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**Department Onboarding**

FIRST MONTH MILESTONESOrienting new faculty is the Chair’s responsibility and should **NOT** be delegated to anyone else. However, orienting activities should be a **shared** **responsibility** determined by both the Chair and the Administrative Professional. It is important that new faculty see the Chair and the Administrative Professional as a united team and as critical resources in their successful integration into the UF College of Medicine – Jacksonville community. The Chair will **establish the department tone,** “we work together **through collaboration and communication** for the greater good.”

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| Engaging Conversations with your Faculty |  |
| WELCOMED | Ask what is working well and what is not working well. |   |
| Check-in on progress of meetings with department members and key participants. |   |
| Complete tours of Department, Hospital(s), and Clinic(s) if applicable.  |   |
| Check on their acclimation to the Jacksonville community and ask what resources have been helpful.  |   |
| Introductions to Grand Rounds and review Resident Rotation Schedule.  |   |
| Inquire about networking with other faculty. |   |
| PREPARED | Go over Department’s strategic plan. |   |
| Make sure the faculty has the tools and resources to complete their teaching, research, patient care, and service responsibilities (technology, etc.). |   |
| Check on how trainings are going and if all *required* training is complete (UF,UFJPI, & HealthStream). |   |
| INSPIRED | Provide examples of successful mentoring and answer questions. Schedule lunch with their mentor. |   |
| Review Meeting & Conference Guidelines, CME funding, and/or Faculty/Research Funding, and funding guidelines.  |   |
| Connect to National Professional Associations, relevant UF sponsored events. |   |

**Every employee plays a key role in UF’s success.**