

Department of Clinical Sciences

New Faculty Orientation

<i>Updated:</i> September 15, 2009	<i>To be done within:</i>		
<i>Things to do!</i>	2-4 weeks	6 mths	12 mths
Office assignment, telephone, and computer	Prior to start date ¹		
Listserver: Add name to college and departmental lists	Prior to start date ¹		
Email and eID: complete forms on arrival	X		
Benefit pay: signatures on documents and choose programs	X		
Hospital picture I.D, pager & order keys – director’s office	X		
Moving expenses: complete claim	X		
VTH orientation (see resources below)	X		
A-card application ² , plus long-distance telephone access	X		
Mentor committee – establish (X), first meeting (XX)	X	XX	
Teaching Assignments and Establish Evaluation Webpage ³	X		
Parking permit	X		
Department meeting: attend first one!	X		
CVMBS Faculty meeting (Spring and Fall)		X	
Start-up funds:	Establish budget		Plan roll-forward
College Research Council Grant (March deadline)			X
Faculty Activity Summary orientation (November)			X
Annual Personnel Conference (Jan-Feb)			X
Search Committee Chair Training		X	
New Faculty Orientation		X	
New Investigator Orientation & Principal Investigator orientation		X	

¹The Departmental office should initiate these requests before your arrival, but it does not hurt to check!

²The A-card is the credit card you use for all purchases on grant accounts and start-up accounts – you need to take a training seminar before you get one.

³It is very important to make sure that the course coordinator for any course you lecture in, and the Associate Dean for the PVM program, have you listed as an instructor. That leads to a web-based evaluation form being established so you can get teaching evaluations from students. You should also meet with Dr. Regina Schoenfeld-Tacher to plan

for teaching evaluations, which are a critical part off your performance development and review, essential for tenure documentations!

Things to get and who will tell you how to get them:

Resource:	Contact/source:
VTH orientation	See the website below for the VTH procedures manual. It is important to request orientation to biosecurity, radiology (<i>get a badge!</i>) and clin.path, amongst other areas, the Director's office will organize this for you. http://www.cvmb.colostate.edu/cvmb/VTHProceduresManual23may2003.pdf
Software	Campus store in Lory Student Center or CSU web (http://softcell.colostate.edu/)
Computer support	Kacie Reed (297 4597) and staff will assist with computer purchase and set-up/network access, printing, access to VTH medical record etc. The CATS lab can orient you on lecture and seminar computer support, preparation of posters and other computer generated materials.
Laboratory Supplies	A-card training, plus campus lab.supplies: Terri Ratzlaff
Office supplies	Department office – Jean Runyan
Setting up voice mail and telephone	Terri Ratzlaff (297 4125)
VTH/Lab coats & clothing, purchase and personalization	Director's office.
Textbook purchase, college T-shirts etc.	Vet Text Supply, second floor VTH
Business cards	VTH – Linda Hutson, take an example from a colleague!
Leave Reporting	Department office: Pony Davis
Department code and policies: <i>read this!</i>	Department orientation packet and website (http://www.cvmb.colostate.edu/clinsci/deptcode.htm)
H-number: lets you use grants/start-up to buy VTH supplies and services	Linda Hutson 297-1224 VTH Directors Office
Mail:	
Regular mail for departmental business	Dept. Office for envelopes
Regular mail for your own research	Dept. office
UPS	See orientation sheet in Dept. office
Library resources, ordering articles, electronic journal access, plus database searches	VTH branch library (2 nd floor of VTH) and website
Regulatory compliance	http://www.research.colostate.edu/rcoweb/

Lab. animal resource training	<p>Monique McGuire Manager of Operations and Technical Development Laboratory Animal Resources Colorado State University Fort Collins, Colorado Office (970) 491-7629 Fax (970) 491-2496 Cellular (970) 566-2149</p>
New Investigator Orientation & Principal Investigator Orientation	<p>Office of Sponsored Programs-Betty Eckert 491-1554 or Chris Getzelman 491-0439 to setup individual appointment for training.</p>
<p>Computer services: -access to shared drives, setting up printers - printing in color, teaching materials preparation, printing posters Delivery Address for incoming mail or supplies</p>	<p>- Kacie Reed and staff in A222 - C.A.T.S. laboratory in A220</p>
<p>HELP(!) with: Reserving meeting rooms Human resources and benefits issues Account, grants, ACUC submissions</p>	<p><i>Your name!</i> Dept of Clinical Sciences James L. Voss Veterinary Teaching Hospital Campus Delivery 1620 300 West Drake Road Fort Collins, CO 80523 Tel. 970 297 1274 Fax 970 297 1275</p>
<p>A-card questions Travel requests and refunds CE programs Residency & graduate student questions Senior and junior practicum Keys Scheduling meetings, finding Lunn</p>	<p><i>Call the dept. office 297 1274 and ask for:</i> Jean Runyan Greg Suniga (Dean's Office) 491-8182 Terri Ratzlaff, Sherry McElwain Leesa Huffaker(ACC) Paige Ryan Tiffany Banfield; Lynda Reed (ACC) Tiffany Banfield Morna Mynard Debbie Liptak Morna Mynard Morna Mynard</p>

Attatchments:

- College of Veterinary Medicine and Biomedical Sciences Code
- Department of Clinical Sciences Code
- Special Appointment Faculty Information Guide
- VTH phone list