

College of Pharmacy and Health Sciences
Faculty Orientation Manual
Revised July 12, 2022

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Edited by: Shelby Nelson, Office Manager 07.1.2022
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Mission and Vision Statements

University

<http://www.drake.edu/about/mission/>

<http://www.drake.edu/policy/category/academics/>

Mission Statement Drake's mission is to provide an exceptional learning environment that prepares students for meaningful personal lives, professional accomplishments, and responsible global citizenship. The Drake experience is distinguished by collaborative learning among students, faculty, and staff and by the integration of the liberal arts and sciences with professional preparation.

Vision Statement: Drake University will enhance its position as a premier comprehensive university in the Midwest and as a national leader in higher education for learning, faculty roles, and public service.

Values: Joyful Accountability, All in This Together, Generosity of Spirit, Commitment to Mission

Inspiration Statement: Transforming lives and strengthening communities.

College of Pharmacy & Health Sciences (CPHS)

<https://www.drake.edu/cphs/about/missionandvision/>

Vision: A diverse community of learners leading the way to a health world

Mission: Preparing today's learners to be tomorrow's health care leaders.

Mission Statement: The College of Pharmacy and Health Sciences provides an intellectually stimulating learning environment with collaborative learning among students, faculty, and staff. Graduates are liberally educated professionals who are dedicated to serving their clients, patients, profession, and community. The College emphasizes excellence and leadership in education, service, and scholarship.

Core Values: Collaboration, Collegiality, Entrepreneurial Leadership, Innovation, Professionalism, Student/Learner-centered

Aspirational Values: Agility, Global Perspective

University

A. Services and Departments: Initial Contacts

1. Links to many campus services and resources may be found through *my.Drake.edu* or on the www.drake.edu website by clicking on Information For, then Faculty & Staff, then viewing the links within each category.
 - *My.Drake.edu* is the Drake Portal System, available on the [Drake home page](#) under the “campus links” tab, far right menu selection. A Drake ID number and password are required for entry into *my.Drake.edu*. The department chair will provide you with this information in case you do not have the original email from HR providing this information. The use of *my.Drake.edu* is essential to your work here at the University.
2. Human Resources: 3206 University Ave. - <https://www.drake.edu/hr/> (515-271-3133)
 - You will need to visit HR your first day to complete I-9 and W-4 forms and determine the schedule for your Benefits Orientation session.
 - A Drake photo ID: You will need to visit the Student Services Center, first floor lobby in Olmsted, to obtain your photo ID card. This ID is necessary to use Drake facilities and is your key to your home building. It also is necessary to have your ID for printing, photocopying, scanning, the entrance to the Bell Center (Recreation and Sports Complex), for faculty discounts at the University Bookstore, and to use for other activities. Funds can also be added to your ID to use at the bookstore, dining facilities, and several local restaurants.
 - Keys: You will need to pick up and sign for your office/lab keys at the Student Services Center, first floor lobby in Olmsted. You will need to bring photo identification with you.
 - Important information for all Drake employees may be found on the HR *my.Drake.edu* portal under Human Resources.
3. Commuter Parking Permit: <https://www.drake.edu/publicsafety/parking/>
 - Parking Tag Registration may be purchased On-line through the *my.Drake.edu* -> Campus Resources. Parking tags are required year-round. They may be purchased by semester/summer as well as for an entire year.
 - Drake Public Safety in conjunction with the Student Services Center will make an announcement to all Drake faculty, staff, and students when parking passes will be made available. Parking tags are available for purchase starting July 1.
 - You do have the option of not purchasing a commuter parkingtag and parking as available on side streets.
4. Cowles Library: <http://library.drake.edu/>
 - **Michael Andreski**, Associate Professor of Social and Administrative Pharmacy, is our college’s library liaison. He can provide information to you on scheduling class instructional sessions and ordering books.
 - **Library Staff**
 - **Priya Shenoy** (priya.shenoy@drake.edu telephone extension 2879) is the Pharmacy & Science Librarian. Priya works with the graduate health programs of Pharmacy, Occupational Therapy, and Athletic Training.

- **Dan Chibnall** (dan.chibnall@drake.edu telephone extension 2112) is the STEM Librarian. Dan works with the Health Sciences undergraduate program.
 - Both individuals can give you a personal orientation session to the Library and the Library website. Orientation may include a brief tour of the facilities, review of electronic resources that are important to your research and teaching needs, as well as how to obtain access to content we don't own through InterLibrary Loan or FastTRAC.
 - Please note the following services available to you as a faculty member:
 - Request interlibrary loans by filling out the online form located on the Cowles website.
 - Request library books, personal copies of books and/or photocopies to be placed on reserve at the Circulation desk. You can request books be purchased for the library collection by submitting the request to your department chair or your librarian.
 - ***The college does not support printing materials for class instruction. All materials should be posted in Blackboard for students to access and print if they wish.***
 - Marcia Keyser, ext. 3989, handles e-reserves for coursework supplemental materials available on-line to students. Faculty are highly encouraged to use e-reserves as a part of the university's go-green initiative.
 - Access subject specific portals on the Cowles website: library.drake.edu
 - [Pharmacy & Health Science](#)
 - [Occupational Therapy](#)
 - [Health Sciences](#)
 - [Athletic Training](#)
 - It is suggested that you include the Cowles Library webpages on your course syllabi if you require extensive use of the library for your course/s.
 - Check out items for the entire school year. The exceptions are for browsing books or items requested by another patron.
 - Check out books at the circulating law library materials (with a Drake ID), access most of the databases (a few have licensing restricting use only to members of the law school but most do not), and get reference assistance. Some of the databases and other materials dealing with health and pharmaceutical law, the FDA, etc. may be of particular interest (home page is <http://www.drake.edu/law/library/>).
5. Telecommunications: <https://www.drake.edu/its/>
- You will have your own on-campus phone number and voicemail account through Microsoft Teams.
 - Instructions on personalizing your voice mail with your name and any additional information you might like to provide callers is available through Drake ITS.
 - If you need further assistance on the Drake phone system, please contact Drake Information Technology Services directly:
 - Help Desk: helpdesk@drake.edu or telephone 271-3001)
 - The ITS portal for submission of any issues with technology is [here](#).

6. University Bookstore - Olmsted Center:

<https://www.drake.edu/life/resourcesservices/bookstore/> (515-274-3401)

- You may purchase books for your use directly through the bookstore as well as ordering books for your classes. It is the intent for the University Bookstore to be your first choice to purchase books. They will match price for you and hopefully beat it by 10%. If you are purchasing books related to your teaching and planning to use College funds, please obtain permission from your department chair prior to your purchase. Once approved, your book purchase may be done through the Budget Manager in the Fitch 124 office.
- Your Drake faculty ID entitles you to a discount on items purchased. You will need to contact the bookstore to reserve your academic regalia (hood, cap, gown) for graduation ceremonies. Many faculty purchase their regalia.

7. Olmsted/Student Center:

<https://www.drake.edu/studentinvolvement/olmstedcenterinformation/>

- A student lounge, Starbucks coffee shop, Student Services Office, and ATM machine are located here.
 - The Sussman Theatre is located on the lower level. There are two conference rooms, which can be made into 4 separate rooms, Parents Hall (North and South) and the Drake Room located on the upper level. There are also smaller conference rooms located in the lower level.
 - Room reservation requests can be made at:
 - <https://ems.drake.edu/virtualems/>
 - The college administrative assistant and building manager also have the ability to schedule selected spaces in the college area. Please talk to them regarding your needs.

8. Bell Athletic Center (across from the Field House):

<https://www.drake.edu/recservices/> (515-271-3173)

- You can reserve a locker on a yearly basis for a nominal fee.
- Personal wellness and training are available by appointment.
- Use of facility by spouse or dependent available is possible for a nominal fee

9. Instructional Technology Services (ITS): <https://www.drake.edu/its/facstaff/>

- The University provides computer support services to the College.
- Please contact the Help Desk at 271-3001 for any needed desktop services or use the new ITS portal to directly input your issue, this can be found within the *my.Drake.edu* portal.
- Our college supports college computer stations, located in the Cline Atrium and the lower skywalk in the Atrium.

B. Resource Materials available for faculty under “Academics” on the University webpage are accessible at: www.drake.edu/academics/. The site includes links to the colleges and schools, academic programs, a complete course catalog, faculty research and the academic calendar.

- C. Student Records and Academic Information is located at <https://www.drake.edu/registrar/>. Use the left-hand menu to visit the academic calendar, policies, using *my.Drake.edu*, Commencement, registration adding and dropping classes etc.
- D. The Office of the Provost page also contains information on sponsored programs, faculty development, accreditation, and institutional research: <http://www.drake.edu/acad/provost/>.
- E. The University Charter, Bylaws, mission, vision, and strategic plan are available at: <https://www.drake.edu/policy/category/academics/> :
1. Academic Charter of the University.
 2. University Faculty Manual
 3. Drake University Mission and Vision Statements
 4. Drake University Statement of Principles
 5. Drake University Strategic Plan
 6. Drake University Policy Statements
 7. Business Procedures Manual
 8. Institutional Review Board
 9. Student Handbook
- F. Other important resources:
1. A Faculty and Staff Directory is available in *my.Drake.edu*. It is also available from the website at this address under the people search function at the top of the website: <http://www.drake.edu/directory/>
 2. Drake University General Catalog for both undergraduate and graduate programs. <http://www.drake.edu/catalog/undergrad/> or <http://www.drake.edu/catalog/graduate/> or the college specific curriculum: <http://www.drake.edu/cphs>
 3. Class registration, enrollment information, grades, student photos, and advisee lists are maintained on the Self Service system, linked in *my.Drake.edu*.
 4. Searching the Drake website: If you are searching for information specific to Drake University, you may find it faster to do a website search from the Drake homepage search link in the black upper tool bar.

College (<http://www.drake.edu/cphs/>)

A. Tour of facilities and introduction to personnel

In addition to immediate college areas, the classrooms and meeting rooms commonly used should be toured with your department chair or designee. For faculty located at clinical sites, you will have access to a shared working office area for your use while on campus.

B. Faculty Web Pages

Each faculty member needs to provide a core set of information for their individual web page. This should be discussed with your department chair. The office manager and/or communications manager will send you a form that can be completed with the basic information that is included on each faculty/staff member's directory web page: <http://www.drake.edu/cphs/directory/>

C. Staff and responsibilities:

1. A college organizational chart and explication that describes administrative and staff responsibilities is included in the CPHS Faculty Handbook in *Appendix B*. The handbook is on the college's Blackboard and Microsoft TEAMS sites as well as the CPHS website.

A. Highlights: New faculty information

Absences:

Absences due to illness should be reported to your Department Chair and to the college administrative assistant.

Planned absences regarding personal or professional travel, including attendance at professional meetings, should be requested by completing a [Request for Absence from Campus](#) form available electronically. Once approved by your department chair, the college administrative assistant will record the absence on the college master calendar. This allows the administrative assistant to handle any calls from students or others during your absence and verifies your absence for university purposes especially important for our business continuity plan in case of an emergency.

Extended absences, such as planned maternity leave, require discussion with your department chair, completion of FMLA forms (see under Policies and Information on the Employee Tab in *my.Drake.edu* and the HR website), and contact with HR for planned absences.

If your absence is for travel and you need to request offset funds, you need to complete a [CPHS Travel/Development Request Form](#) **prior** to your absence. This will also be sent to your Department Chair for approval PRIOR to your trip.

For twelve-month employees with earned **vacation/personal** time, planned absences for vacation must be requested using the same [Request for Absence from Campus](#) form. Use of vacation time/days out is reported to your department chair and to the college administrative assistant who places absence information on the college vacation and days-out calendar. **Twelve-month faculty will enter their vacation time on the University Leave reporting system monthly and submit to the college approver by the 2nd day of the month.** The college administrative assistant, office manager, or your department chair will show you how to access the leave reporting system.

Advising:

All faculty are required to participate in academic advising of students enrolled in the college. Dr. Michael Nelson is responsible for this area program and as needed at other points during their academic careers. All of the programs require that students meet with their advisors as part of course work or during other points in their academic careers. Information describing the faculty and student roles in our advising program may be found in the student handbooks under Academic Advising. Information on the Drake Curriculum that will guide discussions with your advisees can be found at <http://www.drake.edu/dc/>.

The College of Pharmacy and Health Sciences is committed to providing students with high quality and meaningful academic mentoring and advising. The Office of Academic and Student Affairs' [Excellence in Academic Mentoring & Advising Program](#) is designed to provide a variety of learning opportunities for faculty to enhance their personal and professional growth as a mentor and advisor. Participants have the opportunity to earn an Excellence in Academic Mentoring & Advising Certificate after completing 6 hours during an Academic Year. A schedule of sessions will be distributed at the beginning of each term.

Animal Vivarian:

Donna Tuttle is the animal vivarian for the University and some ancillary departments. Donna's office is located inside the animal facilities in the Science Connector Building (SCB). She is actively involved in maintaining appropriate facilities for research animals and is a member of the Institutional Animal Care and Use Committee. Donna is assisted by an Animal Care Technician Joy Bachmann.

Audiovisuals:

The College has laptop computers, portable LCD projectors, a video camera, audio recorder, IPADS and other electronic equipment for use by the faculty. These should be reserved through the administrative assistant. Please let them know if you need additional training on the devices.

Additional audiovisuals can be ordered from Drake Technology. Please review the Drake Technology Services web page <http://its.drake.edu/>. The "Equipment Request form" can be completed if you want to reserve special equipment or requesting special AV set-up. This should be done as far in advance as possible. If they are able to meet your request, you will receive a confirmation by email. As indicated, you will need to know date, time, and classroom in order to reserve these materials.

Blackboard and e-Reserves:

Faculty are expected to provide as much of their course information as possible through Blackboard, in addition to maintaining student grades in the gradebook. The College **does not** support print handouts by faculty for classroom instruction. Handouts should be made available to students through Blackboard or by e-reserves. Marcia Keyser at Cowles Library will assist you with making materials available with e-reserves. Please contact Karly Good, Learning Management System Analyst telephone extension 4510) for assistance with Blackboard.

Break Rooms:

All main office spaces in the college have a microwave and refrigerator available. Refrigerated items may be kept in the small refrigerator in Cline 106, Cline Atrium 013 or Fitch 124, or in the OT Apartment. Please make sure that you remove used items promptly in order to avoid spoilage and unpleasant smells. Alcohol may not be kept in these refrigerators without special permission.

Business Cards:

An initial set of business cards can be ordered on request for the faculty member upon arrival at Drake University by the college administrative assistant. A basic template is utilized and may be modified to fit the faculty member's individual situation. Reorders should be approved by your department chair.

CE Impact:

CEimpact provides an online continuing pharmacy education activity for new pharmacy preceptors titled Preceptor Development Core Modules. New pharmacy faculty preceptors must complete this activity prior to providing Introductory Pharmacy Experiences (IPPE) or Advanced Pharmacy Experiences (APPE). Additional development activities are also available through CEimpact at no cost for Drake faculty and experiential educators. Please contact Maggie Fiala (margaret.fiala@drake.edu) for instructions on accessing these resources.

Classrooms:

The scheduling of classes and classrooms is coordinated by the Associate Dean, in conjunction with faculty and the Registrar's Office. The University uses room scheduling software that matches course needs to room inventories. Classroom schedules are noted in Self Service as well as the Room Scheduler link in *my.Drake.edu*. Plan to visit any classroom you are scheduled to teach in ahead of time to determine if any additional audiovisual equipment needs to be ordered.

Reservations for classrooms beyond the scheduled times listed in Self Service (e.g. study/review sessions, faculty meetings, etc.) may be made by contacting the college administrative assistant or building manager, including the use of the College's proprietary rooms (Cline 101 and Cline 127 conference rooms), Fitch 102, etc. When reserving rooms outside scheduled class times, you will need to know the day, time, event, and number of people expected in order for scheduling a room. The Room Scheduler link in *my.Drake.edu* may be accessed to view room availability, as well as to assure that your reservation is listed. <https://ems.drake.edu/virtualems/>

Class lists:

Class lists of registered students with pictures are available through the *my.Drake.edu* Portal under Self Service by selecting the Faculty and Advisors Menu. You must select the correct semester to view your current class list.

Directories:

The University electronic Faculty and Staff Directory is available in *my.Drake.edu*, Drake's faculty, staff and student portal system under the Drake Search Channel or it is available on the website through the upper right hand corner by completing a people search: <http://www.drake.edu/directory/>

The college faculty and staff directory is available at: <http://www.drake.edu/cphs/directory/>

Fax Machines:

All CPHS printers are also fax machines. If you need assistance in sending or receiving a fax, please contact the CPHS administrative assistant. Incoming faxes, if identifiable, will be placed in your mailbox or left on the counter. Faculty members are usually responsible for sending outgoing faxes.

Grants:

Information on grants, grant proposals, and Drake Grant procedures are available from your department chair or Mary Pat Wohlford in the Sponsored Programs Office. (<http://www.drake.edu/spa/>). *All grants proposals must be approved by your department chair before submitting to the dean for signature.*

Honor Code:

In accordance with the mission of health-related professional practice and research, the Drake University College of Pharmacy and Health Sciences aims to inculcate professionalism in its students so they may provide quality care to society. Students, faculty and staff (collectively known as "members of the College community") in the College of Pharmacy and Health Sciences represent themselves, the College and the health care professions in all of their actions. As future practitioners and researchers, students will be expected to adhere to a high level of professionalism. This document was approved and is effective for all members of the College community.

The entire honor code is available at:

<http://www.drake.edu/cphs/handbookspolicies/honorcode/>

New faculty will discuss the Honor Code with their respective department chair. The assistant dean of student affairs and enrollment management is available to consult with faculty about issues related to the CPHS Honor Code Policy.

New faculty will sign the Honor Code using [this Qualtrics form](#).

A copy of the signed pledge sheet will be kept in your personnel file.

Mail:

Outgoing mail is picked up in Fitch Hall twice daily (late morning and early afternoon). Incoming mail will be sorted and placed in your faculty mailbox. Staff in Fitch 124 can assist you with the location of your mailbox. Mail for the Occupational Therapy Building will be delivered daily as well, with faculty mailboxes near the administrative assistant's desk in the building's main lobby. Mail and packages requiring a signature may be delivered to the Campus Mail Services at 2875 University Ave., Olmsted Center. Deliveries from UPS and FedEx are received in the Fitch office. **Overnight mail** can be given Campus Mail Services if you call them ahead of time – 271-3162. Federal Express requires 2 hours' notice and therefore they must receive your mail by 2:30 p.m. in order for it to go out that day. UPS and priority mail may also be utilized, so please ask the administrative assistant for more information. The cost of overnight mail will be charged to your department.

Name badge:

A Drake University name badge will be provided to all new faculty and staff for use at Drake University functions. Reorders for lost nametags and/or new titles should be approved by your department chair. The college administrative assistant or office manager orders the name badges.

Office Supplies:

Office supplies are kept primarily in the Fitch Office. Pens, pencils, computer disks, markers, whiteboard markers, envelopes, paper tablets, file folders etc. are available. Faculty may take supplies as needed.

Please let the office staff know when supplies are getting low.

Other Expenses:

All expenses should be approved by your department chair prior to ordering any needed supplies, books, or processing memberships, subscriptions, registrations etc. Once you receive approval from your Department Chair with an account code, forward to your designated college support staff member for processing. Please specify if the purchase is to be used for classroom instruction purposes.

Some items may require a direct pay reimbursement. Electronic forms are available for you to complete your reimbursement request. Be sure to save, itemize, sign/date, and write the purpose for the expense on ALL receipts to verify these expenses. **The University will not reimburse for purchase of alcoholic beverages.** Information about the University's current per diem rates can be found [here](#).

Mileage reimbursement rates for the University are available on the HR link. The least expensive option (mileage reimbursement versus renting a car) should be chosen.

For a complete reference of the University guidelines in this area, please refer to the Business Procedures Manual [here](#).

Paychecks :

Faculty are paid monthly on the last working day of the month. A record of your paycheck details is available on *my.Drake.edu* through the employee link.

Your first paycheck from Drake University will be a hard copy check sent to your department. After that all deposits will be made electronically. W2 forms are available on the *my.Drake.edu* site as well.

Photocopying:

Photocopiers for routine jobs are located in Cline 106 and Fitch 124 and in the OT building. Please use the Fitch copier for large jobs. Faculty needing assistance can ask the college administrative assistant or the workstudy students who sit at the front desks for assistance with photocopying.

Posters

The College has a poster printer for faculty/student presentations at meetings and conferences. This is in the Fitch Hall administrative work area. The 36 x 60 poster template is available on the College faculty and staff Blackboard site.

Printing

As a part of the Drake Go-Green initiative, **faculty are expected to minimize printing and print in black and white unless necessary. Costs for color printing are 5 times more expensive. (How about adding this statement to the "Photocopying" paragraph above? Do people even say 'photocopying' anymore or can it just be Printing/Copying?)**

Starfish:

Starfish is an academic early alert and communication software system. Course instructors can communicate with students about their progress by sending notifications called flags, kudos, and referrals. The earlier an alert is raised, the better chance we have of identifying and addressing potential barriers with an appropriate intervention. Students are also very responsive

to kudos that let them know their efforts are recognized and appreciated.

Starfish can help you by:

- Providing an avenue for you to communicate with students and give feedback about their academic progress
- Helping you facilitate a timely connection to campus support professionals and services
- Allowing you to access a variety of information about a student

There are Starfish guides available on the University's [Starfish webpage](#).

Syllabi for Courses:

As you prepare to teach a course, please consult the syllabi guidelines and syllabus template in the Faculty Handbook and in the TEAMS faculty resources channel. Faculty who serve as instructors of record for didactic courses are responsible for syllabi in compliance with the syllabi guidelines located on the college Blackboard site. **The Academic and Student Records Office will request syllabi to be submitted two weeks prior to the beginning of each term.**

TEAMS:

The University utilizes MS TEAMS for phone, video conferencing, messaging, and a repository for shared documents. Faculty resources, committee work, College governance, the CPHS strategic plan, as well as many other resources are available under the various College channels. Drake voice mail (through TEAMS) is available for all faculty who have on-campus offices. For assistance, please navigate to Teams Calling for personalizing your voice mail message on your office phone line. Messages will be located in this area and will also be sent to your Drake email address.

Travel Expense Reimbursement:

All faculty receive funds for individual faculty development. The amount should be communicated to you by your department chair. (See the [Faculty Handbook](#) for policy on distribution of funds)

All requests for travel reimbursement should be submitted for approval using the [CPHS Development/Travel Request](#) form. Following the travel, a **Travel Expense Report** should be completed, printed, signed, and given to your college staff support member along with your original, itemized receipts for ALL eligible expenses, an account code (or indication that expenses are for faculty development) and department chair approval. The exception is for meals and incidentals, which are covered under a per diem policy:
<http://www.drake.edu/busfin/financeadministrationguidelinesandpolicies/accountspayableguidelines/>

The University does not reimburse for any alcohol purchases.

Forms must have an actual signature and not an electronic signature. Your staff member will review the information in case clarification is needed and forward to accounting for processing.

Please review the Business Procedures Manual at prior to your first trip so that you understand what expenses will be reimbursed.

Zoom:

The University uses Zoom for courses when a video conferencing option is needed for external constituents who do not utilize TEAMS. Direct access is available within Blackboard.

B. Resource Materials:

Many links to materials, policies, student handbooks, Honor Code policy, curricular change policy and many other resources are available on the Faculty portion of the CPHS web page: <http://www.drake.edu/cphs/facstaff/>, as well as within the CPHS TEAMS page under General as listed tabs.

C. College Calendar

Many activities and events relating to college events, student organizational meetings, and professional meetings are listed on the college's calendar. Ask the Manager of Operations and External Affairs if you need assistance accessing this calendar.

Important activities for the college that faculty need to note include (but are not limited to) the following:

- Aug/Sept: White/Blue Coat Ceremonies: The white coat ceremonies are conducted immediately prior to the start of the academic year for students entering the professional occupational therapy and pharmacy programs. (O1 and P1 cohorts). The Blue Coat Ceremony for athletic training is conducted during fall terms for A1 students. Both programs are organized by the college's office manager.
- Oct: (Pharmacy) Employer Recruiting Lunch and Interview days: This event takes place in October and November and is coordinated by the Assistant Director of Professional and Career Development Services. Employers and P4 students, along with invited P3 students can attend a recruiting lunch, where students learn about opportunities and roles in the company. The same day, live Interviews are held for students including residency programs and employers with a break for employers and faculty and staff to interact with the recruiters, many of whom are alumni of the college. Virtual Interviews will take place in early November. This offers convenience, flexibility and cost savings to our employers and students as well as expands our employer base.
- Oct.: (Pharmacy) - APPE Preceptor showcase: A gathering of APPE preceptors who meet with groups of students at specified tables to discuss their APPEs; assist students in choosing potential experiences. (Fall)
- Nov.: Weaver Medal of Honor Lecture: This annual lecture is delivered by the Weaver Medal of Honor Recipient. The lecture is held in the fall semester in October or November. The Weaver Medal of Honor is the college's highest honor recognizing an individual who has fulfilled one of the following criteria: the individual's efforts have advanced the education, research, or outreach mission of the college for the benefit of human health; the individual has created or helped promote a program of excellence in the college; the individual has made a substantial impact on the profession of pharmacy, or the individual has provided to the college significant financial resources that have supported strategic change and progress. This event is organized by the college office manager. (Fall)
- Feb: - Health Professions Day: THE major professional activity of the year for the college. Coordinated and planned by a student committee. Features poster sessions, guest speakers, awards, special interest tracks. (Spring)
- April: All-Pharmacy Reunion is held every 5 years. The most recent one scheduled for 2021 was postponed and took place in April 2022. The next reunion will be held in 2026. We will begin reunions for the other programs when we get to the point of having more alumni. In the meantime, we will have smaller gatherings. CPHS graduates are also invited to the University alumni events.

- May: Health Sciences Senior Internship Presentations: Student presentations of their culminating projects for their respect tracks in the major. (Spring)
- May: Pinning Ceremony: The Pinning Ceremony honors student awardees and all are recognized with a “pin” to celebrate their transition into the experiential senior capstone experiences for their degree program. The Pinning Ceremony is organized by the college office manager. (Spring)
- May: CPHS Doctoral Hooding and Commencement Ceremony: Attended by all graduates in CPHS graduate programs. All faculty are expected to attend the commencement ceremony to recognize and support our accomplished students as they receive their graduate degrees. The college’s commencement ceremony is organized by the office manager, whereas the university ceremonies (both graduate and undergraduate) are organized by the Registrar’s office. (Spring)
- May: University Undergraduate & Graduate Commencement Ceremonies: If a faculty member has taught a student who is participating in the ceremonies, they are expected to attend the University undergraduate and/or graduate ceremonies, usually the day following our CPHS Hooding and Commencement Ceremony. There are undergraduate ceremonies at the end of each semester – December and May. MSHIA students are able to attend the University graduate ceremony to receive their diploma if they are not able to attend the CPHS Hooding & Commencement Ceremony.

DEPARTMENT

A. Job description. This will be reviewed by your department chair.

B. Please see the following sections in the CPHS Faculty Handbook for updated policies:

3.2 Faculty Workload

3.3 Faculty Responsibilities

2.4 CPHS Guiding Principles for Work/Life Balance

C. Contractual/affiliation agreements (*for practice department faculty with responsibilities for experiential teaching*). This will be reviewed by your department chair.

D. Faculty development

1. Purpose: Teaching, service, scholarship

2. Your faculty development plan and goals. This should be reviewed with your department chair. Both the Department Chair and the departmental mentors will assist you in succeeding with your plan and achieving your goals.

The College of Pharmacy and Health Sciences offers internal faculty development and scholarship funds from the Jorndt Faculty Development Funds and the Harris Research Funds. These funds have application processes and are awarded on a rolling basis. Detailed information on these funds are found in the appendix. Your department chair will give you a complete listing of opportunities available for faculty development

3. Mentoring

The College has developed a more structured approach to mentoring with the appointment of department mentors. As background, the following are guidelines for mentoring which are excerpted from an AACU publication entitled Building the Faculty We Need, 2000:

"What a mentor is:

One who empowers, encourages, and supports his/her mentees
One who is an advocate for the mentee in the department, at professional meetings, etc.
One who encourages and values good teaching
One who expects mentees to have their own ideas and needs
One who can provide information about what an academic career in this field involves
One who can help point the mentee in an appropriate direction to find resources for better teaching, for finding employment, for professional development, etc.
One who is reasonably available
One who actively listens
One who expresses positive expectations
One who shares his/her own experiences when relevant and without removing the focus from the mentee
One who is a positive role-model for the mentee
One who encourages the mentee to reflect on his/her own experiences
One who takes time to think carefully about the mentee's needs and goals
One who can be trusted

What a mentor is **not**:

One who must know everything about teaching to be helpful
One who must guide the mentee in all aspects of the mentee's professional and personal development
One who is shaming, manipulative, arrogant, controlling, or domineering
A parent
One who is responsible for all aspects of the mentee's success or failure
One who takes sole responsibility for defining the mentoring relationship."

4. Peer review

A peer review process has been adopted by the College. It enables a more experienced colleague to review classroom activities and provide feedback useful for self-growth and goal setting. College faculty have agreed that annual peer review will be conducted for new faculty to assist in development and enhancement of teaching skills. The Faculty mentors visit the classes of new faculty and conduct a pre- and post-class interview to assess classroom performance. A published peer review instrument is used as a basis for these discussions and will be shared with you prior to your peer review. Faculty from both departments are encouraged to seek other colleagues for annual peer review as they progress from assistant professor to higher academic ranks.

5. Schedule of classroom and experiential site visits

You are encouraged to visit a few classes and experiential sites, if applicable, to view varieties in teaching methodology and student assessment.

6. Student evaluations

The college uses the CampusLabs/Anthology evaluation system for all courses in the College. You will receive instructions on this process and how to interpret the results in one of the New Faculty Topic Series sessions and/or from our Associate Dean of Curriculum and Assessment.

7. Annual performance evaluation

Your department chair will evaluate you annually and will be discussing this process with you.

A. A list of available resources in the office of the department chairs is available upon request (**see end of this manual**).

B. Organizations Related to Academia:

1. American Association of University Professors(www.aaup.org)
2. American Association of Colleges of Pharmacy (www.aacp.org)
3. The American Occupational Therapy Assn. www.AOTA.org.
4. The Association for Athletic Training Education (<https://aated.org/>)

C. Websites

1. Organization web sites

Athletic Training

- National Athletic Trainers Association (nata.org) is “the professional membership association for athletic trainers and others who support the athletic training profession.” Then NATA advocates for the profession at the national level and serves to encourage, represent, engage, and foster the growth of individuals and the profession.
- Mid-America Athletic Trainers Association (<https://www.maataad5.org>)
- The District or regional organization that Iowa is in under the umbrella of the NATA. Includes Iowa, Kansas, Missouri, Nebraska, North Dakota, Oklahoma, and South Dakota. Their purpose is to further develop activities and initiatives to help develop members.
- Iowa Athletic Trainers Society (www.iowaiats.org). The state organization for the profession. Helps advocate and grow the profession and supports members on the local level.
- Board of Certification (bocarc.org) - The organization tasked with credentialing athletic trainers. They serve as a level to protect the public and help develop standards of practice and for continuing education.
- Commission on Accreditation of Athletic Training Education (caate.net) - The organization tasked with setting and enforcing standards regarding professional and post-professional education in athletic training.
- The Association for Athletic Training Education (www.aated.org) The AATE provides a voice and serves as a resource for athletic training educators. Through continuing education, resources

Occupational Therapy

- The American Occupational Therapy Association (www.aota.org)
- The American Occupational Therapy Foundation (www.aotf.org) which supports the initiative : the Scholarship of Teaching and Learning (SOTL), a peer mentored program inclusive of workshops and research implementation on the topic of OT education.
- The Society for Study of Occupation (www.sso.org) which supports the Study of occupational science, the underlying paradigm for the Profession. There is an annual meeting where research is presented. Abstracts are published.
- The National Board for the Certification of Occupational Therapists (www.nbcot.org) which lists approved continuing education courses, provides education and tools for maintain clinical competence, conducts ongoing

research to contemporize practice trends (such as: compilations of assessment and evaluation tools), interface with state regulatory agencies, provides a portal for certificates to access full texts of current articles that support evidence based practice.

Pharmacy

- American Association of Colleges of Pharmacy (www.aacp.org). This is the national organization representing pharmacy education. It is an excellent source of faculty development through its professional meetings and materials. Membership in AACP is free to first year faculty. You need to work with your department chair to get signed up for this free membership. Information on **faculty sabbaticals**, compiled by the Faculty Affairs Committee of AACP and presented to the Council of Faculties at the July, 2006 AACP meeting, is available at the following link: <http://www.aacp.org/site/tertiary.asp?TRACKID=&VID=2&CID=513&DID=3937> (Please visit www.aacp.org for resources, reference materials, academic life, sabbaticals)
- The Iowa Pharmacy Association (www.iarx.org). This is the state's professional pharmacy association.
- <https://www.ceimpact.com/>This is the CEimpact website that offers pharmacy CE and practitioner development opportunities.
- AACP Education Scholar Program. This consists of a series of web-based modules available through AACP for advancement of teaching skills, professional scholarship, and instructional improvement for educators in the health profession. Discuss this with your department chair if you would like to apply your individual faculty development funds to purchase of any or all of the modules.
- The American College of Clinical Pharmacy (AACCP) has initiated 4 certificate programs to assist new faculty in career development. These are: 1) Teaching and Learning; 2) Clinical Practice Management; 3) Research and Scholarship; and 4) Leadership and Management (available at <http://www.aacp.com/academy/index.aspx>). Faculty are encouraged to consider these development opportunities in collaboration with your department chair.

2. List serve: majordomo@lists.stanford.edu. This will allow you to subscribe to Tomorrow's Professor, a helpful site for faculty. Type in "subscribe tomorrow's professor" in the subject and text box to join.

E. Professional meetings and seminars

Many of our professional organizations offer workshops and seminars on topics relevant to faculty beginning an academic career. Be sure to check the websites of your professional organizations for development opportunities that occur in conjunction with a meeting you may be using your personal development funds to attend.

F. University faculty development

The University offers a series of seminars in the 1st year for all new faculty beginning

their academic career at Drake. You are *highly encouraged and expected* to attend these to better understand the teaching culture at Drake, become acquainted with other departments and new faculty, and learn what is available at Drake to help you succeed as a new faculty member.

Faculty development opportunities funded through the Provost's office may be found at <http://www.drake.edu/acad/grants/> (If the dates are not current, assume a similar date for the next academic year.)

Other departments, such as the Drake Technology Services routinely offer classes for faculty on various topics such as using technology in teaching, effective use of digital photography in teaching, and others.

G. Additional Information Technology Resources

Podcasting can be done with Panopto which is available directly through Blackboard or at: <http://its.drake.edu/catalog-service/lecture-capture-2/>

Drake University works with Turning Technologies for Clickers to use to assist in teaching. <http://www.turningtechnologies.com/response-solutions>

H. Faculty Mentors & Faculty Mentees Information

Please see the **CPHS Faculty Handbook - Appendix C** under *XI. Faculty Mentors* for more information about expectations for both faculty mentors and faculty mentees.

Faculty Orientation Manual
SIGNATURE PAGE

I am in receipt of this manual, its contents have been reviewed with me, and additional resources such as faculty handbooks have either been made available to me or will be available to access as soon as available.

I understand that the contents are not intended to be an implied contract or guarantee of any kind, but only guidelines for information helpful to all new faculty.

Faculty Signature: _____

Date(s) of Review: _____