

SVM New Faculty Orientation 2019: General

1. Read the SVM Strategic Plan (www.vetmed.wisc.edu/strategic-plan/) to become familiar with the School's mission, vision, fundamental priorities, and strategic priorities.
2. Understand the SVM organizational structure: administration, the 4 academic departments, and the hospital (UWVC)
3. Obtain the Tenure- or Clinical-Track Appointment and Promotion Document. Most tenure-track faculty in the SVM follow guidelines of the Biological Sciences Division (<https://secfac.wisc.edu/tenure/biological-sciences-divisional-committee/tenure-documents/>), but other divisions may be appropriate. The Policy and Guidelines for Appointment and Promotion of Clinical Track Faculty document can be found at <https://www.vetmed.wisc.edu/intra/Data/Documents/ClinicalTrackApptmtPromotion14Feb2017.pdf>.
 - a. Obtain samples of completed documents and begin to compile your own document, adding materials as they accrue. Sample tenure-track documents may be obtained from the Office of the Secretary of the Faculty. Sample clinical- and tenure-track documents also can be obtained from the SVM Mentoring Coordinator (mentoring-coordinator@vetmed.wisc.edu).
 - b. Assistant or clinical assistant professors are appointed for an initial 3-year appointment with subsequent annual renewals that are approved by departmental executive committees.
 - c. At the time of consideration for promotion, which occurs at the end of the 6th year of appointment (with some exceptions), the packet of an assistant professor or a clinical assistant professor is reviewed and voted upon by the departmental executive committee. If approved, either the appropriate campus divisional committee (typically Biological Sciences) for tenure-track candidates or the Dean's Advisory Committee on Promotions and Appointments for clinical-track candidates reviews the packet; both committees are advisory to the Dean. For clinical track faculty, once you are promoted to clinical associate professor, your packet is sent to the campus Academic Staff Area Review Committee for consideration for indefinite appointment (permanent status). Packets of associate or clinical associate professors considered for promotion to professor or clinical professor, respectively, undergo an initial review and approval by the departmental executive committee, followed by a second level of evaluation by the Dean's Advisory Committee on Promotions and Appointments for final promotion approval.
 - d. Extensions of promotional clocks may be requested by either tenure-track or clinical-track faculty for a variety of reasons, including birth or adoption of a child and other life events. Guidelines for tenure-track faculty are found in Faculty Policy and Procedures (FP&P 7.04, https://secfac.wisc.edu/governance/faculty-legislation/fpp_ch_7/#7.04).

Clinical-track faculty should consult with their Department Chairs about the procedure for requesting an extension.

4. Resources: Resources for **tenure-track faculty** are provided by the Office of the Secretary of the Faculty at <https://secfac.wisc.edu/tenure/>) and include a New Faculty Welcome, workshops, Faculty Networking Lunch Series, and information on Academic Leadership Development. New **clinical-track faculty** are also invited to these welcomes and workshops. Other resources for clinical-track faculty are provided by the Secretary of the Academic Staff Office and Academic Staff Mentoring Committee and include:
 - 1) <https://acstaff.wisc.edu/professional-development/mentoring-resources> and
 - 2) https://uwmadison.co1.qualtrics.com/jfe/form/SV_9Hntr3V0Jo1HyFT. These resources are open to all academic staff members, a subset of whom are clinical-track faculty members.
5. The Women Faculty Mentoring Program (<https://secfac.wisc.edu/events-programs/wfmp/>) is directed by Naomi Chesler (Professor of Biomedical Engineering) and is supported by the Vice Provost for Faculty & Staff (Michael Bernard-Donals). Lindsey Stoddard Cameron (jisc@wisc.edu) is the Office of the Secretary of the Faculty contact and program coordinator. The program offers extradepartmental mentoring for tenure-track women and events open to **all** women faculty (<https://secfac.wisc.edu/events-programs/wfmp/wfmp-events/>).
6. In conjunction with the Department Chair, identify a mentoring committee (composed of faculty [and potentially others] within and outside your department). Meet with the committee every 6 months initially and then at least annually to track your progress. Best practices for mentoring are found at: <https://www.vetmed.wisc.edu/intra/Data/Documents/MentoringBestPracticesUW-SVMDec2014.pdf>.
7. SVM faculty and clinical instructors are strongly encouraged to become members of the Wisconsin Veterinary Medical Association (WVMA); membership is subsidized by the SVM and is at no cost to the individual. As soon as you are able, print a membership form at <https://wvma.org>, fill it out, and submit it to the Dean's office to become a member.
8. Familiarize yourself with campus resources, including the Writing Center, which provides assistance and workshops for students, including professional and graduate students (<https://writing.wisc.edu/>), the extensive UW Library System (<http://library.wisc.edu>), and the Division of Information Technology (DoIT: <https://it.wisc.edu/>).
9. Our neighbor to the south is the Wisconsin Veterinary Diagnostic Laboratory (WVDL, <http://www.wvdl.wisc.edu>), which is the state diagnostic laboratory. Contact Dr. Keith Poulsen, Director of the WVDL, to arrange for a tour and learn about possible collaborations in research, teaching, and service (keith.poulsen@WVDL.wisc.edu).

SVM New Faculty Orientation 2019: Housekeeping

1. Obtain contact information for office and laboratory
 - a. All phones are on VOIP/data lines; no phone jacks are needed.
Contact person: Department Administrator/Manager
Record your phone and fax number for several of the campus registration forms. Obtain these contact numbers ASAP.
 - b. Complete the form to obtain a UW NetID and password (to access My UW).
Contact Person: Department Administrator/Manager
You will need your phone number and office room number for this form (this contact information will be added to the University directory).
 - c. A mailbox in the SVM will be assigned to you.
Contact Person: Department Administrator/Manager
 - d. Obtain a campus ID card (WisCard) at the WisCard office at Union South, Room 149.
 - e. Contact SVM Network Support staff to set up a password-protected W drive folder (PC) or Files folder (Mac) for files you wish to protect or limit access to.
 - f. Activate WisCard and obtain 4-digit security code to gain access to building.
Contact Person: Jesse Waters, 608-265-4522, jesse.waters@wisc.edu
2. Obtain keys for lab, office, and animal space. The nameplate for your office can be ordered from the Facilities office through your Department Administrator/Manager.
Contact Person: Chris Bostwick in the copy center or Jesse Waters, 608-265-4522, jesse.waters@wisc.edu
3. Order a computer and printer for your office. Check with the SVM IT department before ordering these materials (phone 265-6300), as IT will actually place the order for you. IT will help you to select models, will inform you about SVM-owned software licenses, and will have the computer purchase shipped to the SVM IT department. IT will assign your computer to data ports in your office (necessary for you to connect with the SVM Intranet) and install the necessary virus protection software. IT also provides audio/visual equipment management. Intranet access can be granted only after your official appointment and start date have been established.

The Facilities office provides a number of services, including facility structure maintenance, remodeling project coordination, copy and mail center services, and loading dock coordination. If you would like to request a service, please submit a work order (can be made electronically via link on the SVM intranet). Meet with Jesse Waters, Facilities Manager, to be introduced to the personnel in Facilities and the processes for making requests. In the SVM, the Copy/Mail Room houses 3 photocopiers/scanners. In addition, there is one copier/scanner on the 3rd floor (3169), and one on the 4th floor (4460). In the Hanson building, there is one copier/scanner in the front entry way, and one in the break room (room 210). Any of these copiers/scanners can be added to your office and lab

computers.

- a. Obtain codes for photocopying, for which there is a charge, typically paid by your Department.
 - b. Scanning is free, and your email address can be entered into any of the machines so that the scans can be emailed directly to you. See Chris Bostwick in the copy center to have your email address added to the scanners.
 - c. Familiarize yourself with the various mail bins: SVM/departmental mail, Campus mail, and personal mail. Personal mail must have the appropriate postage.
4. Confirm with SVM IT you have an SVM email account and that it has been added to relevant email lists, e.g., 'All SVM', 'All DMS' (or other department), 'DSS (or other department) Faculty', 'VMTH Clinicians', etc. Also, be sure your laboratory personnel have been added to relevant email lists.
 5. Room schedules and reservations
 - a. Room availability can be checked through WiscMail (<https://wiscmail.wisc.edu>) after signing in with your NetID and then clicking "Calendar" in the lower left corner of the page. SVM Network Support staff can add the rooms for which you need to check availability to your calendar.
 - b. To reserve a room, go to the SVM Intranet ('SVM Only' link on the SVM homepage) and click on the link for room request in the lower left. In the email that opens, enter your request and send.
 6. Parking: See your Department Administrator/Manager. Parking applications can be made prior to your arrival, but only after your appointment is official.
 7. The SVM houses both a Veterinary Medical Student Store (VMSS), which sells t-shirts, sweatshirts, and other items with SVM labels, and the Pet Food Store, which sells discounted pet foods.
 8. Office furniture: Contact your Department Administrator/Manager.
 9. Set up direct deposit for your paycheck: Once your faculty appointment has been confirmed by the Department Administrator, any questions about direct deposit can be directed to Julie Herman (julie.hermann@wisc.edu) in Business Services. You will need to fill out a Direct Deposit Authorization Form link found at: http://www.bussvc.wisc.edu/howto/Payroll/paycheck_direct_deposit.html.
 10. Set up your biographical sketch on the SVM website: Contact your Department Administrator/Manager.

11. Moving Costs: Contact your Department Administrator/Manager *before you move* to ask them to obtain a Relocation Authorization Letter and send you a copy. If you are working directly with a moving company, you should contact Chithra Kamath (chithra.kamath@wisc.edu) in Business Services. If you are moving on your own, you will need to submit the expenses/receipts once you arrive. Refer to <http://www.bussvc.wisc.edu/acct/policy/travel/relocat.html> for policy details and links to reimbursable and non-reimbursable expenses.
12. Continuing Education Credits: If you would like to receive CE credits for eligible seminars, please contact Kathy Nelson (kathy.nelson@wisc.edu), the Director of Continuing Education.

SVM New Faculty Orientation 2019: Research

1. Obtain laboratory and office space assignments
Contact Person: Department Chair and Space Committee Chair (current space committee chair is listed on the current committee list, available on the SVM Intranet and accessible by an SVM computer at <https://www.vetmed.wisc.edu/intra/>)
 - a. Record the room number and most recent certification dates of fume hood and/or biological safety cabinet. You will need these for your Biosafety Protocol.
 - b. If you need space for animal husbandry, discuss your needs with your Department Chair and Associate Dean for Research who will advise you on facilities that best fit your needs. Record the room numbers and most recent certification date of the biosafety cabinet and fume hood (if available). You will need this information for Biosafety and Animal protocols.
 - c. Record the room number of the nearest autoclave. Confirm whether autoclave functionality is tested by spore strips or other methods and the frequency of testing. You will need this for the Biosafety protocol.
 - d. Record the building and office address.
 - e. Start a "Lab Guidebook" with emergency contact details, important financial information, protocols, and procedures that can be supplemented or amended as policies change. Use this as a training tool for new members who join your lab.
2. Obtain yellow lab safety card and post it outside of the lab door.
Contact: Office of Biosafety, 608-263-2037
3. Prepare research protocols and submit them for approval. Note that funding will NOT be approved until Biosafety, Institutional Animal Care and Use Committee (IACUC) and Institutional Review Board (IRB) protocols are approved. All protocols are submitted electronically through ARROW (<https://arrow.wisc.edu>). A UW NetID is required to access this site.

- a. **Biosafety protocol:** This is a lengthy process that involves multiple rounds of peer review and may take more than 2 months to complete. Be sure to complete and submit the protocol early! Ask other department members to share their protocols with you; use these as templates for your own. Further information and answers to frequently asked questions can be found at <https://ehs.wisc.edu/biosafety-protocol-arrow/>.
- i. All personnel listed on a biosafety protocol must complete online training (<https://ehs.wisc.edu/biosafety-training>). Additional online training (Biosafety 102) is required for researchers working with potentially infectious human materials.
 - ii. If you plan to work with Select Agents or Toxins, specific training may be required for you and all personnel entering the lab. Check with the Office of Biosafety.
 - iii. Environmental Health and Safety offers several different types of training, including radiation (<https://ehs.wisc.edu/radiation-safety-training>) and chemical (<https://ehs.wisc.edu/chemical-safety-training>) safety.
 - iv. Prepare a Chemical Hygiene Plan for your laboratory. Instructions can be found at <https://ehs.wisc.edu/chemical-hygiene-plan/>.
- b. **IACUC protocol(s):** A description of the process can be found at <https://www.rarc.wisc.edu/protocols.html> and tips for getting started in ARROW can be found at https://www.rarc.wisc.edu/about_arrow/getting_started.html.
- i. Complete Animal User Orientation (https://www.rarc.wisc.edu/training/course/animal_user_orientation)
 - ii. Make an appointment with Research Animal Resource Center (RARC) staff for a meet-and-greet meeting prior to submitting your protocol.
 - iii. Submit the protocol. Approval of this protocol may involve multiple rounds of peer review and may take > 1 month to complete. The IACUC protocol can be submitted concurrently with your Biosafety protocol. You may write 'pending' if your Biosafety protocol has not yet been approved.
 - iv. Contacts if you have specific questions: Holly McEntee, RARC Administrator (mcentee@rarc.wisc.edu, 265-9241) or Chair of SVM Animal Care and Use Committee (ACUC)
 - v. Enroll in and complete the mandatory Animal User certifications (<https://www.rarc.wisc.edu/training/courses.html>) and biosafety training (<https://ehs.wisc.edu/animal-safety-training/>).
 - vi. All personnel with animal contact must complete the Animal Contact Risk Questionnaire (ACRQ) through Environmental and Occupational Health prior to animal contact, then annually. This questionnaire can be found at <https://www.uhs.wisc.edu/eoh/animal-contact/>
 - vii. Through University Health Services (UHS), Environmental and Occupational Health is a resource for surveillance testing (TB testing) and use and acquisition of protective eyewear, including prescription safety goggles

- <https://www.uhs.wisc.edu/eoh/eyewear/>. If you will be working with animals, you will need to have had a tetanus shot within the past 10 years. If you will have contact with non-human primates, you will need to participate in tuberculosis skin test every six months. Hepatitis B vaccines are recommended for anyone who works with potential blood borne pathogens. Rabies immunization is also available and recommended for anyone that will be working with animals that may be infected with rabies. These services are provided through University Health Services (UHS), but the SVM holds rabies vaccination clinics periodically.
- viii. When the animal protocol is approved, you can apply for authorization to use state and federally controlled substances (see https://www.rarc.wisc.edu/animal_health/controlled_substances.html). This process may take 1-2 months to complete.
- c. **IRB protocol:** If you intend to work with human subjects, complete a human subjects protocol and submit it to the Health Sciences Institutional Review Board (IRB) through ARROW. More information on the IRB program in the Health Sciences, including required training, is available at kb.wisc.edu/hsirbs/. There may be a cost associated with review of IRB protocols, and it is not unusual for final approval to take several months. There is also an Educational and Social/Behavioral Science IRB (see <https://irb.wisc.edu/>).
- d. If you intend to work with human pluripotent cells, you and others in your lab who will work with these cells must complete 'stem cell ethics and policy training' (<https://kb.wisc.edu/gsadminkb/page.php?id=33285>) Next, submit an initial research protocol to the stem cell research oversight committee (<https://research.wisc.edu/compliance-policy/stem-cell-research-oversight/>). Further information on this process can be found at https://kb.wisc.edu/images/group156/34704/SCROPolicyforESCandPSC20_Dec_2017FINAL.pdf
4. Obtain funding strings for start-up money and pre-existing grants that are being transferred to your new department.
- a. Meet with the financial program supervisor to discuss grant-spending protocols for the SVM. Contact Person: Sue Dahmen, 608-263-9801, sue.dahmen@wisc.edu
During your meeting, discuss:
- i. The components of your funding strings and where to find account codes
 - ii. The different types of funds used by UW-Madison (e.g., 101, 133/233, 144) and restrictions for their use
 - iii. How to make capital equipment purchases (>\$5000)
 - iv. How to use **WIS**consin **Data Mart** (WisDM) and the newer system WISER to monitor grant budgets and spending

- b. Complete the online application to obtain an MDS account. This is the system for online ordering of almost all lab/office supplies and minor equipment. Typically, you will have one account number for each funding source you have. The link is <https://shopuw.wisc.edu/account-setup-revision/>.
 - c. Complete form to obtain a purchasing card The link for the online form is found on this page: <http://www.bussvc.wisc.edu/acct/purchcd/tabforms.html> (see Automated Purchasing Card Application & Agreement). (if necessary; discuss with your Department administrator)
 - d. Enroll in and complete purchasing card training seminar (Policies and Procedures; about 1 hr, <http://www.bussvc.wisc.edu/acct/train.html>). You will be invited to attend this class by email after having completed the purchasing card application.
 - e. Become familiar with the e-reimbursement system at UW-Madison. This system handles reimbursements for research-related travel costs. Meet with your department administrator. During your meeting discuss:
 - i. How to use the e-reimbursement system
 - ii. Person to list as a delegate in your e-reimbursement account
 - f. Become familiar with Concur and the UW TravelWise Portal to book work-related travel. <https://uw.foxworldtravel.com/>
 - g. Order business cards (<https://it.wisc.edu/services/digital-publishing-and-printing/>).
 - h. Begin hiring process. Complete 1) Position Vacancy Listing (PVL) for hiring technicians and scientists and 2) obtain form letter of offer (for hiring post-docs; Contact Person: Department administrator).
 - i. Become familiar with the grant submission process at the SVM/UW-Madison. Meet with Jenny Dahlberg, Administrative Program Specialist (jenny.dahlberg@wisc.edu). During your meeting, discuss:
 - i. How to apply for grants at UW-Madison
 - ii. How grants are routed at the SVM and UW-Madison and the timeline for completing the routing
 - iii. Whom to inform when you intend to submit a grant and when you should inform them
 - iv. How to use WISPER (electronic routing and approval system) to facilitate grant submissions, Material Transfer Agreements, no-cost extensions
 - v. Use of electronic grant application systems (Cayuse, NSF-Fastlane, Grants@hear) for grant application submission through UW-Madison
 - vi. Whom should be listed as a reviewer on electronic grant submission
 - vii. Budget preparation and guidance (how to calculate effort and salary for 'key persons')
5. Order supplies
- a. Make appointments with lab product vendor representatives prior to purchasing anything (they can get you great deals for new labs). The current UW-Madison representatives are listed <https://shopuw.wisc.edu/vendors/>. Shop@UW can be

accessed at <https://shopuw.wisc.edu>. Also, some vendors, such as Fisher have new lab discount programs:

http://www.fishersci.com/ecommerce/servlet/cmstatic?storeId=10652&href=Scientific/scientificStandard/ProductsServices/New_Lab_Start_Up/offers.jsp&store=Scientific&segment=scientificStandard&uiElement=rsd_nlsu_tab_offers

- b. Order biological safety cabinet (BSC) if needed (the BSC must be pre-approved by the Biological Safety Department, 263-2037, and you must obtain a price quote for the cabinet before it is purchased (contact person identified by the Safety Department).
 - c. Chairs/stools for use in procedure space must have a solid surface (not cloth) so that they can be easily sanitized.
 - d. Lockboxes for controlled substances must be double-locked and mounted to the wall or floor. Contact Jesse Waters (608-265-0660) jesse.waters@wisc.edu.
 - e. Euthanasia stations must allow clear view of the animals.
 - f. A mouse-breeding service is available. See <https://resources.research.wisc.edu/Core/Home/166>.
 - g. Lab PPE: UW-Madison has a contract with Verona Safety Supply, 913 Watson Ave. Ste 1 Madison, WI 53713, Toll Free 866-458-8624
 - h. Safety considerations:
 - i. Adequate method of securing gas cylinders. Contact SVM Facilities Office for assistance with hardware to secure gas cylinders.
 - ii. Sharps containers of sufficient size
 - iii. Pallet or other method of ensuring any cardboard in lab is not in direct contact with floor
 - iv. Before ordering anesthesia equipment, contact personnel in your animal housing space. Shared equipment may be available. Gas anesthesia containment boxes should be placed inside fume hoods to minimize exposure of lab personnel to gases.
 - v. Signage/hazard communication can be found at <https://ehs.wisc.edu/forms-manuals-signs/>.
6. Apply for trainer status in graduate programs; see graduate program homepages for details (<https://grad.wisc.edu/academic-programs/>). Note that each program has different expectations of students and for financial support for students and involvement of trainers. For additional information on students, see section III.5.k.
7. Make faculty profile page and laboratory website. These sites can be constructed through links on the SVM intranet. See other faculty websites on the SVM website to get some ideas. Faculty can contact Bret Solberg in IT Support for assistance.
8. As a result of current Federal reporting requirements, faculty and staff who are key personnel for Federal awards or who have active IRB protocols must update their Outside Activity Reports (OAR) on a regular basis instead of doing this once each year. The purpose of the OAR is to identify and address potential Financial Conflicts of Interest (FCOI). For travel that meets reporting guidelines, the OAR must be updated within 30 days of the

beginning of travel. Additional information on conflict of interest and reporting issues and the website for updating your Outside Activity Report can be found at <https://research.wisc.edu/compliance-policy/outside-activities-reporting/>. Faculty typically receive email reminders at the beginning of each month to update the OAR if reportable activities have occurred (reportable travel, financial position of \$5000 or more in a company that has a nexus with research, etc.).

9. Effort reporting: All sponsored salary support for Principal Investigators and associated staff requires that the actual effort percentage contributed to the award be certified biannually. UW-Madison uses an electronic effort certification tool. Details of the campus policy and instructions for using the ECRT tool are available at www.rsp.wisc.edu/effort/.
10. Become familiar with resources for researchers (<https://research.wisc.edu>).
 - a. Research awards for faculty, including fall competition (<https://research.wisc.edu/funding/fall-competition/>) and UW2020 awards (<https://research.wisc.edu/funding/uw2020/>)
 - b. Faculty are eligible for travel support to domestic and international meetings (<https://research.wisc.edu/funding/conference-travel-information/>). Graduate students are eligible to apply for support to present their research at a meeting through the Student Research Grants Competition (<https://grad.wisc.edu/funding/grants-competition/>).
 - c. Professional development opportunities for teaching can be found at <https://teachlearn.provost.wisc.edu/the-collaborative/>
11. Resources for Clinical Research
 - a. Clinical Scientist Training Workshop offered every other year; contact: Lauren Trepanier (Lauren.Trepanier@wisc.edu)
 - b. UW Institute for Clinical and Translational Research (ICTR) <https://ictr.wisc.edu/>
 - c. SVM Clinical Research Task Force
12. For faculty who do not have assigned research laboratory space and require space for a project, contact the Assistant Dean for Clinical and Translational Research (Lauren Trepanier, Lauren.Trepanier@wisc.edu).

SVM New Faculty Orientation 2019: Teaching

1. Teaching assignments: Meet with Department Chair to discuss teaching assignments. Once your assigned classes are identified, meet with the course coordinator to identify content areas and obtain existing class notes.

2. Teaching support: Identify individuals to provide support and peer input on your teaching. Your mentoring committee (see I.3 above) and Department Chair can suggest potential individuals. In some departments, a teaching committee is formed. Meet with your peer supporters/evaluators (together or individually) **in advance** of your teaching to describe your goals. Sustained peer evaluation of teaching is required for promotion.
3. The UW-Madison uses a suite of learning technologies called Learn@UW. For information, see: <https://it.wisc.edu/services/learnuw/>
4. Online Learning Management System (LMS): Canvas is the online Learning Management System for courses at the University of Wisconsin-Madison. Students use Canvas to access course materials, contact course instructors, and access online quizzes, discussions and examinations. Instructors use Canvas to contact students, post relevant teaching materials, and manage grades. Sign up for an in-person or online tutorial of Canvas. Additional Canvas help is available online: <https://community.canvaslms.com/>
5. Instructional design help: The School of Veterinary Medicine has a dedicated Instructional Designer, Kathy Hendricks, who can assist with the integration of technology into teaching, Canvas, and the creation of blended learning opportunities for students. Visit her in the Office of Academic Affairs or contact her via email: khendricks@wisc.edu or by phone: (608) 265-3788.
6. Teaching spaces: In addition to our 2 large lecture halls and 2 multidisciplinary laboratory spaces, the School of Veterinary Medicine has 2 relatively new teaching spaces, designed to engage students in active learning processes. Consider scheduling a tour of the Clinical Skills Training Center (contact Kristen Cooley—Instructional Specialist or Robb Hardie) and the Renk Active Learning Center (contact Kathy Hendricks—Instructional Designer or Robb Hardie) to discuss ways these spaces and resources can be incorporated into your teaching.
7. Course syllabus: The campus requirements for what must be included in a syllabus are found at: <https://teachlearn.provost.wisc.edu/course-syllabi/>. Examples of SVM course syllabi can be obtained from the Office of Academic Affairs.
8. Grading: If you will be involved with charge of grade submission, instructions for submitting grades can be found at the Office of the Registrar: <https://registrar.wisc.edu/grading-instructions/>. Grading is performed through My UW Madison, <http://my.wisc.edu/> by clicking on the Faculty Center icon.
9. Teaching resources: Become familiar with SVM and campus teaching resources including:
 - a. Dr. Simon Lygo-Baker from the Department of Higher Education, University of Surrey, UK (s.lygo-baker@surrey.ac.uk) is an SVM Faculty Associate with a 25% appointment (on-site during the months of July, August, September; lygobaker@wisc.edu). In addition to providing a weekly seminar series on teaching and learning when he is at the

SVM, he is a resource for any aspect of teaching, including projects and peer observations.

- b. A number of resources can be found on the SVM Intranet under the heading Teaching Resources and include a series of videos created by Simon Lygo-Baker on clinical teaching (https://www.vetmed.wisc.edu/intra/data/documents/teachingtraining_videos.html) and Teaching for Student Learning (www.vetmed.wisc.edu/support/teaching/).
 - c. Peer Review of Teaching: <https://teachingacademy.wisc.edu/peer-feedback-on-teaching-pfot/>
 - d. The Delta Program (www.delta.wisc.edu/index.html). This is a National Science Foundation-sponsored center for teaching and learning in higher education. It offers a variety of courses to improve teaching and mentoring.
 - e. The Teaching Academy (<https://teachingacademy.wisc.edu>) comprises UW faculty members and other members of the academic community and seeks to improve teaching and learning through courses, symposia, and peer support. Of particular importance are biannual symposia for teaching and learning (typically held in September and May) that are open to all faculty members.
 - f. Madison Teaching and Learning Excellence Program (<https://mtle.wisc.edu>)
 - g. Division of Information Technology (DoIT)/Academic Technology (<http://www.doit.wisc.edu/services/faculty-engagement>): offers professional development in blended learning, online course development, and other activities
 - h. UW-Madison Educational Innovation (<http://edinnovation.wisc.edu/>).
10. Schedule a meeting with the Associate Dean for Student Academic Affairs. During this meeting you will be introduced to:
- a. A snapshot of the DVM student profile (where students come from and what their interests are), admission policies, and student exit interviews (where students go after degree completion and their input on our curriculum)
 - b. The DVM curriculum
 - c. The McBurney Disability Resource Center and UW-Madison policies for students with disabilities (<https://mcburney.wisc.edu>)
 - d. Recommendations for examination scheduling, including what constitutes “exceptional circumstances” for changing scheduled exams
 - e. Examination policies regarding use of cell phones and other electronic devices during examinations
 - f. Academic Integrity Statements: The SVM strongly recommends that each course develop a statement that defines academic integrity and academic misconduct and specifies assignments and examinations that may be completed in groups or must be completed individually. Students should sign and return the statements during the first week of class (see example in Appendix A)
 - g. Educational Policy Committee (EPC): program requirements, academic misconduct policies
 - h. The role of faculty advisors

- i. The grading system for students in years 1-3 and in year 4, including assessment of clinical competencies
 - j. Other individuals working in the Dean's office
11. Instructional technology: Visit the SVM Instructional Technology office (enter through the Copy Center, room 2165) for an introduction to classroom mechanics: the electronic lecture capture system, lighting, computer/projector system, iClicker system.
 12. Teaching evaluation policies: It is UW-Madison policy to obtain student evaluations of all courses and instructors. Familiarize yourself with ways to solicit constructive feedback and maximize feedback (for example, use an online form with points assigned for submitting the form). Course evaluations are organized by each department and conducted online through AEFIS (for more information, see <https://it.wisc.edu/services/aefis/>). Additional teaching evaluation policies (including peer evaluation of teaching) can be discussed with your Department Chair.
 13. Lab researchers: Meet with the Associate Dean of Research to discuss how to recruit and enroll student researchers in your lab (including undergraduate independent study (699) researchers, veterinary student summer scholars, and graduate student researchers). For help with grading student researchers, please contact JoAnn Disch, Program Assistant in the Office of Academic Affairs.

SVM New Faculty Orientation 2019: UW Veterinary Care (uwveterinarycare.wisc.edu)

1. Read the UWVC Strategic Plan, located on the UWVC Intranet at <https://vmth.vetmed.wisc.edu/policies/strategic-plan.pdf>, to become familiar with the Hospital's mission, fundamental principles, and strategic priorities.
2. Meet with Dr. Ruthanne Chun (ruthanne.chun@wisc.edu), the Associate Dean for Clinical Affairs and Director of UW Veterinary Care (UWVC), to obtain an overview of the Hospital's missions and structure and to arrange for a tour of the Hospital. Faculty who practice veterinary medicine must obtain Wisconsin licensure prior to employment.
 - a. Dr. Chun will describe UWVC operations and the administrative structure and personnel, including the Chiefs of Service and [Section Heads](#).
 - b. For faculty who will practice veterinary medicine, obtain Wisconsin licensure; Dr. Chun will explain the options for full and limited licensure.
 - c. Dr. Chun will explain the policy for prescribing, using, and transporting controlled substances and the procedure for obtaining a DEA license, if needed.
Head Pharmacist: Jim Budde (jim.budde@wisc.edu)
 - d. In addition to serving the public in caring for individual or populations of animals, UWVC is a teaching and research laboratory. Dr. Chun will orient you to the 4th year [curriculum](#) and will describe how students in years 1-3 of the DVM curriculum are introduced to the

Hospital, the training programs for interns and residents, and the many possible collaborations in both teaching and research among basic and clinical scientists.

3. For faculty with clinical responsibilities, obtain training in accessing and using the UWVC electronic information systems, including VETSTAR/VADDS and RIS/IntelliSpace; contacts: Wayne Thal (wayne.thal@wisc.edu), Rebecca Sandee (rebecca.sandee@wisc.edu), Faye Hartmann (faye.hartmann@wisc.edu).
4. UWVC utilizes a paging system called Vocera that can be installed on nearly any smart phone, or a separate phone with Vocera can be obtained. A web version is available on the UWVC Intranet. Information on application installation and set-up is available on the UWVC Intranet at <https://vmth.vetmed.wisc.edu/Support/vocera/index.html>. Technical questions about Vocera should be directed to Rebecca Sandee, rebecca.sandee@wisc.edu.
5. Through University Health Services (UHS), Environmental and Occupational Health is a resource for surveillance testing (TB testing) and use and acquisition of protective eyewear, including prescription safety goggles (<https://www.uhs.wisc.edu/eoh/eyewear/>). All personnel with animal contact must complete the Animal Contact Risk Questionnaire (ACRQ) through Environmental and Occupational Health prior to animal contact, then annually. This questionnaire can be found at <https://www.uhs.wisc.edu/eoh/animal-contact/>.

Those working with animals need to have had a tetanus shot within the past 10 years. If you will have contact with non-human primates, you will need to participate in tuberculosis skin test every six months. Rabies immunization is also available and recommended for anyone that will be working with animals that may be infected with rabies. These services are provided through University Health Services (UHS), but the SVM holds rabies vaccination clinics periodically.

6. Anyone, including you, may bring an animal to UWVC for primary or specialty veterinary care. If you wish, you may set up a Hospital account for your animal(s). You may then purchase medications from the UWVC pharmacy. The State mandates that fees cannot be discounted for any employee, including faculty. Unfortunately, [personal pets are not allowed in UWVC or SVM](#) unless they are present as a patient of UWVC, participating in teaching activities, or participating in research.

SVM New Faculty Orientation 2019: Appendices

A. Example of Academic Integrity Statement

Course Name (Course Number) and Semester/Year Academic Integrity

Academic integrity is critical to the teaching and learning environment of the UW-Madison and to the profession of veterinary medicine. Academic dishonesty is a serious violation: it undermines the bonds of trust and honesty among members of our academic community, degrades the value of your degree, defrauds those who may eventually depend upon your knowledge and integrity, such as your clients and colleagues, and undermines the high ethical standards of the profession of veterinary medicine. Thank you for helping to maintain the high ethical standards of honesty and professionalism of the School of Veterinary Medicine, the University of Wisconsin and the veterinary profession.

Examples of academic misconduct include, but are not limited to, cheating on an examination (eg, copying from another student's paper or referring to materials on the exam other than those explicitly permitted), copying the homework of someone else, submitting for credit work done by someone else, stealing examinations or course materials, or knowingly and intentionally assisting another student in any of the above.

In the Veterinary Clinical Pathology course students often work in pairs or groups, and discussions among students and study groups are beneficial to learning. **In this course, the following coursework is required to be that of the individual alone:**

- The 4 assignments (due on February 13, March 27, and May 8)
- The 3 examinations (February 20, April 3, and May 17)
- In addition, discussion about Diagnostic Pathfinder (dP) cases before and after submission is encouraged. However, each student must write and submit the final path individually (except for dP case 4).

Cases of academic misconduct will be handled according to procedures detailed in UW-SVM's Academic Standards and Procedures (and referenced UW System documents) that were provided to you at new student orientation.

I have read and understood the statement on academic integrity and am committed to upholding the high ethical standards of the School and the profession of veterinary medicine.

Printed Name

Signature and Date

Please return this signed form to (Insert name of Course Coordinator)

*“Academic integrity is a commitment, even in the face of adversity.
The purpose of education is learning, not grades; there are short cuts to grades, but not to learning.
If you are tempted to cheat, you should question why you are here.”
Dean Yolanda Garza (Emeritus), UW-Madison Division of Student/Judicial Affairs*

B. To do list for NIH K01/K08/K99/R00 Grant Holders

1. Before and during drafting of offer letter

Contact your program officer (PO) early and often regarding your offer letter. Familiarize yourself with NIH requirements (see the “Activating the Independent Phase of the Pathway to Independence Award (R00)” section of the current PA) and work with Department chair to address those in the offer letter. Check with your PO for IC (Institutional Center)-specific requirements and suggestions. With approval of Chair, send your PO a draft of your offer letter and discuss any concerns with both the PO and Chair. This will make your R00 transition application much smoother.

2. 6 months prior to start date

- a. Discuss the timing of your transition with your PO, your grants management specialist, and your Chair. You may be able to carry over a percentage of funds remaining from your K award. If you are transitioning near the one-year mark of your K award, you may be able to transfer a percentage of your entire second year budget. However, this requires submission of your progress report PRIOR to submission of your R00 application. Contact Rob Lipinski for further explanation (Robert.Lipinski@wisc.edu).
- b. Begin your R00 transition package. While not peer-reviewed, this is reviewed by administrators at your IC and is NOT a slam dunk. For basic instructions see: grants.nih.gov/grants/new_investigators/QsandAs.htm#1623. Contact your PO as additional sections may be required including a 4 point vertebrate animal plan, select agent research document, and a resource sharing plan. This WILL take much longer than anticipated! Contact Rob Lipinski for an example of an approved R00 package (final document was 30 pages long and took several weeks to prepare).
- c. Begin working on your budget. Work with Chair, SVM grants management (Jenny Dahlberg) and departmental administrative assistant.

3. 5 months prior to start date

Begin working on your IACUC application. While it can be uploaded as JIT, **an approved UW IACUC protocol is required before NIH will activate the R00 phase of your award.** Submit your application at least 3 months prior to start date.

4. 4 months prior to start date

Begin working on your biosafety protocol. While NIH does not require a biosafety approval for activation, UW will not release funds until you at least have internal approval from the biosafety office. Contact their office early and often to discuss. Submit your protocol at least 2 months prior to start date. If you are beyond BSL1, you should submit your protocol much earlier. To obtain a biosafety and animal care protocols, you will need information about lab and office room and phone numbers, fume hood, biosafety cabinet, and autoclave certification dates. Contact your department administrator or chair to obtain this information (or to jumpstart space committee approval of your office and lab spaces).

5. 2 months prior to start date

Submit your R00 application package to NIH. This must be done no later than 2 months prior to your start date. You may be able to submit the package as a PDF attachment to your grants management specialist at NIH but it must come from an official at RSP.

6. 1 month prior to start date

Upload your approved IACUC protocol as JIT. Alternatively, an official from RSP may be able to send an approval document directly to your grants management specialist.