Mission Statement

The mission of the Charles E. Schmidt College of Medicine is to educate physicians and scientists to meet the healthcare needs of Florida, to conduct biomedical research to advance knowledge, which improves patient care, and to serve patients and communities with competence, compassion and respect.
About The Charles E. Schmidt College of Medicine

One of 145 allopathic (M.D.) medical schools in the U.S. and the only medical school in Palm Beach County, the Charles E. Schmidt College of Medicine is advancing South Florida’s health care communities by training tomorrow’s physicians and biomedical scientists, and conducting cutting-edge research to advance global health. As a community-based medical school, more than 1,000 physicians and several leading hospitals participate in delivering an innovative curriculum that is student-centered and case-based. The College is funded by a gift from the Schmidt Family Foundation and State matching funds. The College also offers a dual M.D./Ph.D. program with the Scripps Research Institute of Florida. A unique Consortium for Graduate Medical Education (GME) composed of FAU and five Palm Beach County hospitals (Boca Raton Regional Hospital, Bethesda Healthcare and Tenet’s Delray Medical Center, St. Mary’s Medical Center and West Boca Medical Center) is working to increase much needed medical residency positions in Palm Beach County to ensure that the region has an adequate and well-trained physician workforce.
History of College

- April 7, 2010: The Florida Board of Governors authorized FAU to award M.D. degrees
- May 15, 2010: FAU’s Medical Education Program was signed into law making it an independent medical school
- August 2011: Welcomed first class of 64 students
- June 2014: The internal medicine residency welcomed 36 residents
- March 2015: First Match Day places 100% of students into residencies of their choice
- April 2015: First class graduates
- June 2015: College earns full LCME accreditation
Integrated Medical Science Department

Mission Statement:

- Advance innovation and discovery through basic, translational, clinical, and quality improvement research involving medical students, residents, and faculty from other Departments and Colleges throughout the University
- Contribute to the provision and continuous improvement of healthcare in our community, state, and nation
- Deliver to medical students and residents an integrated innovative educational program of basic and clinical science that prepares them for self-directed, life-long learning, and emphasizes the knowledge, skills, and attitudes required to practice high-quality, patient-centered, and evidence-based medicine in an increasingly diverse healthcare environment, through:
  - exposure to multiple community-based teaching sites and programs that include hospitals, clinics, physician offices, post-acute care facilities, home care, palliative care, and hospice;
  - experiences that highlight the value of inter-professional collaboration in education, clinical care, research, and quality improvement
- Promote and develop effective collaborations among basic and clinical scientists, medical and surgical specialties, and health professionals from diverse backgrounds; as well as among University and community-based faculty
- Strive to build a collegial environment and resources that foster and promote the growth, professional development, and job satisfaction of faculty and staff
Integrated Medical Science Department

There are eight distinct Divisions within the IMS Department, each with a unique Director of Clinical Education who reports to the Department Chair. Divisions are further broken down into Sections representing more specific subsets of medical specialties.
Biomedical Science Department

Faculty in the Department of Biomedical Sciences provide leadership for the Charles E. Schmidt College of Medicine and Florida Atlantic University in all of their academic pursuits including research, education, scholarship and service. They work closely with medical education specialists in developing student-centered medical education curricula that is innovative and case-based. Faculty are also committed to the growth of research and scholarship at the University and engage medical, undergraduate and graduate students in meaningful scholarly pursuits that enhance the educational experience, while advancing our understanding of human health and disease.

Graduate programs in the College are interdisciplinary and interdepartmental, composed of faculty actively engaged in biomedical research. The department has a joint doctoral program with the Charles E. Schmidt College of Science in Integrative Biology, a Master’s Degree in Biomedical Science and a Graduate Certificate in Biomedical Science. The goal of these programs is to train students in a collaborative scientific community that is driven by creativity and innovation.

Research strengths within the Department of Biomedical Sciences include cardiovascular and metabolic diseases, autoimmune diseases, genetic eye diseases, age related eye diseases such as macular degeneration and cataracts, neurological diseases such as Parkinson’s and Alzheimer’s, behavioral neurobiology, cancer, and infectious diseases such as HIV/AIDS and malaria.
The department strives to understand human disease pathology and use this understanding to develop new therapeutic approaches to treat human diseases. Some areas of research concentration in the biomedical sciences include:

- Bacterial genomics, RNA metabolism and damage and related medical problems
- Novel treatment approaches for treatment of arthritis and other inflammatory diseases by engineering enzymes and inhibitors
- Neurotransmitter systems and neurodegenerative diseases with concentration on GABA and glutamate neurotransmitter systems as well as brain diseases
- Developmental neurobiology with concentration on olfactory (odorant sensory system) system
- Behavioral neurobiology with concentration on drug abuse and addiction
- Physiology and pathophysiology of the cardiovascular system with focus on heart development, heart vascular biology and heart physiology
- Visual system with concentration on macular degeneration, cataracts, diabetic retinopathy, retina electrophysiology, dry eyes and gene therapy for retinal diseases
- Immunology and allergy research with concentration on immune response and asthma
- Cancer research with concentration on prostate cancer, breast cancer and other forms of cancer
- Development of novel therapeutics for HIV/AIDS
- Malaria studies with emphasis on mechanisms of sequestration of infected erythrocytes, protective immune response and vaccine development, and anti-adhesion drugs
- Other areas of research include stem cell technology and biomarkers identification and validation
College Research

The College has had continuous and sustained funding from the National Institutes of Health in several key areas: Alzheimer’s disease, macular degeneration and other eye diseases, osteoarthritis, and geriatric medicine. Faculty also are conducting research on:

- Healthy aging
- Cardiovascular disease and stroke
- Cancer
- Neurodegenerative diseases such as Parkinson’s and Alzheimer’s
- Genetic eye diseases including macular degeneration and cataracts
- Autoimmune diseases
- Malaria and HIV/AIDS
- Cardiometabolic risk management in vulnerable populations
- Immunobiology with a focus on designing strategies for cancer therapy, autoimmune diseases, transplant rejection, and optimizing vaccine efficacy
Research Support

**FAU’s Division of Research**

_Centrally administers research at the University through its six units:_

- **Sponsored Programs** – handles pre-award grant submissions. Requires grants to be submitted 5 days in advance of due date
- **Research Integrity** – handles human subjects and animal safety
- **Veterinary Services** – handles laboratories
- **Research Accounting** – post-award finances
- **Technology Development** – patents and intellectual property
- **Research Communications** – Sign up for DoR newsletter here: [http://tinyurl.com/qc6csvu](http://tinyurl.com/qc6csvu)
- Find funding opportunities at:
  - [http://pivot.cos.com/funding_main](http://pivot.cos.com/funding_main)
  - [http://www.grants.gov](http://www.grants.gov)

**College of Medicine’s MedWrite**

_Offers college-based support:_

- Facilitates queries with Division of Research’s sponsored programs and research integrity units
- Provides listings of grant opportunities
- Helps with large grant applications
- Provides writing and editing support as requested and appropriate
- Assists faculty and staff with IRB submissions
- Assists faculty and staff with Grants ERA questions
- Maintains grants drive to house shared documents
- [http://boc22med1.fau.edu/medwrite/research-support](http://boc22med1.fau.edu/medwrite/research-support)
Communications Needs

- Does the College have approved letterhead?
- Can I get a high resolution logo for my poster?
- Can I get a flyer printed?
- Do we have PPT templates?
- Do we have poster templates?
- Can I get the web site updated?
- Do we have a newsletter?
- Do we have a Facebook or LinkedIn page?

YES!!! Please visit MedWrite’s intranet site:
http://boc22med1.fau.edu/medwrite/
Commitment to Diversity

At FAU, all people are respected. We celebrate the rich tapestry of cultures, customs, and heritage represented in the University community in a multitude of ways, from formal academic programs and lectures to clubs and social events. The University has a zero-tolerance policy for any kind of harassment and discrimination, whether or not it is expressly covered by law. The offices of Equal Opportunity Programs, Student Affairs, Human Resources, Academic Affairs, and the University Ombudsman all play important roles in maintaining an environment of fairness and safety throughout FAU's six-county service region in southeast Florida.

The Charles E. Schmidt College of Medicine, as a part of the larger university, continues FAU's strong tradition of supporting and promoting diversity and inclusiveness. It is one of the college's guiding principles and the goal is to create a health workforce of physicians and scientists capable of delivering high-quality, equitable health care to all Americans and capable of eliminating health disparities, not only in our local communities but globally as well.

To achieve this mission, the College of Medicine has created programs and policies to not only ensure the racial, ethnic and cultural diversity, but also the cognitive diversity of its students, faculty and staff. Specifically, the college believes that what constitutes diversity goes beyond race and ethnicity and also includes factors such as gender, educational background, individual achievement, research experience, non-traditional academic backgrounds, socioeconomic disadvantage, and other life adversity. The benefits of a diverse College of Medicine will be evident in the biomedical innovation generated by our students and faculty and in the high quality, patient-centered, culturally sensitive health care provided by our physician graduates.
Office of Equity, Inclusion & Compliance (EIC)

Florida Atlantic University is committed to ensuring that each member of the University community shall be permitted to work or study in an environment free from any form of unlawful discrimination or harassment that is based on race, color, religion, age, disability, sex, national origin, marital status, veteran status, sexual orientation, or any legally protected class or basis (each a “protected class”). The University recognizes its obligation to work towards a community in which diversity is valued and opportunity is equalized.

The EIC Office administers the policies and procedures outlined in Regulation 5.010, Anti-Discrimination and Anti-Harassment. Title IX of the Education Amendments of 1972 also prohibits discrimination on the basis of sex in Education programming and activities at institutions that receive federal financial assistance. Additionally the Campus Sexual Violence Act (“Campus SaVE Act”) Section 304, of the Violence Against Women Reauthorization Act (“VAWA”) requires colleges and universities report domestic violence, dating violence, and stalking beyond categories the Clery Act mandates, and to provide educational programming for our students and staff on preventing campus sexual violence.

Additional information on Title IX programming and complaint processing can be found by contacting https://www.fau.edu/eic/ or 561-297-3004. The Title IX Coordinator for the University can be contacted at 561-297-2345 (office). Additional responsibilities:

- Monitor compliance with federal, state and local civil rights laws
- Investigate internal and external complaints
- Coordinate ADA accessibility issues and processes. Reviews reasonable accommodation requests for FAU employees
- Conducts mandatory training on Sexual Harassment/Sexual Violence/Anti-Discrimination & Anti-Harassment and ADA Compliance
- Develop and implement FAU’s Affirmative Action Plan and Equity Report
- Monitor University recruitment for diversity and recommend corrective action
Florida Public Records Law

Florida Statutes, Chapter 119, the “Public Records Law,” creates a right of access to records made or received in connection with official business of the University.

Florida Statutes Chapter 119.011 defines Public Records as:
All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. This is not applicable to truly personal records (i.e. personal emails).

**NOTE:** In order to comply with the Public Records law effectively, you must refrain from using personal email accounts to conduct University business. By using the fau.edu domain email account assigned to you, the University’s records custodians may comply with Florida records retention policies and public records requirements.

(Disclaimer) Please be advised that under Florida law, e-mail addresses and content are public records. If you do not want your e-mail message released in response to a public records request, please do not send electronic mail to this address. Instead, please contact me by phone or in writing.
The Charles E. Schmidt College of Medicine (COM) Administrative Policies should serve as a reference and guide to administrative matters for Faculty, Administrative, Managerial and Professional (AMP), and Support Staff (SP) employees of the College. The provisions of these policies are subject to all applicable Federal and Florida laws and University Regulations. All University policies apply to COM employees unless specifically addressed in these College Administrative Policies.

http://med.fau.edu/pdfs/CES_COM_Administrative_Policies.pdf
Report of Outside Employment or Professional Activity for FAU Employees Agreement

- All employees are required to report outside business activities, professional activities, conflicts of interest, or conflicts of commitment.

- Employees are required to update reporting of any such activities, annually commencing each new fiscal year. If there are no activities to report, the form must be submitted and signed noting such.

- Employees are also required to report any new activity during the fiscal year.

http://www.fau.edu/hr/files/outsideBusiness.pdf
If you are directly contacted by a member of the media as an expert on a particular topic or regarding a program or activity related to the Charles E. Schmidt College of Medicine or the University, please get their name and contact information and notify Gisele Galoustian, Media Relations Director, Research at 561-297-2676 (office) or 561-985-4615 (cell) or via email at ggaloust@fau.edu. She will work with the reporter to schedule and coordinate interviews and provide relevant information.
Children in the Workplace

While children may be brought to the workplace for brief visits, it must be recognized that it is not appropriate to bring children to work, or class, as a substitute for making arrangements for regular child care while at work, or in class.

As an employer, however, the University cannot permit employees or students to provide child care at the work site, office, lab or classroom. Work space is not designed with the safety of children in mind. Employees and supervisors must consider issues of safety, confidentiality, disruption of operations and services, disruption of other employees and students, appropriateness, and the liability posed by children in the workplace. For additional information, please refer to the Children in the Workplace Policy.
Injury on the Job

The Division of Risk Management has partnered with AmeriSys to provide medical case management for State of Florida employees and volunteers who have a work-related injury or illness.

If you have a work-related injury or illness, you should immediately report the incident to your supervisor. Your employer will immediately report the injury to AmeriSys at 800-455-2079.

The Supervisor’s responsibilities following an on-the-job injury or illness:

- In the case of a medical emergency, call 911 and then immediately contact AmeriSys at 800-455-2079 to report the claim, the location code is 0202.
- If the injury is not an emergency, the supervisor should immediately report the claim to AmeriSys. Whenever possible, please have the injured employee present with the supervisor when the claim is reported. The triage nurse will then be better able to assess medical needs and arrange for immediate medical treatment.
- Questions regarding work place injuries and Workers’ Compensation may be directed to the Department of Human Resources, Employee Relations, tel: 561-297-0319, fax: 561-297-4220
Dress Code for Faculty and Staff

As representatives of the College, administrative staff and faculty members who have contact with medical students, patients and the public are expected to dress in a manner consistent with a professional atmosphere.

### Professional Attire

<table>
<thead>
<tr>
<th>Women</th>
<th>Men</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medium length skirts/dresses</td>
<td>Tailored slacks with belt and dress shirt with collar</td>
</tr>
<tr>
<td>Slits should be modest and in good taste</td>
<td>A necktie is strongly encouraged</td>
</tr>
<tr>
<td>Denim dresses and skirts are permissible</td>
<td></td>
</tr>
<tr>
<td>Tailored slacks</td>
<td></td>
</tr>
<tr>
<td>Open toe shoes should be acceptable and appropriate</td>
<td></td>
</tr>
</tbody>
</table>

### Prohibited Items

<table>
<thead>
<tr>
<th>Tight, sheer or revealing clothing</th>
<th>Any attire that could be perceived as sexually provocative to others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tank tops, spaghetti strap tops-without shirt or jacket worn over it</td>
<td>Clothing with commercial logos, slogans or other art designs that might be offensive to others</td>
</tr>
<tr>
<td>Midriff tops, off-the-shoulder blouses, dresses, sweaters</td>
<td>Exercise/workout clothing, sweatpants, spandex, leggings, jeans, shorts</td>
</tr>
<tr>
<td>Shirts or tops with plunging necklines</td>
<td>Flip-flops, thong sandals or beach shoes</td>
</tr>
</tbody>
</table>
The University holiday schedule is set by the University President and published by Human Resources. The following holidays are typically observed by the University:

<table>
<thead>
<tr>
<th>New Year’s Day</th>
<th>Veteran’s Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Luther King Day</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Day after Thanksgiving</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>Labor Day</td>
<td></td>
</tr>
</tbody>
</table>

All offices in which functions can be discontinued temporarily are closed on University holidays. When a holiday falls on a Saturday, the preceding Friday will be observed as a holiday; when a holiday falls on a Sunday, the following Monday is observed as the holiday.
Leave Programs

Sick Leave

Support Personnel (SP), Administrative/Managerial Personnel (AMP), Faculty (12-month, full-time faculty only) accrue 4 hours bi-weekly (13 days per year).

Authorized for:

- The employee’s personal illness, injury or doctor’s appointment
- The illness, injury, or doctor’s appointment of a member of the immediate family
  
  Immediate Family = spouse, qualified domestic partner, child, stepchild, foster child, parent, stepparent, grandparent, grandchild, or sibling of the employee or employee’s spouse or qualified domestic partner
- Death of an employee’s immediate family member following the use of 3-day Bereavement Leave
- Annual Leave can be used if sick leave has been depleted

Employees are required to notify their supervisor of any absence for illness or injury at the start of the normal workday. All other absences must be approved in advance.
Annual Leave

- Annual leave is accrued by full-time 12-month faculty, AMP and SP employees. Part-time faculty with 12-month appointments earn annual leave at a rate directly proportionate to the percent of time employed.
- A Leave Request must be completed in Workday whenever any employee plans to use leave time. Leave must be approved by the supervisor in advance of taking the leave, except in cases of an unexpected emergency. Leave can be requested at any time via smartphone, iPad, or computer, and will route to the Supervisor for approval.
- Faculty annual leave may not be paid out at the termination of the employment in excess of 22 days.

<table>
<thead>
<tr>
<th>Pay Plan</th>
<th>Accrual per Pay Period</th>
<th>Year End Maximum</th>
<th>Maximum Payout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>6.77 hours</td>
<td>352 hours</td>
<td>22 days</td>
</tr>
<tr>
<td>AMP</td>
<td>6.77 hours</td>
<td>352 hours</td>
<td>352 hours</td>
</tr>
<tr>
<td><strong>SP (based on years of FAU service)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0 – 5 years</td>
<td>4.00 hours</td>
<td>240 hours</td>
<td>240 hours</td>
</tr>
<tr>
<td>5 – 10 years</td>
<td>5.00 hours</td>
<td>240 hours</td>
<td>240 hours</td>
</tr>
<tr>
<td>10 +</td>
<td>6.00 hours</td>
<td>240 hours</td>
<td>240 hours</td>
</tr>
</tbody>
</table>

Personal Holiday

- AMP and SP only - 1 day earned each fiscal year
- Effective between July 1 through June 30
- Use it or lose it
University Pay Plans

- SP – Hourly
  - 6 month probationary period
  - Timesheets required

- AMP – Salaried

- Faculty

- OPS – Temporary Non-Exempt
  - Timesheets required
  - Hourly personnel are permitted to work a maximum of 40 hours only per week
Staff Performance Appraisals

Performance Management is a systematic process by which Florida Atlantic University involves all of its employees as members of a team/department, in improving organizational effectiveness in the accomplishment of the University’s mission and goals as outlined in the Strategic Plan.

Performance appraisals are a formal, written means of evaluating AMP and SP employees and are the final step in the Performance Management process. Both AMP appraisals and SP in Supervisory Position appraisals, are completed in workday. All AMP and SP appraisals will be due at the same time for the previous fiscal year.

The performance appraisal is the final step in an effective Performance Management process. It is a formal, written means of evaluating Administrative, Managerial and Professional (AMP) and Support Personnel (SP) employees. The performance appraisal is a permanent document kept in the employee’s personnel file.

AMP and SP in Supervisory Position Appraisals

The employee’s first annual appraisal will be due one year from his or her first day of regular employment at the University. All subsequent appraisals will be due one year from the date of the previous appraisal. After the appraisal has been completed, it is sent to Human Resources.

SP Appraisals

All SP employees are subject to a probationary period of six months for first time employment and will receive a probationary appraisal at the completion of their probationary period.

http://www.fau.edu/hr/EmpRelations/PerfAppForm_0807.php
The Top 5 Things you Need to Know:

1. **Medical Library Portal** - [http://www.library.fau.edu/med/](http://www.library.fau.edu/med/)
   - Offers a web portal to the important resources needed for College of Medicine patrons. From the web portal you can directly link to library journals listings, medicine and health sciences databases, or the library catalog. The portal also provides direct links to certain frequently used resources, such as PubMed, and also provides a link to the FAU Libraries home page.

2. **Finding Articles, Journals and Books**
   - SearchWise is a tool for searching across most of the FAU Libraries resources for journal articles, newspaper articles, books, digital collections, government documents, maps, music recordings, videos and more.

3. **Access**
   - On-campus
   - Off campus - [https://login.ezproxy.fau.edu/login](https://login.ezproxy.fau.edu/login)
   - Find it @ FAU - [http://www.fau.edu/library/ecollect/sfxfaq.php](http://www.fau.edu/library/ecollect/sfxfaq.php)
   - Interlibrary Loan - [http://www.library.fau.edu/depts/ill/illdept.htm](http://www.library.fau.edu/depts/ill/illdept.htm)
   - Uborrow - [http://www.library.fau.edu/depts/access/uborrow.htm](http://www.library.fau.edu/depts/access/uborrow.htm)
4. **Medical and Health Sciences Collections & User Services Department**
   - For one-on-one instruction, group training, assistance with Inter-library loans, or in-depth help with library resources contact the medical librarians either via departmental email: librarymed@fau.edu.
     - Amanda Chiplock, Senior Medical Librarian
       Email: achiplock@health.fau.edu
       Phone: 561-297-4103

5. **General Library Information** - [http://www.fau.edu/library/](http://www.fau.edu/library/)
   - Location – [http://www.library.fau.edu/geninfo/bocaadd.htm](http://www.library.fau.edu/geninfo/bocaadd.htm)
   - The S.E. Wimberly Library is located in building 3 on the Boca Raton campus. *The Medical Library is integrated with the general FAU Library*
   - **Library Hours** - [http://libguides.fau.edu/lib_hours](http://libguides.fau.edu/lib_hours)
     - Sunday: Noon-2am  •  Monday-Thursday: 7:40am-2am  •  Friday: 7:40am-6pm  •  Saturday: 10am-6pm
     - The library is closed on University holidays.
   - **Reference Desk** – 561-297-3785
     The Reference Desk is located on the First Floor East of the Library
Owl Card

All Faculty and Staff are required to obtain an OWL Card. It serves as your official photo identification and provides card access to the building after hours. To obtain your OWL Card, visit the OWL Card Center. Bring a photo ID, either your driver's license, military ID or passport and your employment contract (letter of offer or Personnel Action Form).

Your Owl Card serves as your library card and enables you to check-out materials and also allows you to gain remote access to our electronic journals, books and databases.
Information Technology

The mission of the Charles E. Schmidt College of Medicine (COM) Information Technology (IT) Office is to anticipate, plan and provide high quality, expert technology services and resources to COM faculty, staff and students.

Support and services are rendered with professional, efficient, ethical and courteous principles in accordance with FAU policies and guidelines. COM IT supports all faculty, staff and students in College of Medicine buildings.

Submitting a Help Desk ticket is the most expedient and efficient way to have a COM IT resource assigned to a project:

comhelpdesk@health.fau.edu

Visit the COM IT intranet site for more information on our services:

http://boc22med1.fau.edu/
Information Technology

All FAU College of Medicine workforce members (including faculty, staff, students, residents, temporary, volunteers, and other persons who perform work for FAU College of Medicine) who are granted access to FAU-issued computing and technology resources (desktops, laptops, tablets, mobile phones, printers, etc.), application systems or access to the FAU network must adhere to the requirements described in the Information and Data Security Policies manual.

The manual details the mandatory standards and policies enforced by FAU and the COM IT Office to protect information systems and assets from internal and external threats.

The privilege of using the computing and technology resources provided by FAU is not transferable or extendible by faculty or staff to people or groups outside of FAU and terminates when a workforce member is no longer employed or associated with the College of Medicine.
Finance Office

The Finance Office is responsible for the management of all financial accounting operations including the development of the annual operating budget, oversight of state, federal grant and foundation funding, purchasing and fiscal management. This office also provides oversight of payroll and timekeeping (leave) operations. Support is provided in accordance with FAU policies and procedures.

If you have any questions, please refer to this contact list for COM Finance and Accounting:

Beth Swerdloff – swerdlof@fau.edu 561-297-2723 – All Finance Matters
Jaclyn DeAquino – jdeaqui@fau.edu 561-297-1206 – Grants & Practice Plan (CPO) Inquiries
Staff Only – First Week

- Review your position description with your supervisor
- Discuss performance standards and expectations for your position
- Discuss departmental goals and objectives
- Inquire about your department’s policies and procedures regarding:
  - Work Hours - employee’s work hours are Monday to Friday from 8am to 5pm with one hour for lunch, unless an alternative schedule is approved by the supervisor
  - Breaks/Lunch
  - Annual and sick leave requests
  - Holidays
  - Timesheets
Thank you and welcome to the Charles E. Schmidt College of Medicine.