

DOM Faculty Orientation Resources

I. DEPARTMENT OF MEDICINE

1. [Welcome letter from Dr. David Stephens, Chair](#)
 2. [Administrative Contacts](#)
 3. [BUGLE- Best Unofficial Guide to Life at Emory](#)
 4. [PATHS](#) – progression of learning opportunities toward promotion for different career trajectories
 5. [DOM Communities](#)
 6. [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
 7. [Promotions & Tenure](#) – timelines, material templates and samples (including CV) and packet checklists
 8. [Career Conference and Performance Review](#) – performance evaluation policy and process
 9. [How to Get IT Help in the DOM](#)
 10. **Service**
 - i. [Service as a Faculty Member](#)
 - ii. [Service Portfolio Template and Sample](#)
 - iii. [Service Opportunities](#)
 - iv. [Project M-PACT](#)
 11. [Internal Medicine Residency Program](#)
 12. **Education**
 - i. [The Teaching Portfolio](#) – helpful slideshow to aid in developing your portfolio
 - ii. [Teaching Portfolio Template & Sample](#)
 - iii. [Graduate Division of Biological and Biomedical Sciences \(GDBBS\) directory](#)
 - iv. [Learning to be Better Teachers](#) – annual course held at the beginning of the year
 - v. [Clinical Skills Workshop](#) – annual course to improve those skills for physicians and educators; sponsored by the Clinical Excellence Community
 13. [DOM Research Website](#) – extensive information for both early career and experienced researchers as well as administrators
 - i. [Data Analytics and Biostatistics Core](#) – seeks to provide high quality Biostatistics and IT Data management services
 - ii. [Hitchhikers Guide to Research](#) – how-to guide to help you quickly and easily navigate regulatory requirements at Emory.
 - iii. [Internal Grants and Bridge Funding](#) – opportunities for funding within the DOM
 - iv. [Core Facilities](#) – links to service centers / core labs
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. [Email](#) – info about your email account (Exchange)
 - b. [File sharing/Storage management](#) – Emory-wide file sharing and collaboration tool (Emory Box)
 - c. [Online Campus Directory](#)
 - d. [Virtual Private Network \(VPN\)](#) – how to connect to Emory’s secure server off campus
 - e. [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. [Office of Sponsored Programs \(OSP\) Fact Sheet](#) – Fringe rates & other important information you will need for your grants
 8. [IRB Forms and Tools](#) – Consent toolkit, VA and Grady Forms, New Submission Guidance, etc.
 9. [Emory Research Offices](#) (Emory Research Administration, Office for Clinical Research, Institutional Review Board, Office of Sponsored Programs, etc.)
 10. [Compliance Links](#) (Environmental Health & Safety Office, Conflict of Interest Office, Division of Animal Resources, etc.)
 11. [Center for Faculty Development and Excellence \(CFDE\)](#) – academic publishing support for full-time faculty; offers one-on-one help, colloquia, and workshops

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](#)

III. SCHOOL OF MEDICINE

1. [New Faculty Orientation Schedule](#)
2. [Conflict of Interest Policy](#)
3. [Guidelines on Appointment, Promotion & Tenure](#)
4. [Policy on Industry and Other External Professional Relationships](#)
5. [Policies on Commitment, Private Consulting, and Other Extraordinary Contributions](#)
6. [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)

KEY: All Education Research Clinical Excellence
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