DOM Faculty Orientation Resources

I. DEPARTMENT OF MEDICINE
1. Welcome letter from Dr. Wayne Alexander, Chair
2. Administrative Contacts
3. Faculty Development Program – we offer a number of programs, including awards, mentoring, grant reviews and CV reviews described below, to support many different aspects of academic life
4. Promotions & Tenure – timelines, material templates and samples (including CV) and packet checklists
5. Faculty Review – performance evaluation policy and process
6. How to Get IT Help in the DOM
7. Quality Program – information about the department’s initiatives in quality and who to contact for more info
8. Service
   i. Service as a Faculty Member
   ii. Service Portfolio
   iii. Service Opportunities
9. Internal Medicine Residency Program
10. Education
    a. The Teaching Portfolio – helpful slideshow to aid in developing your portfolio
    b. Teaching Portfolio Guidelines & Template
    c. Graduate Division of Biological and Biomedical Sciences (GDBBS) directory
    d. Learning to be better teachers – annual course held at the beginning of the year
    e. Clinical Skills Refresher Course – annual course to improve those skills for physicians and educators; look for updates via email
11. DOM Research Website – extensive information for both early career and experienced researchers as well as administrators
12. Internal Grants and Bridge Funding – opportunities for funding within the DOM
13. Core Facilities – links to service centers / core labs
14. Find a Collaborator – database of DOM investigators interested in collaboration and link to add your information

II. EMORY UNIVERSITY
1. Faculty Handbook
2. Statement of Principles Governing Faculty Relationships (“The Gray Book”)
3. Policies & Procedures for Faculty Members Involved in Sponsored Research & Technology Transfer
4. Human Resources – main website

a. Peoplesoft – see your paycheck, enroll in benefits, update contact information, family status change, etc.
b. Benefits information

5. IT Resources
   a. Exchange and Webdrive – info about your email account (Exchange) & personal web space (Webdrive)
   b. Online Campus Directory
   c. Virtual Private Network (VPN) – how to connect to Emory’s secure server off campus
   d. Research IT Resources – custom support for your research; all resources come with free consultation

6. Electronic Systems (Emory Proposal Express, Conflict of Interest System, eIRB, etc.)
7. Author Development Program – academic publishing support for full-time faculty; offers one-on-one help, colloquia, and workshops
8. Office of Sponsored Programs (OSP) Fact Sheet – Fringe rates & other important information you will need for your grants
9. IRB Forms and Tools – Consent toolkit, VA and Grady Forms, New Submission Guidance, etc.
10. Emory Research Offices (Emory Research Administration, Office for Clinical Research, Institutional Review Board, Office of Sponsored Programs, etc.)
11. Compliance Links (Environmental Health & Safety Office, Conflict of Interest Office, Division of Animal Resources, etc.)

III. SCHOOL OF MEDICINE
1. New Faculty Orientation Schedule
2. Faculty Policies, Procedures, and Resources Reference List
3. Conflict of Interest Policy
4. Guidelines on Promotion, Appointment, & Tenure
5. Policy on Industry and Other External Professional Relationships
6. Policies on Commitment, Private Consulting, and Other Extraordinary Contributions
7. Atlanta Clinical and Translational Science Institute (ACTSI) – an NIH-funded partnership of Emory University, Georgia Tech, and Morehouse School of Medicine aimed toward fortifying and accelerating scientific discoveries to patients
   a. ACTSI Resources for DOM
   b. ACTSI Brochure (expanded information about each program) and flyer (brief overview)