

HEOR Faculty Resource Guide

Produced By: ISPOR Faculty Advisor Council

About The HEOR Faculty Resource Guide:

The HEOR Faculty Resource Guide was developed by the Faculty Advisor Council as an initiative of the Professional Development Focus Group. The Guide provides career and professional development related insights to those who are in an HEOR faculty role. Whether you are an aspiring academic, new to the field, or looking for additional insights, we hope the guide will be a useful tool for your personal and professional development.

Tips to Develop Your Network:

- Make connections with other Faculty in the field of HEOR through social media platforms and consider adding 2nd and 3rd level connections (i.e., LinkedIn).
- Make connections with faculty at [ISPOR conferences](#) or any other conferences.
- Make connections in the ISPOR [All-Member Community](#) (membership required).
- Connect with other Faculty in the [Student & Faculty Leadership Community](#).
- Identify and network with Faculty at ISPOR Regional Chapters if a chapter exists.
- Have professional digital or printed business cards available.
- Identify faculty to connect with through the ISPOR Faculty Advisor Council (see the list of names, affiliations, research interests).
- Consider joining a [Special Interest Group](#) or [Task Force](#) to meet HEOR professionals.
- Consider developing a LinkedIn Profile
- Consider developing a Google Scholar Profile

Tools to Build your Faculty CV:

- Keep your CV up to date and add new accomplishments, publications, or promotions you receive as they happen.
- Refer to the ISPOR Career Center website – Resumes and Cover Letters: <https://careers.ispor.org/career-advice/resumes-cover-letters/>
- Rutgers University example of [Faculty CV Format](#).
- University of Pennsylvania: <https://careerservices.upenn.edu/application-materials-for-the-faculty-job-search/cvs-for-faculty-job-applications/>.
- Massachusetts Institute of Technology: <https://capd.mit.edu/resources/cvs/>.

Identify Faculty On-Boarding Opportunities:

- Ask your University if they provide a Faculty On-boarding Checklist or consult another University that does (e.g., [Rutgers Faculty On-boarding Checklist](#)).
- Ask a Dean or Faculty if there are New Faculty Orientations or Workshops.
- Know how to access your College's and University's Policy and Procedure documents.
- Ask your Department Chair about formal mentoring programs at your institution or ask them to suggest potential faculty that could informally mentor you

Look for support with course planning:

- Ask your University if they provide support for lesson planning or consult another University that does (e.g., University of Michigan https://crlt.umich.edu/gsis/p2_5 or Teaching Scholars Program | Health Sciences Faculty Development Program <https://www.hsc.wvu.edu/Faculty-Development/Teaching-Scholars-Program>
- Build a syllabi or access a syllabi repository:
 - [University of Penn Center for Teaching & Learning Syllabus Language & Policies](#)

Obtain Research Support Services:

- Connect with office of research support services; if your university does not have one, identify another University like yours that has one or ask an ISPOR colleague
 - Enroll in grant-writing workshops offered by your university or [Workshops & Training - NIH Grants and Funding](#)
 - Online workshops on key aspects of developing research proposals.

Identify Research Grants and Apply:

- Potential Sources for Grants (Note: These are examples of funding sources and not a validated list. More sources may exist.)
 - [NIH Grants & Funding](#)
 - [Agency for Healthcare Research and Quality](#)
 - [ISPOR Awards & Grants](#)
 - [Funding Opportunities in Public Health Economics & Systems Research](#)
 - [PCORI Funding Opportunities](#)
 - [National Bureau of Economic Research](#)
 - [PhRMA Foundation](#)
 - You may also consider grant announcements from the Center for Disease Control (CDC) and Department of Defense (DoD).
- Tips to consider before submitting for a Research Grant:
 - See the [ISPOR Best Practices in Research](#) documents.
 - Work with your mentor to review the grant process.
 - Explore subscription services that many universities offer which are searchable databases of grant opportunities.
 - Develop the project plan for the use of the Research Grant.
 - Consider hiring Students to support the work you are undertaking with the Grant.
 - If looking for Interns you can post to the [ISPOR HEOR Career Center](#) for free.
- I got the grant now what?
 - Execute the project plan that was developed.
 - Budget your time, money, and resources wisely to meet the timeline and scope of the Grant proposal.
 - If there are issues that arise let the funding body know.
 - Be open to guidance and advice from those who are working on the project.

Get your research published:

- Submit research to relevant Journals to boost your profile (eg, [Value in Health](#), [Value in Health Regional Issues](#), [Value & Outcomes Spotlight](#), other Journals outside of ISPOR).
- Submit abstracts for ISPOR conferences or other conferences outside of ISPOR.
- Access PubMed and Scopus to identify relevant Journal Titles for submitting your research work published.
- Access [Journal Finder](#)/Journal Suggester available from two leading academic publishers.

Understand Appointments, Re-Appointments, Faculty Evaluation, and Promotion Criteria:

- Become familiar with the Promotion and Tenure Documents at your institution and know what the criteria are to be promoted and tenured
- If your institution offers mid-cycle reviews to evaluate progress towards promotion, utilize those reviews early in your career to learn how you are progressing towards promotion and or tenure. If you have a mentor, meet with them regularly and schedule at least one meeting a year to discuss progress towards promotion and or tenure.

Considerations for International Faculty Members:

- If you are an International Faculty Member determine if your University has an Office of International Affairs or consider joining/forming an International Faculty Group so you can compare notes with other International faculty.

- Based on region or country, there may be an [ISPOR Regional Chapter](#) to connect with
- [NAFSA Helping Faculty Teach International Students](#).
- Utilize the Faculty Contact List to connect with peers from your region (if you need access email jcohen@ispor.org).

Maintain a safe environment for your Students:

- Know Your Universities Safety, Well-Being, and Privacy policies.
- Have a Staff roster with contact information.
- Maintain office hours for students to ask questions outside of class hours.

Consider Additional Useful Resources:

- [ISPOR Faculty Advisor Council Resource Center](#)
- Consult the [ISPOR HEOR Competencies Framework](#)
- Asking your peers for support in [ISPOR's All-Member Community](#)
- New Faculty Website (eg, [Stanford New Faculty Website](#))
- Ask your University if they have a Faculty Handbook
- Attend New Faculty Orientations or ask more experienced Faculty if an orientation can be developed
- Explore Faculty Training outside your institution (if internal training is not offered)
- [The College Teacher's Handbook: A Resource Collection for New Faculty](#)
- [Resources for new professors](#)
- [Online Resources Every Professor Needs](#)
- [UPenn Resources for Faculty](#)
- [Duke University Teaching Resources for New Faculty](#)
- [University of Pittsburgh ChatGPT Resources for Faculty](#)
- [NYU Resources for International Faculty and Research Scholar](#)
- [Rutgers Global – Professional Development & Training Program](#)
- [NAFSA: Association of International Educators](#)
- [International Association of Universities](#)
- [NCFDD](#)

Acknowledgement:

Thanks to the Faculty Advisor Council Leadership team, the Professional Development Focus Group, Member Engagement Focus Group, ISPOR Staff, and the Faculty Advisor Council Members who contributed to the launch of the HEOR Faculty Resource Guide!