



Faculty Life Office Team Member Priorities and Focus Areas



Andrea Berry
Executive Director
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Graduate Medical Education (GME) Faculty Development:
Clinical teaching & scholarship training for all GME sites including Osceola Regional Medical Center, Orlando VAMC, HCA North Florida, HCA Ocala

Research Support:
Research question development, Study design, Methodological consultation, IRB

Professional Development Programs & Assistance:
Assistant Professor Excellence Program, Longitudinal Faculty Orientation, Faculty mentoring, Promotion and Tenure (P&T) dossier/CV review, Career planning

Faculty Affairs Liaison:
COM Faculty Council, UCF Faculty Senate, Faculty Excellence

Faculty Affairs:
P&T criteria, Faculty handbook & policies, Sabbatical leave

Continuous Professional Development:
Oversight of office, ACCME accreditation and infrastructure

Research in Medical Education:
Academic writing, MedEdPortal submissions, IRB, Flagship journal submissions



Amanda Ramos
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Teaching & Learning Programs:
Conceptual/theoretical background Classroom-based teaching modalities including PBL, TBL, case-based learning, active learning strategies, lecture, external speakers, MedEdMinute

Clinical Teaching Programs & Assistance:
Resident as Teacher program, Clinical teaching workshops, Advancing Clinical Teachers© online program, Community of Practice preceptor orientation

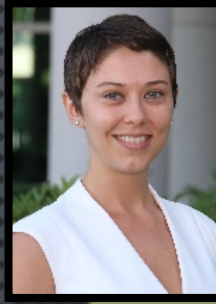
Learner Assessment:
Milestones, EPAs, Competency-based, NBME style item writing, Formative assessment

Classroom & Peer Observation:
Observe faculty and provide formative feedback on teaching methods

Curriculum Design Consultations:
Goals & objectives, Shifting pedagogical approaches, E-learning pedagogy, Active learning

Educational Software (in collab/ EdTech):
Articulate, Articulate Storyline, Adobe Presenter, TurningPoint, Captivate

Faculty Check-In Meetings:
Semi-annual meetings, Evaluate Faculty member's resources and goals, Identify and report themes



Lacy Stallings
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Faculty Recognition & Awards:
COM Faculty Awards, External award nominations, University awards (TIP/RIA/SoTL/Excellence), Recognition for volunteer patients and Faculty, Faculty AcCOMplishments newsletter, Create & edit award and committee proposal documents for submission

New Faculty Onboarding:
Core and Non-Salaried Core, Adjunct

Website Management
Faculty biographies

Faculty Interest Groups:
Group on Women in Medicine and Science (GWIMS), Developing interest groups

Faculty Communications:
Weekly Faculty update newsletter, Academic Medicine summaries, Faculty surveys, Annual report, Edit Faculty's CVs, Draft letters of recommendation, Congratulations emails, Assist with bi-annual Faculty check-ins

Electronic System Development:
Integrations of external data in Faculty evaluation system

Classroom & Peer Observation:
Observe Faculty, Administration support



Olivia Steele
Administrative Assistant
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Point of Contact:
Certificate of Participation requests, Faculty Recognition Program, Poster templates, Conference calendar, Faculty Development Library, Faculty Development email account and email distribution

Office Support:
Event & meeting scheduling, Onboarding process, New Faculty newsletter, Travel arrangements & purchasing, Data tracking, Social Media (Twitter), Event advertisements & invites, Faculty participation & annual evaluation data

Webinars:
Scheduling & invites, Facilitation & set-up

Resident as Teacher Program:
Collaborate with program coordinators, Schedule sessions, Review and prepare materials Administer surveys, Generate program evaluation reports, Track participation

Faculty Check-Ins:
Semi-annual individual meetings, Evaluate Faculty resources and goals, Identify and report themes



Alaina West
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CME Application Process:
ACCME Accreditation Compliance, Application Assistance, Disclosure Form and COI resolution, Educational Activity Approval

CME Activity Maintenance:
CME Tracker Profile, Credit Tracking, Data Management, Participation Certificates, CME Transcript Summaries

Types of CME Activities:
Regularly Scheduled Series, Live Activity Enduring Material, Learning from Teaching, Complete and distribute weekly CME newsletter

Online Activity Development Assistance:
Rise 360, Microsoft PowerPoint

med.ucf.edu/faculty-and-academic-affairs/faculty-development/

<https://med.ucf.edu/continuous-professional-development/>

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