

TALKING Points for NEW Faculty Welcome Meetings

NOTE: You will be using the FLPD website to guide your conversation. You will send a templated follow-up email with links to specific pages (and a few additional resources) after the meeting.

BEFORE you start

Have the following ready:

- **Acceptance letter**
- copy of THEIR **appointment dossier**
- **Academic Review Schedule** (which you will have custom made)
- **Department Contact list**
- **FLPD site** and **my.MED** open on screen for easy access

GETTING STARTED

- Get Acceptance Letter signed
- Give them copy of their Appointment Dossier
 - Use as example of one of many ways you will work with them throughout their career
 - Keep handy - You will refer to their Academic Plan & CV/Grants pages later
- Open the **FLPD website** - **use this site to guide your conversation!**
(*open page so that you can see all sub sections across tool bar*)
 - Tell them about FAPD
 - guidance to faculty & administration on Appointments, Reappointments & Promotions
 - resources and programs for faculty career development
- Go to the **FLPD/Career Development Section**, click on their Track & **“Getting Started”**

The rest of your conversation will follow along by topic in the order of this page!

APPOINTMENT & Trajectory

- Give them their Academic Review Schedule and explain timeline (extensions when appropriate)
- Show them their Academic Plan (in their dossier copy)
 - “Job description” with a break-down of effort
 - Something seem inappropriate? Talk to your **Mentor**

FACULTY RESPONSIBILITIES

- Show them their FEDS CV – 1st copy in dossier, 2nd go to my.MED and show application
 - For PSOM academic reviews, CV must be in the PSOM required format!
 - They must regularly maintain it
 - Briefly show them how FEDS works
 - A guide on the format & category descriptions will be sent in follow-up email
 - FEDS “feeds” PSOM public faculty profiles & department website
 - Show **Instructions for “Updating your Faculty Profile”**

- Show them the Teaching Activities Workbook
 - They must keep track of all their teaching activities regularly
 - Workbook is reviewed by department Education Officer for Reappointment and part of complete EDB required for promotion
 - A guide to all teaching types & related credits will be sent in follow-up email
- Show them TED / Teaching Evaluation Database (on my.MED)
 - Most teaching activities are evaluated. Evaluations are included in reappointment & promotion reviews
 - Stay aware – read your comments and discuss challenges with Education Officer
 - Show them your EO's (or other agreeable colleague's) TED report
- Onboarding for Teaching Program
 - Professional Development Teaching Requirement for all new assistant professors (except Research track) designed to enhance teaching skills within their first two years.
 - Click on Required by Month Three & tell them about **Digital Welcome** – show them that it will start as soon as they click it and encourage them to do so right away
 - Click on Required by June 30th and tell them about **PSOM 101** – help them register today!
 - Click on By your second year and tell them about **Electives**

BEING PREPARED

- Preparing for Reappointment
 - Briefly Click through section – they should review at their leisure
- Preparing for Promotion
 - Briefly Click through section – they should review at their leisure
- Point out variety of short videos we have featuring PSOM leadership
- Remind them how important it is to meet with their mentors, to review their Academic Plan, to keep their CV & Grants up to date online, and to keep track of their teaching.
- Workshops +
 - Go to top of page and click on **Workshops +** for the variety of offerings we have
 - Go to Overview and scroll to the bottom of the screen with the 4 sections – e-learning modules (independent, non-interactive), Online Courses (instructor-led, interactive), Traditional classes (in-person), and a Media Gallery of short video tutorials
- Research & Scholarship - Preparing to Conduct Research
 - Go to top of page and click on **Research & Scholarship** tab
 - If they will participate in clinical research, scroll down to Clinical Research Training
 - Information on required training for those involved in Clinical Research
 - They should consult Division Chief or Mentor to determine their requirements
 - If they are a “Basic Scientist,” scroll down to Resources, click on PSOM Research Overview and Strategic Focus
 - This is a good introduction to conducting research at Penn Medicine

In CONCLUSION (& if time allows)

Remind them that you are not only here to help them, but also the other people in your department who are there to help them (Vice Chair for Faculty Affairs, DCOAP Chair, EO, etc.) as well as FAPD office.

- Provide the **Who's Who contact list**
- **Additional Information as determined by department**