

Policy and Procedures

New Faculty Orientation
Regular Full-Time and Regular Part-Time

Individuals who are invited to join the faculty of the University of Tennessee College of Dentistry are expected to actively engage in the traditional academic triad of teaching, research, and service. In addition, appropriately licensed individuals are also expected to engage in patient care activities.

In order for new faculty members to begin such activities with an adequate knowledge base, it is essential that they receive an appropriate orientation to the university, campus, and collegiate environments. New faculty orientation is the responsibility of the department chair. The orientation of an individual faculty member will vary somewhat, based on the responsibilities of the position; however, fundamental, core orientation items are common to all faculty members.

The following is a listing of those fundamental, core orientation items which department chairs are responsible to see are accomplished. Additional orientation items may be included, as indicated, at the discretion of the department chair. This list will be reviewed annually by the Administrative Council and the Committee of Faculty to ensure that the minimal essential orientation items remain current.

NEW FACULTY ORIENTATION SCHEDULE

**UNIVERSITY OF TENNESSEE, MEMPHIS
COLLEGE OF DENTISTRY**

Each new regular full-time or part-time faculty member is required to complete the following orientation schedule no later than the tenth day of employment. The specific components of the orientation may be completed in any order; however, all components must be completed prior to final orientation by the Office of Business and Finance. This form must be initialed, as indicated, and turned in to the Office of Business and Finance for placement in the faculty's personnel file.

Office	Department Chair	Initial	Date
Location	_____	_____	_____
Contact	_____		
Telephone	_____		

- A. Duties of Position
- B. Faculty Evaluations
- C. Departmental Goals and Objectives
- D. Departmental Policies
- E. Administrative Policies -
<http://www.utmem.edu/policies/Admin/policiesec.html>
- F. Fiscal Policies -<http://admin.tennessee.edu/acs/5toc.htm>
- G. Personnel Policies -
<http://admin.tennessee.edu/hr/policies/tocuwa.html>

Office	Academic Affairs	_____	_____
Location	S-103 Dunn		
Contact	Mark R. Patters, D.D.S, Ph.D. Associate Dean for Academic Affairs		
Telephone	8-7686		

- A. Administrative Structure
- B. College Mission & Goals
- C. Faculty Role
- D. Curriculum
 - 1. Accreditation
 - 2. Competencies
 - 3. Course Director Responsibilities

		Initial	Date
		_____	_____
Office	Clinical Affairs		
Location	C-209 Dunn		
Contact	Lloyd A. George, D.D.S. Associate Dean for Clinical Affairs		
Telephone	8-6246		
A.	Control of Infectious Diseases		
B.	Medical Emergencies Process		
C.	Prescription Responsibility		
D.	Professional Standards		
E.	CPR Certification		
F.	State Dental Licensing		
G.	Malpractice Insurance		
H.	Pre-Clinical and Clinical Manual		
I.	Immunization/Test		
	1. Hepatitis		
	2. TB Test		
J.	Clinic Protocol and Record Review		
K.	Faculty Clinic Number		
Office	Dental Research Center	_____	_____
Location	210 Nash		
Contact	Mustafa Kh. Dabbous, Ph.D. Associate Dean for Research		
Telephone	8-6167		
A.	Research Activities		
B.	Research Resources		
Office	University Dental Practice	_____	_____
Location	910 Madison Ave. Suite 608		
Contact	Lloyd A. George, D.D.S. Associate Dean for Clinical Affairs		
Telephone	8-6246		
A.	Intramural Practice Opportunities		
B.	Malpractice Insurance		
Office	Professional Development	_____	_____
Location	c-313 Dunn		
Contact	Paul S. Bland, D.D.S. Chair, Committee of Faculty		
Telephone	8-6242		
A.	Faculty Development Programs		

B. Continuing Education

		Initial	Date
Office	Promotion and Tenure	_____	_____
Location	S-103 Dunn		
Contact	Mark R. Patters, D.D.S., Ph.D. Chair, Appointment, Promotion and Tenure Committee		
Telephone	8-7686		

A. Policies regarding Promotion and Tenure

1. University
2. College

B. Faculty Handbook <http://www.utmem.edu/Facsenate/handbook.php>

Office **Student Affairs**

Location	S-102 Dunn	_____	_____
Contact	Wisdom F. Coleman, D.D.S. Associate Dean for Admissions and Student Affairs		
Telephone	8-6268		

A. Admission Policy

B. Class Attendance

C. Dress Code

D. Honor Code

E. Student Promotions Policy

F. Book and Instrument Policy

Office **Business and Finance**

Location	C-102 Dunn	_____	_____
Contact	Brian Bowling Interim Business Manager		
Telephone	8-6270		

A. Purchasing Policies

B. Travel Policies - American Express Corporate Card

C. University Health & Welfare Programs

D. Malpractice Insurance

E. Review of Preceding Orientation Items

Once completed, this form will be filed in individual's payroll file located in Office of Business and Finance