. AAMC, STFM)