

~ College of Medicine Office of Faculty Affairs ~
The "go to" place for faculty needs

www.uams.edu/facultyaffairs
4D-40 in University Hospital
526-4661



Who are they?

What do they do? How do we contact them?



OFA Staff:

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Major Responsibilities and Activities

Help Recruit New Faculty

- Search Committee participation
- Network and investigate job opportunities for partners of potential recruits
- Share information about making Little Rock "home"

Welcome and Help Orient New Faculty

- New Faculty Orientation – ½ day program annually in August
- New Faculty Welcome
- Publish the *Absolutely Unofficial Faculty Handbook – the FIGS Book* (Fill in the Gaps!)
- Welcome Interviews, introducing the COM Promotion & Tenure processes and offering guidance on how to thrive academically at UAMS

Assess Faculty Needs and Skills

- ✦ Faculty Needs Assessment Survey, regarding faculty development – periodically
- ✦ Faculty Development Liaison Committee – a continuing needs assessment tool – recommencing in the fall of 2005
- ✦ Faculty Development Speakers Bureau – lists UAMS faculty who are prepared to offer lectures and workshops on a wide array of faculty development topics – http://www.uams.edu/facultyaffairs/speakers_bureau.asp
- ✦ Coordinate and offer selected workshops in areas of faculty development
- ✦ Exit Interviews, evaluating the faculty experience

Special Professional Development Efforts

- Ⓢ Annual Promotion and Tenure workshops
- Ⓢ Annual Professional Development Day
- Ⓢ Women's Faculty Development Caucus, including its Advising Program

Support Faculty Life and Function

- ✿ FacFacts – the new faculty database – under construction
- ✿ Faculty Wellness Program
- ✿ Process all faculty appointments, and maintain faculty appointment data
- ✿ Support the Promotion and Tenure Committee
- ✿ Academic policies – uphold, draft, and/or revise as needed
- ✿ Maintain Faculty Affairs website
- ✿ Manage faculty regalia for academic ceremonies
- ✿ Counseling and coaching about "difficult situations" in the course of academic life