



**Department Onboarding**

Faculty retention is vital to the success of the University of Florida. Department Chairs contribute

to this success through proactive best practices that improve the department climate

for everyone, leading to increased productivity and faculty satisfaction

# October 2019 – Reminders for Students and Parents – Ideal Mini School**Remember: Please send signed offer and completed demographic form to Administrative Affairs**

# **SET YOUR NEW FACULTY MEMBER UP FOR SUCCESS!**

Faculty often feel overwhelmed with the amount of information they must absorb in the first week of their arrival. Wherever possible, manage these departmental tasks **prior** to the new faculty arriving and after they have accepted their offer letter to facilitate a feeling of readiness. This process usually begins 1-2 months before arrival.

***Where applicable, department communications to new faculty should come from both the Chair and the Department Liaison.***  
  
This sets the tone that both are part of the new faculty’s support team and both are equally committed to faculty success.

**ONE MONTH BEFORE ARRIVAL**

1. Send instructions as to where the faculty member is to   
   report on arrival day with parking information. Orientations schedule for first day is from medical staff and includes Administrative Affairs and Medical staff items.
2. Add the faculty member to departmental discussion lists, appropriate email distribution lists, routing and telephone/email/room number contact lists
3. Prepare the faculty member’s work area with a clean desk, name plate, stock the necessary supplies, office keys, order business cards (should arrive at least one (1) week prior to faculty start), organize the space
4. Set up computer with software and all needed components. [Request computer or laptop](http://1b-esx-infonet.umc.ufl.edu/its/Forms/Forms/AllItems.aspx) with applicable accessories (docking station, monitor, printer, scanner, etc.) – order before faculty start date and should arrive at least one (1) week prior to faculty start
5. Request phone, phone number, pager, and pager number
6. Order scrubs, assign administrative support, coordinate clinic schedules and clinic orientation(s)
7. If the faculty has asked about disability accommodations, connect them with the UFHR ADA or consider how to better meet their needs within the hospital, their office, and/or the department
8. [IT Security Onboarding](http://1b-esx-infonet.umc.ufl.edu/its/Pages/default.aspx) (request access for personally owned, portable computing devices and home equipment needs (VPN Access)
9. Send out a department introduction announcement via email
10. Identify meetings based on specific specialty & set up meetings with key individuals in department.

**The role of the Department Chair is to:**

* Share the mission, vision, and goals of the department
* Set clear expectations of what success looks like, how performance will be measured, and what to expect for feedback
* Clearly communicate departmental policies and processes
* Value faculty’s diverse contributions made through teaching, patient care, research, and service
* Share information openly with all faculty to ensure transparency
* Foster a welcome climate where all individuals are treated with respect   
  and dignity
* Make use of accommodating practices and policies
* Support diversity by recognizing that excellence can be achieved in many ways

**Remember: “**Keeping candidates engaged throughout the hiring process and into the onboarding phase is especially critical during the break between when the [offer letter] has been signed but before the new hire begins work. The candidate is really excited after signing, but then if he or she doesn’t start for another [3-10+ months] the anticipation can wane and anxiety can creep in.” – SHRM Online, “Recruiters Can Create ‘Unboxing Experience for New Hires”, Roy Maurer