



**FIRST DAY ORIENTATION
ADMINISTRATIVE AFFAIRS**

Administrative Affairs first day Orientation	✓
<p>Faculty meets with Administrative Affairs benefits POC to go over leave, GatorCare and State benefits, retirement accounts, disability and optional insurance coverages.</p> <p>https://med.jax.ufl.edu/administrative-affairs/fringe-benefits/</p>	
<p>Faculty meets with assigned Administrative Affairs POC to go over UF COM overview items to include leave module, effort reporting, Outside activities UFOLIO system and Promotion and Tenure (criteria, process, and packet template to include clinical and educational portfolios)</p> <p>https://med.jax.ufl.edu/administrative-affairs/leave/ https://med.jax.ufl.edu/administrative-affairs/conflict-of-interest/ https://med.jax.ufl.edu/administrative-affairs/faculty-tenure-promotion/</p>	
<p>Provide Faculty with profile for review and correction to ensure all education, specialties, subspecialties, clinical and research interests are accurate and complete. Change profile to active for web posting. *All faculty profiles including titles, rank and education pull from a database managed by Administrative Affairs.</p>	
<p>Walk new faculty to medical staff POC for second half of orientation – Second half of orientation includes items from medical staff office.</p>	