Welcome to the College of Pharmacy at the University of Florida! This checklist for new Faculty is part of the new Faculty Orientation Program and outlines the necessary tasks and paperwork needed for a timely and organized transition to the University of Florida and the UF College of Pharmacy. While it is not an exhaustive list, it will help you get started. Also, please make note that Faculty establishing a laboratory must complete additional prerequisite training, and Faculty with Grants and/or Contracts will need to contact the UF Contracts & Grants office along with the Division of Sponsored Research during the first month of employment with the University. We hope you find this checklist helpful.

Before Arrival

- Forward signed acceptance letter, transcript(s), criminal background documents, and all other HR related documents to the COP Fiscal/Administration office. Contact COP Human Resources Office at 352 273-6611 for additional information or questions.

- Complete and submit via Gatorstart, the required employment forms for Human Resources approval. Gatorstart is UF’s online onboarding hire process. Please contact Human Resources at (352) 273-6611 you have any questions about your employment forms.

- Discuss your official “start date” with your Department Chair and/or Department administrator. Your department will provide you with information on your assigned office, labs (if applicable) keys and building access. If you already have an office assigned, your department may be able to tell you your telephone number and office address.

- Obtain Gator1 ID Card, Parking Pass, Keys, and Building Access
  - If your department has your authorization form complete and available, you will be able to obtain your Gator1 ID card prior to your start date. Once you have the authorization form take the authorization to receive your picture ID (Gator1) and to purchase a parking pass (if applicable).
  - If your department has submitted your Key Request Form, you will be notified when your keys are ready to be picked up. Your department should set up lab/office space access for you on your Gator1 ID Card.

- Confirm with Department Administrator that email and intranet access has been submitted on your behalf.
  - When you are appointed as UF College of Pharmacy Faculty your email account is automatically created but must be activated by you. Please confirm with your department at least two weeks prior to our start date, that a request has been submitted to grant you access to e-mail, licensed software, printers and other accounts from on and/or campus. To inquire if your accounts are ready, contact the Information Technology Helpdesk at (352) 273-6600 or send e-mail to support@cop.ufl.edu

- If needed, obtain a copy of both the College of Pharmacy and the University campus maps.
  - Maps can be downloaded from: http://pharmacy.ufl.edu/education/doctor-of-pharmacy-degree-pharmd/ and http://campusmap.ufl.edu
On Your Start Date

- Check-in with your Department Administrator/Office Manager. An office and office keys will likely be available for you at that time. Your department’s office manager or administrative assistant(s) are often your best source of information regarding payroll authorization, building access, logistical questions such as copying and printing arrangements, office supplies and furniture, and more.

- Obtain your UF Gator1 ID card. This would be a good time to obtain your Gator1 ID card, if you have not done so already. You will need to contact your office manager or administrative assistant to obtain an authorization form. A Gator1 ID card is required for most campus services and building access. The UF ID card services has two locations. The main branch is at the UF Bookstore & Welcome Center and the other location is at the Medical Science Building in the Health Science Center. Please contact (352) 392-UFID (8343) for additional information.

- After you have obtained computer account access (i.e. your email address and homepage, if applicable) and telephone number, contact your Department Administrator/Office Manager to have business cards ordered for you.

- Plan to meet with your Department Chair to discuss Faculty assignment, setting up a mentoring committee and other matters related to your role as a Faculty member.

Shortly After Your Start Date

- Plan to attend mandatory UF and COP New Faculty Orientation.
  - University-wide Faculty Orientation is scheduled annually in August located at Emerson Alumni Hall
  - Benefits Enrollment is scheduled monthly at Health Science Center – (352) 392-3786
  - The College of Pharmacy will also schedule periodic new Faculty orientation and/or benefits enrollment Sessions through the Health Science Center HR department, based on need. Please contact the COP Office of the Dean at 352-273-8203 for additional information.

- Contact Linda Homewood, Director of Communications to schedule portrait appointment at (352) 273-6873 (or department may take digital photo).

- Complete Mandatory Training
  - University of Florida requires Sexual Harassment training
  - College of Pharmacy requires HIPAA training (speak with department chair about which version of HIPAA training is required)
  - University of Florida requires the Family Education Records and Privacy Act (FERPA for Faculty) training for all Faculty
  - University of Florida requires Effort Reporting training for all Faculty
  - Complete/Review added training programs/department procedures identified by department chair/office manager.
  - To determine all other mandatory trainings contact the COP Human Resources Office at (352) 273-6611.

- Recommended attendance to the UF Library Orientation. Please contact Ms. Rae Jesano at 352-273-8444 or email her at rjesano@ufl.edu for additional information

- Read the UF College of Pharmacy Policy Manual, which can be found on the COP website. Please review the College’s mission and objectives.

- Obtain a copy of the UF College of Pharmacy Phone Directory. Login into myCOP: https://my.cop.ufl.edu/ for a copy of the College of Pharmacy Directory. Also available during COP New Faculty Orientation.
Plan to meet with the College Administration as part of New Faculty Orientation Program, if you are unable to attend the COP New Faculty Orientation. If you are unable to attend the COP New Faculty Orientation or if COP New Faculty Orientation is not within 2 months of your start date, please discuss with your department administrative support or contact the Dean’s Office regarding scheduling individual meetings with members of the College Administration. Please review and utilize our New Faculty Appointment Scheduling Guide Document and plan to meet with following COP Administrators:

(Please Note: Attending the COP New Faculty Orientation can substitute for individual meetings with key COP personnel – if applicable)

- **Dean (Julie A. Johnson, Pharm.D.)** – Provide an overview of College Philosophy and Mission. Discuss Dean’s expectation of Faculty, balance of teaching, research and service, and Faculty citizenship and general collegiality

- **Associate Dean for Administration and Research Affairs (William J. Millard, Ph.D.)** – Provide an overview of the Research and Graduate Studies initiatives in the College. Discuss College Grant submission procedures (pre-award and post award), the Department of Sponsored Research, Graduate Faculty Status and the various research committees

- **Associate Dean for Clinical Affairs (John G. Gums, Pharm.D.)** - Provide an overview of the responsibilities of the position, including a discussion of the evolving clinical relationship with UF Health, the innovative pharmacy practice initiatives pursued by the College, and the Office of Experiential Programs

- **Associate Dean for Student Affairs (Michael McKenzie, Ph.D.)** – Provide an overview of admissions and student profiles of the Pharm.D class. Review College events and role of Faculty and discuss class exam scheduling and all other student and Faculty interactions.

- **Associate Dean for Curricular Affairs and Accreditation (Diane E. Beck, Ph.D.)** – Discuss the Pharm.D. Curriculum, curricular issues, how the curriculum is assessed, ACPE Accreditation and student assessment of teaching.

- **Associate Dean for Entrepreneurial Programs & IT (Ian Tebbett, Ph.D.)** - Provide an overview of the College’s online programs, their development, support and administration, and their role within the Health Science Center and University. Describe the services provided by Information Technology.

- **Chief Financial/Administrative Officer (Eric Peipel, MBA, MPH)** – Provide an overview of the Human Resources and Financial Administration practices in the College of Pharmacy. Discuss such topics as outside employment, research supplemental pay, purchasing, and asset management, etc.

- **Chief of Staff (Gailine P. McCaslin, M.S.)** - Provide an overview of the Office of the Dean and facilitate meetings with Director of Communication/Public Relations, the Director of Development & Alumni Affairs, Faculty Governance Council, and discuss COP wide events such as Faculty Mixer and Faculty Retreat.

DEPARTMENTS:

- **Department of Pharmaceutics (Chair: Dr. Hartmut C. Derendorf)** – Contact the Office Manager: Sarah Foxx at (352) 273-7852 for additional information.

- **Department of Medicinal Chemistry (Chair: Dr. Margaret O. James)** – Contact the Office Manager: Jan Kallman at (352) 273-7716 for additional information.

- **Department of Pharmacodynamics (Chair: Dr. Maureen Keller Wood)** - Contact the Office Manager: Marisa Gates at (352) 273-7694 for additional information.

- **Department of Pharmaceutical Outcomes & Policy Department (Chair: Dr. Richard Segal)** – Contact the Office Manager: Linda Orr at (352) 273-6271 for additional information.

- **Department of Pharmacotherapy & Translational Research Department (Chair: Dr. Reginald F.**
Frye) – Contact the Office Manager: Susan Griffith at (352) 273-6238 for additional information.

CENTERS:

- Center for Pharmacogenomics – Contact Dr. Larisa Cavallari, Director – (352) 273-5453
- Center for Drug Interaction Research & Education – Contact Dr. Hartmut Derendorf, Director – (352) 273-7856
- Center for Natural Products, Drug Discovery and Development – Contact Dr. Hendrik Luesch, Director – (352) 273-7738
- Center for Pharmacometrics & System Pharmacology – Contact Dr. Lawrence Lesko, Director – (407) 313-7008
- Center for Medication Therapy Management Communication and Care – Contact Dr. Karen McLin, Director – (352) 273-6878

☐ COP has a mentoring program available to new Faculty. Please contact your Department Chair for additional information.

☐ ADA Accommodations. Faculty members interest in discussing ADA accommodations should contact the University of Florida Institutional Equality & Diversity Office at 352-392-2477

☐ Complete New Faculty Orientation Checklist Certification form. This form confirms that you have participated in both the College of Pharmacy’s Orientation process and that you have attended or enrolled in the University-wide New Faculty Orientation. The completed checklist should be returned to the College of Pharmacy – Office of the Dean, Attn: Gailine P. McCaslin.

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**UF College of Pharmacy Faculty Committees**

**Chair:** Dr. Charles Peloquin

**ACADEMIC PERFORMANCE COMMITTEE**
Chair: Dr. Mike McKenzie

**ADMISSION COMMITTEE**
Chair: Dr. Mike McKenzie

**CURRICULUM COMMITTEE**
Chair: Dr. Karen Whalen

**COURSE REVIEW**
Chair: Professor Tom Munyer

**FACULTY DEVELOPMENT COMMITTEE**
Chair: Dr. Rhonda Cooper-DeHoff

**TENURE AND PROMOTIONS COMMITTEE**

**FACULTY GOVERNANCE COUNCIL**
Chair: Dr. Mike Meldrum

**RESEARCH COMMITTEE**
Chair: Dr. Bill Millard

**FINANCIAL AID COMMITTEE**
Chair: Dr. Mike McKenzie

**GRADUATE STUDIES COMMITTEE**
Chair: Dr. Bill Millard

**IMPAIRED PROFESSIONALS COMMITTEE**
Chair: Dr. Rich Segal

**INTERNATIONAL STUDIES COMMITTEE**
Chair: Dr. Folakemi Odedina

**PROFESSIONALISM COMMITTEE**
Chair: Dr. Robin Moormon

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Revised: 7/11/14
College of Pharmacy: New Faculty Orientation Program