

HBI Members Engagement Strategy

February 2017

This strategy was developed by the HBI Executive Committee, and approved on January 31, 2017.

STRATEGY #1 – Increased Institute-Departmental Communications

TACTICS:

- a) Create a joint events calendar that is accessible and editable by HBI staff and Department leaders (including the engagement ambassadors as per Tactic (3c) below). The calendar shall be updated with both Institute and Departmental events and engagement opportunities on at least a monthly basis, and will be publicly visible.
- b) Add a standing business item to the HBI Executive Committee meeting agendas on “Institute-Department interactions”. Points of discussion will include alignment of upcoming major events, feedback from engagement ambassadors (via the Department Heads) regarding engagement of their fellow department members, and other items brought forward by the Department Heads.
- c) One or more of the HBI Directors will attend a minimum of one Departmental meeting per academic year, in each of the six allied Departments, to give a short, 10-minute presentation which highlights major accomplishments from the past year and upcoming engagement opportunities. One of these presentations will be delivered to the medical residents (organized in collaboration with the Clinical Department Heads).
- d) The Department Heads are encouraged to speak with Drs. Sharkey and/or Weiss at any time should they wish to receive feedback regarding the involvement and participation of individual members.

STRATEGY #2 – Engagement of Young Investigators

TACTICS:

- a) Renew investment into the HBI Mentorship program, including designating a new academic leader for clinical recruits. Provide leadership training opportunities for young investigators as part of the program. Where possible, young investigators involved in the mentorship program shall also be given speaking opportunities by the HBI, including at Town Halls, presentations to donors and visiting partners, community engagement events, and other opportunities. The Institute and the Departments shall work together to encourage increased participation of more senior investigators as mentors.
- b) Beginning in the 2017/18 academic season, specify that one of the Members at Large on the HBI Executive Committee should be a young investigator within their first 10 years of an academic position.

STRATEGY #3 – Increased Direct-to-Members Communications

TACTICS:

- a) Revise the Terms of Reference for full HBI members to specify that attendance at major Institute events and participation in Institute activities is expected by full members and their trainees. The Terms shall also indicate that Associate and Full Professors are expected to participate in mentorship, grant review committees, and other programs that support junior faculty members. The revised terms will be brought to the Executive Committee for review and ratification before being implemented.
- b) At the Friday Seminar Series, NeuroTeams shall give a brief update regarding their team's activities and upcoming opportunities. Each team shall speak at a Seminar once per academic season, and the speaker may be one of the team leaders. Where possible, the scheduling of teams shall align with the guest speakers' topics. This schedule will be organized with the support of the HBI Research Coordinator.
- c) Each Department shall appoint one member within their department to act as an "engagement ambassador". This may be the Deputy Heads for the clinical Departments. The engagement ambassador's role will be to keep up-to-date regarding upcoming engagement opportunities, update the shared calendar with Departmental events, encourage other members in their Department to participate in upcoming HBI events and seminars, relay feedback to the Department Heads on members' feelings regarding engagement expectations and opportunities, and other roles as assigned by the Department Head.

MEASURES OF SUCCESS:

- 1) Members across all departments report feeling better informed of upcoming events and engagement opportunities.
- 2) Junior faculty members report increased confidence in their leadership skills, and increased opportunities for involvement.
- 3) Senior faculty members recognize that supporting junior faculty members, and participating in Institute activities, are a part of their academic responsibilities.
- 4) There are fewer scheduling conflicts for events between the Institute and Departments.
- 5) Attendance increases at major HBI events, on committees, and in other Institute activities.
- 6) Department Heads consider participation in Institute activities when conducting annual evaluations of their faculty members.