

TABLE OF CONTENTS

NEW ADMINISTRATORS: GETTING STARTED

1	Welcome from AIM Presidents	vii
2	The Language of Academic Internal Medicine	1
3	Administrator's Need-to-Know List	4
4	Comparing and Contrasting Departments of Internal Medicine	6

EXPLORING DEPARTMENTS OF INTERNAL MEDICINE

5	The Clinical Mission	13
6	The Education Mission.....	18
7	Financing and GME: Estimating and Communicating the Cost of Running a Residency Program.....	23
8	Research Administration.....	27
9	Faculty Affairs.....	36
10	Introduction to Human Resources Management (Staff)	46
11	New Supervisors Top 10.....	48
12	Individual Performance Management	53
13	International Visas: Common Questions and Answers	58

IMPLEMENTING YOUR VISION

14	Division Strategic Planning: A Model to Communicate and Fund Your Success	60
	Appendix: Strategic Planning Template.....	64
15	Creating a Brand for Your Division.....	69