

NEW FACULTY ORIENTATION



This document is a *proposal* of ideas for activities that can be part of a School of Pharmacy orientation for new faculty. The activities are designed to provide an awareness of issues related to the pharmacy profession, teaching and learning at the School of Pharmacy and day-to-day operations at the School of Pharmacy. The activities also could be part of a strategy used by current faculty and staff to learn more about the School of Pharmacy and/or the pharmacy profession and pharmacy practice.

Background and Relevance:

The mission and vision of the UW-Madison School of Pharmacy is to educate, train, and provide life-long learning opportunities for students, pharmacists and scientists. As faculty, we should be working collectively to train the next generation of pharmacists, scientists and leaders in an inclusive and welcoming working and learning environment. The school takes seriously the principle that by promoting an environment of civility, diversity and mutual respect we can build a sense of community by nurturing our human capital. By building on the conceptual framework of an organizational team, we can do great things through collaboration to advance education, research and practice.

In order for all of this to occur, it is imperative that as a new faculty member, you have an appreciation and understanding for School of Pharmacy governance and committee service, the curriculum both didactic and experiential for the respective degree programs offered by the school, the various offices and personnel that will support you and the various contributions made to the school by a diverse faculty and staff to achieve the mission and vision of the school. This is capped off by your personal accountability to achieve these outcomes.

It is in this spirit that the School of Pharmacy New Faculty Orientation has been crafted. The guide is the product of extensive input by all faculty. It has been developed to provide a working understanding of the school while respecting your time. We are cognizant that there may be elements of the orientation that have varying degrees of relevance for you. Notwithstanding, it is our belief that participation in the orientation will help you become a committed School of Pharmacy team player and a successful educator and scholar. The school wants you to succeed and with your success comes School of Pharmacy success.

Process:

We envision that the orientation process would begin with a meeting between the new faculty member and their respective division chair. The division chair will provide a broad overview of the orientation process, answer any questions, and facilitate subsequent steps in the process. Junior faculty mentoring committee chairs and members will be responsible for making sure new faculty engage in orientation

activities. At a minimum, mentoring committees should discuss annually the progress new faculty made regarding orientation. Junior faculty members may be asked to report orientation activities as part of the Faculty Activity Review process.

Listed in the Table are five (5) broad topics for orientation. Under each broad topic are activities that are designed to provide an overview of various aspects of each broad topic. Notes corresponding to each activity further describe the goals for each activity and/or the activity itself. The activities are suggested based on “Best Practices” for new faculty orientation: visiting care settings, visiting labs, encouraging attendance (i.e. “voluntold”) at the activities, and thinking about outcome measures. Many of the activities can be accomplished in groups of new faculty at in-service seminars at which members of the School of Pharmacy leadership can present on the areas that they lead. The in-service seminars are designed to be held once per semester, based on need. Some seminars will require inviting outside experts to present to groups of new faculty. The intent is to eventually develop appropriate orientation procedures for new faculty and staff, as well as for more senior faculty and staff.

SUMMARY OF ORIENTATION ACTIVITIES

INTRODUCTION TO PHARMACY PRACTICE		
Activity	Description	Anticipated Completion Date or N/A
Attend 1-4 sessions of the Pharmacy Pathways Course offered by PPD	<ul style="list-style-type: none"> Sessions are 1 hour in length and are lecture captured. Suggested sessions: Community, Health System, Ambulatory Care, Specialty Pharmacy Recommend watching these four within first 2 years 	REQUIRED Due by: _____
PSW presentation about pharmacy practice issues	<ul style="list-style-type: none"> Annual event at fac/staff meeting. PSW staff/leaders present current issues impacting the pharmacy profession and practice Other Wisconsin pharmacy leaders, including health system, to present as well Invitations to all faculty and staff and student leaders 	WORKSHOP
Shadow a PPD faculty member at their clinical practice site	<ul style="list-style-type: none"> Arrange this activity with an individual faculty member Choose from array of contemporary pharmacy practice models Choice up to faculty member. Arranged by Division chair. Minimum two shadow experiences in first year. 	REQUIRED for Non-Practice Faculty Due by: _____

ALUMNI RELATIONS / ADVANCEMENT		
Activity	Description	Anticipated Completion Date or N/A
Attend a presentation provided by the Associate Dean for Advancement and/or the Alumni Relations and Advancement Coordinator	<ul style="list-style-type: none"> 1 hour seminar An overview of alumni group affiliated with the School of Pharmacy Encourage faculty to attend a PSW meeting, BOV meeting, BOV reception and/or an alumni engagement event Attend one BOV reception in first two years 	REQUIRED WORKSHOP Due by: _____

RESEARCH ACTIVITIES / OPPORTUNITIES IN THE SCHOOL OF PHARMACY		
Activity	Description	Anticipated Completion Date or N/A
<p>Visit the Med Chem Center, AIC, Sonderegger Research Center and/or Zeeh Station</p> <p>Meet with ICTR representative to orient to role of ICTR and ICTR resources for researchers</p>	<ul style="list-style-type: none"> • Presenters (could use intranet slide presentation and allow faculty to choose an area for more discussion): <ul style="list-style-type: none"> • Research Administration Office • IRB/HIPAA • Director of each center provide a tour of the center with orientation to the research that is ongoing • Personnel in ICTR to provide introduction and discuss translational research opportunities • Division chair discretion 	
<p>Shadow faculty researchers</p>	<ul style="list-style-type: none"> • Junior Mentoring Committee Chairs can arrange for new faculty to meet with individual faculty researchers to learn more about what they are doing • Division Chair discretion. At least one in first year More if desired 	

CURRICULUM, TEACHING, LEARNING		
Activity	Description	Anticipated Completion Date or N/A
<p>Attend orientation to each division's contribution to the curriculum</p>	<ul style="list-style-type: none"> • The individual division chairs will provide the orientation. • Link curriculum to accreditation process 	<p>REQUIRED Due by: _____</p>
<p>Meet with the Assistant Dean for Assessment, Teaching, and Learning</p>	<ul style="list-style-type: none"> • Receive orientation to principles of effective teaching and assessment of teaching and learning and the school's 15 Educational Outcomes and Outcome Tracker • Attend a workshop coordinated by Assistant Dean for Assessment, Teaching, and Learning that is part of the teaching certificate program in the School of Pharmacy 	<p>REQUIRED Due by: _____</p>
<p>Peer Feedback on Teaching</p>	<ul style="list-style-type: none"> • Have new faculty observe teaching laboratories (e.g. compounding, integrated pharmacotherapy skills or communications) and/or lectures within and outside of divisional area, based on teaching area and interests • At least once per year consistent with T&P guidelines • Consult with Junior Mentoring Committee chair to coordinate peer review of teaching 	<p>REQUIRED Due by: _____</p>

Information & Instructional Technology Overview <i>*Intranet slide show could be utilized by these individuals</i>	<ul style="list-style-type: none"> Review with Director of IIT Classroom set up, Learning Management System (Canvas) and other aspects of technology in the classroom, including quizzing and tests 	REQUIRED Due by: _____
Meet with Associate Dean for Student Affairs	<ul style="list-style-type: none"> Goal: learn about student advising in the School of Pharmacy. Resources offered, programs that are established, remediation processes, SPARC Face to face meeting 	
Attend an activity coordinated by the Assistant Dean for Experiential Education*	<ul style="list-style-type: none"> Goal: increase awareness about the infrastructure required for the experiential program, the requirements for experiential education in the curriculum, and goals of the experiential component of the curriculum 	
Meet with Assistant Dean for Admissions*	<ul style="list-style-type: none"> Goal: learn about the admissions process for the Doctor of Pharmacy and Pharm/Tox programs and current trends in student recruitment and enrollment Show need for quality, trends in applicant pool, process, results, graphs 	
Meet with Director of the Pharm/Tox program*	<ul style="list-style-type: none"> Goal: learn about the curriculum for the Pharm/Tox program 	
Meet with the Assistant Dean for Graduate Studies*	<ul style="list-style-type: none"> Goal: become aware of the graduate school requirements for the graduate programs in the School of Pharmacy For PPD faculty members interested in being involved in the graduate program and graduate studies, meet with respective Division Chair to learn more about graduate program and graduate studies 	

SCHOOL OF PHARMACY OPERATIONS		
These items below are in addition to the HR onboarding checklist		
Activity	Description	Anticipated Completion Date or N/A
Assistant Professor Breakfast with the Dean	<ul style="list-style-type: none"> To discuss the Dean's ongoing role in supporting faculty 	REQUIRED Due by: _____

<p>Attend a 3 hour in-service to cover aspects of operations (can also utilize overview slides on intranet and then connections meeting)</p>	<ul style="list-style-type: none"> • Vice Dean to discuss School of Pharmacy organizational chart, committee structure, and principles of shared governance • Formal tour of the SOP • Assistant Dean for Diversity and Inclusion to discuss issues pertaining to workplace issues • Associate Dean of Administration or HR Director to discuss HR and travel policy • Building Manager to discuss orientation to building resources and policies • Associate Dean of Marketing and Communications to provide overview of marketing/communication strategy, goals, and activities • Associate Dean for Faculty Affairs to discuss faculty accountability and explanation of annual Faculty Activity Reporting • Some of the above requirements can be met with voice-over slides 	<p>REQUIRED Due by:</p> <hr/>
---------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------

Ver: Nov 12, 2019