

College of Pharmacy and Health Sciences
Faculty Orientation Manual

Revised August 2009

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Mission and Vision Statements

University (<http://www.drake.edu/academics/policies>)

Mission Statement Drake's mission is to provide an exceptional learning environment that prepares students for meaningful personal lives, professional accomplishments, and responsible global citizenship. The Drake experience is distinguished by collaborative learning among students, faculty, and staff and by the integration of the liberal arts and sciences with professional preparation.

Vision Statement: Drake University will enhance its position as a premier comprehensive university in the Midwest and as a national leader in higher education for learning, faculty roles, and public service.

Pharmacy Program: College of Pharmacy & Health Sciences (CPHS)

Mission Statement: The College of Pharmacy and Health Sciences provides an intellectually stimulating learning environment with collaborative learning among students, faculty, and staff. Graduates are liberally educated professionals who are dedicated to serving their clients, patients, profession, and community. The College emphasizes excellence and leadership in professional education, service, and scholarship.

Vision Statement: The CPHS will continue to be recognized for its innovation, demonstrating continuous quality improvement in teaching, scholarship and service, while boldly pursuing opportunities for breakthrough achievements within those same arenas. The College will uphold its tradition of preparing individuals to meet the expectations and challenges of health care practices, providing a balance between foundational scientific, socioeconomic, and practice theories along with meaningful, exemplary practice opportunities. Further, the College will fulfill its obligation to advance the level of health care knowledge and practice through scholarly endeavors, incorporating the efforts of all who define its learning communities and embracing the scholarly functions of discovery, innovation, application, and teaching.

University

A. Services and Departments: Initial Contacts

(Links to many campus services and resources may be found through blueView or on the www.drake.edu Drake website by clicking on Faculty & Staff, then viewing the links within each category) . blueView is the Drake Portal System, available on the Drake home page in the upper right hand corner. A Drake ID number and password are required for entry into blueView. The department chair will provide you with this information.

1. Human Resources: 1331 27th Street. The Point. 271-3133

You will need to visit HR your first day to complete I-9 and W-4 forms and determine the schedule for your Benefits Orientation session. A Drake photo ID (picked up in Olmsted Center, Student Life where your photo is taken and ID card is made) is necessary to use Drake facilities, such as the Bell Center (Recreation and Sports Complex), for faculty discounts at the University Bookstore, and to use for other activities. Important information for all Drake employees may be found on the HR blueview portal under Employee.

2. Facility Services/Keys: 1442 27th Street. 271-3775.

You will need to pick up and sign for your keys here. You will need to bring photo identification with you.

3. Student Accounts (Old Main) or the University Book Store – Purchase Parking Permit

Either of these locations will process payment for your permit to park in Drake employee parking lots. Parking permits should be purchased prior to the start of classes (usually in August for fall –fee of \$160 for academic year 09-10). Parking spots close to the pharmacy buildings are available for clinical faculty who may only need to be on campus for a short time. (Pickup up a special window sticker for those places from Marilea to use these spaces) These spaces still require the purchase of a commuter parking tag. Be mindful that there are parking lots specifically designated as either overnight parking or commuter parking. You do have the option of not purchasing a commuter parking permit and parking as available on side streets and walking.

4. Cowles Library (www.library.drake.edu)

You can contact Sean Stone (2175) for scheduling class instructional sessions or for a personal orientation session to the library and their website. Orientation may cover a tour of the facilities, information on website access using the COMPASS program, review of electronic resources, and review of the Uncover program which is a web-based document delivery service that employees have access to instead of relying on interlibrary loan. Please note the following services available to you as a faculty member:

- Request interlibrary loans by filling out the online form located on the Cowles website.
- Request library books, personal copies of books and/or photocopies to be placed on reserve at the Circulation desk. You can request books be purchased for the library collection by submitting the request to your department chair.
- Check out items for the entire school year. The exceptions are for browsing books or items requested by another patron.
- Have your electronic resources archived in the Drake Digital Repository by contacting Claudia Frazer (x3776).
- Using the College's copy card, you can make copies at the library. These copies are charged back to the college. (See Joyce Sharp or Mary Jane Murchison for a copy card.)
- Check out books at the circulating law library materials (with a Drake ID), access most of the databases (a few have licensing restricting use only to members of the law school but most do not), and get reference assistance. Some of the databases and other materials dealing with health and pharmaceutical law, the FDA, etc. may be of particular interest. (home page is <http://www.law.drake.edu/library>)
- Access pharmacy specific and other subject specific portals on the Cowles website under "Research Tools" menu bar.

It is suggested that you include the Cowles Library webpage on your course syllabi if you require extensive use of the library for your course/s.

Sean Stone (x2175) is our science/pharmacy liaison for the library, and will have office hours in the college for easy availability. **Kris Mogle** (4819) handles e-reserves for coursework supplemental materials available on-line to students. ***Faculty are highly encouraged to use e-reserves as a part of the university's go-green initiative.***

5. Telecommunications: 271-3065.

If you will have your own on-campus office and phone, telecommunications will set up your voice mail account. You will be given instructions to set up your voice mail account in your office. If you would like further instructions on the Drake phone system, contact telecommunications or Marilea Chase, Administrative Assistant.

6. Olmsted /Student Center

A student lounge area, coffee shop & café, Student Services office, and ATM machine are located here. The Terrace cafeteria and Bulldog Theatre are located in the basement. A number of conference rooms including Parents Hall and the Drake Room are located on the upper level.

7. University Bookstore. 3003 Forest Avenue. 274-3401.

You may purchase books for your use directly through the bookstore as well as ordering books for your classes, if needed. Your Drake faculty ID entitles you to a

discount on items purchased. You will need to contact the bookstore to reserve your academic regalia (hood, cap, gown) for graduation ceremonies.

8. Bell Athletic Center (across from the Field House). 271-3173.

You can reserve a locker on a yearly basis for a nominal fee. The Wellness Center offers a number of classes throughout the academic year. You can receive personal wellness and physical fitness training if you are interested. Use of the center by a spouse or dependent is available for a nominal membership fee. Personal wellness screenings are available as a part of the University benefit program for Drake employees who elect Drake health insurance coverage with the wellness plan.

B. Resource Materials available for faculty under “Academics” on the University web-page are accessible at: www.drake.edu/academics/policies. Some are also available on the Faculty tab on the CPHS website.

1. Academic Charter of the University.
2. University Faculty Manual
3. Drake University Mission and Vision Statements
4. Drake University Statement of Principles
5. Drake University Strategic Plan
6. Drake University Policy Statements
7. Business Procedures Manual
8. Institutional Review Board
9. Student Handbook
10. Other resources:
 - a. D-Book: Faculty and Staff Directory is available in blueView, Drake’s faculty, staff and student portal system.
(<http://www.drake.edu/about/siteinfo/directory-search.php>)
 - b. Drake University General Catalog for both undergraduate and graduate programs. (<http://www.drake.edu/catalog/ugrad/> or <http://www.drake.edu/catalog/grad/>) or the college specific catalog at:
(<http://www.drake.edu/catalog/ugrad/cphs/index.php>)
 - c. Academic information is available at <http://www.drake.edu/academics>. Included are links to each college, the academic calendar, links to Student Records and Academic Information for FAQs, course/exam schedules, commencement information, and related information. Class registration, enrollment information, grades, student photos, and advisee lists are maintained on the MyDUSIS system. Your link to MyDUSIS is on your homepage in blueView. Because there are several documents linked in the Drake University web page, you may find it faster to do a web search (e.g. Google) using Drake University and the specific item that you are looking for.

College (<http://www.drake.edu/cphs>)

A. Tour of facilities and introduction to personnel

In addition to immediate college areas, the classrooms and meeting rooms commonly used should be toured with your department chair or designee. For clinical faculty, you will have access to a shared working office area for your use while on campus. Each faculty needs to provide a core set of information for their individual web page. This should be discussed with your department chair.

B. Staff and responsibilities:

1. A college organizational chart and explication that describes administrative and staff responsibilities is included in the CPHS Faculty Handbook.

2. Individuals and areas of responsibility

- Renae Chesnut, Associate Dean for Academic and Student Affairs. She will discuss her role and discuss the faculty's role in student advising, and other student issues. She maintains a current copy of the Advisor's Handbook.

- Chuck Phillips, Assistant Dean for Assessment. He coordinates the strategy for collecting and analyzing results from the college's various assessment processes (ex. Student IDEA center evaluations, AACCP surveys, etc.)

- June Felice Johnson, Department Chair, Clinical Sciences (Practice faculty). She is the academic and administrative leader for the department. She will set up regular meetings with you for the first year to assure your progress and discuss your academic goals for the year.

- Bob Soltis, Department Chair, Pharmaceutical, Biomedical and Administrative Sciences. He is the academic and administrative leader for the department. He will set up regular meetings with you for the first year to assure your progress and discuss your academic goals for the year.

- Denise Soltis, Assistant Dean for Clinical Affairs. She will discuss the faculty & preceptor roles in our experiential program, program goals, rotation student evaluation system, preceptor training, and related issues. She will review the PEMS (Pharmacy Education Management System) system and our web-based portfolio system for the experiential program. Information about our experiential education office, programs, and preceptor resources may be accessed at the website pems.drake.edu or via the "experiential" tab on our college website toolbar.

- Faculty mentors for the college are assigned by department. They are Linda Krypel, Carrie Koenigsfeld, and Geoff Wall for Clinical Sciences, and Nita Pandit and Chuck Phillips for the Pharmaceutical, Biomedical, and Administrative Sciences. Mentors will meet with new faculty on a regular basis to assist with departmental and institutional acclimation, develop goals and action, consult on time management, course syllabi, teaching strategies, classroom/clinical site observations, research and scholarship

opportunities, as well as provide a context for professional networking and personal development. When you meet with your Department Chair, you will find out more about the mentoring program and who your mentor will be.

- Course coordinators. You will need to meet with the course coordinators for the courses you will be teaching to review the course format, teaching responsibilities, student evaluations, and assessment of learning. It is **highly recommended** that you visit various colleague's classes to familiarize yourself not only with content in related courses but also with course management, teaching pedagogy, and classroom management issues.

8. Highlights: New faculty information

Absences:

Absences due to illness should be reported to your Department Chair and to Joyce Sharp. Planned absences regarding personal or professional travel, including attendance at professional meetings, should be requested by completing a “**Request for Absence from Campus**” form available electronically. If approved by your department chair, it will be maintained on the college master calendar by Joyce Sharp. This allows the administrative assistants and secretaries to handle any calls from students or others during your absence and verifies your absence for university purposes. Extended absences, such as planned maternity leave, require discussion with your department chair, completion of FMLA forms (see under Policies and Information on the HR website), and contact with HR for planned absences. If your absence is for travel and you need to request offset funds, you need to complete a “**Travel Expense**” form **prior** to your absence. This should also be sent to your Department Chair for approval PRIOR to your trip.

For twelve-month employees who earn **vacation** time, planned absences for vacation must be requested using the same “**Request for Absence from Campus**” form. This information is reported on a monthly basis to payroll for appropriate accounting to appear on your paycheck stubs. Use of this vacation time is also reported to Joyce Sharp.

Advising:

All faculty are required to participate in academic advising of students enrolled in the college. Renae Chesnut is responsible for this area and coordinates assignment of advisees in consultation with the Department Chairs. Students are required to meet with their advisor at a minimum of once/semester for each semester of their first two years. Information describing the faculty and student roles in our advising program may be found in the student handbooks under Academic Advising. Information on the Drake Curriculum that will guide discussions with your advisees can be found at <http://www.drake.edu/dc>.

Animal Vivarian:

Liz Stucker is the animal caretaker for the College and some ancillary departments. Liz is located in Cline Room 17. She is actively involved

in maintaining appropriate facilities for research animals and is a member of the Institutional Animal Care and Use Committee.

Audiovisuals:

The College has laptop computers, a portable LCD projector, a video camera, audio recorder, clickers, and other electronic equipment for use by the faculty. These should be reserved by contacting Joe Scavo at 271-4604. Please let Joe know if you need training on any of these items.

Additional audiovisuals can be ordered from Media Services. There are two forms that can be found on the Drake Media Center web page www.drake.edu/dtc/. The “AV request form” should be completed in order to reserve any needed audiovisual materials. This should be done as far in advance as possible. If they are able to meet your request, you will receive a confirmation by email. The “AV setup form” should be completed if you wish Media Services to set up your audiovisuals in the classroom. As indicated you will need to know date, time, and classroom in order to reserve these materials.

Blackboard and e-Reserves:

As a part of the Drake Go-Green initiative, faculty are encouraged to provide electronically as much of their course information as possible through BlackBoard. Handouts should be made available to students through BlackBoard or by e-reserves. Kris Mogle (4819) at Cowles Library will assist you with making materials available with e-reserves as well copyright questions. Peggy Steinbronn (4510) can assist you with BlackBoard.

Business Cards:

An initial set of business cards will be ordered for the faculty member upon arrival at Drake University by the college secretary Mary Jane Murchison. A basic template is utilized and may be modified to fit the faculty member’s individual situation. Reorders should be approved by your department chair.

Collaborative Education Institute (CEI):

The Collaborative Institute (CEI) modules have been developed for preceptors use. These are essential for new Clinical Science faculty to complete. These should be completed BEFORE precepting students on either Introductory Pharmacy Experiences (IPE) or Advanced Pharmacy Experience (APE) rotations. They are located under the PEMS website: www.pems.drake.edu or via the “experiential” tab on the college website toolbar.

Classrooms:

Classroom scheduling is handled by contacting Kevin Moenkhaus (x3902) in the Student Records office. If you need further assistance with room requests, please talk to the college secretary, Mary Jane Murchison or administrative assistant Kelli Woods. The University uses room scheduling software that matches course needs to room inventories. A worksheet will be distributed by the college prior to each semester for each faculty to complete when scheduling a class. When reserving rooms not related to coursework, you will need to know the day, time, event, and number of people expected in order to assist one of the

secretaries or administrative assistants in scheduling a room. When scheduling College proprietary rooms (Cline 30 (conference room), HI 19B, or HI 119 (computer lab)), please contact Mary Jane Murchison. For other rooms, please contact the Student Records Office. Please recheck the Room Scheduler link in blueView prior to your event to make sure the reservation is still accounted for.

Plan to visit any classroom you are scheduled to teach in ahead of time to determine if any additional audiovisual equipment needs to be ordered.

Class lists:

Class lists of registered students with pictures are available through the blueView Portal under MYDUSIS by selecting the Faculty and Advisors Menu. You must select the correct semester to view your current class list.

Cline 206:

Cline Hall room 206 is the main multimedia classroom in the Cline (Pharmacy and Science) building. This classroom is equipped with a standard overhead, slide projector, videotape, DVD & CD player, PC & Mac computer for Powerpoint presentations, and an ELMO opaque projector. Please try out this equipment prior to using it for the first time. If you have difficulties using the equipment, you should call Joe Scavo at 271-4604 or Brad Toussaint 271-2687.

Break Rooms:

All buildings have a microwave and refrigerator available. Faculty and staff contribute to supplies available in the break room such as coffee etc. Check with the staff in your area on the procedures for use etc.

**Computer
Lab HI 119:**

Our college supports its own computer laboratory, located in Harvey-Ingham 119. In addition to computer workstations, other equipment such as an LCD projector and overhead projector are available for classes held here. This laboratory is used to teach pharmacy classes so reservations are required for other uses. When not in use for class, the laboratory is open to faculty and students. Resources available in the laboratory include Micromedex, Facts & Comparisons, Clinical Pharmacology, Lexicomp handbooks and a number of other resources.

**Computing
Support:**

Joe Scavo is our Systems Administrator and provides computer support services to the College. Joe is responsible for maintenance of the computer laboratory HI 119 as well as the remainder of the computers in the College. Joe is also a good resource for helping with service and teaching endeavors that are dependent on technology.

**Cline Conference
Room:**

The college has a conference room located in Cline Room 30. This conference room is available to all faculty. Scheduling is arranged through our administrative assistants, Mary Jane Murchison or Kelli Woods.

D-Book:

The D-Book Drake University Phone Directory is the campus faculty, staff and student directory. You should receive a copy from human

resources when you arrive and a replacement copy each fall. An electronic copy can be accessed from the Drake blueView Portal.

Exam Grading:

Scantron-based exams may be processed by Mary Jane Murchison or by the course instructor.

Fax machines:

Fax machines are located in Cline 106 (fax # 271-4171), Fitch 106 (fax # 271-1867), and Olin 452 (fax # 271-4569). Incoming faxes, if identifiable, will be placed in your mailbox or left on the counter. Faculty members are usually responsible for sending outgoing faxes.

Fitch 102:

The Davidson Pharmacy Practice Lab was extensively renovated in 2008-2009. It is a state of the art prescription and pharmacy processing lab designed to model a retail pharmacy. It has a PDX processing system as well as a Parata automated dispensing machine. Students can complete all aspects of community pharmacy practice in the lab, from entering patient information, processing and filling prescriptions, billing insurance, verifying prescription accuracy, and counseling patients.

Grants:

Information on grants, grant proposals, and Drake Grant procedures are available working with your department chair and Jayne Smith (ext. 3788) in the Grants Office.

HI 19B:

This classroom is mainly used for small classes or practicums. Faculty may schedule meetings through our administrative assistants based on room availability.

Mail:

Outgoing mail is picked up in Cline 106 twice daily (late morning and early afternoon). Incoming mail will be sorted and placed in your faculty mailbox in the Cline 106 suite. Mail and packages requiring a signature will be delivered to the Campus Mail Services at 1222 24th Street. Deliveries from UPS and FedEx are received in the Fitch office. **Overnight mail** can be given to Mary Jane Murchison or her designee to prepare. Federal Express requires 2 hours notice and therefore they must receive your mail by 2:30 p.m. in order for it to go out that day. UPS and priority mail may also be utilized, so please ask the administrative assistants for more information. The cost of overnight mail will be charged to your department.

Name tags:

A Drake University nametag will be provided to all new faculty for use at Drake University functions. Reorders for lost nametags and/or new titles should be approved by your department chair.

Office Supplies:

Office supplies are kept primarily in the Fitch Office. Pens, pencils, computer disks, markers, overhead markers, envelopes, paper tablets, file folders etc. are available. Faculty may take supplies as needed. Please let the administrative assistants know when supplies are getting low.

Other Expenses etc:

All expenses should be approved by your department chair prior to ordering any needed supplies, books, or processing memberships,

subscriptions, registrations etc. Once you receive approval from your Department Chair with an account code, forward these on to Joyce Sharp for processing.

Some items may require a direct pay reimbursement. Electronic forms are available for you to complete your reimbursement request. Be sure to save, itemize, sign/date, and write the purpose for the expense on ALL receipts to verify these expenses. **The University will not reimburse for purchase of alcoholic beverages.**

Any mileage expense for travel between experiential teaching sites should be recorded and submitted to Joyce Sharp monthly for reimbursement. Mileage reimbursement rates for the University are available on the HR link. These expenses are covered by the Experiential Education budget.

Drake will not pay for mileage expenses greater than the cost of an airline ticket.

For a complete reference of the University guidelines in this area, please refer to the Business Procedures Manual at http://www.drake.edu/busfin/policies_folder/policies_index.php.

Paychecks :

Faculty are paid monthly at the end of the month. A record of your paycheck details is available on MYDUSIS through the employee link.

Photocopying:

Photocopiers for routine copy jobs are located in Cline 106 and Fitch 105. (Please use the Fitch copier for large jobs). A photocopy request form is located in Fitch 105 and should be completed, paper clipped to what needs photocopied, and placed in the work study box. Examinations should be given **directly** to Mary Jane Murchison. Once examinations are completed they will be either kept locked up in the secretary's office or placed in your locked office.

Plastic photocopy cards for use at Cowles library are available for faculty. With approval of your department chair, Joyce Sharp or a designee will request a copy card for you. Charges will be billed directly to your department's account.

Posters

The college has an HP printer for creating posters for faculty presentations at meetings and conferences. This is located in the Fitch Hall administrative work area. Poster templates and directions are available through your department chair and on the College faculty and staff website at: <http://www.drake.edu/cphs/faculty-staff.php>, under Helpful links.

Printshop:

Very large print jobs can be handled by the Mary Jane Murchison through OfficeMax Impress. Please contact her directly on submission of your print jobs to her electronically. The expenses incurred via the print shop will need charged to a Drake account. The use of print shop

services should be pre-approved by your department chair. Professional posters can be prepared on college equipment housed in Fitch Hall.

**Refrigerated
Items:**

Refrigerated items may be kept in the small refrigerator in Cline 106 or Fitch 105. Please make sure that you remove used items promptly in order to avoid spoilage and unpleasant smells. Alcohol may not be kept in these refrigerators without special permission.

Course Syllabi:

If you are teaching a course your first semester, you will need to consult the syllabi guidelines attached at the end of this document in the appendix.

**Travel Expense
Reimbursement:**

All faculty receive funding for individual faculty development. The amount should be communicated to you by your department chair. **(See Faculty Handbook for policy on distribution of funds)**

All requests for travel reimbursement should be recorded on a “**Travel Expense Report**” electronic form. This form should be completed, signed, and given to Joyce Sharp along with your original, itemized receipts for ALL eligible expenses, an account code (or indication that expenses are for faculty development) and department chair approval. The University does not reimburse for any alcohol purchases. Joyce Sharp will review the information in case clarification is needed and forward to accounting for processing. Drake University has a per diem policy for meals and incidentals that will be followed. There is a link on the college web page under Helpful Links.

Please review the Business Procedures Manual at prior to your first trip so that you understand what expenses will be reimbursed.

Voice mail:

Drake voice mail is available for all faculty who have on-campus offices. Voice mail should be available from the practice sites for those faculty that have off-campus offices. To check your messages from off campus dial 271-3891 and follow the instructions.

9. Resource Materials:

Many links to materials, policies, student handbooks, Honor Code policy, curricular changes, and other information may be found on our college web page on the “Resources” link. There is also a section on the Faculty portion of the CPHS web page labeled Faculty Development where various resources are located.

10. College calendar

Many activities and events relating to college events, faculty meetings, student organizational meetings, and professional meetings are listed on the college’s calendar. It may be accessed on the “events calendar” link on the College web page.

Important activities for the college that faculty need to note include (but are not limited to) the following:

White Coat Ceremony: Conducted immediately prior to the start of the academic year for students entering the professional program (P1 year).

Residency showcase: Organized by the student ASHP organization. Faculty have the opportunity to talk to students about residency programs. Fall.

Employer Career Fair and Interview days: Potential internship employers visit campus to interview pharmacy students for available positions. That evening there is an Pharmacy Career Fair (employers and residencies) and the following day, interviews for P4 Fall.

Preceptor showcase: A gathering of preceptors who meet with groups of students at specified tables to discuss their rotation; assist students in making rotation choices. Fall.

Pharmacy & Health Sciences Day: THE major professional activity of the year for the college. Coordinated and planned by students. Features poster sessions, guest speakers, awards, special interest tracks. Spring.

PharmD Hooding ceremony: All students who have graduated attend with their families and receive their hoods prior to the University's graduate ceremony the following day.

Graduation: All faculty are expected to attend graduation ceremonies to recognize and support our accomplished students.

DEPARTMENT

A. Job description. This will be reviewed by your department chair.

B. Contractual/affiliation agreements (*for practice department faculty with responsibilities for experiential teaching*). This will be reviewed by your department chair.

C. Faculty development

1. Purpose: Teaching, service, scholarship

2. Your faculty development plan and goals. This should be reviewed with your department chair. Both the Department Chair and the departmental mentors will assist you in succeeding with your plan and achieving your goals.

3. Mentoring

- The College has developed a more structured approach to mentoring with the appointment of department mentors. As background, the following are guidelines for mentoring which are excerpted from an AACU publication entitled Building the Faculty We Need, 2000:

"What a mentor **is**:

One who empowers, encourages, and supports his/her mentees

One who is an advocate for the mentee in the department, at professional meetings, etc.

One who encourages and values good teaching

One who expects mentees to have their own ideas and needs

One who can provide information about what an academic career in this field involves

One who can help point the mentee in an appropriate direction to find resources for better teaching, for finding employment, for professional development, etc.

One who is reasonably available
One who actively listens
One who expresses positive expectations
One who shares his/her own experiences when relevant and without removing the focus from the mentee
One who is a positive role-model for the mentee
One who encourages the mentee to reflect on his/her own experiences
One who takes time to think carefully about the mentee's needs and goals
One who can be trusted

What a mentor is **not**:

One who must know everything about teaching to be helpful
One who must guide the mentee in all aspects of the mentee's professional and personal development
One who is shaming, manipulative, arrogant, controlling, or domineering
A parent
One who is responsible for all aspects of the mentee's success or failure
One who takes sole responsibility for defining the mentoring relationship."

4. Peer review

- A peer review process has been adopted by the college. It enables a more experienced colleague to review classroom activities and provide feedback useful for self-growth and goal setting. College faculty have agreed that annual peer review will be conducted for new faculty to assist in development and enhancement of teaching skills. The Faculty mentors visit the classes of new faculty and conduct a pre- and post-class interview to assess classroom performance. A published peer review instrument is used as a basis for these discussions and will be shared with you prior to your peer review. Faculty from both departments are encouraged to seek other colleagues for annual peer review as they progress from assistant professor to higher academic ranks.

5. Schedule of classroom and experiential site visits. You are encouraged to visit a few classes and, if applicable, experiential sites to view varieties in teaching methodology and student assessment.

6. Student evaluations

The college uses the IDEA center forms for all faculty in the college. You will receive instruction on how to distribute this form and how to interpret the results in one of the New Faculty Topic Series sessions and/or from our Director of Assessment, Chuck Phillips.

7. Annual performance evaluation. This is conducted by your department chair annually in spring and will be discussed with you by your department chair.

IV. RESOURCES ON FACULTY LIFE

A. Books. The following are provided to all new faculty:

1. McKeachie WJ. Teaching Tips. Houghton Mifflin company, Latest edition.
2. Berger B. Promoting Civility in Pharmacy Education. 2002.
3. Clinical Faculty Survival Kit. ACCP. 2004 (*clinical faculty only*)

These useful texts are available from June Johnson (or Marilea Chase if June is out of the office) on a sign-out basis:

- Berger BA. Communication skills for Pharmacists. Building relationships. Improving Patient Care. 2002. (*clinical faculty only*)
- Cuellar LM, Ginsburg DB. Preceptor's Handbook for Pharmacists. ASHP. 2005. (*clinical faculty only*)

B. A list of available resources in the office of the department chairs is available upon request. (see **end of this manual**)

C. Organizations Related to Academia:

1. American Association of University Professors (www.aaup.org)
2. American Association of Colleges of Pharmacy (www.aacp.org)

D. Web sites

1. Organization web sites
 - www.aacp.org. American Association of Colleges of Pharmacy. This is the national organization representing pharmacy education. It is an excellent source of faculty development through its professional meetings and materials. Membership in AACP is free to first year faculty. You need to work with your department chair to get signed up for this free membership.
 - Information on **faculty sabbaticals**, compiled by the Faculty Affairs Committee of AACP and presented to the Council of Faculties at the July, 2006 AACP meeting, is available at the following link: <http://www.aacp.org/site/tertiary.asp?TRACKID=&VID=2&CID=513&DID=3937> (Go to www.aacp.org, resources, reference materials, academic life, sabbaticals)
 - www.iarx.org. The Iowa Pharmacy Association. This is the state's professional pharmacy association.

- <http://www.theceinstitute.org>. This is the CEI website, a collaboration between IPA, Drake University, and the University of Iowa to offer CE and practitioner development opportunities.
- www.idea.ksu.edu/ The IDEA Center is a non-profit organization whose mission is serving colleges and universities by providing products and services to assess and improve teaching, learning, and administrator performance. Our college uses IDEA Center student evaluation forms and receives detailed analysis of the findings. The Center supports the evaluation and development of both programs and people. A valuable connection on the site is for topic "Papers" that range from procedural ideas (writing syllabi, constructing test questions) to student performance issues (getting students to think critically, motivating students).

2. List serve: majordomo@lists.stanford.edu. This will allow you to subscribe to Tomorrow's Professor, a helpful site for faculty. Type in "subscribe tomorrow's professor" in the subject and text box to join.

E. AACP Education Scholar Program.

This consists of a series of web-based modules available through AACP for advancement of teaching skills, professional scholarship, and instructional improvement for educators in the health profession. Discuss this with your department chair if you would like to apply your individual faculty development funds to purchase of any or all of the modules.

F. ACCP. The American College of Clinical Pharmacy has initiated 4 certificate programs to assist new faculty in career development. These are: 1) Teaching and Learning; 2) Clinical Practice Management; 3) Research and Scholarship; and 4) Leadership and Management (available at <http://www.accp.com/academy/index.aspx>). Faculty are encouraged to consider these development opportunities in collaboration with your department chair.

G. Professional meetings and seminars

Many of our professional organizations offer workshops and seminars on topics relevant to faculty starting out in an academic career. AACP usually offers a Teachers Seminar the day before its annual meeting in the summer, and ACCP frequently offers seminars the day before its major meetings. Be sure to check the websites of your professional organizations for development opportunities that occur in conjunction with a meeting you may be using your personal development funds to attend.

H. University faculty development

The University offers a series of seminars in the 1st year for all new faculty beginning their academic career at Drake. You are **highly encouraged** to attend these to better understand the teaching culture at Drake, become acquainted with other departments and

new faculty, and learn what is available at Drake to help you succeed as a new faculty member.

Other departments, such as the Office of Information Technology, routinely offer classes for faculty on various topics such as using technology in teaching, effective use of digital photography in teaching, and others.

Resources available in the college for loan to faculty

Berger BA. Promoting civility in pharmacy education. Pharmaceutical Products Press. 2002.

Berger VA. Communication skills for pharmacists. APhA. 2005.

Boyer EL. Scholarship reconsidered. Priorities of the professoriate. The Carnegie Foundation for the Advancement of Teaching. 1990.

Cuellar IM, Ginsburg DB. Preceptor's handbook for pharmacists. ASHP. 2005.

Desselle SP, Hammer DP. Handbook for pharmacy educators. Getting adjusted as a new pharmacy faculty member. Haworth Press. 2002.

Diamond RM. Preparing for promotion and tenure review. A faculty guide. Anker Publishing Company, Inc. 1995.

Diamond RM. Serving on promotion, tenure, and faculty review committees. A faculty guide. 2nd edition. Anker Publishing Company, Inc. 2002.

Elbaum B et al. Essential elements. Prepare, design, and teach your online course. Atwood Publishing. 2002

Filene P. The joy of teaching. A practical guide for new college instructors. University of North Carolina Press. 2005.

Galt K. Developing clinical practice skills for pharmacists. ASHP. 2006.

Hulley SB et al. Designing clinical research. 2nd edition. Lippincott Williams & Wilkins. 2001.

Johnson GR. First steps to excellence in college teaching. 3rd edition. Atwood Publishing. 1995.

McGlynn AP. Successful beginnings for college teaching. Engaging your students from the first day. Atwood Publishing. 2001.

McKeachie WJ. McKeachie's teaching tips. 12th edition. Houghton Mifflin. 2006.

Nilson LB. Teaching at its best. A research-based resource for college instructors. Anker Publishing Company, Inc. 1998.

Reinders TP. The pharmacy professional's guide to resumes, CVs, and interviewing. APhA. 2006.

Schumock GT. How to develop a business plan for clinical pharmacy services. ACCP. 2001.

Seldin P. The teaching portfolio. A practical guide to improved performance and promotion/tenure decisions. 2nd edition. Anker Publishing Company, Inc. 1997.

Stevens DD, Levi AJ. Introduction to rubrics. Stylus publishing. 2005

Course Syllabi Appendix:

Guidelines for CPHS Course Syllabi

A syllabus should be provided to students on or before the first scheduled meeting of the course. CPHS course syllabi should contain the following information:

1. Course title; credits; academic year and semester
2. Faculty names, office locations, telephone numbers and email addresses
3. Instructor and TA names, office locations, telephone numbers and email addresses
4. Office hours (either scheduled or by appointment)
5. Class time, and location (if available)
6. Course description (should match course description in course catalog)
7. Textbook and other resources
8. Course objectives and the program educational objectives covered by those course objectives.
9. Assessment (grading scale; weights of exams, quizzes, assignments, papers, etc.)
10. Policy for absence from class or exam
11. Statement about academic honesty (see below for suggested statement)
12. Statement about special accommodations (see below for suggested statement)
13. Semester schedule for course (especially exams, and assignment due dates)

The AAC recommends that the above information (2-4 pages) is together. Any additional information that is provided to students should be separate from this basic information in the syllabus. The AAC will collect current pharmacy course syllabi each semester.

April 2007

Suggested Statements

Disability Statement

It is the policy at Drake University to accommodate students with disabilities, pursuant to federal law and state law. Any student with a documented disability who needs accommodation, for example in arrangements for seating, examinations, note-taking, should contact Student Disability Services at 515-271-1835. Once the appropriate documentation is received from the Student Disability Services Office, please provide it to the instructor as soon as possible.

HONOR CODE

All University and College policies regarding student and instructor conduct and academic integrity apply to this class. The College's Honor Code Policy may be found at the following website:

<http://pharmacy.drake.edu/asp/Resources/ResourceDetail.aspx?id=26>.

If you have various assignments that are not typical academic exercises (papers, exams, etc.) then you will want to include those in an additional statement: Examples of Honor Code violations in this course include, but are not limited to, indicating attendance in class, _____.

August 2006

SIGNATURE PAGE

I am in receipt of this manual, its contents have been reviewed with me, and additional resources such as faculty handbooks have either been made available to me or will be available to access as soon as available.

I understand that the contents are not intended to be an implied contract or guarantee of any kind, but only guidelines for information helpful to all new faculty.

Faculty Signature: _____

Date(s) of Review: _____