

Onboarding for New Faculty in the School of Dental Medicine

The following onboarding list provides an overview of useful knowledge that can be acquired throughout the beginning of employment at the School of Dental Medicine from different institutional website sources, administrative offices and individuals. This list provides you an opportunity to engage on certain information gathering activities at a suggested timetable, while partnering with the leadership of the School on your development, resolving any barriers you may have, and creating the space for questions and clarification. This onboarding event, offered twice a year by the Offices of Faculty, Academic, Clinic and Research Affairs, is an introduction to these activities.

Suggested timeline: days 1 – 30

- Introduction to University Structure: The Health Center, Storrs and regional campuses (Resource person: Dean Lepowsky)
- Code of Conduct (Resource person: Dean Lepowsky, and Faculty Handbook at: <https://dentalmedicine.uconn.edu/about-us/faculty-affairs/>)
- Clinical Credentialing, Clinic Manual, Protocols and Workflows (Resource person: Dr. Saeed (ssaeed@uchc.edu, information found at: [Dental Clinical Affairs - Home \(uchc.edu\)](https://itsharepoint.uchc.edu/sites/Dental%20Medicine/Dental%20Clinical%20Affairs/_layouts/15/start.aspx#/)) https://itsharepoint.uchc.edu/sites/Dental%20Medicine/Dental%20Clinical%20Affairs/_layouts/15/start.aspx#/ (must be accessed within network))
- AxiUm and eRx (Resource person: Ms Elissa Nagle, nagle@uchc.edu, information found at: [Dental Clinical Affairs - Home \(uchc.edu\)](https://dentalmedicine.uconn.edu/about-us/faculty-affairs/))
- Teaching resources (Resource person: Dr Bernstein (eberstein@uchc.edu, information found at: <https://kb.uconn.edu/space/TL>)
- Research resources (Resource person: Dr Lalla (lalla@uchc.edu, information found at: <https://dentalmedicine.uconn.edu/research/>)
- Information Technology (IT): e-mail account and network password, net-ID and password, security and two factor authentication for remote access, shared file storage (IT Service Desk phone: 860-679-4400; <https://health.uconn.edu/information-technology/products-and-services/>)
- Parking on Campus (Resource person: Mr. Allan Peterson (apeterson@uchc.edu), information at: <https://health.uconn.edu/park>)
- Occupational Health and Safety: <https://health.uconn.edu/occupational-environmental/clinical-services/uconn-employee-health-services/>
- Lab safety training <https://ovpr.uchc.edu/services/rics/ehs/safety-training-sessions/>
- Health Care Options, State-mandated HEP program and Employee Benefits (Human Resources: 860-679-2426 or HR-Employeeresource@uchc.edu)
- Faculty Directory, Resource person: Dean's Office, Ms. Chojnowski (echojnowski@uchc.edu) or 860-679-2808; getting a professional headshot [Photography | Communications \(uconn.edu\)](https://dentalmedicine.uconn.edu/about-us/faculty-affairs/))

Suggested timeline: days 31 – 180

- Introduction to Early Career Mentoring Program (Resource persons: Division Chair and Dr Dongari-Bagtzoglou (adongari@uchc.edu), see mentoring program guidelines under Faculty Development Resources at: <https://dentalmedicine.uconn.edu/wp-content/uploads/sites/1605/2022/05/Faculty-Mentoring-Guidelines.pdf>)

- Introduction to Annual Faculty Evaluation Process (Resource persons: Division Chair and Dr Dongari-Bagtzoglou, see Faculty Annual Evaluation information at: <https://dentalmedicine.uconn.edu/wp-content/uploads/sites/1605/2022/04/Annual-Faculty-Evaluation-Protocol.pdf>)
- Introduction to Teaching Evaluation Tools for clinical and didactic teaching (Resource person: Dr Bernstein, onboarding session presentation)
- Overview of HuskyCT https://kaltura.uconn.edu/media/Overview+of+HuskyCT/1_1fpyl9zf
- HuskyCT and Blackboard Support, Ms Cindy Phoenix: phoenix@uchc.edu
- PeopleSoft Student Administration System for Graduate School/Residency course grade entry: <https://studentadmin.uconn.edu/>, Support Ms Lisa Costa: licosta@uchc.edu
- Consulting Policies (Resource person: Dr Terranova, jterranova@uchc.edu and <https://consulting.uconn.edu>)
- Faculty Travel Policies and Procedures (Division Chair and Faculty Handbook at: <https://dentalmedicine.uconn.edu/wp-content/uploads/sites/1605/2022/04/2017-03-Travel-and-Entertainment-Policy.pdf>)
- Faculty Vacation and Leave policies (Division Chair and Faculty Handbook at: <https://dentalmedicine.uconn.edu/about-us/faculty-affairs/>)
- International Faculty Immigration Services: UCONN Health International Office: Ms. Jaishree Duggal (duggal@uchc.edu), and Ms. Kaitlin Dornenburg (dornenburg@uchc.edu); School of Dental Medicine Faculty Affairs Office: Ms. Darlene Gugliotti (gugliotti@uchc.edu)

Suggested timeline: days 180– 360

- Annual University Compliance and Ethics Training (Resource persons: Dean’s Office, Ms. Chojnowski (echojnowski@uchc.edu) and Faculty Affairs Office, Ms. Gugliotti (gugliotti@uchc.edu))
- Review of Reappointment (Division Chair and Dr. Dongari-Bagtzoglou: adongari@uchc.edu), Promotion and Tenure Processes (Division Chair, Dr. Litt: litt@uchc.edu and Dr. Dongari-Bagtzoglou: adongari@uchc.edu)
- Faculty development resources (Dr. Dongari-Bagtzoglou and Faculty Affairs website, <https://dentalmedicine.uconn.edu/about-us/faculty-affairs/>)
- Opportunities to get involved in service/committee activities (Dean Lepowsky)