



New Faculty Quick Guide

[Organization & Structure](#) | [New Hire Information](#) | [Professional Development](#) | [Education & Teaching](#) | [Clinical Service & Quality Improvement](#) | [Research & Scholarship](#) | [Promotion & Tenure](#) | [Leadership](#) | [IT Resources](#)

Organization and Structure

Websites:

Department of Medicine Leadership	Get to know the Department of Medicine leadership.
Directory (University & DOM)	View contact information for all University and Healthcare faculty, staff and students. Click here to correct information.
Faculty Only Profiles	View contact information as well as other details for all faculty.

New Hire Information

Websites:

Administrative Contacts	The Emory University Department of Medicine is the largest department within the Emory School of Medicine and is led by chair David S. Stephens, MD.
BUGLE	Best Unofficial Guide to Life at Emory. Provides a practical reference to help you better navigate Emory with site-specific details and faculty insider knowledge. Also available as an app in the Apple store.
Professional Advancement Tracks for Health Sciences (PATHS)	Progression of learning opportunities toward promotion for different career trajectories.

Professional Development

Websites:

DOM Office of Faculty Development	Make yourself familiar with the website! Tools and resources along with information on internal and external faculty development events and programs can be found online. The homepage is updated regularly and includes information on upcoming events and important announcements.
DOM Faculty Development Flyer	Two-page flyer that provides a quick glimpse at the multiple learning opportunities the Office of Faculty Development offers. <i>Specific offerings are noted below by category.</i>
Emory University Center for Faculty Development and Excellence	The Center for Faculty Development and Excellence in the university supports faculty in the areas of teaching, research, and professional development. Their funding opportunities, programs, and resources are all designed to assist faculty at every level of their professional careers in those three categories.
Emory Alliance for Women in Medicine & Science	The mission of the Emory Alliance for Women in Medicine and Science (EAWiMS) is to promote a culture that supports the academic progress

	and professional success of women faculty and trainees through education, advocacy, mentoring, and networking. Join now!
Career Conference and Performance Review	Performance evaluation policy and process.

Education and Teaching

Websites:

Teaching Portfolio Template & Sample	All candidates who are proposed for appointment or promotion in the School of Medicine are required to document their teaching activities and evaluations in a teaching portfolio.
Education Development Opportunities	Internal teaching resources available for faculty including teaching workshops, consultations and classroom grants.
Internal Medicine Residency Program	Envision how residency training at Emory might be the perfect fit for your next educational experience.
Office of Postdoctoral Education	Information including expectations of postdocs, appointment process for postdocs and resources for mentors.

Programs & Events:

Learning to be Better Teachers	Full day education conference held annually in January. Highly recommended!
Graduate Division of Biological and Biomedical Sciences (GDBBS) directory	Brief overviews of each of the programs in the GDBBS.

Additional Resources:

Education-related lectures (videos)	Recorded SOM sessions including new assessment initiatives, giving feedback, and scholarship for clinician educators. <i>Emory credentials required for access.</i>
Building Blocks for Strong Teaching and Service Portfolios (video)	Useful information to develop these important materials. Part of the SOM video library.
Creating a Service Portfolio (video)	Great information on creating your best portfolio. Part of the SOM video library.

Clinical Service/Quality Improvement

Websites:

Service as a Faculty Member	Faculty Member clinical service overview.
Service Portfolio Template and Sample	The service portfolio provides faculty with the opportunity to highlight their service to patients, students, junior faculty, professional societies, and the Emory community, in addition to emphasizing service on a national level.

Programs & Events:

Building Clinical Skills Workshops	Annual courses aimed at refreshing clinical skills for everyday practice as well as for teaching purposes.
--	--

<u>Emory Quality Academy: Leadership for Healthcare Improvement</u>	This is a 2-day course designed to introduce healthcare leaders to quality improvement.
<u>Emory Quality Academy: Practical Methods for Healthcare Improvement</u>	This 12-day course, divided into 3-day sessions monthly for 4 months, is designed to develop local quality improvement leaders who are capable of independently planning and conducting improvement projects in their areas and serving as resources to others.
<u>Faculty Development in Quality Improvement</u>	This multi-part curriculum introduces QI terminology and methods, teaches skills required to implement and carry out an independent QI project through a mentored project and provides participants information on QI curriculum development and teaching methods. Offered annually/ runs fall through spring.

Research and Scholarship

Websites:

<u>Department of Medicine Research</u>	Extensive information for both early career and experienced researchers.
<u>Emory University Research Administration</u>	The Office of Research Administration provides collaborative administrative systems and technical expertise to facilitate scholarship, research, and discovery within the Emory community from inception through dissemination and application.
<u>Data Analytics and Biostatistics Core</u>	Seeks to provide high quality Biostatistics and IT Data management services
<u>Core Facilities</u>	Links to service centers / core labs.
<u>Internal Grants and Bridge Funding</u>	Opportunities for funding within the DOM.
<u>Hitchhikers Guide to Research</u>	How-to guide to help you quickly and easily navigate regulatory requirements at Emory.
<u>Conflict of Interest (COI)</u>	Access forms, policies and the eCOI application that helps to implement Emory's policies and procedures regarding financial interests and external activities. This application and reporting process is used by Emory University and Healthcare only.
<u>Division of Animal Resources</u>	The DAR is an integrated team of animal care specialists, administrative professionals, veterinarians, veterinary technicians, logistics deliverers, and information technology experts dedicated to the high quality and comprehensive care of research animals by providing the finest support possible to Emory University scientists.
<u>Institutional Animal Care and Use Committee (IACUC)</u>	The IACUC is a research oversight committee charged with ensuring the proper care, use and humane treatment of animals used in research, testing and education.
<u>Environmental Health and Safety Office (EHSO)</u>	The EHSO has university-wide responsibility for developing, implementing and maintaining Environmental Health and Safety programs to control occupational exposures and to oversee the implementation of the mandated federal/state laws, regulations, and guidelines. Their Research Safety Office provides consulting services, training programs, and regulatory compliance support.
<u>Institutional Review Board (IRB)</u>	The IRB is responsible for reviewing <i>human subjects research</i> and FDA-regulated <i>clinical investigations</i> , and ensuring that they are conducted in accordance with applicable federal regulations and institutional

	policies. The website includes policies and guidance to submit a project to IRB.
IRB Forms and Tool	Consent toolkit, VA and Grady Forms, New Submission Guidance, etc.
Office for Clinical Research (OCR)	The mission of the Office for Clinical Research (OCR) is to facilitate operational processes that support the efforts of the clinical research team in the timely initiation, management and completion of clinical trials at Emory.
Office of Sponsored Programs (OSP)	Learn about the many different services OSP provides supporting the pre-award administration of Emory's sponsored programs.
Research Grants & Contracts (RGC)	This group provides post-award research administration services and expert knowledge to Emory schools and other research administration units.
Office of Technology Transfer (OTT)	The role of the Office of Technology Transfer (OTT) is to both manage the intellectual property rights of the University, to oversee industry contracts and to provide a single point of contact for industry. Check out information on taking your research to market.
Emory University Research Administration Services (RAS)	RAS units provide faculty assistance with pre and post award research administration activities. On this site, you can find important links, information on each RAS unit, and an overview of the RAS Central Operations team.
Georgia Clinical and Translational Science Alliance (GCTSA)	An NIH-funded partnership of Emory University, Georgia Tech, University of Georgia and Morehouse School of Medicine aimed toward fortifying and accelerating scientific discoveries to patients.
Programs & Events:	
WHS Health Services Research Course	The HSR course provides a broad overview of health services research questions and approaches, introduces learners to key health service researchers at Emory and builds awareness of ongoing strategic initiatives.
Health Services Research Day	The annual Health Services Research Day, sponsored by Georgia CTSA and the Department of Medicine is an opportunity to share the breadth of quality, effectiveness, and value-based research activities and network with colleagues across the state of Georgia.

Promotion & Tenure

Websites:

Sr. Promotions and Appointments	Bookmark this page! The current SOM Guidelines, templates (start your docs now!), and timelines are all accessible via this site.
SOM Guidelines on Appointment, Promotion & Tenure	These guidelines will support advancement of all faculty, enable informed decisions regarding tenure, and increase flexibility to support changes in career paths.

Programs & Events:

CV Review Sessions	Want to know if you are on track for promotion? This session provides 1:1 advice on your progress towards promotion.
------------------------------------	--

Leadership

Websites:

<u>Leadership Programs</u>	Compilation of internal and external leadership programs sorted by career level.
Programs & Events:	
<u>Woodruff Leadership Academy</u>	The WLA combines a program of classroom sessions, off-site team projects, and weekend retreats to motivate professionals and managers within the Robert W. Woodruff Health Sciences Center to develop, exercise, and strengthen individual leadership potential. This course is intended for up-and-coming leaders.
<u>EM-ProLEAD</u>	The Emory Medicine Professional Leadership Enrichment and Development Program (EM-ProLEAD) is the next course in your leadership curriculum. We highly encourage you all to apply after you have settled into your academic roles!
<u>Leadership ProgrAm Practicum (LEAP)</u>	Provides hands-on experience in leading a project team to accomplish a strategic initiative within the Department of Medicine.

IT Resources

Websites:

DOM Information Technology	Learn about the staff and services DOM IT provides. Contact DOM IT at 404-712-1443 or domhelpdesk@emory.edu
University Information Technology	University IT provides support for a number of applications. Call 7-7777 for university request or 8-HELP for Emory Healthcare requests. Hot topic items noted below:
Email	Request support to set up your email, request an email alias, etc.
Telephone support	Tech support for phones, voicemail, fax and emergency phones
Virtual Private Network (VPN)	Virtual Private Network (VPN) provides off-campus users with secure access to the Emory University's internal network. Emory VPN access uses a web browser to establish the remote access connection. It secures traffic by encrypting communications
Collaboration and Conferencing Resources	Learn about the tools and resources available to faculty and staff at Emory for collaboration including Box .
Research IT Resources	Custom support for your research.
File sharing/Storage management	Emory-wide file sharing and collaboration tool (Emory Box).
Zoom	Zoom is a remote conferencing service that uses Cloud computing software for videoconferencing, online meetings, chat function and mobile collaboration. Many faculty development programs are available via Zoom!
Duo two-factor authentication	System used to increase computer and network security.
Online Campus Directory	Emory University and Healthcare online directory.