

School of Health Professions Faculty Orientation Program

Vision

Ultimately, an institution is measured not by its bricks and mortar, but by the legacies of its faculty, whose expertise and experience prepare students to shape society in positive and productive ways for the decades to come. If the most cherished assets of a university are its faculty, then a commitment to faculty development ought to be prominent in the activities supported by its leadership. An effective faculty development program serves this commitment by creating programs of support that encourage and enable faculty to perform at their best. The faculty and administration of the School of Health Professions endorse the philosophy, principles, and guidelines articulated within the *Position Statement on Faculty Development* developed by the Faculty Senate of the University of Texas Medical Branch. The faculty orientation program is one of several initiatives that foster faculty development.

Goals

The goals of the faculty orientation program are: (1) to provide new faculty with in-depth information about the multiple resources that are available on campus to support their teaching service and research; (2) to encourage new faculty to become familiar with the campus culture and the traditions and rich history of Galveston and The University of Texas Medical Branch; (3) to provide new faculty with a faculty mentor who facilitates segments of the orientation process; and (5) to provide opportunities for experienced faculty to learn about new programs and become mentors to new faculty. Additionally, the program offers all faculty members multiple opportunities to meet and interact in a relaxed, collegial environment both within and outside of their departments. While many institutions have one- or two-day orientations for new faculty, the SHP program is designed to provide ongoing orientation activities throughout the faculty members' first year and beyond.

Program Principles

The orientation program strives to plan program activities according to the following principles:

- Orientation should be viewed as an ongoing process, not an event.
- Orientation should begin before the new faculty member arrives on campus and extend throughout the first year and beyond.
- Orientation activities should focus on the individual and potential interactions with university, school, and home department
- Wherever possible, orientation activities should attempt to achieve synergy by involving multiple schools and units.
- University and school level orientation should be coordinated wherever possible.
- Orientation should have a quality assurance process to continuously upgrade and refine the program, and gather regular feedback from users.

- The orientation process should be flexible enough to accommodate varying needs and to provide reasonable convenience for participants.

Organization

To accomplish the goals of the program according to the principles set forth above, orientation activities must be planned, scheduled, implemented, and evaluated according to a specified plan. It is useful to organize activities according to certain phases in the orientation process. These can be described as the (a) the pre-arrival phase (for newly hired faculty) during which information about the campus and region that will be useful for relocation is provided, (b) first month activities, during which pragmatic issues of office space, security, payroll, and access to services are accomplished; and (c) ongoing networking, during which socialization and familiarization activities are ongoing. Basic activities for these various phases are described below.

The process of identifying and proposing useful activities originates with the faculty, and can come from individuals, departments, or groups to the faculty assembly to be assigned to standing or ad hoc groups. Responsibility for coordinating, communicating, implementing and evaluating activities rests with the school administration working in conjunction with other campus offices.

Orientation Activities

Pre Arrival Phase

Activity	Purpose	When Implemented	Responsible Party
Department information packet to new hire, if applicable	To provide information on the region to assist with family relocation.	As soon as possible after position acceptance.	Department head.

First Month Phase

Activity	Purpose	When Implemented	Responsible Party
Campus HR orientation.	To provide basic in-processing requirements necessary for payroll, security, parking.	First day on the job.	Department administration schedules
School Orientation, to include department, academic	To familiarize the new faculty member with school offices, services and	During first two weeks.	Department head schedules

resources, dean's office, academic resources, and tour of school.	personnel		
Mentor assignment	To provide advice and counsel on questions regarding teaching, scholarship, service, promotion.	Upon arrival.	Dean advises mentor and department head of mentor assignment
New faculty welcome reception	To familiarize new faculty with campus wide initiatives and personnel	Twice a year	Organized by Provost. Invitations are sent based on lists provided by schools
Self regulated use of orientation check list	To provide new faculty with a list of important resources	First week through the first month	Department head

Ongoing Orientation and Familiarization Activities

Faculty Assembly reception for new faculty	Informal social wine and cheese to welcome new faculty and enable them to network with other faculty in school	As needed but at least annually.	Planned by faculty assembly leadership in conjunction with office of the dean.
Mentoring Arrangements	To provide guidance on career development in teaching, research and clinical interest.	As needed and arranged.	Planned by faculty and facilitated by school and department.

Immediate Needs & Information	
Campus Parking	
Compliance Training On-Line (required)	
Computer Access "L" Drive SHPALL and Department Directories	
Departmental Keys / ID Badge for SHP Access	
E-mail use and restrictions	
Employee Health	
Leave Request Forms	
Mail Drop-off Pick-up	
Office / Fax Numbers	
Phone System Operation / Personal Telephone Use / Long Distance Code	
Photocopying Codes & Procedures	
SHP Phone List / Hurricane Phone Tree	
Telecommunications Help Desk (x25200)	
UTMB Emergency Numbers	
UTMB Employee Acknowledgement Form	
UTMB Telephone Directory	
Department Resources	
Admission/recruitment information	
Curriculum	
Scheduled/Recurring Meetings	
Student advisement system	
Student photos	
Department Policies	
Department Website	
Room Scheduling/Audiovisual Aids/Computer Labs	
Faculty Resources	
Faculty Assembly	
Faculty Assembly folder (Bylaws, minutes, procedural guide)	
Meetings	
Officers	
Faculty Evaluation System	
APT/PTR Guidelines	
On-Line Course Evaluation	
Faculty Evaluation Forms	
Productivity Reporting System	
Faculty profiles/e-Portfolios/UTMB CV Format	
Faculty Links	
Classroom Services in Levin Hall	
AV Equipment Reservation Process	

School of Health Professions Faculty Orientation Check List

Computer lab booking process	
Computer Course Syllabus	
ADA Policy	
Grading and Promotion Committee	
Grading System(s) at SHP	
Faculty and staff handbooks	
Faculty Grievance Procedure – Office of Diversity & Inclusion	
Moody Medical Library Website	
Library and searches	
Interlibrary Loan	
Records Retention	
Regent’s Rules	
Office of Sponsored Programs	
SHP Office of Academic and Student Affairs	
ADA Liaison	
Student Referral and Counseling Services	
Student InfoDepot Files	
Student Grievance Policy	
Student Awards	
SHP Resources	
Audio Visual Equipment Reservation Process	
Computer Lab Booking Process	
Office of Academic and Student Affairs	
Office of the Dean	
Master Keys	
Office of Registrar and Financial Aid	
Quick Copy Services	
SHP Bulletin	
SHP Paper/Plastic Recycling	
SHP Web Page	
SHP Learning Resource Center	
SHP News	
Weather alert site	
SHP Events	
Commencement – August	
Faculty and Staff Awards – annually – December	
Personal Resources	
Bookstore, chapel	

School of Health Professions Faculty Orientation Check List

Employee Health	
Faculty/Staff Lounge	
Cafeteria	
Local Lunch Sites	
Human Resources	
Holiday Schedule	
UTMB Policies and Procedures – IHOP	
UTMB Field House	
Professional Processes/Procedures	
Fraud Abuse Hotline	
Office of Development	
Town Meetings	
You Count Surveys	
University Resources	
Bookstore/Chapel	
Bursar’s Office	
Campus Map	
Catering	
Class Room Services (Levin Hall)	
Daily Announcements	
Faculty Research Pilot Funding	
GEM Card	
On-line Appointments (Physicians)	
7 Habits of Effective People	
Emotional Intelligence (EQ)	
Office of Student Services	
Shuttle Services	
Special Use Facilities (i.e. Levin Hall, Caduceus Room, Ballinger Mills)	
Town Meetings	
UTMB Home Page	
Weather Alert Site	