Internal AAMC Early Career Women Faculty Seminar Application Process FAQs

Every year the Office of Health Equity & Inclusion and Women in Health, Medicine & Science (WiHMS) offer travel awards for women faculty to attend the Association of American Medical Colleges (AAMC) Early Career Women Faculty Leadership Development Seminar. The internal application to WiHMS is a separate process from the actual AAMC application and does not guarantee acceptance.

About the Early Career Women Faculty Seminar
This popular and highly interactive seminar provides women at the assistant professor or instructor level with the knowledge and skills required to navigate the academic medicine enterprise as well as continue on the path to leadership.

This three and a half-day seminar is designed for women physicians and scientists holding medical school appointments at the instructor or assistant professor level, and in the early stages of leadership positions within their discipline, department or institution. The seminar will present a foundation for modeling leadership behavior, assist in creating individual leadership goals, and provide an opportunity to receive mentorship on career-building skills, such as a personal statement and CV development. Throughout the seminar, participants will gain insights into the realities of building a career in academic medicine and science and will explore various paths to leadership within the academic health enterprise.

Throughout the seminar, areas of focus include: expanding self-awareness and leadership styles, improving communication and developing strategies for leading effective teams, navigating gender dynamics in the workplace, improving financial acumen and strategic planning, and more. The seminar also focuses on expanding a network of colleagues with the facilitation of peer discussion, large and small-group sessions, and the opportunity to reflect on how new skills and strategies can be applied upon the return to their institution. Additionally, there is an emphasis on establishing personal organizational skills and wellness practices to serve as a foundation for success as women advance to higher faculty ranks and leadership positions.

Seminar faculty from schools throughout the United States and Canada have been chosen for their specialized knowledge in particular areas and demonstrated leadership capabilities. They offer valuable information, inspiring stories, and practical advice to support career advancement.

Is the Internal University of Utah Application the same as the AAMC application?
No. The Internal Application is for consideration of the $2,500 travel award offered by the Office of Health Equity & Inclusion. This process is not affiliated whatsoever to AAMC. The internal evaluation process does not guarantee admittance into the Early Career Women Faculty Seminar.
What kind of candidate is ideal for the Early Career Women Faculty Seminar?
The Early-Career Seminar for Women Faculty is designed for women at the instructor or assistant professor level, ideally with at least 1-2 years in academic medicine. We recognize every faculty member’s career progresses at a different pace so we say, generally, this seminar is designed for women faculty who have been in academic medicine for 6 years or less. Applicants to this seminar should be toward the beginning of their career, looking for basic information and skills to navigate academic medicine, and aspiring to acquire leadership skills and roles within academic medicine.

Can I apply if I am not at the level of assistant professor?
If you are not at the level of instructor or assistant professor (or similar) but still feel that the Early Career Woman Faculty Seminar is the best choice for you (as compared to the Mid-Career Seminar, for example), you should include your rationale for this selection in your application materials. Since AAMC makes the final selection, it is likely that applicants who are not at the specified career level will be less competitive.

What do I need to complete an Internal Application for consideration?
1. Internal Application Form with a Chair signature
2. Application Justification (Short Essay)
3. Copy of a CV

Why do I need a signature for the Internal Application?
The Office of Health Equity & Inclusion Travel Award is $2,500 and can be used for any of the costs associated with attending the Seminar. The recipient’s department is expected to cover any costs after the $2,500 Travel Award. The July 2019 Early Career Women Faculty Seminar application fee is $1,950 and includes payment of the 3.5-day seminar, seminar materials, four breakfasts, three lunches, refreshment breaks, one dinner and one networking reception. The application fee does not include optional CME fees, travel, or hotel accommodations. Recipients can designate their Travel Award to any of these expenditures.

Is there a page limit for the Curriculum Vitae (CV)?
Please keep CV copies under 50 pages.

My computer will not let me add a digital signature to my Internal Application. Can I print it, get it signed, and then scan it to be emailed?
Yes.

Should I submit my Internal Application materials in one packet or as separate attachments?
Either way will suffice as long as all of the required materials are included.

The Application Justification mentions formal and informal leadership development efforts. What does that mean?
Formal leadership development refers to participation in seminars and workshops such as the AAMC and University of Utah Health Science Leadership seminars. Informal professional development includes seeking mentorship, serving on committees selected to help you further your career, attending local workshops of interest, reading books on leadership, etc.
What is the Internal Application evaluation process?

1. Applicants submit their materials by the deadline: 12:00pm MST, February 15, 2019 to Catalina.Cardona@hsc.utah.edu
2. All submitted application materials are forwarded to an internal reviewing committee with an evaluation and score sheet per candidate.
3. The committee reviews and scores every application.
4. All scores are returned to the Office of Health Equity & Inclusion where they are combined into one final table. Alternates are also selected.
5. Applicants receive application status notifications.
6. Selected applicants and Alternates for the $2,500 travel award will then apply for admittance into the AAMC Early Career Women Seminar.
7. If selected applicants are accepted by AAMC, they will receive the $2,500 Travel Award. If they are not accepted by AAMC, they do not receive the travel award and it will be offered to an accepted Alternate. It is also possible to split the $2,500 Travel Award among two accepted Alternates.

Can I still apply to the Seminar if I am not offered a travel award?
Absolutely. While funding is not promised by the Office of Health Equity & Inclusion, those who were not selected for a travel award but were accepted by AAMC into the Early Career Women Faculty Seminar are encouraged to seek funding from their home department or other sources.

What does the AAMC Early Career Women Faculty Seminar application require?
The application is an online form with a series of questions about your clinical, education, research, and administrative responsibilities (as they are applicable). At the end of the online application you will upload a letter of support from your institution and your most up to date CV.

What is the time commitment for participating in the Seminar?
The 2019 July Session will be held for 3.5 days in St. Louis, Missouri.

What is the letter of support for the AAMC application?
The letter of support is a letter coming directly from your chair, supervisor, or other administrative leader at your institution. This letter indicates that the institution is aware and supportive of your application and potential attendance of the seminar. This letter of support may or may not include financial support. AAMC requires this piece to ensure that the applicant has demonstrated leadership and competence at the institution and also that the institution is aware the individual is applying to the seminar.

How are Early Career Women Faculty Seminar applicants selected by AAMC?
The application process for the seminars are very competitive every year, so it is most important that candidates are the right fit with the design and learning objectives of the course. AAMC also strives every year to have the most diverse class possible, as one of the major benefits of the seminar is networking with peers both similar and different to the ones your work with every day. To help make this happen AAMC takes a number of factors into consideration when selecting applicants other than their academic and clinical qualifications, such as: medical school, region, specialty, length of experience in academic medicine, research area, scholarship area, MD vs PhD (or combined degree), application status, and much more. Considering all the factors of an individual’s application helps create the most dynamic and diverse class possible so the participants have the best learning experience.
What happens if I’m rejected by AAMC for the Seminar?
As long as your background and experience is a good fit for the early career seminar, and your academic appointment is with a AAMC member institution, they will extend rejected applicants the opportunity to express their interest in attending the next seminar. Although these candidates will still be required to complete the application process for the summer seminar, they will be able to use the same CV and letter of support that was uploaded during the February application cycle.

How can I learn more about the AAMC Early Career Women Faculty Seminar?
To learn more about the Early Career Women Faculty Seminar, please go to: https://bit.ly/2mdYxXq. To learn more about the internal application process, please contact Catalina Cardona, WiHMS Coordinator, at Catalina.cardona@hsc.utah.edu.