The Scholarly Oversight Committee: Composition and operations that facilitate success in developing academic fellows and faculty mentoring
Objectives:
At the conclusion of the workshop attendees will...

- Leverage enablers and mitigate barriers to scholarly productivity of fellows.
- Learn how to create a (tracking) operation supportive of timely completion of scholarly work.
- Compose a scholarly oversight committee that facilitates successful completion of fellow research projects.
- Understand how to use the scholarly oversight committee as a mentor development operation.
Workshop Agenda

- Introductions & Objectives
  - Survey completion
- Overview of ABP scholarly requirement for fellowships and Scholarly Oversight Committee (SOC) composition
- SOC structure at University of Michigan PEM fellowship
- Small group sessions – Case studies
- UM SOC PEM Process & Personnel
- Addressing barriers and finding solutions
  - Fellow
  - Mentor
  - Institution/Department/Division
- Summation
Review of scholarly activity will occur at the local level. Each fellow must have a Scholarship Oversight Committee.

A Scholarship Oversight Committee consisting of three or more individuals must be established for a fellow during the first year of fellowship and should provide ongoing review of the scholarly project and work product over the final two years of fellowship. One member of the SOC must be based outside the subspecialty discipline. The program director may serve as a mentor and participate in the activities of the SOC, but may not be a standing (voting) member of the SOC.
APB description of SOC functions

- Proposed scholarly project meets the ABP guidelines
- Ensures preparation of fellows beyond the core fellowship curriculum
- Evaluate the fellow’s scholarly progress
- Meet with the fellow early and regularly thereafter
- Require the fellow to present/defend the project
- Advise the PD on the fellow’s progress and assess whether the fellow has satisfactorily met ABP scholarly requirements
ABP required fellowship work products

Include but not limited to:

- A peer-reviewed publication in which a fellow played a substantial role
- An in-depth manuscript describing a completed project
- A thesis or dissertation written in connection with the pursuit of an advanced degree
- An extramural grant application that has either been accepted or favorably reviewed
- A progress report for projects of exceptional complexity, such as a multi-year clinical trial
Our interpretation of the SOC

- Small fellowship (2 fellows per year)
- One SOC with core members and alternating (mentors) members
- Representation from core groups (7-12 members)
Quarterly meetings
Fellow participation throughout their research
Quarterly fellow and mentor evaluations
Chair SOC follow-up with fellows and mentors
*Scholarly Work Products here include publications and national presentations.
UM Scholarly Oversight Operation Detail: Process Construction

- Fellow/Mentor Preparation
- Defining the project: An answerable question & a doable project
- Moving from project to publishable work product
- Tracking & Trouble Shooting
UM Scholarly Oversight Operation: Process Construction

- Recruitment: Who might be most successful in your environment?
- SOC agenda item in orientation schedule of new fellows
- Roles, responsibility & expectations contract
- Mentor selection criteria/review by SOC
- Departmental support for IRB application submission, data entry
UM Scholarly Oversight Operation: Process Construction

- SOC Composition key members
  - Senior research faculty (in addition to SOC Chair) in advisory role
  - Junior faculty interested in research
    - Learn/develop mentor experience
- SOC early role to jumpstart projects:
  - Is the project likely to be publishable?
  - Can this project get done in the training period?
  - Define enablers/barriers

Defining the project: An answerable question & doable project
UM Scholarly Oversight Operation: Process Construction

- SOC Material sharing: To be submitted two weeks before quarterly meetings
  1) Timeline: set short/long term goals
  2) Eval of mentor
  3) Eval of mentee
  4) Scholarly activity progress report

- SOC reviews fellow work at each meeting, with more time on 1-2 fellows depending on need.
  - Identify & mitigate common barriers:
    - meeting deadlines
    - common vision of work
    - accessibility & communication
    - program/clinical work balance

- Fellows required to present briefly (10 min) to SOC at least once annually (but can be more).

- Timely feedback to fellows /mentors from SOC (direct, email).
  - Advice should be specific & have deadlines.
UM Scholarly Oversight Operation: Process Construction

- Setting deadlines for writing
- Using the SOC team in review and rewrite process
- Culture of support and positivity during write/rewrite process
- Matching project with publication targets
- The ABP scholarly confirmation paperwork
SOC Operations: Personnel actions support the process

- Fellow/Mentor Preparation
- Defining the project: An answerable question & doable project
- Moving from project to publishable work product
- Tracking & Trouble Shooting
SOC Operations:
Personnel actions support the process

- Program Director invites research faculty/SOC chair to interview fellow applicants
- Program Director/SOC chair discussion during fellow orientation
  - what to expect
  - what should I be doing
- PC reviews materials for submission with fellows and how fellows will be contacted
- PD/SOC Chair/Fellow: Matching the right mentors with fellows.
  - Starting the process early with telephone meetings to identify areas of interest post match prior to July start.
  - Set deadline for mentor to be identified
SOC Operations:
Personnel actions support the process

- **PD:** Listens/non voting member on SOC, understands and can discuss program enablers/barriers that may play a role/affect fellow scholarly work completion.
- **PD:** May be a mentor
- **SOC Chair:** Communicates SOC feedback to fellows within 2 wks of each meeting with direction/next steps.
- **SOC:** Reviews all projects for scientific merit; includes junior research faculty
- **SOC Chair/PD:** Select SOC composition/invitees/mentors

Defining the project: An answerable question & doable project
**SOC Operations:**
Personnel actions support the process

- **PC: SOC folder/templates:** To be submitted two weeks before quarterly meetings 1) Timeline 2) Eval of mentor 3) Eval of mentee 4) Summary of activity and work
  - Reminds everyone of due dates/plan of work before next meeting
- **Fellows:** required to present briefly (10 min) to SOC at least once annually (but can be more).
  - Allows presentation practice, readiness for submission of work.
- **SOC Chair/PD:** Communications to fellows/committee and PD.
  - Identify barriers and problem solve.
  - Ongoing tracking by the program
PC: Tracking reminders for close out of project, manuscript completion
SOC & Chair: Manuscript writing support and team review of manuscript.
PD/Program: Fellows access to scholarly writing coursework.
PD: Reminders/confidential review with fellows, identify fellow related barriers to writing.
Mentor/Fellow: Identify theme of paper, target audience & journal.