



**Division of Pharmacy
Faculty Development Policy and Procedure
Approved by the Faculty: 1/28/2015**

Introduction

The purpose of this document is to describe the programs, policies, processes and resources that are available for the development of pharmacy faculty at Wayne State University. This document is guided by the following general principles:

1. All faculty members require professional development as an integral part of their career advancement irrespective of discipline, department, position, track or tenure status.
2. Faculty development is a shared responsibility involving a commitment from the university, Deans, department chairs and the faculty members themselves.
3. The regular establishment of goals combined with assessment of progress towards achievement of these goals is critical to faculty development.

Policy:

1. The Departments of Pharmaceutical Sciences and Pharmacy Practice will provide opportunities for professional development through support of individual development programs (as resources are available) and departmental and division professional seminars.
2. Faculty members have a responsibility to utilize available opportunities for personal growth and professional development to maintain and improve his/her skills in teaching, scholarship and service.
3. Each faculty member (as appropriate) will develop a working relationship with the Grant and contract administrator, business office, Human resources, their departmental AA and associate dean of research.
4. Information regarding personal growth and professional development of the faculty necessary for the accreditation process will be collected and maintained by the Director of Assessment.

5. Department chairs will discuss personal growth and professional development needs and opportunities with faculty members annually.

Procedures:

I. Institutional and Administrative Support

Department Chairs will work with each faculty member to assure:

1. Faculty members have adequate office, laboratory, and teaching space as well as access to technology and equipment.
2. Teaching loads, research requirements, practice responsibilities and other service activities are appropriately balanced to allow faculty sufficient time for development in all areas of academic endeavor.
3. Development support through mentoring, workshops and seminars.
4. Knowledge of university resources: statistical consultation, Office of Teaching and Learning (OTL) programs and services and Office of the Vice President of Research programs and services.

II. New Faculty - Getting Off on the Right Foot: Orientation and Mentoring

All new faculty members will receive an orientation to the pharmacy program, college and Wayne State University. See Appendix 1 for the suggested onboarding process and orientation checklist. The steps of orientation should be completed within the first year of appointment.

1. Each department has a mentoring policy that will be implemented with all new faculty members.
2. All faculty members are required to have a conceptual understanding of current and future pharmacy practice in various settings. All new faculty members without an American pharmacy degree will watch a one hour DVD about the history of pharmacy and vignettes about traditional and non-traditional pharmacy practices. A companion document (Full Preparation: The Pfizer Guide to Careers in Pharmacy) will be reviewed that discusses the training required for traditional and non-traditional pharmacy practices. The faculty member will also shadow at least one clinical faculty member to experience the practice of pharmacy in community, institutional, and or ambulatory care pharmacy practice. This shadowing experience can be arranged to parallel that faculty member's research interests. An orientation to the profession may also be obtained through interdisciplinary seminars, pharmacy practice continuing education programs,

pharmacy faculty meetings, and professional organizations such as the American Association of Colleges of Pharmacy.

3. All faculty members should have an understanding of contemporary research in the pharmaceutical sciences. Pharmacy Practice faculty members will meet with Pharmaceutical Sciences faculty members in medicinal chemistry, pharmacology, and pharmaceuticals to discuss current research initiatives, including a visit to laboratories.

III. Resources available for sustaining Faculty Development

1. Development of Scholarly Abilities

To assist faculty members in achieving their scholarship objectives, resources for development can come from within and outside WSU. Faculty should become familiar with the following resources:

- A. University resources available to develop research, scholarship, and grant writing skills can be found on the Office for the Vice President of Research (OVPR) website.
- B. The Research Mentors Program for new faculty is offered through the Division of Research and provides funds to encourage a productive mentoring relationship between tenured faculty with strong research records and success in obtaining extramural research funding and newly recruited junior faculty. All tenure-track faculty members in the first two years are eligible for a senior faculty mentor.
- C. This Associate Dean of Research at EACPHS also supports faculty collaborations, grant submissions, workshops, internal award applications, strategic planning and budgetary matters. A Grants Administrator in the research office manages all pre- and post-award processing.
- D. The Associate Dean for External Scientific Affairs will establish external collaborations with others to augment College research and will help faculty members with program project submissions.
- E. The college website for research (www.cphs.wayne.edu/research) provides links to documents, committees and funding agencies that faculty engaged in research at WSU need.
- F. The EACPHS provides an annual research award to recognize excellence in research by a faculty member.
- G. Each department has a Director of Research who will serve as a resource and will arrange seminars and development activities.

- H. Faculty members can be granted a sabbatical leave for the purpose of encouraging scholarly development and professional achievement, as defined by the AAUP contract.

2. Development of Teaching Abilities

To assist faculty members in achieving their excellence in teaching, resources for development are available within and outside WSU. Faculty should become familiar with the following resources:

- A. University resources to enhance teaching skills and abilities are available through the Wayne State University Office of Teaching and Learning (OTL). Workshops are regularly offered through OTL.
- B. Information about the Doctor of Pharmacy Program and Graduate Programs in Pharmaceutical Sciences are available through the college website. The Curriculum Committee will provide faculty with an update on the curricula with an emphasis on recent changes and developments at least annually.
- C. Faculty members are expected to attend facilitator training for the Pharmacotherapeutic Problem Solving component of the curriculum. This provides faculty with an overview of the philosophy and practice of problem-based learning in the pharmacy program as well as the implementation of improvements within the program.
- D. Faculty members are encouraged to select teaching faculty development programs to overcome deficits based on Student Evaluation of Teaching (SET) scores, eValue faculty evaluations, Peer Evaluation of Teaching and/or student feedback.

3. Development of Service Activities

Faculty members provide service to a variety of constituents including the pharmacy program, college, university, local community, professional bodies and scientific organizations.

- A. Faculty members should be familiar with the purpose and charges of the standing committees associated with the pharmacy program, college and university. Faculty members will take a more active role in such committees as they progress in their academic career. Standing committees in pharmacy will appoint vice-chairs that will allow faculty to prepare for assuming future committee leadership.
- B. Student advising is an important service that faculty members provide. Information regarding admissions, curriculum, academic calendar, academic

regulations, student honor code, and scholarships is available on the PharmD program website. An extensive listing of websites providing advising information is also posted.

- C. Programs related to administration, management, practice site and skill improvement, etc. are also encouraged and can be offered by the departments, the college, and the university. This type of faculty development can also be obtained from various outside vendors such as pharmacy organizations, research organizations, etc.

Appendix A: Onboarding Process and Orientation Checklist

University orientation is described on the “Employee Onboarding” website: <http://hr.wayne.edu/onboarding/element3/index.php> The department chairs will provide new faculty members with an appropriate orientation to the program and the department. Completion of the various aspects of the orientation will be documented on the New Faculty Member Orientation Checklist. The Checklist will be completed by the individual faculty member. At the completion of all orientation activities, all faculty members should have an understanding of documents, policies and resources within pharmacy, the college and Wayne to support scholarship, teaching, and service responsibilities.

People to meet within EACPHS as part of orientation:

- Associate Dean of Pharmacy
- Chairs of Pharmacy Practice and/or Pharmaceutical Sciences Department
- Secretaries and Administrative Assistants of respective departments
- Individuals in the Business Office
- Individuals in the Office of Student and Alumni Affairs
- Grant and Contract Administrator
- Individuals in the College IT department
- Director of Experiential Programs (if applicable – those who will be precepting students)

Checklist:

- Wayne State University formal three day orientation
 - 1 day university orientation, takes place monthly with registration available on Pipeline
 - 2 day faculty orientation, takes place each August with information sent to all new faculty.
- Wayne State University Mission, Vision, and Strategic Plan
- Eugene Applebaum College of Pharmacy and Health Sciences Mission, Vision, and Strategic Plan
- WSU Pharmacy Program Mission, Vision, and Strategic Plan
- Departmental Mission, Vision, and Strategic Plan
- American Association of University Professors – American Federation of Teachers, Local 6075 (AAUP) Contract
- Wayne State University Policies and Procedures
- EACPHS Bylaws
- EACPHS Administrative Structure
- College Level Committees
- Pharmacy Program Level Committees
- ACPE Accreditation Process and recent activities
- Programmatic Assessment Plan

- Departmental Committees
- Pharmacy Student Organizations
- Pharmacy as a Profession: for those who are not pharmacists, the ASHP video is available through the Director of Experiential Education in the Pharmacy Practice Department. A shadowing experience with a pharmacist will be facilitated through the department chairs

- Personnel issues
 - Parking
 - Paycheck schedule, direct deposit
 - One Card
 - Time Sheets
 - Leave balances
- Promotion and tenure guidelines and procedures
 - University
 - College
 - Department (if applicable)
- Annual review process including salary review
- Computing resources at Wayne State University (www.computing.wayne.edu) and pharmacy (www.cphs.wayne.edu/pharmacy) and pipeline
- Travel policy and procedures / TravelWayne
- Hiring personnel including search committees

Scholarship

- Resources available for faculty development through other units within the university such as the Division of Research (www.research.wayne.edu). The Division of Research offers a “Research Orientation for New Faculty” that includes a PowerPoint presentation with general information pertinent to conducting research at WSU <http://www.research.wayne.edu/seminars-training/research-orientation.php>)
- Professional and Academic Development (PAD) Seminar Series: (<http://research.wayne.edu/seminars-training/seminar-series.php>)
- Statistics resources: RDU Unit / Biostatistics
- Purchasing and reimbursement policies and procedures (Review with departmental AA and/or Business Office)
- IRB (CITI) training, policies, procedures, and forms
- Animal and laboratory policies and procedures
- Biohazard policies and procedures
- Radiation training, policies, and procedures
- Scientific integrity

Teaching

- Pharmacy program curriculum (www.cphs.wayne.edu/pharmd/curriculum.php)

- Student handbook
- Ability based Outcomes (ABO's) for the program
- Curricular map
- Professionalism curriculum
- Technical standards
- Experiential education information (for those who will be providing experiential education for the Doctor of Pharmacy students: Experiential coordinator contact information, Experiential policy and procedure manual, Preceptor training information (on Blackboard))
- Curricular Policies:
 - Guidelines for course development and delivery (course coordinator guidelines)
 - Standardized syllabus
 - Elective policy with updated electives
 - New course proposal form
 - Course review and elective approval policy and procedure
 - Course change policy and procedure
 - Guidelines to promote academic success
 - Process for grading and grade appeals
 - Course registration and course dropping process
 - Academic misbehavior policy, procedures, and resources
- Committee on Academic and Professional Progress (CAPP) procedures
- Computing resources at Wayne State University (www.computing.wayne.edu) including Blackboard and eValue
- Resources available for faculty development through other units within the university such as the Office for Teaching and Learning (www.otl.wayne.edu), WSU libraries (www.lib.wayne.edu)
- Teaching evaluation processes using the Wayne SET instrument, eValue, and Peer Evaluation of Teaching
- Technology resources in the classroom and procedures for trouble shooting

Service

- Standing committees at the university, college, pharmacy program and departments
- Expectations of faculty service
- Engagement in local, regional, national, and international scientific and professional organizations.
- Student advising program and resources