

**College of Pharmacy**  
**Faculty Orientation Manual**  
Revised July 2006

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## **Mission and Vision Statements**

**University** (<http://www.drake.edu/president/vision.html>)

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.

### **Pharmacy Program: College of Pharmacy & Health Sciences (COPHS)**

Mission Statement: The COPHS 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 patients, their profession and their community. The college emphasizes excellence and leadership in professional education, service and scholarship.

Vision Statement: The COPHS will continue to be recognized for its innovation, demonstrating continuous quality improvement in teaching, scholarship and service, while boldly pursuing opportunities for breakthrough achievements within those same arenas. The College will uphold its tradition of preparing individuals to meet the expectations and challenges of health care practices, providing a balance between foundational scientific, socioeconomic, and practice theories along with meaningful, exemplary practice opportunities. Further, the College will fulfill its obligation to advance the level of health care knowledge and practice through scholarly endeavors, incorporating the efforts of all who define its learning communities and embracing the scholarly functions of discovery, innovation, application, and teaching.

## University

### A. Services and Departments: Initial Contacts

*(Links to many campus services and resources may be found on the [www.drake.edu](http://www.drake.edu) drake website by clicking on Faculty & Staff, then viewing the links within each category)*

1. Human Resources: 1331 27<sup>th</sup> Street. The Point. 271-3133 ([www.drake.edu/hr](http://www.drake.edu/hr))

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. This department will also ensure that you receive a Drake photo ID necessary to use Drake facilities, such as the Bell Center (Recreation and Sports Complex), for faculty discounts at the University Bookstore, and to use for other activities. A great deal of useful information for all Drake employees may be found on the HR website.

2. Facility Services/Keys: 1442 27<sup>th</sup> Street. 271-3775.

You will need to pick up and sign for your keys here. You will need to bring photo identification with you.

3. Student Accounts (Old Main) or the University Book Store

Either of these locations will process payment for your permit to park in Drake employee parking lots. Parking permits should be purchased prior to the start of classes (usually in August for fall). In addition, you may request from Norma Tigges at no charge a laminated orange parking sign to place on the dashboard of your car that will enable you to park in clinical faculty spaces in the lot west of the Fieldhouse on Forest Avenue. These spots are useful for off-campus faculty who may need to visit the campus for only a short time.

4. Cowles Library ([www.lib.drake.edu](http://www.lib.drake.edu))

You can contact the Reference Desk (x2113) for inquiries about library orientation or for scheduling class instructional sessions. Orientation covers a tour of the facilities, information on website access using the COMPASS program, review of electronic resources, and review of the Uncover program which is a web-based document delivery service that employees have access to instead of relying on interlibrary loan. You can also have the Table of Contents delivered to you for journals that you indicate in your profile for your review. You can request interlibrary loans by filling out the online form at ([www.lib.drake.edu/cgi-bin/illloan.pl](http://www.lib.drake.edu/cgi-bin/illloan.pl)). You can request library books, personal copies of books and/or photocopies to be placed on reserve at the Circulation (Kris Mogle - x2112). You can request books be purchased for the library collection by submitting the request to your department chair. As a faculty member you can check out items for the entire school year. The exceptions are for browsing books or items requested by another patron. You can have your electronic resources archived in the Drake Digital Repository by contacting Claudia Frazer (x3776). You may ask our office for a copy card to enable

you to make copies at the library. These copies are charged back to the college. To keep yourself informed about resources available at the library, subscribe to the Library Announcements. Directions can be found at <http://www.lib.drake.edu/geninfo/list/index.html>. You should include the Cowles Library webpage on your course syllabi. (See appendices for Service Guide to Cowles)

5. Telecommunications: 271-3065

If you will have your own on-campus office and phone, you will need to contact telecommunications to set up your voice mail account and set up an orientation on use of the Drake phone system.

6. Olmsted /Student Center

You will find a tour of the facilities helpful. A student lounge area, coffee shop, D-Shoppe sundries store, Student Services office, and ATM machine are located here. The Terrace cafeteria and Bulldog Theatre are located in the basement. A number of conference rooms including Parents Hall are located on the upper level.

7. University Bookstore. 3003 Forest Avenue. 274-3401.

You may purchase books for your use directly through the bookstore as well as ordering books for your classes, if needed. Your Drake faculty ID entitles you to a discount on items purchased. You will need to contact the bookstore to reserve your academic regalia for graduation ceremonies.

8. Bell Athletic Center (across from the Field House). 271-3173.

You will find a tour of the facility helpful. For a nominal fee, you can reserve a locker on a yearly basis. The Wellness Center offers a number of classes throughout the academic year. You can receive personal wellness and physical fitness training if you are interested. Use of the center by a spouse or dependent is available for a nominal membership fee.

**B. Resource Materials** (*for links to Academics, including Faculty Manual and other resources, click on <http://www.drake.edu/academics/policies/index.html>*)

1. Academic Charter of the University. There is also a link through the Faculty/Staff tab on the college's web page.

2. University Faculty Manual.

3. D-Book: Drake University Phone Directory.  
(<http://www.drake.edu/about/siteinfo/dbook.php>)

4. Drake University General Catalogue for both undergraduate and graduate programs. (<http://www.drake.edu/studentrecords/catalog.php>)

5. Academic information is available at <http://www.drake.edu/academics>. Included are links to each college, the academic calendar, links to Student Records for FAQs, course/exam schedules, commencement information, and related information. Class registration, enrollment information, grades, and advisee lists are maintained on the MyDUSIS system. There is a link to MyDUSIS on our college web page.

**College** (<http://pharmacy.drake.edu/>)

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 clinical faculty, you will have access to a shared working office area for your use while on campus.

B. Staff and responsibilities

*(A complete table and description of staff responsibilities may be found in the COPHS Faculty Handbook).*

1. Norma Tigges. Her primary responsibility is in the capacity of executive assistant to the dean. She coordinates the Dean's calendar and is the primary contact for communicating with the Dean. Other areas she can assist you in are:

- Recording current home and work address and phone (or pager).
- Questions concerning your appointment letter

2. Mary Jane Murchison. Her primary responsibility is in the capacity of Administrative Assistant for Student Affairs and as secretary to college administrators. She assists in the coordination of administrative calendars and scheduling appointments with administrative faculty in addition to other tasks. Additional areas she can assist you in are:

- Reviewing procedures for accessing student files

3. Joyce Sharp. Her primary responsibility is in the capacity of secretary to the faculty. She will assist you in areas related to course activities, such as copying, and works closely with work-study students to meet your teaching needs. Other areas she may assist you in are:

- Ordering name badges and business cards
- Processing expense vouchers and faculty development fund or travel expenditures
- Reviewing use of office equipment in Fitch
- Reviewing procedures for obtaining office supplies (if off-campus, those needed in addition)

- Reviewing office and out-going mail procedures; discussing location of personal mailbox.
4. Assistant to Director of Experiential Education. This individual's primary responsibility relates to secretarial duties for the Director of Experiential Education Programs, Ms. Denise Soltis.
  5. Beth Hudson. Her primary responsibility is Academic Support Specialist for student services. She is responsible to the Associate Dean for Student and Academic Affairs.
  6. Administrative Assistant to Director of Experiential Education. This individual provides administrative support to the Director of Experiential Education Programs.
  7. Joe Scavo. He is our Systems Administrator. Issues related to your computer, especially regarding email connectivity if you are off-campus faculty, should be directed to him. He will assist you with access to the computer lab in Harvey Ingham and use of classroom technology. The Drake Telemedia Center ([www.draketelemedia.com](http://www.draketelemedia.com)) is also available for instructional development and AV needs for classroom use.
  8. Darcy Doty. She is Director of Student Programs and serves as the primary advisor for pre-pharmacy students, advises students on their individual records, and assists them in issues related to progression. She is responsible to the Associate Dean for Student and Academic Affairs. She works closely with our Professional and Career Guidance center liaison.
  9. Donald Wyatt. He is the Budget and Office Manager. His primary responsibilities relate to the physical facilities and to daily operations activities of the college including: developing, implementing, and maintaining the operation, endowed funds, and technology and restricted budgets; evaluating contracts; tracking benefits such as vacation days; supplies. He is responsible to the Dean. Other areas he can assist you in are:
    - Filling out forms for picking up keys from Facility Services.
    - Developing and monitoring a grant budget
    - Issues related to the physical plant of the buildings (heat, cooling, furniture)
    - Scheduling of the following rooms (for class, meetings): Cline 30, Fitch Lab 102, Harvey Ingham computer lab
  10. Individuals to schedule an appointment with (depending on your department):
    - Denise Soltis. Director of Experiential Education Programs. Discusses faculty role in experiential program; program goals. She will review the PEMS system and our web-based portfolio system for the experiential program.
    - Chuck Phillips, Department Chair, Pharmacy Practice. (Practice faculty) He is the academic and administrative leader for the department. He will set up regular meetings

with you for the first year to assure your progress and discuss your academic goals for the year.

- Bob Soltis, Department Chair, Pharmaceutical Sciences. (Pharmaceutical Science faculty) He is the academic and administrative leader for the department. He will set up regular meetings with you for the first year to assure your progress and discuss your academic goals for the year.

- June Felice Johnson, Director of Faculty and Site Development. She will discuss our faculty development program and peer review of teaching. You may be invited to observe an orientation session with experiential students, as applicable.

- Renae Chesnut, Associate Dean for Academic and Student Affairs. She will discuss her role and discuss the faculty's role in college assessment, student advising, and student issues. She maintains a current copy of the Advisor's Handbook.

- Course coordinators. You will need to meet with the course coordinators for the courses you will be teaching to review the course format, teaching responsibilities, student evaluations, and assessment of learning.

## 8. Highlights: New faculty information

### Absences:

Absences due to illness should be reported to your Department Chair and to Norma Tigges. Planned absences regarding personal or professional travel should be requested by completing a “**Request for Absence from Campus**” form available electronically. If approved by your department chair, it will be forwarded to Don Wyatt so that your absence can be recorded on the college master calendar. This allows the secretaries to handle any calls from students or others during your absence. Extended absences, such as planned maternity leave, require completion of FMLA forms (see under Policies and Information on 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 “**Travel Expense**” form prior to your absence. This should also be sent to your Department Chair for approval PRIOR to your trip.

For twelve-month employees who earn **vacation** time, planned absences for vacation must be requested using the same “**Request for Absence from Campus**” form. This request is sent to the Department Chair for approval. This information is reported on a monthly basis to payroll for appropriate accounting to appear on your paycheck stubs. Don Wyatt will keep a copy of the request and update the college's master calendar with faculty absences.

### Advising:

All faculty are required to participate in academic advising of students. Renae Chesnut is responsible for this area. You will receive an

electronic copy of an advising manual for your reference. Information on the Drake Curriculum can be found at <http://www.drake.edu/dc>.

**Animal Vivarian:**

Liz Stucker is the animal caretaker for the College and some ancillary departments. Liz is located in Cline Room 17. She is actively involved in maintaining appropriate facilities for research animals and is a member of the Animal Research Committee.

**Audiovisuals:**

The College has laptop computers and a portable LCD projector for use by the faculty. These should be reserved by contacting Joe Scavo at 271-4604.

Additional audiovisuals can be ordered from Media Services. There are two forms that can be found on the Drake Media Center web page [www.drake.edu/dtc/](http://www.drake.edu/dtc/). The "AV request form" should be completed in order to reserve any needed audiovisual materials. 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. The "AV setup form" should be completed if you wish Media Services to set up your audiovisuals in the classroom. As indicated you will need to know date, time, and classroom in order to reserve these materials.

**Business Cards:**

An initial set of business cards will be ordered for the faculty member upon arrival at Drake University. 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.

**Classrooms:**

Classroom scheduling is handled through Student Records office with the assistance of the University's AdAstra software that matches course needs to room inventories. A worksheet will be distributed by the college for each faculty to complete when scheduling a class. When reserving rooms not related to coursework, you will need to know the day, time, event, and number of people expected in order to schedule a room. Coordinate this with Don Wyatt. Please recheck prior to your event to make sure the reservation is still accounted for.

Plan to visit any classroom you are scheduled to teach in ahead of time. Very few classrooms have audiovisual equipment and this may need to be ordered.

**Class lists:**

Class lists of registered students with pictures are available through the drake web page under MYDUSIS.

**Cline 206:**

Cline Hall room 206 is the main multimedia classroom in the Cline (Pharmacy and Science) building. This classroom is equipped with a standard overhead, slide projector, videotape, DVD, & CD player, PC computer for Powerpoint presentations, and an ELMO opaque projector. Please try out this equipment prior to using it for the first time. If you have difficulties using the equipment, you should call Joe Scavo at 271-4604 or Brad Toussaint 271-2687.

**Coffee:**

Coffee, tea and hot chocolate are ordered by the college but the cost is deferred by contributions from those who partake. Envelopes for contributions may be found in Cline 106 or Fitch 106. Average contribution is \$4.00 per month.

**Computer  
Lab HI 119:**

Our college supports its own computer laboratory. It is located in Harvey-Ingham 119. This laboratory will be updated summer of 2006 to provide approximately 44 computer workstations. Other equipment such as an LCD projector and overhead projector are available for classes held here. This laboratory is utilized to teach the Drug Information Practicum during the fall and spring semester. To reserve the computer lab, you should contact Renae Chesnut at 271-3883. When not in use for class, the laboratory is open to faculty and students. Resources available in the laboratory include Micromedex, Facts & Comparisons, Clinical Pharmacology, Lexicomp handbooks and a number of other resources.

**Computing  
Support:**

Joe Scavo is our Systems Administrator and provides computer support services to the College. Joe is responsible for maintenance of the computer laboratory HI 119 as well as the remainder of the computers in the College. Joe is also a good resource for helping with service and teaching endeavors that are dependent on technology.

**Cline Conference  
Room:**

The college has a conference room located in Cline Room 30. This conference room is available to all faculty. To schedule the conference room, please contact Don Wyatt.

**D-Book:**

The D-Book Drake University Phone Directory is the campus faculty, staff and student directory. You should receive a copy from human resources when you arrive and a replacement copy each fall. An electronic copy can be accessed from the Drake webpage.

**Fax machines:**

Fax machines are located in Cline 106 (fax # 271-4171), Fitch 106 (fax # 271-1867), and Olin 452 (fax # 271-4569). Incoming faxes, if identifiable, will be placed in your mailbox or left on the counter. Faculty members are usually responsible for sending outgoing faxes.

**Fitch 102:**

Fitch 102 is the pharmacy practice laboratory in the Fitch building. This laboratory is a repository for many reference books like USPDI, Facts and Comparisons, Merck Index, AHFS. Resources are also available in HI 19b. These references are available for faculty use when laboratories are not in session. However, all resources used by the faculty should be promptly returned to Fitch 102 or HI 19b.

**HI 19b:**

This classroom is mainly used for the patient assessment practicum or for other small classes or practicums. Faculty may schedule meetings in here based on room availability.

**Mail:**

Outgoing mail is picked up in Cline 106 twice daily late morning and early afternoon. Incoming mail will be sorted and placed in your faculty mailbox. Mail, reimbursement checks, and packages requiring a signature will be delivered to the Print Shop at 1222 24<sup>th</sup> Street. Secretaries are notified when an item requiring a signature arrives and will pick these up. Reimbursement checks will be placed in your mailbox. **Overnight mail** can be given to either Joyce Sharp or Norma Tigges to prepare. 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 can also be utilized please ask either Joyce Sharp or Norma Tigges for more information. The cost of overnight mail will be charged to your department.

**Name tags:**

A Drake University nametag will be provided to all new faculty for use at Drake University functions. Reorders for lost nametags and/or new titles should be approved by your department chair.

**Office Supplies:**

Office supplies are kept in Cline 106 (coffee room) and Cline 105 (secretary's office). Pens, pencils, computer disks, markers, overhead markers, envelopes, paper tablets, file folders etc. are available. Faculty may take supplies as needed. Please let either Norma Tigges in Cline or Joyce Sharp in Fitch when supplies are getting low.

**Other Expenses etc:**

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, obtain an account code and forward these on to Joyce Sharp for processing.

Some items may require a direct pay reimbursement. Electronic forms are available for you to complete your reimbursement request. Be sure to save ALL receipts to verify these expenses.

Any mileage expense for travel between experiential teaching sites should be recorded on a daily basis and submitted to Joyce Sharp monthly for reimbursement. Mileage is reimbursed at \$ 0.445/mile as of January, 2006. These expenses are covered by the Experiential Education budget.

Drake will not pay for mileage if the expense is greater than the cost of an airline ticket.

For a complete reference of the University guidelines in this area, please refer to the Business Procedures Manual at <http://www.drake.edu/busfin/bfmanualtoc.html>

**Outside Consulting:**

Faculty who participate in outside consulting should first notify their department chair to ensure that their primary faculty responsibilities are fulfilled and to prevent any potential conflict of interest. An Outside Consulting form should be completed and given to your department chair.

**Paychecks :**

Faculty are paid monthly at the end of the month. Paychecks or Direct Deposit Slips are delivered on the last working day of each month and are placed in an envelope in your faculty mailbox.

**Photocopying:**

Photocopiers for routine copy jobs are located in Cline 106 and Fitch 105. These copy machines should be used for small jobs, usually under 20 copies. A more sophisticated machine is located in Fitch 105 for use when completing large photocopy jobs. A photocopy request form is located in Fitch 105 and should be filled out, paper clipped to what needs photocopied and placed in the work study box. Once your photocopying is completed, you will either receive a note that it is ready or it will be placed in your mailbox or office. Examinations should be given **directly** to Joyce Sharp. Once examinations are completed they will be either kept locked up in the secretary's office or placed in your locked office.

Plastic photocopy cards for use at Cowles library are available for faculty. With approval of your department chair, Norma Tigges will request a copy card for you. Charges will be billed directly to your department's account.

**Posters**

The college has a printer for creating posters for faculty presentations at meetings and conferences. This is located in the Fitch faculty work area. Poster templates and directions are available on the Mac computer in the work area.

**Printshop:**

Very large print jobs can be handled by the Drake print shop at 1222 24<sup>th</sup> Street. The expenses incurred via the print shop will need charged to a Drake account. The use of print shop services should be pre-approved by your department chair. If looking at a large job you may want to look at printing services outside of Drake as they may be less expensive. Professional posters can be prepared on college equipment housed in Fitch Hall.

**Refrigerated Items:**

Refrigerated items may be kept in the small refrigerator in Cline 106 or Fitch 105. The large refrigerator in the Cline Conference Room may also be utilized. 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.

**Travel Expense Reimbursement:**

All faculty receive funding for individual faculty development. The amount should be communicated to you by your department chair.

All requests for travel reimbursement should be recorded on a “**Travel Expense Report**” electronic form. This form should be completed and given to Joyce along with your original receipts, an account code and department chair approval. Joyce will complete the form, obtain the appropriate signatures and send it to accounting.

Please review the Business Procedures Manual at <http://www.drake.edu/busfin/bfmanualtoc.html> prior to your first trip so that you understand what expenses will be reimbursed.

**Voice mail:**

Drake voice mail is available for all faculty who have on-campus offices. Voice mail should be available from the practice sites for those faculty that have off-campus offices. To check your messages from off campus dial 271-3891 and follow the instructions.

9. College of Pharmacy Telephone Directory (Appendices)

10. Resource Materials

- College of Pharmacy Faculty Handbook. Archived on the college server.
- Curriculum Guides: See website [pharmacy.drake.edu](http://pharmacy.drake.edu), under Programs of Study
- Academic Life, A Guide for Prospective Faculty, AACP 2002 (see appendices)

11. College calendar

Many activities and events relating to college events, faculty meetings, student organizational meetings, and professional meetings are listed on the college’s calendar. It may be accessed on the “calendar” link on the pharmacy web page.

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

White Coat Ceremony: Conducted immediately prior to the start of the academic year for students entering the professional program.

Residency showcase: Organized by the student ASHP organization. Fall.

Interview day: Potential employers visit campus to interview students for available positions. Fall.

Preceptor showcase: A gathering of preceptors who meet with groups of students at specified tables to discuss their rotation; assist students in making rotation choices. Fall.

Pharmacy Day: THE major professional activity of the year for the college. Coordinated and planned by students. Features poster sessions, guest speakers, awards, special interest tracks. Spring.

Hooding ceremony: All students who have graduated attend with their families and receive their hoods prior to the University’s graduate ceremony the following day.

Graduation: All faculty are expected to attend graduation ceremonies to recognize and support our accomplished students.

**DEPARTMENT**

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

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

C. Faculty development

1. Purpose: Teaching, service, scholarship

2. Your faculty development plan. This should be reviewed with your department chair. Both the Department Chair and the Director of Faculty & Site Development will assist you in succeeding with your plan and achieving your goals.

3. Mentoring

- Our faculty have encouraged the use of an informal mentoring approach which enables each individual faculty to seek out a colleague with the best match for their interests and needs. The department chair will be the principle mentor for new faculty and will collaborate with faculty in identifying a mentoring colleague. 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 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 formative 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 Director of Faculty & Site Development visits the classes of new faculty and conducts a pre- and post-class interview to assess classroom performance. A published peer review instrument is used as a basis for these discussions (see Appendices). Faculty from both departments are encouraged to seek other colleagues for 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, if applicable, experiential sites to view varieties in teaching methodology and student assessment.

#### 6. Student evaluations

- Early and mid-semester
- Final evaluations
- Experiential student evaluations and site evaluations

7. Annual performance evaluation. This is conducted by your department chair annually in spring.

### **IV. RESOURCES ON FACULTY LIFE**

A. Books. The following are provided to all new faculty:

1. McKeachie WJ. Teaching Tips. Eleventh edition. 2002.
2. Berger B. Promoting Civility in Pharmacy Education. 2002.
3. Clinical Faculty Survival Kit. ACCP. 2004 (clinical faculty only)
4. Berger BA. Communication skills for Pharmacists. Building relationships. Improving Patient Care. 2002. (clinical faculty only)
5. Cuellar LM, Ginsburg DB. Preceptor's Handbook for Pharmacists. ASHP. 2005. (clinical faculty only)

B. A list of available resources in the office of the Director of Faculty & Site Development and department chairs is included in the appendices.

C. Organizations:

1. American Association of University Professors ([www.aaup.org](http://www.aaup.org))

2. American Association of Colleges of Pharmacy (www.aacp.org)

D. Web sites

1. Organization web sites

- [www.aacp.org](http://www.aacp.org). American Association of Colleges of Pharmacy. This is the national organization representing pharmacy education. It is an excellent source of faculty development through its professional meetings and materials.
- 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> (Go to [www.aacp.org](http://www.aacp.org), resources, reference materials, academic life, sabbaticals)
- [www.iarx.org](http://www.iarx.org). The Iowa Pharmacy Association. This is the state's professional pharmacy association.
- [www.idea.ksu.edu/](http://www.idea.ksu.edu/) The IDEA Center is a non-profit organization whose mission is serving colleges and universities by providing products and services to assess and improve teaching, learning, and administrator performance. Our college uses IDEA Center student evaluation forms and receives detailed analysis of the findings. The Center supports the evaluation and development of both programs and people. A valuable connection on the site is for topic "Papers" that range from procedural ideas (writing syllabi, constructing test questions) to student performance issues (getting students to think critically, motivating students).

2. List serve: [majordomo@lists.stanford.edu](mailto: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. 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.

F. Articles (Appendices)

G. Audiotape from ACCP's Annual Meeting, 2001: "Navigating Your Academic Career". You may borrow this from the Director of Faculty & Site Development.

H. Professional meetings and seminars

Many of our professional organizations offer workshops and seminars on topics relevant to faculty starting out in an academic career. AACCP usually offers a Teachers Seminar the day before its annual meeting in the summer, and ACCP frequently offers seminars the day before its major meetings. 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.

## I. University faculty development

The University offers a series of short seminars for all new faculty beginning their academic career at Drake. You are highly encouraged 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.

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

## V. APPENDICES

- A. College telephone directory
- B. Peer review instrument
- C. Resources available in the college for loan
- D. Articles on teaching

## Appendices C

### Resources available in the college for loan

- Berger BA. Promoting civility in pharmacy education. Pharmaceutical Products Press. 2002.
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## **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: \_\_\_\_\_