Talking Points for NEW Faculty Meeting

NOTE: Items in green are places to take the new faculty on the FAPD Website “tour.” In almost all cases links to these pages will be sent to the faculty member in a follow-up email from you.

- Have with you the Acceptance letter & Offer letter to review. Indicate that you have a copy of their Offer Letter to review with them. Ask if they have carefully read their Offer Letter and if they have a copy of it. If not, give them a copy. Explain that every offer letter includes critical information about their faculty appointment which they should be aware of including:
  - Title and Track
  - Initial appointment term
  - Mandatory review year info. (For Assistant Professors on Tenure, CE, & Research tracks)
  - Policy on Extensions (handbook link provided)
  - Teaching Requirement policy
  - Importance of maintaining teaching records
  - Responsibilities (clinical, educational, research) + details (may possibly refer to Academic Plan percentages)
  - PSOM Mentoring program & name of their mentor
  - Ask them to please sign their Acceptance Letter. Explain that after signing their Acceptance letter that this will be sent to the Provost’s Office to officially record their acceptance of the position.

- Show the FAPD website. Explain that Faculty Affairs and Professional Development (or FAPD), is the PSOM office that provides guidance to faculty members and department administration on faculty affairs related issues. The office also provides resources and programs for faculty career development. Pull up the website and refer to various links, when appropriate, throughout the meeting.

- Show them the online-orientation module, Faculty Careers: Surveying the Road from Appointment to Promotion. Explain to them that critical information regarding the expectations of their track as well as information on the requirements for reappointment and promotion can be found in this module.

- Discuss the REAPPOINTMENT process and timeline. Explain that approximately 2-2.5 years after their arrival, the reappointment review process will begin (DCOAP, PSOM COAP, Provost) and that you will help them to put together the necessary dossier. Assuming your reappointment is approved, they will be given an additional 3 year term. Explain that Teaching is a significant part of both reappointment (and promotion) review for Tenure, CE, and AC track faculty.
• Explain the Teaching requirement. All new assistant professors who have teaching responsibilities (Tenure, CE and AC tracks) are required to complete a professional development series designed to enhance teaching skills within their first two years. Show them the Teaching Requirement Policy. The requirement includes completion of: The Digital Welcome (online), Teaching at the Perelman School of Medicine 101 (online or in person) and two additional teaching elective courses (online and/or in person). The courses are offered through the FAPD Advance Faculty Professional Development Program. Show where to find schedule of upcoming events on FAPD website and participation is tracked.

• Tell them that they (Tenure, CE and AC tracks) must keep track of all their teaching activities. To help with this, show them how to find the Teaching Activities Charts on the EDB page of the FAPD website. Encourage faculty to save the electronic charts on their desktop and to update them regularly. Indicate that these charts will be reviewed by the department Education Officer for Reappointment and will be part of the complete EDB required for promotion.

• Mention HAMSTER (Show a sample HAMSTER record if, & only if, you have permission from a faculty member to use their record as an example. If the new faculty member has been here as an Instructor or fellow, they may have a HAMSTER record already – check.) Explain that this database will collect course evaluations and quantitative data. It will display the faculty members mean score alongside the department and school mean scores. Impress upon them that this is supplemental to their own record keeping and in no way can take its place because not all teaching activities will be captured by HAMSTER.

• Go to MyDotMed. Show FEDS. Explain that the Perelman School of Medicine has a required format for all faculty CVs and grants pages called the Faculty Expertise Database or “FEDS.” Pull-up their individual record. Indicate that you (or an administrative assistant) have entered their CV and grants information to the system, but that they must now regularly maintain it. If a person other than you is charged with assisting the faculty member with maintaining their CV, identify their name and contact info.__________________. Explain that FEDS is the only CV & Grants documentation format the PSOM COAP & PROVOST will review at the time of reappointments and promotions. Explain that there is a guide explaining the required format which you will send to them. Show them the Curriculum Vitae (CV) screen of the FAPD website and point out the online tutorial, the checklist and bibliography definitions.

  o Explain that the information entered in FEDS “feeds” the PSOM public faculty profiles and (if applicable) your department website. To show examples, go to the PSOM home page → Faculty→ scroll down to “Search for Faculty.” Enter new faculty member’s name. It will probably show very little. Then search for a more senior faculty member in your department (perhaps their Mentor) to show example of a public profile after it has been set-up. Show them the Instructions for “Updating your Faculty Profile” on the CV screen.

  o Explain importance of the “Recent Activity” report. By maintaining their CV in FEDS, the faculty member and Department administration will be able to produce a report of “Recent Activity” to facilitate the annual review process.
(some departments have developed and use their own system). The “Recent Activity” report includes information on the faculty members: publications, academic committees, teaching activities, current grants, editorial positions, number of lectures, and memberships.

- Remind them about the policy on Extensions (for new junior faculty on the Tenure, CE & Research tracks only) & Reductions in Duties (for all new F.T. faculty). Show where to find detailed information on the FAPD website. Send via email a link to the page on our website. Explain that the faculty member must complete the Notification of Extension form and transmit it to the department Chair, Dean and Provost’s office, within one year of the birth, adoption, foster care placement, illness, etc. Note that notifications of extensions from newly hired faculty with a qualifying event will be accepted within a year of their hire date. Note that notifications of extensions apply if the qualifying event occurred within one year, but prior to the effective start date of the appointment. Explain that The School of Medicine encourages all junior faculty to use this policy when applicable. It does not reflect negatively on their reappointment and promotion reviews.

- Tell them that the Perelman School of Medicine has a Mentoring policy in place. According to their Academic Plan, ________________ has been identified as their Mentor. In addition to having regular meetings with their assigned Mentor, the PSOM’s Career Development Program, requires that full-time faculty members and their department chair or division chief have an annual, documented Career Development discussion.

- Provide the Who’s Who contact list of Department personnel

- In conclusion, remind them that you are not only here to help them, but also the FAPD office

- Double check Administrative Details, such as:
  - PennKey
  - Parking
  - Payroll & Direct Deposit
  - Benefits & other HR concerns
  - I.S. support & office concerns

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