



Title: Vice Chair, Emerging Faculty Leadership Academy

Reports to: Chair, Lifelong Learning Oversight Committee

Term of Service: Four Years

Course Dates: TBD

Course Location: Heart House; Washington, DC

The **Rick Nishimura, MD, MACC** and **Patrick T. O’Gara, MD, MACC Emerging Faculty Leadership Academy** is a core offering within ACC’s Professional Educator Institute. This course provides experiential learning and feedback on educational and presentation skills for promising ACC Faculty educators. After successful participation in the Emerging Faculty Leadership Academy, graduates will possess skills to effectively develop and deliver engaging educational content to ACC members through a variety of in-person and virtual formats.

The goal of this course is to enhance participants’ knowledge and skills as ACC educators. Upon completing this experiential course, participants will be considered by the ACC leadership as potential candidates for educational activities and ACC committees. This is a tremendous opportunity for promising early-mid career faculty to develop their teaching skills and to “open the door” for ACC leadership opportunities.

The new Course Vice Chair will join Kelley R. Branch, MD, MS, FACC, current Course Chair, in leading the planning and implementation of the Emerging Faculty Leadership Academy course. The Course Chair and Vice Chair will collaboratively lead a small, diverse Planning Committee. The Course Vice Chair will serve a four (4) year term, two (2) years as Vice Chair followed by two (2) years as Chair.

Major Duties/Responsibilities

The Vice Chair will work in collaboration with the Chair and ACC staff to lead and manage the work of the Planning Committee in developing the educational course, and in selecting and preparing the faculty team.

Responsibilities include:

1. Thoughtful collaboration to plan the course education

- Review of previous course and speaker evaluation reporting
- Review of and input into education needs assessment
- Leading multiple planning calls—typically bi-weekly or monthly; weekly as the course approaches
- Collaboration with the Course Chair and ACC Staff on
 - Development of overall needs and goal statements
 - Development of learning objectives
 - Linkage of learners’ needs to the goal statement and course learning objectives
 - Building the course agenda, specifying the topics, order, length and format of presentations
 - Identifying appropriate faculty to invite
- Providing input on the evaluation and assessment strategies, including pre/post-test questions
- Providing faculty coaching via phone, email, and during on-site interactions



- Reviewing faculty slide presentations and providing feedback, as needed, to ensure alignment with the course goal and learning objectives

2. Planning Committee and faculty oversight

- Identification of appropriate Planning Committee members and faculty
- Oversight of course faculty to assure timely development of presentations and associated materials (e.g., PowerPoint slides, questions for learners, handouts)
- Reinforcement and support of ACC staff efforts to ensure faculty meet deadlines regarding paperwork submissions, travel arrangements and presentation-related submissions

Required Qualifications

- a. A current ACC member in good standing. FACC / AACC status preferred
- b. A graduate of the ACC Emerging Faculty Leadership Academy
- c. First-hand knowledge and/or experience as an educator in face-to-face and/or virtual settings
- d. Experience leading and/or planning a medical meeting, course or conference (e.g., Director/Chair, Co-Director/Vice Chair, or Planning Committee member)
- e. Demonstrated broad knowledge of educational best practices, adult learning theory, and methods to increase learner engagement
- f. Ability to make a 4-year commitment to the role, serving as Vice Chair for two years and Chair for two years
- g. Applicants may not serve as the Chair or Vice Chair of another ACC course or conference during the term of service for this role
- h. Ability to meet the time commitment the position demands, including:
 - Active participation as a member leader on scheduled planning calls
 - Responsiveness to ACC staff requests for activities associated with course preparation
 - Full-time, on-site presence and availability at the course
- i. Ability to collaborate with the Course Chair, Planning Committee and ACC Staff to chart a clear direction, offer creative solutions, develop action plans, keep to timelines, and respond to changing conditions and opportunities
- j. Proven track record working in partnership with ACC members and staff, emphasizing a respectful team environment

Note: A member may reapply to a Vice Chair role after being away from the leadership of a course for 4 years.

Required Competencies

- a. **Adult Learning & Educator Best Practices** – Demonstrates knowledge of learning science, learner engagement, and evidence-based educator practices
- b. **Facilitation & Coaching** – Skilled at observing educator performance, facilitating reflection, and providing actionable feedback
- c. **Communication & Presentation** – Exemplifies effective verbal and nonverbal communication as an educator



- d. **Collaborative Interactions** – Works well with the Chair, faculty, and staff as a cohesive leadership team
- e. **Educational Leadership & Innovation** – Brings strategic thinking, creativity, and sound judgment to course design, delivery, and continuous improvement
- f. **Developing Others & Advancing Legacy** – Inspires and mentors emerging educators, strengthens succession for the next generation of faculty
- g. **Diplomacy & Professionalism** – Creates safe, inclusive environment and relationships; represents ACC with diplomacy and professionalism

Application Form Information

Please complete the [application form](#) and provide the requested supplemental materials in full by Tuesday, Oct. 27 at Noon ET. You must also update your disclosure by visiting <https://disclosures.acc.org>.

There can be no extensions to the deadline for applications. The Lifelong Learning Oversight Committee is responsible for reviewing applications and will determine final selection of the Vice Chair.

I. Contact Information

- a. Name
- b. ACC Member Number
- c. Affiliation
- d. Office Address
- e. Office phone number
- f. Mobile phone number
- g. Email address

II. Applicant Criteria—Please refer to the Position Description and align your responses accordingly.

- a. Interest and Motivation: Why are you interested in leading the Emerging Faculty Leadership Academy course? Please share no more than three (3) primary reasons.
- b. Educator Experience: Please describe your three (3) most relevant educator experiences, including your role, the learners/audience, and how you applied educator best-practice to support learning.
- c. Leadership Experience: Please describe your three (3) most relevant leadership or educational planning experiences, including your role and how you collaborated with others to achieve the desired outcome.

For Use by the ACC:

- CV Attached
- Cover Letter Attached
- Date Received