



Welcome

Welcome to the Faculty of Medicine & Dentistry. We are glad you have chosen to join us! We strive to be an international leader in generating, applying, and disseminating new medical knowledge for the benefit of all. As such, learner-centred educational programs and research is given high priority and is integrated into teaching and clinical activities.

Purpose

The document is an orientation manual and is to provide guidance for suggested activities over a faculty member’s first year. It provides useful links for reference and background to the UAlberta and the Faculty of Medicine & Dentistry (FoMD). This manual is more detailed and specific for the FoMD and supplements the [UAlberta’s overarching information for new and transitioning employees](#). As you use this document we would appreciate hearing about questions it does not answer to improve it for future readers.¹

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¹ Contact Joanne Simala at jls24@ualberta.ca with any suggestions you may have for this document.



Before you Start at the UAlberta

- See the [Definitions & Categories of Academic Staff, Academic Colleagues, and Excluded Academic Staff](#). Note the definitions for *academic faculty members*, *clinical academic colleagues*, and *special continuing*.
- Review [Benefits Overview](#), total [Compensation](#), [potential relocation expense reimbursement](#), and [Collective Agreement](#) for your position.
- Sign your appointment letter and view [Pay Schedule](#).
- Plan your commute—see [Parking](#), [Bikes on Campus](#), [Edmonton Transit Service](#), and [Campus Map](#). Note that there are several campuses with North Campus being the largest.
- If you are also contracted by AHS, please see the AHS new employee [checklist](#) and [procedure](#) which includes tasks from pre-hire to your first 20 days. Included in is information about [obtaining an ID badge and access card](#). If your site has a [badging office](#), you can apply in person.
- The University of Alberta is affiliated with [six non-profit day care centres](#), however there are many other options in Edmonton.
- Look into [temporary accommodation](#).
- For fun, see what activities you might enjoy in [Edmonton](#). Read about [Living in Edmonton](#).

Week 1

- Obtain your [CCID](#) which is your main portal to accessing campus resources. Your CCID and password are automatically created for you upon hire. Details for logging in using your CCID and accessing your UAlberta email account will be sent to the email you provided during your application/recruitment process.
- [Obtain a ONEcard](#): A ONE card is a multipurpose ID card used to access campus resources and services from building access to library services and [many other activities](#). (An appointment must be keyed with at minimum prehire status in the UAlberta HR system. If desired check with the individual who you have communicated with during your hiring to confirm this has been completed.) Government issued photo ID is needed for pick up.
 - The ONEcard barcode will be needed if keycard access if being provided to university buildings.
 - The ONEcard is also used for library access, and funds can be added to purchase items at select locations on campus.
 - A ONEcard will **NOT** satisfy [proof of payment for LRT](#) as of April 1, **2022**. A New program is being initiated. Contact your Academic Department Manager for details.
- Obtain key(s) for relevant building(s) and office(s) by asking your supervisor or Academic Department Manager to email fomd.security@ualberta.ca with the card access required with specific buildings names, rooms, labs, entrances, pedways etc, and include pictures of your ONEcard (front/back), for programming purposes.
- Learn how to connect to the [UAlberta Wi-Fi System](#) if you are working on campus. If



needed, submit a [service request](#) for assistance setting up your computer (need CCID & password).

- UAlberta email and calendar use Gmail and are accessed through Google. Set up your mobile device to view email (see [iPhone](#), [iPad](#), [iPod touch](#) and [Android](#) instructions).
- If you have clinic duties in an AHS facility you may have an @albertahealthservices.ca email address. Your manager will give you your network username and temporary password to access all the AHS systems, including your AHS email, Insite (AHS Intranet), e-People (Employee Self Service) and [MyLearningLink](#).
- Set up direct deposit through [Bear Tracks](#) where one can view for example payroll and compensation, and some benefit information.
- Set up your Sun Life benefits account online (instructions will be emailed to you within your first week) [[SunLife Sign-in](#)]
- Contact your Academic Department Manager to set up an onboarding meeting to discuss, among other things, the procedure for annual review, procurement, etc.
- If you need a pager one possible contact is: Michelle Rousselle, Corporate Account Manager, Citipage Ltd, The Wireless Solution Group. Tel: 780.423.2020; E-mail: micheller@citipage.ab.ca; www.citipage.ab.ca or www.medipage.ca
- Read the [Code of Conduct](#) and review the [Conflict of Interest & Conflict of Commitment Reporting & Assessment Procedure](#) and complete the [Disclosure Report](#) (need CCID & password) for your Department Chair's review.
- Complete the [Security & Privacy Employee Training](#) (need CCID & password).
- If relevant, sign up to attend the [Alberta Health Services Orientation for North Sector New Physicians](#).
- Find a family physician. The [University Health Centre](#) is a walk-in clinic with physicians (vaccination available) accessible to faculty and staff. Alternatively, one may find a physician on the [College of Physicians & Surgeons of Alberta website](#). Of note, there are two pharmacies on North Campus, [Rexall](#) in the UAlberta hospital and the [University Health Centre Pharmacy](#) which also offers vaccinations.
- Keep in mind the following free mental health and support resources.
 - The [College of Dental Surgeons of Alberta](#) offers confidential support and help with a range of personal and mental health issues for members the association.
 - The [FoMD Office of Advocacy & Wellbeing](#) support all areas of physical and mental health for both learners and faculty.
 - The [Physician & Family Support Program](#) offers confidential support and help with personal health issues for Alberta Medical Association Members.
 - The [Employee & Family Assistance Program](#) offers a wide range of confidential, professional counselling and family mediation services for all UAlberta staff and their families
 - The [Office of Safe Disclosure and Human Rights, Faculty of Medicine & Dentistry](#) offers students and staff a safe and confidential environment to express their ethical concerns.



Week 2

- If your appointment includes research, read [Research Resources for New FoMD Faculty Members](#). This document includes information on setting up your lab and research space, getting funding for your research, recruiting trainees, and carrying out your research. Of note, the [Research Services Office \(RSO\)](#) is an important resource and supports researchers by helping them to find, apply for, receive, and manage research funding. The [Research Ethics Office \(REO\)](#) provides effective, integrated support for and administration of all aspects of the ethics review, and the approval process for human participants in research and teaching, and testing involving animals. Contact your [Research Partner](#) to ask your research related questions.
- For faculty wishing to supervise graduate students, there are a number of resources to assist you in streamlining this process. These include the [FGSR Adjunct Academic Appointment and Graduate Student Supervision Policy](#) and the [Graduate Student Supervision Development Procedure](#). There is also an eClass entitled Graduate Student Supervisory Development Program you are encouraged to take; please contact Renee Polziehn (rpolzieh@ualberta.ca) to register.
- [Academic faculty members and academic administrators](#) are able to [apply for and hold research funding](#). [Clinical academic colleagues, academic affiliates, and adjunct academic colleagues](#) are eligible to [apply for and hold research funding](#) if included the individual's position description or approved in writing by the Senior Appointing Officer. Explore this opportunity with your Department Chair.
- Check the [Faculty Council Schedule](#) to see when the next meeting is. New faculty are often introduced at this meeting and it is an opportunity to contribute to the strategic and operational decisions of your Faculty.

Month 1

- Obtain the most recent [Faculty Evaluation Committee Standards](#) document
- Log into the [MyFoMD portal](#) to access the Annual Report Online (ARO) which [academic faculty and special continuing staff](#) will be required to complete each year, until the FoMD transitions to the broader University system. While in MyFoMD provide your permission and update your professional page profile information for inclusion on the FoMD public website. The professional pages are meant to be your webpresence on the FoMD website.
- Familiarize yourself with the Faculty Administration Resource Manager ([FARM](#)). By clicking on your name in the top right corner of the screen, you will be taken to your personal page where important documents pertaining to your service agreement, academic merit increments, income and other will be uploaded for your review and reference.
- Update your UAlberta [Find a Person](#) information, which is the UAlberta contact information website. As of 2021, individuals are able to personally update information. Log in (top right corner) and update, add courses taught, a CV, biography content, publications, scholarly



activity, and links.

- There are regular *Conversations with the (FoMD) Dean* events, watch for these in the *Dean's Message* to which you will be automatically subscribed.
- Note the UAlberta [Statutory Holidays and Closures](#).
- The Faculty of Medicine and Dentistry recognizes the growing demand for social responsiveness and accountability. Visit the FoMD [Social Accountability website](#) and take EDI training. 1. Register in eClass External [here](#) using your CCID. 2. Access the Anti-racism Tools and Thoughts course [here](#).
- Complete [Environment & Safety Training](#)
- Understand when you need to [Report an Incident](#)
- Understand your responsibility with respect to [Laboratory Safety](#)
- Identify with which [FoMD Institutes, Centres & Groups](#) your research institutes align and contact them to become an engaged member.
- Attend a [UAlberta Onboarding Event](#).
- Explore the [Human Resources, Health, Safety & Environment Website](#) including
 - [Employee Benefits](#)
 - [Vacation & Leaves](#)
- Read instructions on how to your [View Your Paycheque](#).
- See the [What You Need to Know as a New Employee](#) and [Employment Information](#) web pages .
- Visit the [UAlberta Library Website](#) to find online materials to support teaching and research. You can also ask a [Librarian](#) for assistance
- Read about the Faculty of Medicine & Dentistry by visiting the [Our Faculty](#), [Facilities](#), and [Momentum](#) magazine webpages.
- Peruse the [Association of Academic Staff University of Alberta \(AASUA\) website](#) of which most academic faculty are members. AASUA is akin to a union for academic faculty in Alberta and plays a central role in collective bargaining. AASUA is also a resource for faculty in potential grievance proceedings with the University.

First Quarter

- Read about your role towards [Professionalism](#) in the FoMD.
- Read [FoMD Strategic Plan](#).
- See the [Strategic Plan for EDI](#), the UAlberta is committed to Equity, Diversity & Inclusivity.
- The UAlberta has undergone large transformational and organizational change. Read about it at the [UofA for Tomorrow](#) website and in [The Quad](#), a newsletter that will arrive in your inbox.
- Visit the [FoMD Faculty Development Webpage](#) to obtain support with your academic role.
- Explore a mentorship relationship with someone in the FoMD. Several departments have a formal mentorship program for new academic faculty. Please discuss this with your



department chair or representative. Mentorship workshops are given regularly [Joanne – there is a specific link to the mentorship program site under faculty development but I don't know whether this is still updated].

- Read the [Truth & Reconciliation Calls to Action](#).

First Year

- Visit UAlberta [Learning & Development](#) and FoMD [Faculty Development](#) and [Lifelong Learning](#) for professional development opportunities.
 - The [LearnCentre](#), has a calendar of upcoming opportunities.
 - Sign up for the UAlberta's [Professional Development Mailing List](#).



Resources—in Alphabetical Order

Assistance—Who to Contact

- The [Association of Academic Staff University of Alberta \(AASUA\)](#) is an organization for the following [staff categories](#): Academic Faculty (FAC); Academic Teaching Staff (ATS); Administrative and Professional Officer (APO); Trust/Research Academic Staff (TRAS); Temporary Librarian, Administrative and Professional Officer (TLAPS); Faculty Service Officer (FSO); and Librarians (LIB). AASUA may be contacted for union representation as may be desirable for a workplace grievance concern.
- Clinical faculty may contact Dr. Jonathan Choy, Associate Dean, Clinical Faculty, concerns arising with respect to teaching, education, research and administration (jchoy@ualberta.ca).
- The [Employee & Family Assistance Program](#) provides all staff, faculty, and their eligible dependents with: confidential counselling services, online courses, nutritional counselling and personal training/fitness consultations, legal and financial consultation, cultural- and gender-specific support, career consultation, workshops, and learning opportunities.
- The [Faculty Development Office](#) in the FoMD helps faculty members achieve success and satisfaction in their academic roles.
- Find your [Human Resources Service Partner](#) to ask human resources related questions. Read about [hiring staff](#).
- [Information Services & Technology](#) can assist with any computer related issues.
- Ask a [Librarian](#) for assistance.
- [Office of Advocacy & Wellbeing](#) in the FoMD assists with issues pertaining to the health and well-being of learners & faculty.
- The [Physician & Family Support Program](#) offers confidential support and help with personal health issues for Alberta Medical Association Members.
- Research funding questions may be directed to your [Research Partner](#).
- [The Staff Service Centre](#) may be able to assist with your human resources, finance services, or other issues.

Clinical

- View the [Alberta Health Services](#) website or read about the [North Zone](#) which includes Edmonton. AHS is Alberta's integrated health system. If relevant, attend the [Alberta Health Services Orientation for North Sector New Physicians](#).
- [Connect Care](#) the new way of using and sharing health information to improve patient care.
- [Netcare](#) the provincial Electronic Health Record.



Employment

- To request information specific to your situation contact your [Human Resources Service Partner](#), or Department Chair.
- [Bear Tracks](#)—where one can view for example payroll, compensation, and some benefit information.
- [Code of Conduct](#) for the UAlberta.
- [Collective Agreements & Handbooks](#) based on staff role.
- [Conflict of Interest & Conflict of Commitment Reporting & Assessment Procedure](#).
- [Conflict Disclosure Report](#) (need CCID & password to view) to be completed each year.
- [Employee Benefit Information](#) & [SunLife Sign-in](#)
- [Faculty Evaluation Committee Standards](#) for FoMD academic faculty and special continuing staff.
- [Health, Safety, and Environment](#)
 - [Environment & Safety Training](#)
 - [Report an Incident](#)
 - [Laboratory Safety](#)
- [Pay Schedule](#) for those being paid by the UAlberta.
- [Paycheque Viewing](#) for those being paid by the UAlberta.
- [Professional Expense Reimbursement \(PER\)](#) is provided to eligible employees (listed) for reimbursement of eligible expenses.
- [Relocation Expense Reimbursement](#) may be offered at the discretion of the hiring unit.
- [Security & Privacy Employee Training](#) (need CCID & password) is required each year.
- [Vacation & Leaves of Absence](#) lists holiday and leave entitlements.

General Information about the Faculty of Medicine & Dentistry

- Peruse the [FoMD website](#) including the following:
Read about the Faculty of Medicine & Dentistry by visiting the [Our Faculty](#), [Facilities](#), and [Momentum](#) magazine webpages.
 - [Faculty Council Schedule & Minutes](#) to learn what has been discussed and when the next meeting is. All FoMD faculty are invited.
 - The FoMD [Faculty Development Office](#) provides resources related to engagement & performance, scholarship, leadership & administration, and career development.
 - [Governance](#) lists the FoMD vice/associate/assistant dean positions and their position descriptions.
 - The [Office of Advocacy & Wellbeing](#) assists with issues pertaining to the health and well-being of learners and faculty.
 - FoMD [Lifelong Learning](#) has a [Physician Learning Program](#) which educates and empowers physicians and teams to create and sustain local solutions to advance clinical practice.
 - Identify with which [FoMD Institutes, Centres & Groups](#) your research institutes align and



contact them to become an engaged member.

- [FARM](#) includes your personal page where important documents pertaining to your service agreement, academic merit increments, income and other will be uploaded for your review and reference.
- faculty and staff information, such as contact and affiliation data, research key interests and more.
- [MyFoMD](#) is the place to provide permission for release of automatic updates of your Professional Webpages on the FoMD website, and update to your Annual Report Online, until migration to the FAR system.

General Information about the University of Alberta

- [Acronyms Glossary](#)
- [Awards for Academic Excellence](#) at the UAlberta
- [Bikes on Campus](#)
- [Campus Map](#)
- Environmental & Safety Training may be found online. Search their [catalogue](#).
- [Find a Person](#) allows searching for a person's title, campus address, phone number, email, and (sometimes) other information. You can login to update your information.
- [Statutory Holidays and Closures](#)
- LRT [Proof of Payment](#)
- [Learning & Development](#) for professional development at the UAlberta.
 - The [LearnCentre](#), has a calendar of upcoming opportunities.
 - Sign up for the UAlberta's [Professional Development Mailing List](#).
- [Onboarding Event](#) for the UAlberta staff
- [Parking](#) information
- [Strategic Plan](#) for the UAlberta
- Territorial Acknowledgement: The University of Alberta, its buildings, labs, and research stations are primarily located on the traditional territory of Cree, Blackfoot, Métis, Nakota Sioux, Iroquois, Dene, and Ojibway/Saulteaux/Anishinaabe nations; lands that are now known as part of Treaties 6, 7, and 8 and homeland of the Métis. The University of Alberta respects the sovereignty, lands, histories, languages, knowledge systems, and cultures of First Nations, Métis and Inuit nations.
- [UAPPOL - UAlberta's Policies and Procedures Online](#) -- Find a relevant policy or procedure.
- [University Health Centre](#) is a walk-in clinic with physicians accessible to faculty and staff.
- [Wi-Fi](#) at the UAlberta

Health, Wellness, Fun & Psychological Safety

- [Campus & Community Recreation](#) provides exercise related facilities and activities.



- [College of Dental Surgeons of Alberta](#)
- [College of Physicians & Surgeons of Alberta website](#) allows you to find a physician.
- Explore [Edmonton](#)
- [Employee & Family Assistance Program](#) provides all staff, faculty, and their eligible dependents with: confidential counselling services, online courses, nutritional counselling and personal training/fitness consultations, legal and financial consultation, cultural- and gender-specific support, career consultation, workshops, and learning opportunities
- Visit UAlberta's [Learning & Development](#) to view professional development offerings.
- The UAlberta's [Office of Safe Disclosure & Human Rights](#) provides a confidential, neutral and safe space for members of the University community to speak in confidence about concerns.
- [Faculty of Medicine & Dentistry Office of Advocacy & Wellbeing](#) looks after issues pertaining to the health and well-being of learners & faculty. The office also advocates on their behalf.
- The [Physician & Family Support Program](#) offers confidential support and help with personal health issues for Alberta Medical Association Members.
- The [Pulse Generator](#) has fitness facilities in several locations including the basement of the University of Alberta Hospital.
- The [University Club](#), formerly known as the Faculty Club offers a variety of dining experiences for members and their guests.

Research

- Agreements may be requested [online](#): Confidential Disclosure, Material Transfer, and Data Sharing / Data Transfer.
- Read about [ConnectCare](#) a new way of using and sharing health information to improve patient care.
- Identify with which [FoMD Institutes, Centres & Groups](#) your research institutes align and contact them to become an engaged member.
- [Research Resources for New FoMD Faculty Members](#) provides information about setting up your lab & research space, getting funded, recruiting, and carrying out research.
- The [Research Services Office \(RSO\)](#) is an important resource, supporting researchers by helping them to find, apply for, receive and manage research funding.
- The [Research Ethics Office \(REO\)](#) provides effective, integrated support for and administration of all aspects of the ethics review and approval process for research involving human participants and research, teaching and testing involving animals.

Teaching

- [Accreditation '22](#) - Read about the FoMD Medical School's accreditation.
- [Awards for Education & Teaching](#) in the FoMD
- The [Centre for Teaching and Learning](#) partners with instructors at the UAlberta to develop



engaging and meaning learning experiences.

- [Competence by Design](#) in the FoMD offers faculty development curriculum on a variety of topics.
- [FoMD Academic Technologies](#) provides support for course design
- [Teaching and Learning Enhancement Fund \(TLEF\)](#) supports projects in excellence in teaching (post-Covid)



UNIVERSITY OF ALBERTA FACULTY OF MEDICINE & DENTISTRY

More than
8000
members

600+
Faculty

TOP 6

TOP 100

Nearly
15000
alumni globally

21 DEPARTMENTS

6 RESEARCH INSTITUTES

5 UNDERGRADUATE PROGRAMS

13 GRADUATE PROGRAMS

RESEARCH



**2019
RESEARCH
REVENUE**

\$30.6 M
Tri-council
funding

\$25 M
GoA grants

\$11.4 M
other federal funding

\$43.8 M
Other funding



26

CANADA RESEARCH CHAIRS



\$37 Million

IN RESEARCH REVENUE

secured by **27 junior faculty** recruited 2015-2019

3

Main areas of Precision Health (AI, Diagnostics & Therapeutics)

18

Start-up companies in UAlberta Health Accelerator

\$53.5M

FY20 Fundraising achievement

88%

of Faculty's fundraising achievement is made up of philanthropic support to research



6 3M National Teaching Fellows



10 Canadian Medical Hall of Fame inductees



3 Prix Galien Canada (Research)