

# Welcome to T-MAP!

2022-2023 Cycle Kick-Off Event and Orientation

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Office of Faculty Affairs – VTCSOM

Office of Continuing Professional Development – Carilion Clinic

September 21, 2022

# Agenda

5:00 – 5:30 PM:  
Program Overview

5:30 – 6:15 PM:  
Mentorship Panel

6:15 – 6:45 PM:  
First Circle Meeting

6:45 – 7:00 PM:  
Conclusion and Next Steps

## Topics to Cover

- ❖ Overview
  - T-MAP Objectives
  - Structure of Program
  - Program Resources
  
- ❖ Mentorship Panel
  - Mentor-Mentee Relationships
  - Development of Mentees
  - Advice from the Experts
  
- ❖ First Circle Meeting
  - Mentoring Circle Agreement
  - Mentee Goal Setting Worksheet
  - What resonated with you today
  
- ❖ Conclusion and Next Steps
  - Looking ahead for the next few months!

# T-MAP Team

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# T-MAP Program Goals & Objectives

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- ❖ Improve faculty retention
- ❖ Increase diversity through recruitment and retention
- ❖ Develop and advise **junior/new** faculty
- ❖ Improve interest and success for faculty promotion and/or leadership opportunities
- ❖ Increase confidence and expertise in academic roles: patient care, teaching, service, scholarly activity/research
- ❖ Promote a supportive and collaborative culture through networking

# T-MAP Structure

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## ❖ Mentoring circles of 5-6

- 1-3 “mentees” from each of 2 departments
- 1 mentor from dept 1 (internal for at least 1 mentee, external for other(s))
- 1 mentor from dept 2 (internal for at least 1 mentee, external for other(s))

## ❖ 1 Year Pilot Program

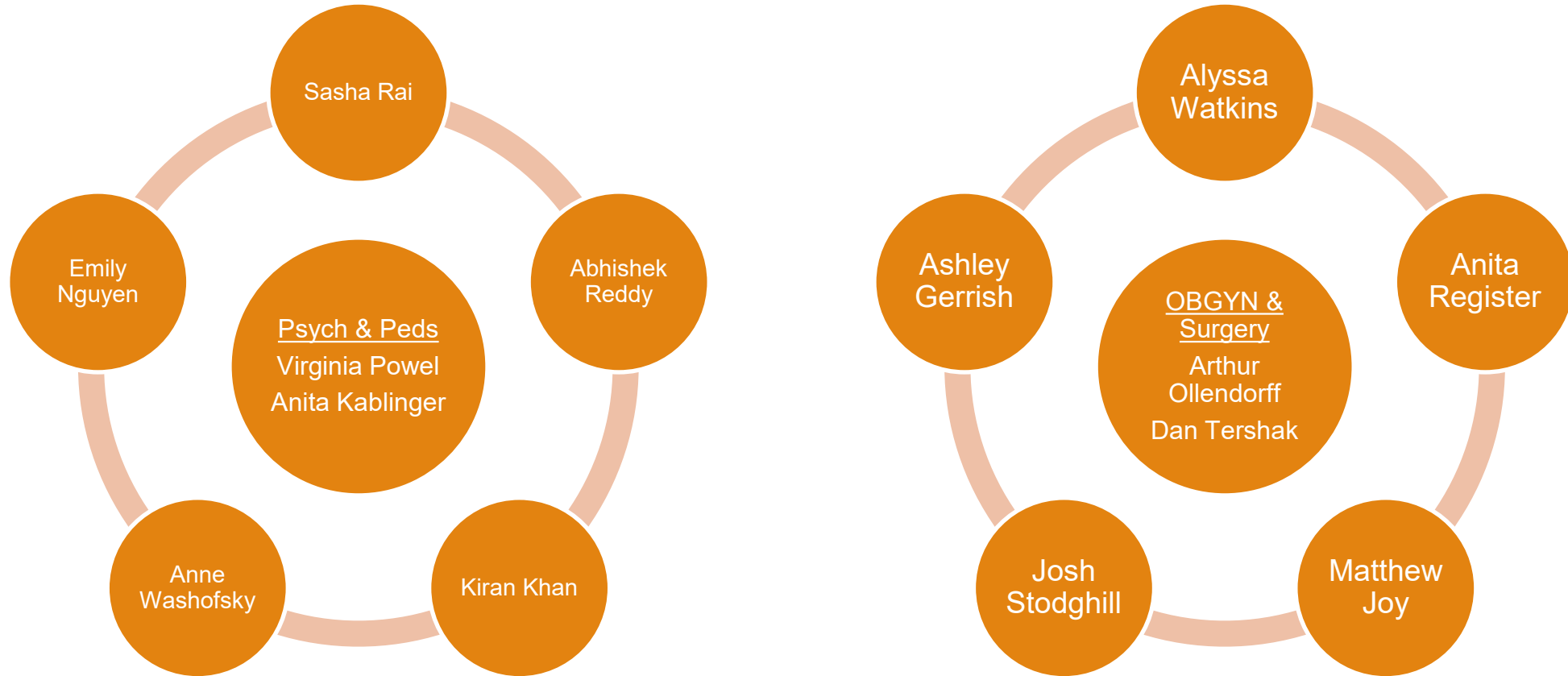
- Pre-engagement modules
- Kick-off Orientation
- Quarterly full T-MAP group meetings with content delivery
- Curated self-guided modules/resources for individual development
- Monthly mentoring (small) circle meetings
- Concluding Celebratory T-MAP social event
- T-MAP Badging

# 2022-2023 T-MAP Mentoring Circles

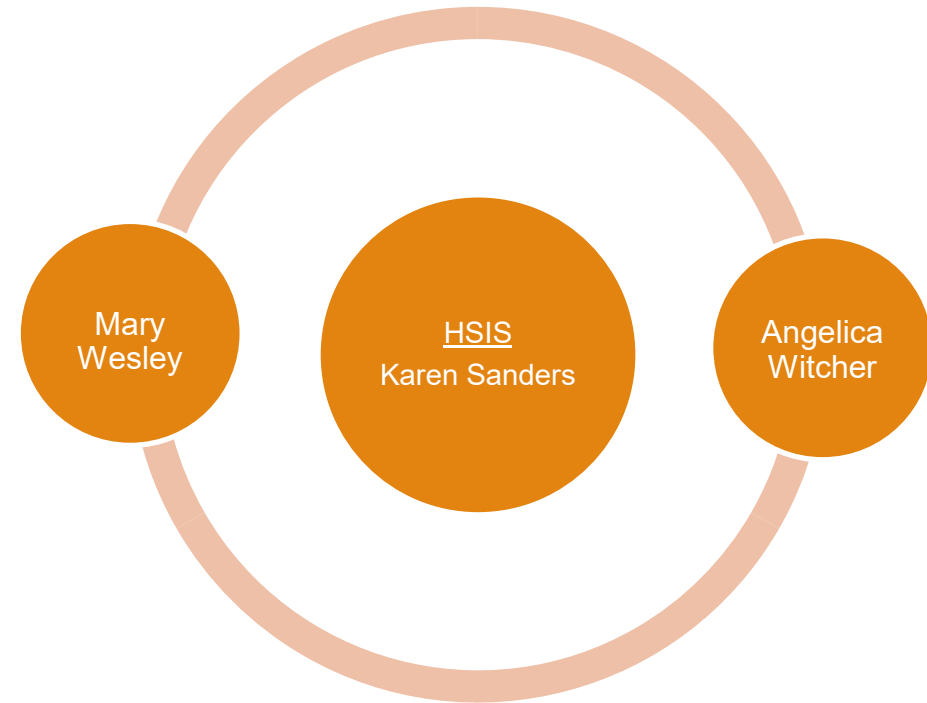
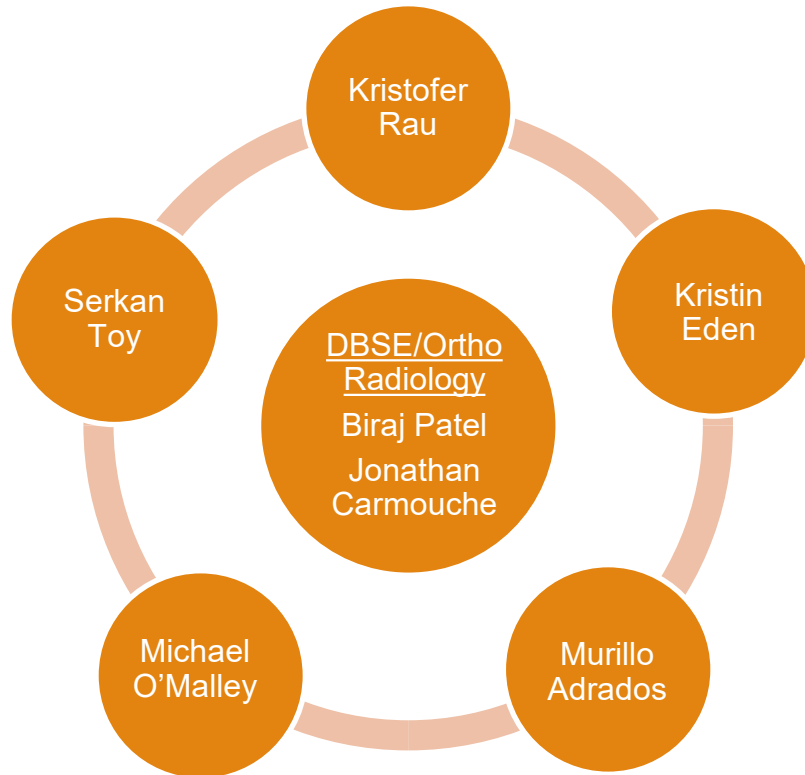
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- ❖ Your cohort for the duration of T-MAP!
- ❖ Each circle was formed by pairing mentors and mentees within two separate departments.
- ❖ Utilizing the circle approach aims to promote cross-departmental collaboration and provide different perspectives on mentorship
- ❖ Circles will attend all T-MAP offerings together and periodically meet throughout the year to work towards achieving mentee goals

# 2022-2023 T-MAP Mentoring Circles



# 2022-2023 T-MAP Mentoring Circles





# T-MAP Schedule

T-MAP is comprised of three complementary offerings – virtual Learning Modules, in-person Quarterly full T-MAP Meetings, and Circle Meetings.

You will receive email reminders on the 1<sup>st</sup> of each month to help guide your activities throughout the course of T-MAP!

## T-MAP 2022-2023 Schedule

Month	Activity	Date
August 2022	Pre-Recorded Preparatory Modules	Independent
September 2022	Kickoff Event and Circle Introduction	September 21st, 2022 5:00 - 7:00 PM
October 2022	Self-Guided Learning Modules: Diversity, Equity, and Inclusion	Independent
November 2022	Quarterly T-MAP Seminar Session: Promotion and Career Advancement	November 16th, 2022 2:00 - 4:00 PM
December 2022	Circle Meeting	Scheduled by Circle
January 2023	Self-Guided Learning Modules: Teaching Skills	Independent
February 2023	Quarterly T-MAP Seminar Session: Research and Scholarship	February 15th, 2023 5:00 - 7:00 PM
March 2023	Circle Meeting	Scheduled by Circle
April 2023	Self-Guided Learning Modules: Accepting Feedback	Independent
May 2023	Quarterly Full T-MAP Seminar Session: Leadership Development	May 17th, 2023 2:00 - 4:00 PM
June 2023	Circle Meeting	Scheduled by Circle
July 2023	Self-Guided Learning Modules: Well-Being	Independent
August 2023	Quarterly Full T-MAP Seminar Session: Work-life Integration/Time Management	August 16th, 2023 5:00 - 7:00 PM
September 2023	Concluding Celebration Event	September 20th, 2023 2:00 - 4:00 PM

# Self-guided Learning Modules

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- ❖ Offered **4** times per year: October, January, April, and July. Topics will include:
  - ❖ *Diversity, Equity, and Inclusion*
  - ❖ *Teaching Skills*
  - ❖ *Accepting Feedback*
  - ❖ *Well-Being*
- ❖ Accessible via the **T-MAP Website**: <https://www.teach.vtc.vt.edu/t-map-page/>  
(Password: TMAPCIRCLE)
- ❖ You select the content that best resonates with **your** needs.
- ❖ We encourage you to use the guiding questions to both explore what you've learned and prepare for sharing within your Mentoring Circle during the Quarterly T-MAP Group Meetings.
- ❖ You must review content within **4** of the self-guided learning modules to receive your respective T-MAP Badge.

# Quarterly T-MAP Group Meetings

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- ❖ Occurs 4 times (Nov., Feb., May, Aug.)
- ❖ All Mentoring Circles attend
  - ❖ Must attend all 4 to receive badge
- ❖ Alternating times
  - ❖ Nov. and May: 2:00 p.m. - 4:00 p.m.
  - ❖ Feb. and Aug: 5:00 p.m. - 7:00 p.m.
- ❖ Content to be covered:
  - ❖ *Promotion Process and Career Advancement*
  - ❖ *Research and Scholarship*
  - ❖ *Leadership Development*
  - ❖ *Work-life Integration/time management*

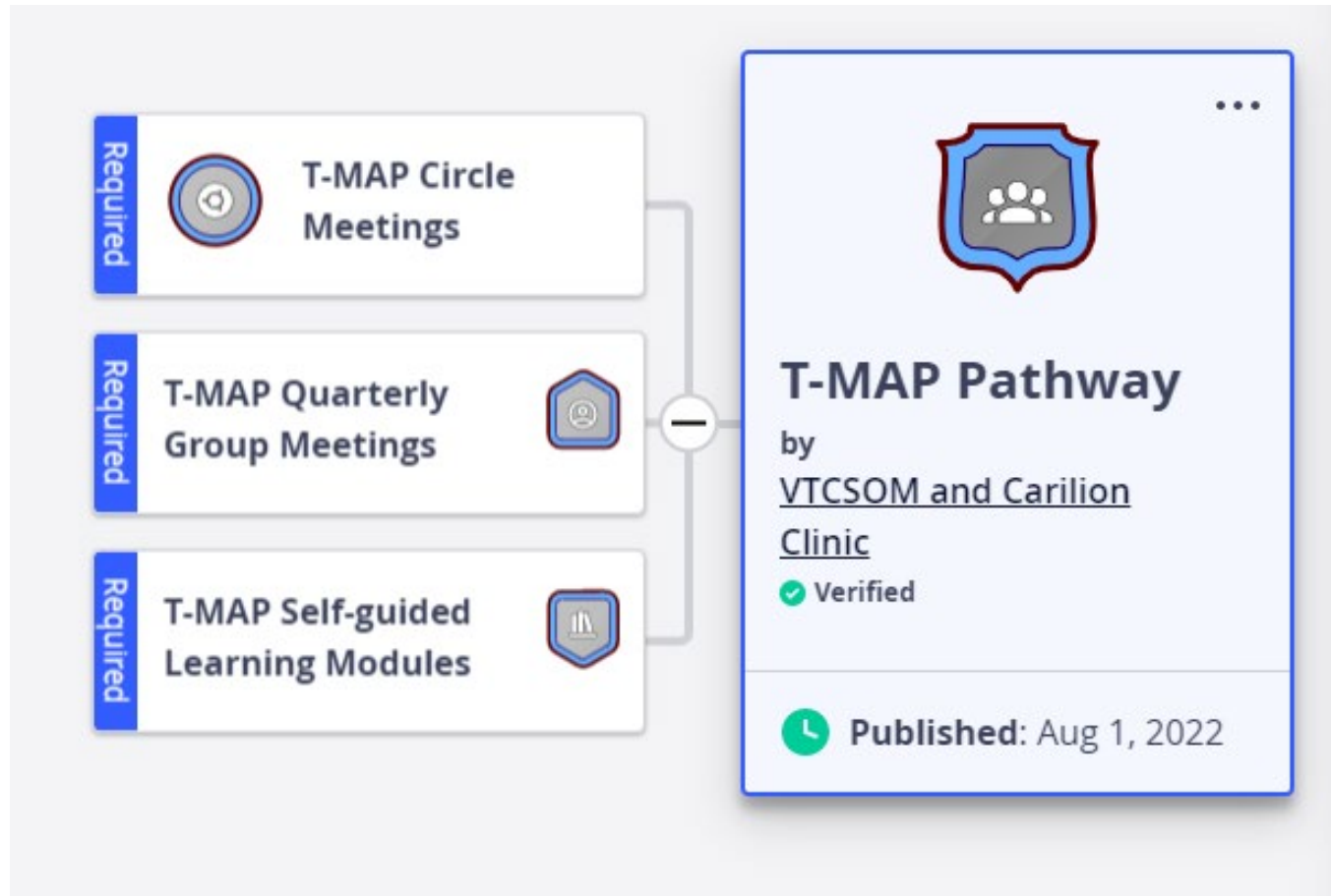
## Sessions will include:

- ❖ Gathering with your Mentoring Circle to discuss the previous month's self-guided learning module topic and what you learned.
- ❖ Content delivery by subject matter experts
- ❖ Mentoring Circles come back together to discuss how to personally best utilize and take action on the material presented.
- ❖ Session evaluation.

# Circle Meeting

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- ❖ Designed to give you additional opportunities for connecting with your **Mentoring Circle**.
- ❖ Use this time to dig into those areas of need where you would like more support, additional guidance, feedback on a project or deliverable, goal check-in, etc.
- ❖ A minimum requirement of **3** meetings within the 12-month cycle.... *however* we encourage you to connect as often as you can throughout the year.
  - ❖ You will need to meet with your **Circle** a minimum of 3 times to receive the corresponding T-MAP badge.
- ❖ Each **Mentoring Circle** will schedule their meetings independently during the months of *December, March, and June*.



# T-MAP Badging

HOW DOES BADGING WORK AND HOW DOES IT BENEFIT YOU?

# T-MAP Resources

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Teaching Excellence Academy for  
Collaborative Healthcare

Educator Resources Educator Development TEACH Membership Learning Sessions and Videos OCPD  
Health Systems Science Educator Appreciation Scholarship, Research, & Innovation e-TEACH Newsletter  
Contact Us!

## TEACH Mentoring Advancement Program

**The TEACH-Mentoring Advancement Program (T-MAP) is designed to foster the growth and connection of faculty through linking early career VTCSOM faculty members with mentors, encouraging networking across our academic health center, and providing seminars and self-guided resources to enhance the professional development of all participants**



### Resources for Mentors

Locate all the resources you need to be a successful T-MAP Mentor!

[Read More](#)



### Resources for Mentees

Find resources vital to your T-MAP Mentee journey!

[Read More](#)



### Mentoring Literature

Stay up-to-date on the latest in Mentoring scholarly literature and other resources.

[Read More](#)



### VTCSOM Faculty Resources

Stay connected to your Faculty Affairs colleagues.

[Read More](#)

# T-MAP Website

All materials needed over the course of T-MAP can be found on our website including:

- ❖ Guiding Documents for both Mentors and Mentees
- ❖ Literature on Mentorship
- ❖ Links to Self-Guided Modules
- ❖ Helpful resources within the Virginia Tech Carilion School of Medicine and Carilion Systems

**Link to Website:** <https://www.teach.vtc.vt.edu/t-map-page/>

**Password:** TMAPCIRCLE



# T-MAP Mentorship Handbook

- ❖ The program's information can be found in the T-MAP Mentorship Handbook, which has been provided to you in your binder
- ❖ Contains schedules, website log-in information, program forms, and guidelines for mentors and mentees.
- ❖ An electronic copy of the handbook can be found on the T-MAP website with the most up-to-date version. Notification will be sent out if any updates are made throughout the year.

## T-MAP Mentoring Handbook



**2022-2023**



# T-MAP Mentorship Agreement

- ❖ Provides each mentoring circle an opportunity to establish common goals, create a trusting environment with each other, and affirm the work they are doing within T-MAP
- ❖ Completed by each Mentoring Circle during this meeting!
- ❖ Additional agreements can be added to this document to help individualize and further cultivate each Circle's experience through T-MAP.

## T-MAP Mentoring Agreement

Mentoring is a voluntary relationship whose purpose is to foster learning and growth in a variety of arenas for each involved. It is helpful in the development of a mentoring relationship to have mutually agreed upon and clear expectations.

1. Participation in the T-MAP Mentoring program is a commitment that can be broken at any time by any party if the relationship is not working. If problems arise, please contact Dr. Shari Whicker ([sawhicker@carilionclinic.org](mailto:sawhicker@carilionclinic.org)) OR Dr. David Musick ([dwmusick@vt.edu](mailto:dwmusick@vt.edu)).
2. We agree to attend in-person T-MAP meetings, connect with our mentoring circle during designated months, and complete self-guided session modules. All members of the mentoring circle are responsible for working together to designate a time for meeting outside of the pre-scheduled quarterly T-MAP meetings. *Please see the calendar below.*
3. This is a confidential relationship in that the mentor(s) will not discuss the mentee's personal issues with others (or vice versa), unless agreed upon by both that sharing of information with a third party would be beneficial.
4. Prior to the first meeting, the mentee(s) will prepare a "mentee worksheet" which can be used in goal-setting. The mentor(s) will provide comments and guide the discussion of strategic approaches to reach goals.

We will do our best to develop our mentoring circle relationships through honest conversation, to guide and receive feedback, to develop goals and to foster knowledge and skills to reach the goals.

Mentor: \_\_\_\_\_

Mentor: \_\_\_\_\_

Mentee: \_\_\_\_\_

Mentee: \_\_\_\_\_

Mentee: \_\_\_\_\_

Mentee: \_\_\_\_\_

Mentee: \_\_\_\_\_

Mentee: \_\_\_\_\_

Date: \_\_\_\_\_

# T-MAP Mentoring Worksheet

## T-MAP Mentoring Worksheet

### Your Goals (Mentee)

Prior to meeting with your mentors, take time to think about and write down your professional goals. You may want to identify one-year and five-year goals. For example, a short-term goal might be to identify potential research topics or goals for faculty development over the next few months and a long-term goal might be to plan for promotion.

Short-term Goals (in the next 3-6 months)	Long-term Goals (next 3-5 years)

Prior to your first meeting with your mentor, complete the above worksheet and bring it with you to the T-MAP Orientation Meeting in September. You may want to let them know how you think they could be of assistance to you such as:

Career Planning	Networking	Establishing goals
Problem Solving	Manuscript writing	Grant writing
Research Design	Data collection/analysis	Time management
Advocate	Finding resources at our academic health center	Professional/personal life challenges

### Additional reflection questions: *(please add this information on the next page)*

1. Are there consistent areas that I continue to struggle with either professionally or that impact my professional life?
2. Are there areas of support that would be meaningful to me in reaching my short- and long-term goals?
3. What else could I share with my mentors so they can provide the mentorship that I need?

### Managing Relationships with Your Mentors

Effective mentoring relationships require effort. Here are some tips for developing a working relationship with your mentors:

- Schedule meetings ahead of time and keep them.
- Respect your mentor's time and allow plenty of time for him/her to return items you have asked him/her/them to review.
- Take criticism and guidance with a positive attitude as the mentors are on your side.
- Saying "thank you" is priceless.

- ❖ Completed by Mentees prior to the kick-off event
- ❖ Creates a “guide” for what mentees hope to accomplish over the course of T-MAP
- ❖ During circle meetings, mentors and mentees should periodically follow up on the T-MAP Mentoring Worksheet to identify progress through the program

# Questions?

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# Mentorship Panel

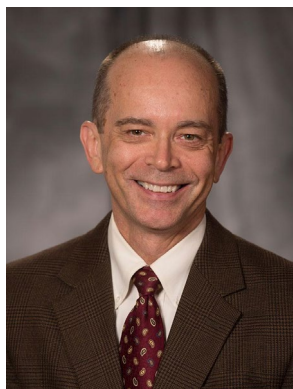
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# Initial Circle Meetings

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- ❖ Introductions
- ❖ Review of T-MAP Mentoring Worksheet and Discussion of Goals
- ❖ Signing of Mentorship Agreement
- ❖ Discussion of Availability and Setting up Future Circle Meetings
- ❖ Discussion on the mentorship panel and what resonated with each member of the circle

# Next Steps

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- ❖ October Activity: **Self-Guided Learning Modules - Diversity, Equity, and Inclusion**
  - ❖ Located on the T-MAP Website
- ❖ November Activity: **Quarterly T-MAP Seminar Session: Promotion and Career Advancement**
  - ❖ VTCSOM (Riverside 2), Room 211 from 2 PM – 4 PM
- ❖ December Activity: **Circle Meeting!**
  - ❖ Scheduled individually by each Mentoring Circle

Please complete the Mentorship Survey (if not already completed) as well as the T-MAP Orientation feedback form!

# Thank you for being here!

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Please reach out to anyone on the T-MAP team at any time with questions, feedback, or general thoughts over the course of the program.