Welcome
to
The University of Tennessee Health Science Center’s
New Faculty Orientation

September 2014

Call to Order

Associate Vice Chancellor for Faculty Affairs

Cindy Russell, PhD, RN
Welcome from Senior Campus Administrators

Chancellor (Chief Executive Officer)  Executive Vice Chancellor (Chief Operating Officer)  Vice Chancellor, Academic, Faculty, & Student Affairs (Chief Academic Officer)

Steve Schwab, MD  Ken Brown, JD, MPA, PhD, FACHE  Cheryl Scheid, PhD

Introductions of New Faculty

Department Chairs & Senior Faculty
A Brief Introduction to
UTHSC Administration & Areas of Responsibility

Colleges
State Locations

Vice Chancellor of Academic, Faculty, & Student Affairs (Chief Academic Officer)
Cheryl Scheid, PhD

UTHSC Organizational Chart
(in your packet)

Last revised 9/5/14
Colleges

<table>
<thead>
<tr>
<th>College</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Dentistry</td>
<td><a href="http://www.uthsc.edu/dentistry/">http://www.uthsc.edu/dentistry/</a></td>
</tr>
<tr>
<td>College of Graduate Health Sciences</td>
<td><a href="http://www.uthsc.edu/grad/">http://www.uthsc.edu/grad/</a></td>
</tr>
<tr>
<td>College of Health Professions</td>
<td><a href="http://www.uthsc.edu/health-professions/">http://www.uthsc.edu/health-professions/</a></td>
</tr>
<tr>
<td>College of Medicine</td>
<td><a href="http://www.uthsc.edu/Medicine/">http://www.uthsc.edu/Medicine/</a></td>
</tr>
<tr>
<td>College of Nursing</td>
<td><a href="http://www.uthsc.edu/nursing/">http://www.uthsc.edu/nursing/</a></td>
</tr>
<tr>
<td>College of Pharmacy</td>
<td><a href="http://www.uthsc.edu/pharmacy/">http://www.uthsc.edu/pharmacy/</a></td>
</tr>
</tbody>
</table>

UTHSC’s Statewide Reach
Welcome from Faculty Leadership

UTHSC Faculty Senate President

Martin Donaldson, DDS, MS

Welcome from the Office of Research

Interim Vice Chancellor for Research

Lawrence (Larry) Pfeffer, PhD
UTHSC 2014 Faculty Orientation

UTHSC Office of Research

UTHSC Sponsored Activity

External funding for research and other sponsored activities 2014: ~$80 million
UTHSC Office of Research

- Research Administration
- Compliance – IACUC, IRB, IBC, ORI
- Regional Biocontainment Laboratory
- LACU
- Molecular Resource Center
- Office of Clinical Research
- Biomedical Informatics
- Electronic Research Administration

Research Administration

- Grant and contract proposals ~650/yr
- Research contracts (business contracts go through F&O) and subawards ~90/yr
- Material transfer agreements (MTAs) ~110/yr
- Confidentiality agreements ~65/yr
- Clinical trial agreements ~45/yr
- Technology disclosures* ~25/yr
- Non-financial progress and close-out reports
- Info on UT and sponsor policy changes -
  http://www.uthsc.edu/research/research_administration/listservs.php

*Technology disclosures are assigned to UTRF for commercialization.
Reminders

- **5-working-day advance** deadline for proposals in ORA (5/29 for 6/5 NIH deadline)
- NIH packages with **UTHSC info pre-filled** - on ORA web site
- **Conflict of interest** training must be completed by PI and all key persons (“Investigators” - including consultants) and **outside interests disclosed prior to submission of proposals**
  
  http://www.uthsc.edu/finance/documents/Outside_Interest_Disclosure_Form-Faculty_and_Staff.pdf
- **IRB and IACUC** approvals must be in place **before the award**

ORA Training

- One-on-one for PAMS or NIH packages – your place or ours!
- On-line information and training videos to assist with PAMS:
  
  http://www.uthsc.edu/research/research_administration/pams_help.php#gen_info
- Group sessions for labs or departments – your place or ours!
Electronic Routing Training
Grants and Research Contracts (PAMS)  
Technology Disclosures (PAMS)  
Ginny Geer 901-448-1668  
https://uthsc.edu/pams

IRB (iMedris)  
Kim Prachniak kprachni@uthsc.edu  
https://ris01.uthsc.edu/

IACUC (ACAP)  
Mary Frances Braslow (iacuc@uthsc.edu) Protocols  
Joyce Jones (jdjones@uthsc.edu) Orders/transfers  
https://uthsc.tera.tennessee.edu/acap/

*All use net ID & password; but CITI training is a separate ID & password

Office of Research Compliance

- IACUC
- IRB
- IBC
- Research Integrity
- Export Control
- Research Liaison
Compliance Training

IACUC – contact IACUC or check website:
http://www.uthsc.edu/research/research_compliance/IACUC/info.php

Financial Conflict of Interest – CITI
http://www.uthsc.edu/research/research_compliance/OHSP/register.php

Compliance Training (cont’d)

IRB
– CITI – online human subjects education is required
– IRB policy & iMedRIS (electronic application system) education
– IRB Insights – quarterly campus training
– Training information can be found here:
http://www.uthsc.edu/research/research_compliance/IRB/training.php
Getting Started with the IRB

- With UT NetID and password, log into iMedRIS and log out. Then call us to get your department access set up: 448-4824.
- Complete CITI training online and request IRB policy/iMedRIS training.
- Address specific institutional requirements if you wish to conduct research at a Methodist, Le Bonheur, or Regional One Health facility.
- Consult our website for further details: http://www.uthsc.edu/research/research_compliance/IRB/started.php

Institutional Biosafety Committee (IBC)

Reviews research activities utilizing recombinant DNA (rDNA) and other biohazardous materials

- All rDNA research must be registered with the IBC.
- Required training - depends upon which materials you are using (e.g., select agents, specific toxins, rDNA).
Regional Biocontainment Laboratory (RBL)

- Provides facilities, equipment, and technical support for research requiring BSL-3 and ABSL-3 containment.
- Registered for select agent use with the CDC, including Tier 1 agents.

Molecular Resource Center (MRC)

- Sequencing – single fragment and whole genome/transcriptome (next generation) levels
- Affymetrix microarrays
- Equipment, reagents, and training for real-time PCR
- Automated isolation of nucleic acids
- Equipment for molecular genetic and biochemical studies (sub-cellular and systems biology levels)
- Assistance and instruction in applying specialized tools to basic and clinical research
- [http://www.uthsc.edu/research/molecular_resource/](http://www.uthsc.edu/research/molecular_resource/)
Laboratory Animal Care Unit (LACU)

- Animal Care and Housing
- Animal Procurement
- Veterinary Care and Procedure Training
- Contact 448-5656 or LACU@uthsc.edu for assistance

Office of Clinical Research

- Pauline Outpatient Clinic 66 N. Pauline
- Space for conducting clinical research: assessment room, exam rooms, research lab with sample storage, research pharmacy for IP/device storage
- Coordinator, nursing, regulatory, and administrative management support
- Budget development and invoice tracking
- Facilitation of interactions with Sponsors
- Clinical Trials Management System
- Contact: Ari Vanderwalde, MD, Associate VC Research avanderw@uthsc.edu or Risa Ramsey, PhD, Director rramsey@uthsc.edu
Center for Biomedical Informatics (CBMI)

- Centralized focus for biomedical informatics research, service, and planning & coordination efforts


Electronic Research Administration

- Provides support and training for all electronic research systems
- Generates reports from research data bases
Research Resources

- Bridge Funding - $75K max
  [Link](http://www.uthsc.edu/research/research_resources/bridge_funding/index.php)
- Grant Incentive Funding - $25K max
  [Link](http://www.uthsc.edu/research/research_resources/docs/Grant_Incentive_Program_Guidelines.pdf)
- Consulting Services
  [Link](http://www.uthsc.edu/research/research_resources/docs/Grant_Incentive_Program_Guidelines.pdf)
- Editing Services
  [Link](http://www.uthsc.edu/research/research_resources/editing_services.php)
- Faculty Research Incentive Program
  [Link](http://www.uthsc.edu/research/research_resources/docs/07_01_07_FACULTY_RESEARCH_SALARY_SAVINGS_PLAN.pdf)

Technology Transfer at UTHSC

- UT Research Foundation (UTRF) manages the commercialization of UT inventions & discoveries.
- Revenue received from licensed inventions is distributed according to UT policy:
  - 40% to Inventor, 15% to Department, 15% to Campus
- Disclosures should be made early in the discovery process - 1st publication/presentation of results immediately diminishes potential patent rights.
- UTRF Office (910 Madison, Suite 827):
  - Richard Magid (Director)
  - Lakita Cavin (Sr. Staff Attorney)
  - Stefan Schweizer (Licensing Associate)
  - Stacy Williams (Licensing Assistant)
  - Tinieka Thrailkill (Administrative Coordinator)
Contact

• UTHSC Office of Research:
  – www.uthsc.edu/research

• UTRF:
  http://utrf.tennessee.edu/techtransfer/index/shtml

• Visit us at the Research table during break!

© UTHSC Office of the Vice Chancellor for Research
Take-home Points

• Get proper approvals before conducting any research or sending any materials out.
• READ proposal guidelines and award notices/contracts carefully.
• Grant and contract proposals must be routed (electronically) for internal approval prior to submission to the sponsor.
• Disclose inventions to UT/UTRF before telling anyone else anything!
• Ask your departmental business manager or contact the Office of Research with questions.
• We are here to help!

© UTHSC Office of the Vice Chancellor for Research

Welcome from the
Health Sciences Library

Instructional Services Coordinator

Brenda Green, MLS
Health Sciences Library
Resources, Services, and Renovations

Brenda F. Green, MLS
Associate Professor – Reference & Instructional Services
Health Sciences Library
http://library.uthsc.edu

Electronic Resources

• 45 Databases
  – Education
  – Life Sciences
  – Medicine
  – Physical Sciences
  – Social Sciences

• 1,500 e-Books
• 7,500 e-Journals

NOTE: Some books and journals are not available in electronic formats

After library registration is complete, almost all e-Resources are available from off-campus locations, 24 hours a day, 7 days a week.

Library registration is now AUTOMATIC
Print Resources

129,919 PHYSICAL VOLUMES
Print/Non-print
Available onsite following renovations

33,437,00 MONOGRAPHIC TITLES
Print, Electronic, Audiovisual

Consultation Services

• Literature Search
• Database Instruction
• EndNote Instruction
• Database Instruction
  – ERIC
  – Ovid Medline
  – PubMed
  – Scopus, Web of Science – citation databases
Embedded Librarian

- Teach within the curriculum
  - PubMed, CINAHL, Scopus
  - EndNote, Mendeley
- Develop online modules for classes
  - Citation management
  - Database searching
  - Evidence-Based Resources
  - Library assistance
  - Online resources access
  - Research librarian services
  - Research steps
- Develop assessment to test knowledge of library resources and services

Services

- Assist in setting up automatic literature searches
- Provide photocopy/Interlibrary Loan - $6/per article
- Offer test scoring services
- Provide free literature searches
- Purchase all required textbooks
- Support research through literature searches
  - Education, Patient care, Research
- Support systematic literature reviews
Library Renovations

Temporary Location
877 Madison Avenue, Lamar Alexander Building, Floor 6

Permanent Location
Floors 2-5, Lamar Alexander Building

- Floor 2: Information/Circulation Desk, Learning Commons, Public Access Computers, Seating, offices
- Floor 3: Library administration, offices, group study room, student break room, E-classroom
- Floor 4: Individual study, open seating, collection
- Floor 5: Historical Collection, group study, open seating, collection, student break area

Library Renovation
Currently Available

- Photocopy requests from the library’s print collection – free during renovation
- Interlibrary Loan - $6/article
- 14 day iPad check-out
- In-house computer circulation—Mac & Windows
- Reserve book collection
- Open seating computer classroom – Mac computers
- Group study rooms for students – 5 available
- Student Break Room
- Document Scanner – no fee
Library Faculty and Staff

Health Sciences Library Resources, Services, and Renovations

Brenda F. Green, MLS
Associate Professor – Reference & Instructional Services
Health Sciences Library
http://library.uthsc.edu
901-448-5634
Welcome from Human Resources

Benefits Team Leader
Debbie Jackson

Insurance Coordinator
Phyllis Hubbard

Session Break

Grab a snack and circulate among the information tables!

- Office of Research
- Information Technology Services/Educational Technology
- Health Sciences Library
- Human Resources/Benefits
- Office of Development & Alumni Affairs

Reconvene @ 10am
Welcome from Alicia Dorsey, PhD

Associate Vice Chancellor for Academic Affairs and
Special Assistant to the Chancellor for Accreditation & Strategic Planning

UTHSC Strategic Map Implementation Efforts

Update
Sept 18, 2014
Position UTHSC as a National Leader in Targeted Areas of Excellence Across Missions, Campuses and Colleges

Approved:
UTHSC Strategic Planning Cmt, 01/09/14;
Board of Trustees 02/27/14
The image contains a strategic map for the University of Tennessee Health Science Center (UTHSC) for the period 2014-2018. The map outlines key strategies and initiatives aimed at positioning UTHSC as a national leader in targeted areas of excellence across missions, campuses, and colleges. The strategies are categorized into various sections, each with specific goals and objectives.

1. **Educate Outstanding Graduates Who Meet the Needs of the State and Its Communities**
2. **Grow the Research Portfolio Focusing on Targeted Areas**
3. **Create Areas of Clinical Prominence While Expanding Outreach**
4. **Increase Visibility and Recognition of UTHSC Contributions**
5. **Align UTHSC Resources with Areas of Excellence**
6. **Expand and Strengthen Key Community and Other Partnerships**

The map also highlights the alignment of UTHSC resources with areas of excellence, strengthening organizational effectiveness and adaptability through a focus on a culture of excellence across the institution including staff, faculty, and administration. The map is approved by the UTHSC Strategic Planning Committee on January 9, 2014, and the Board of Trustees on February 27, 2014.
Next Step: Implementation

- Results-based implementation plan
- Focused on aligning human and financial resources
- Clear means to monitor progress
- Willingness to make indicated adjustments
- Clear “line of sight”

Five UTHSC-wide Implementation Teams

- Recruitment and Retention
  - Students
    - Cheryl Scheid, lead
  - Faculty
    - Cindy Russell, lead
  - Staff
    - Chandra Alston, lead

- Innovations in Education
  - Alicia Dorsey, Lead

- Research Infrastructure
  - Larry Pfeffer, Lead
Meanwhile…

- Administrative Units’ implementation efforts
- College-based alignment and implementation efforts
- Meeting same milestones as the campus-wide team efforts

SACS Accreditation…

<table>
<thead>
<tr>
<th>SACS Compliance Certification Report</th>
<th>Submit 1st week of January 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>SACS Onsite Visit</td>
<td>February 9-12, 2015</td>
</tr>
</tbody>
</table>
Welcome from
Information Technology Services

Director, Educational Technology

Ebony Smith

About ITS @ UTHSC

- Led by Johannes (Jan) J. van der Aa, PhD
  - Vice Chancellor for Information Technology
  - Chief Information Officer
- Headquarters: 7th Floor of the Lamar Alexander Building (above the Library)
- Office of the CIO along with 8 divisions
- Each division is headed by a director and consists of a team of support staff
Today’s Presentation

- Overview of services offered by each ITS division
- Helpful resources
- Time for general questions

Customer Technology Support

- Director: Lisa Aitken
- Services:
  - IT Helpdesk with phone-in, walk-in, and email support.
    - Mon. – Fri.: 7:30-5:30
    - 901-448-2222
    - Lamar Alexander Building; Room 706
    - helpdesk@uthsc.edu
  - Maintenance and support for all UTHSC-owned computers
  - Management and maintenance of campus computer labs
  - Computer recommendations and acquisitions
- Website: [http://www.uthsc.edu/its/techsupport/](http://www.uthsc.edu/its/techsupport/)
Web Services

- Executive Director: Lisa Hall
- Director: Todd Barber
- Services:
  - Maintenance and updating of all UTHSC web pages
  - Web design and development
  - Management of campus iTunes and WordPress accounts
  - Upcoming project: rollout of content management system
- Website: [http://www.uthsc.edu/its/web/](http://www.uthsc.edu/its/web/)
- Email: webmaster@uthsc.edu

Application Development

- Executive Director: Lisa Hall
- Team Leads: John Pinto (Banner) and Joe Johnson (Oracle)
- Services:
  - Backend support of the student information management system (Banner), financial support application (IRIS), document imaging system (Nolij), and a host of other applications essential to UTHSC academic and business processes.
  - Custom programming and application development for special projects and unique computing needs
- Website: [http://www.uthsc.edu/its/applications/](http://www.uthsc.edu/its/applications/)
Instructional Technology Services

- **Director:** Steve Butler
- **Services:**
  - Support and maintenance of classroom technology
  - Videoconferencing and distance education support
  - Audiovisual equipment acquisitions, installation, maintenance, and support
- **Website:** [http://www.uthsc.edu/its/audiovisual.php](http://www.uthsc.edu/its/audiovisual.php)

Computing Systems

- **Director:** Peter Fox
- **Services:**
  - Data center and storage management
  - Server hosting and support
  - Exchange email support
  - Oracle database management
  - System administration
  - Thin client services
  - Disaster recovery
- **Website:** [http://www.uthsc.edu/its/systems.php](http://www.uthsc.edu/its/systems.php)
### Infrastructure/Network Services and Telecommunications

- **Director:** Billy Hatcher
- **Services:**
  - On-campus wired and wireless Internet access
  - Off-campus VPN access to UTHSC network
  - Phone jack and Ethernet port activation
  - Teleconferencing (scheduling of phone bridges)
  - Customized departmental telephone feature configuration
- **Website:** [http://www.uthsc.edu/its/telecommunications/](http://www.uthsc.edu/its/telecommunications/)
- **Email:** telecom@uthsc.edu

### IT Security

- **Senior Security Analyst:** Frank Davison
- **Services:**
  - ITS security training
  - Development and dissemination of IT security policies, guidelines, and best practices
  - Secure servers and campus computing initiatives
- **Website:** [http://www.uthsc.edu/its/ITSecurity/](http://www.uthsc.edu/its/ITSecurity/)
- **Email:** itsecurity@uthsc.edu
Educational Technology

- **Director: Ebony Smith**

- **Services:**
  - Training and support for a variety of software and technology tools used for teaching and learning, including:
    - Adobe Suite (Captivate, Photoshop, etc.)
    - Audience response system (Clickers)
    - Blackboard
    - Curriculum mapping (one45 and CORE)
    - Computer-based surveys (Qualtrics)
    - Computer literacy training
    - Document management and scanning (Nolij)
    - Faculty websites (Faculty Portfolio)
      - Face-to-face, online, one-on-one, and custom group sessions are schedule and available on-demand.
  - High-stakes testing (ExamSoft)
  - Microsoft Office training, support, and troubleshooting
  - Prerecorded lecture software (Adobe Presenter)
  - Secure file sharing (Xythos)
  - Streaming Video (UTHSC TV)
  - Web conferencing (Adobe Connect)

- **Website:** [http://academic.uthsc.edu/edtech/](http://academic.uthsc.edu/edtech/)

Helpful Links and Resources

- **Submit a help ticket to UTHSC ITS**
  - [http://footprints.uthsc.edu/](http://footprints.uthsc.edu/)

- **Customize your faculty webpage**
  - [http://academic.uthsc.edu/facultyportfolio/](http://academic.uthsc.edu/facultyportfolio/)

- **Available software for UTHSC faculty**
  - EdTech software
    - [http://academic.uthsc.edu/edtech/](http://academic.uthsc.edu/edtech/)
  - UT System software distribution
    - [http://oit.utk.edu/hardware-software/software-purchases/Pages/default.aspx](http://oit.utk.edu/hardware-software/software-purchases/Pages/default.aspx)
  - Antivirus software
    - [http://www.uthsc.edu/antivirus/](http://www.uthsc.edu/antivirus/)
  - NAC downloads
    - [http://www.uthsc.edu/nac/](http://www.uthsc.edu/nac/)
  - Campus Map
    - [https://www.uthsc.edu/map/](https://www.uthsc.edu/map/)
Facility Life

Vice Chancellor of Academic, Faculty, & Student Affairs (Chief Academic Officer)

Cheryl Scheid, PhD

Associate Vice Chancellor for Faculty Affairs

Cindy Russell, PhD, RN
Important Aspects of a Faculty Member’s Life

Seasons of our Work
- Annual Performance & Planning Review
- Promotion
- Tenure

Remember our 4 missions
- Teaching
- Research/Creative & Other Scholarly Activities
- Clinical Care
- Service/Outreach

Important information on these items available at:
https://academic.uthsc.edu/faculty/info.php

Important Resources
- New faculty website @ https://academic.uthsc.edu/faculty/new_faculty.php
- Professional Development Calendar of events @ https://academic.uthsc.edu/calendar.php
- Weekly Professional Development Emails
- Workshops on: Promotion, Tenure, Dossier preparation, Teaching strategies, Online education, and more
- Us – Have questions? Get in touch with us!
In conclusion ... 

- Complete your evaluation – place on registration table 
- We will email you a certificate of attendance 
- Stay in touch 
- Get involved / Stay involved
Welcome to UTHSC!

Thank You for Joining Us Today!