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**Department Onboarding**

Remember: Please be sure to bring faculty to AA and Medical Staff Orientation

FIRST DAY (and week) WELCOME CHECKLIST

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| Engaging Conversations with your Faculty | ✓ |
| Send a welcome email to the department members and copy the new faculty member. |  |
| If the department chair is unable to meet the new faculty member on arrival, designate someone who will be there to greet them (Department Administrator, Senior Faculty Member, Assigned Administrative Staff). |  |
| Make sure their office is CLEAN and ready for use; provide keys to their office and/or lab. |  |
| Make sure computer and all equipment is purchased and available on first day. |  |
| Ensure someone takes the new faculty to lunch or meet for coffee on their first day. |  |
| Introduce new faculty to staff and other faculty: Chair, Division Chief, Department Administrator, Administrative Assistant, Billing Manager, Nurse Manager, Clinic Manager(s), Research Manager, Mentors |  |
| A small welcome gift or note from the department is an excellent welcoming touch. |  |
| Schedule the department orientation and have the invite on their calendars. Provide Department Tour & Introduce Faculty & Staff. |  |
| Provide a tour of the building, hospital, clinic(s), break rooms, and how to locate restrooms. Provide a list of dining options on campus. |  |
| Review handout of department members, explain roles and responsibilities. Review department Website. |  |
| Review Academic Leadership, College Org Chart, and Faculty Directory online. |  |
| Review Call Schedule. |  |
| Schedule a lunch with their orientation partner or mentor. |  |
| Introduce them to their “go to” person for supplies, clinical questions, department administrative questions etc.. |  |
| Go over office equipment (copier, etc.) and procedures. |  |
| Discuss mission, vision and values of department; as well as, expectations for the relationship between chair, administrative staff, and faculty. Review Department Organizational Structure (Chart) |  |
| Discuss Faculty Evaluations & Expectations. Set expectation for discussions about Individual Development Plans |  |
| Answer any outstanding questions or concerns from their review of resource guides. |  |

*“There seemed to be much less intentional onboarding at the college and department level. For instance, my office had not been cleaned on my first day, my computer was not ready for a few weeks, and I did not even have an office chair for my desk.”* – Faculty response to survey 2018

# SAMPLE WELCOME EMAIL

This can be sent from the Dean, Chair, Administrative Professional, or their Orientation buddy.  
Use as a guide and adjust the language accordingly.

Hi new hire name,

On behalf of the Department of \_\_\_\_\_\_\_\_\_\_\_, I’d like to welcome you to UF College of Medicine - Jacksonville! My name is \_\_\_\_\_\_, and I am thrilled to be assisting in your orientation experience. I would like to introduce you to your Administrator Professional that will provide guidance designed to help you better navigate your first 90 days and beyond.

We are working on our New Faculty Memo to announce all new hires who have recently joined the Department of \_\_\_\_\_\_\_\_\_\_\_. We would like to include a little background information on each faculty. If you can, please provide me with a short biography by **\_\_\_\_\_**. Below are two examples of previously submitted biographies.

*Example 1: Add an example from your department*

Additional onboarding information can be found at https://hscj.ufl.edu/college-of-medicine/administrative-affairs/NewFacultyOrientation.aspx. Please let me know if you have any questions or feedback to share. Looking forward to working with you!

All the best,