COMMUNICATIONS & MARKETING

The Schmidt College of Medicine Communications Office is responsible for and oversees all marketing and communications initiatives for the college. This involves all aspects of brand development and management, coordination of media requests and press releases, including press contact and/or encounters initiated by the faculty member, regardless of funding source, coordination of supporting materials for philanthropic initiatives, and internal and external communications.

An integrated communications strategy is delivered through quality internal and external communications materials, press releases and media coverage, branded promotional items, social and printed media, web content, photography and videography, and the development of event-related and donor materials. COM Communications works closely with the Office of Public Affairs for press releases, media requests and events, including staffing on-campus media visits, compliance with FAU’s logo usage, brand licensing standards, video standards, and printed and electronic design materials.

For FAU’s brand standards, visit **Branding and Visual Standards : Florida Atlantic University (fau.edu)**. In addition to the university’s branding standards, please visit the College of Medicine’s manual on logos, graphics and standards, standards **https://comsupport.fau.edu/kb/articles/com-logos-graphics-standards** which provides college specific standards that must be followed.

Faculty are expected to contact the COM’s Marketing and Communications Office for guidance and to ensure a consistent representation of our brands **before** initiating any and all media-related encounters, both self- and reporter-initiated, and for the development of any and all communications materials stated herein before project commencement. Please contact COM’s Marketing and Communications department by opening a ticket through the **FAU College of Medicine Support Center** and clicking on the button to create a ticket.

CURRICULUM VITAE GUIDELINES

Faculty are responsible for the accuracy and clarity of their CV. For additional information, please see Provost’s Office **Comprehensive CV Guidelines**.

DIRECTORY

Faculty and Staff Directory:  **http://www.med.fau.edu/faculty/index.php**
Affiliate Faculty Directory:  **http://www.med.fau.edu/faculty/affiliate_faculty_directory.php**

EMERGENCY PREPAREDNESS

Information on emergency preparedness resources including the COM Emergency Protocol, the COM Hurricane Emergency Plan, and FAU University Preparedness Resources are available at:  **http://www.med.fau.edu/faculty/emergency.php**.

For planned or unplanned major outages or shutdowns, the Assistant Director of COM Facilities will be notified by FAU Facilities. Examples of potential shutdowns include Chiller Plant, HVAC, or electrical issues.
Faculty and staff should call or text the following individuals to report an emergency as follows:

<table>
<thead>
<tr>
<th>Call Order</th>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Contact</td>
<td>Debra Bradley</td>
<td>Director of COM Facilities</td>
<td>Cell: 561-926-1889/561-297-2503</td>
</tr>
<tr>
<td>Second Contact</td>
<td>John Gabrielsen</td>
<td>Coordinator for Anatomical Programs</td>
<td>Cell: 561-212-2038/561-297-0706</td>
</tr>
<tr>
<td>Third Contact</td>
<td>Elaine Van der Put</td>
<td>Senior Associate Dean for Administration</td>
<td>Cell: 561-245-0826/561-297-4974</td>
</tr>
</tbody>
</table>

**EMERGENCY SITUATIONS**

On campus: Call the FAU Police Department at (561) 297-3500. Off campus: Call 911 or (561) 297-3500 or go to the nearest hospital ER.

**EVENTS IN SCHMIDT COLLEGE OF MEDICINE SPACE**

All events run in Schmidt College of Medicine space involving an external audience must have a faculty or staff sponsor as the responsible coordinator. That faculty or staff sponsor must be the one requesting room or lobby reservations (see room reservations below), parking arrangements, tables/chairs, etc. The faculty or staff sponsor must also attend the event/events or designate another faculty or staff member to attend. This is especially important for weekend and afterhours events. We need to ensure the safety and security of all occupants of COM buildings and all attendees of these events. Please contact Debra Bradley (dbradley@health.fau.edu) or Autumn Mreczko (amreczko@health.fau.edu) for additional information on events in College of Medicine spaces.

**FACILITIES**

The Office of the Dean and other administrative leaders, offices of the Chairs of the College of Medicine’s three academic departments, and offices and/or research labs for some of the full-time faculty are in the Biomedical Science Center. Offices of other full-time faculty are in one of three other buildings on the FAU campus. Faculty office locations, phone numbers, and email addresses are published in course and clerkship syllabi and can be found on the College faculty website (http://med.fau.edu/faculty/index.php).

COM Facilities emphasizes quality service and sustainability to operate, renovate, clean, and maintain the college’s facilities and grounds. COM Facilities maintains college-level implementation of disaster management plans, operationalizes office and lab assignments, and coordinates major and minor renovations to accommodate new faculty, staff, programs, and equipment. COM Facilities manages core and shared research resources, including operational continuity and compliance with Environmental Health and Safety/OSHA requirements.

**FACULTY AFFAIRS**

The Office of Faculty Affairs works collaboratively with the Schmidt College of Medicine leadership, department chairs, and University leadership to promote faculty and organizational success consistent with the College’s Strategic Plan and evolving LCME standards. The Office of Faculty Affairs has a broad range of responsibilities including:
• Assist departments to recruit, develop, promote, and retain outstanding, innovative, and diverse faculty members
• Develop, operationalize, and coordinate various faculty affairs initiatives, projects, and processes critical to the success of faculty including promotion and tenure, annual evaluations, annual assignments, sustained performance evaluations, third year reviews, and mentoring
• Provide guidance on the operational aspects of faculty recruitment, compensated academic appointments processing, and compensated appointment renewals
• Oversee the development of the College faculty and affiliate faculty, particularly in ways that enhance career development, scholarship, leadership, and academic advancement (promotion and tenure), as related to faculty members' roles and responsibilities and their professional goals in teaching and education
• Assist faculty, department chairs, and administrators in the interpretation of and compliance with faculty affairs regulations, policies, and practices of the University and College
• Work closely with the Dean, Provost’s Office, and College leadership in faculty affairs policy and document development and modification consistent with Provost and University regulations and in alignment with the requirements of national accrediting entities
• Promote, model, and promulgate a culture of respect and collegiality among the College faculty, including transparent leadership decision-making, professionalism, and adherence to the College’s principles, values, and policies

**Faculty Awards**

FAU recognizes the outstanding achievements of faculty annually with various University awards. Detailed descriptions of these awards and eligibility are available on the Provost’s Office website: [http://www.fau.edu/provost/faculty/](http://www.fau.edu/provost/faculty/).

Within the Schmidt College of Medicine, core teaching awards are presented annually at the Medical Education Retreat to recognize excellence in teaching, service, and contributions to the missions of the College. Award recipients come from nominations and a selection committee made up of students, recognizing contributions in various course, clerkship, or clinical teaching areas. The community-based faculty awards are celebrated at the annual recognition ceremony and reception every February. The Michael L. Friedland, MD Educational Leadership Award is presented at this ceremony to a faculty member who shares the attributes that characterized Dr. Friedland, Founding Dean for the Schmidt College of Medicine, as an education leader, namely: vision, integrity, leadership, and a dedication to teaching.

**Faculty Meetings**

Minutes from faculty meetings may be accessed via the Faculty Affairs section of the COM Intranet: [http://comintranet.fau.edu/faculty-affairs/](http://comintranet.fau.edu/faculty-affairs/).
FAU CRISIS ACTION AND VICTIM ADVOCACY CENTER

The FAU Crisis Action Guide [http://www.fau.edu/emergency/crisisactionguide.php](http://www.fau.edu/emergency/crisisactionguide.php) was developed by the University's safety committee to provide pertinent information for the FAU community in the event of an emergency or crisis.

The FAU Victim Advocacy Center provides free and confidential services to assist students, faculty, staff, and university visitors who have experienced actual or threatened violence. The Center is dedicated to providing advocacy and assisting students in overcoming traumatic events. Victim advocates provide comprehensive supportive services to aid in recovery from assault, battery, relationship abuse (physical, verbal, or emotional), sexual and/or attempted sexual battery (acquaintance rape, date rape, stranger rape, molestation), stalking (repeated following or harassment), hate and/or property crimes. Clients are provided with information and options and are free to decide which, if any, course of action they will pursue.

Victims Services: The victim advocate can help you with information about your options in cases of rape, sexual harassment, stalking, cyber stalking, relationship violence, assault, battery, and other crimes. You **DO NOT have to make a police report to utilize the services of a victim advocate**. The advocate can provide crisis intervention, emotional support, evaluation of options, and an explanation of the legal process.

Crime victims have certain rights in the State of Florida such as possible restitution and/or compensation, to be present, informed, heard and the right to have an advocate present at depositions. It is the job of Victim Services to assure that victims obtain their rights.

- Other services include assistance filing Victim Compensation forms, assistance with the injunction process, referral to on-campus and local social service agencies, liaison with police departments, safety planning, accompaniment through the criminal and judicial system, and documentation of victimization to employers or professors.

- The Victim Advocacy Program is for all students, faculty, and staff who may become victims of crime either **off or on any FAU campus**. Victim Services is located in the FAU Police/Traffic and Parking Department in Building CO 69. Contact victim services at (561) 297-0500 or visit [www.fau.edu/police/victim](http://www.fau.edu/police/victim).

FAU POLICE AND PUBLIC SAFETY DEPARTMENT

The FAU Police Department ([http://www.fau.edu/police/](http://www.fau.edu/police/)) is a full service police department with a twenty-four dispatch. It is staffed with state certified police officers and a variety of civilian positions. It provides a variety of services including a full-time victim’s advocate, crime prevention education, four certified Rape Aggression Defense (a women’s self-defense course) instructors, three certified crime prevention practitioners, criminal investigations, and parking services. The department also has a Community Service Officer program staffed by FAU students. Other services provided to the FAU community include fingerprinting, providing extra police for special events, lost and found, and card access to buildings using OWL cards. The OWL CARD is swiped at the card reader and if the cardholder is authorized, access is granted and a log maintained of the transaction. **For problems or questions related to card access to the Charles E. Schmidt College of Medicine (BC-71), contact**
**Director, Building Operations (561) 297-2503 or Coordinator, Anatomical Programs (561) 297-0706.** Only these authorized staff add or remove people, clearances, or times.

Please be aware that one of the problems on campus is theft. You should secure your office at all times. Make note of the serial number of all personal electronic items and check to see if these are covered by your insurance. When parking, place valuables in the trunk of your vehicle out of sight and then lock your vehicle. If you are working late on the Boca campus, call the Night Owls Campus Escort Service (561) 297-6695 to accompany you safely to all locations on this campus. These escorts work from dusk to the early hours of the morning. “Code Blue” Emergency Telephones are located throughout the Boca Raton campus. Be sure to locate the telephones in the area you would normally park. These phones feature safety lighting and ring directly to the Police Dispatch.

Dial 911 for emergency police, fire, and medical response. For further services on the Boca Raton Campus: 24 hours a day – 7 days a week (561) 297-3500.

**INFORMATION TECHNOLOGY (IT)**

Schmidt College of Medicine (COM) IT works closely with FAU’s Office of Information Technology (OIT) to provide vital health information technology computing services to execute the College’s academic, clinical, and research missions. COM IT supports all faculty, staff, residents, and students in multiple facilities both on and off campus. Core areas of responsibility include systems analysis and support, educational technologies, and web services and database administration. For more information on information technology, see http://comintranet.fau.edu/com-it-about/.

All College faculty and staff must adhere to the University and College information security and technologies policies described in the Information and Data Security Policies manual. This 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. For more information, see http://www.fau.edu/security and http://comintranet.fau.edu/com-it-policies/. If you have any questions related to information technology, please contact: comit@health.fau.edu.

**INJURY OR ILLNESS REPORTING – WORK RELATED**

Supervisor and Injured Employee’s Responsibilities - In a medical emergency, transport the injured employee to the nearest medical facility or call 911 for emergency assistance. Following the arrangement of emergency medical treatment for the injured employee, the supervisor must report it to AmeriSys at (800) 455-2079. If injury requires non-emergency medical treatment, either the supervisor or injured employee must call AmeriSys at (800) 455-2079 immediately, prior to obtaining medical treatment. AmeriSys will assist the supervisor or injured employee in selecting an appropriate medical provider from within the AmeriSys Workers’ Compensation Services Provider Directory, and will arrange the appointment. If possible, the employee is to be present for the call so the employee’s injuries may be triaged and the appropriate medical care be provided. If medical treatment is not required, the employee should only complete a First Report of Injury-Non Medical Treatment Involved Form and send it to: Department of Human Resources, Workers Compensation
Coordinator, Building 4. This form will be filed in the injured employee's Workers' Compensation File. Please note: If a claim must be reported, the location code is 0202. You may find the policy regarding workplace injuries and Workers' Compensation here. Questions regarding workplace injuries and Workers' Compensation may be directed to the Department of Human Resources, Employee Relations, at: Phone: (561) 297-0319; Fax: (561) 297-1256.

LABORATORY VOLUNTEERS

The College Student/Volunteer Access and Training Form, Volunteer Risk Waiver, and Volunteer Registration Form must be completed and submitted to the Director of Research Operations (COM room 306A, 561-297-4557) for all volunteers brought into the laboratory. Please note FAU requires that all volunteers, including high school students, undergo a background check. All fees for the background check are paid by the COM department in which the volunteer will work. The entire process, including the background check and completion of required laboratory trainings, must be completed before a new volunteer begins and card access is provided. If you have any questions, please see the Director of Research Operations and visit http://med.fau.edu/research/compliance.php#collapseOne for more information regarding specific training and regulatory compliance requirements.

LIBRARY SERVICES

The predominant aim of the Medical and Health Sciences Collections and User Services department is to support the curricular, instructional, and research needs of the students, faculty, residents, and staff of the College. The department is currently staffed by two medical librarians. The department maintains primary offices within the Wimberly Library building on the Boca campus, as well as the Hennekens Library and Technology Hub in the College that is staffed a minimum of sixteen hours per week.

The medical librarians design, implement, and teach evidence-based medicine within the Foundations of Medicine courses and the Lifelong Learning & Discovery Thread. They also serve on College standing and ad hoc committees, assist with the research needs of faculty and students, and implement programs designed to support the overall mission and vision of the College. The department is also responsible for training and access for affiliate faculty, most of whom are located off-campus in hospitals, private practices, and health departments. The collection development component of the department incorporates both clinical and basic sciences as well as medical education requirements.

Affiliates of the College have full access and borrowing privileges to the Libraries’ collection. The integrated library allows for extended expertise including, e-resources, technical services, and access to personnel beyond that of those formally working with the College. The collection is increasingly electronic focused, allowing users to access the majority of resources remotely, although print books are available and can be ordered through interlibrary loan to support the curriculum if electronic resources are not available.
For additional information, see https://library.fau.edu/medical or contact the medical libraries staff for medical library resource and service needs (e.g., article requests, EZProxy logins, literature reviews, one-on-one and group consultations).

MAPS AND DIRECTIONS

Campuses and map: http://www.fau.edu/about/boca-raton.php
Directions to the Schmidt College of Medicine: http://www.med.fau.edu/home/directions.php

MEDICAL STUDENT HANDBOOK

All faculty are expected to review the Medical Student Handbook each year to ensure that they are aware of the policies related to our students. If you have any questions regarding the Student Handbook, please contact the Office of Student Affairs: COMStudentAffairs@health.fau.edu

PARKING AND TRANSPORTATION SERVICES

All faculty/staff must purchase and register their vehicle and have a virtual permit in order to park on ALL FAU campuses. Faculty members are encouraged to review the University’s Parking Rules and Regulations. Faculty will be provided a copy of the University’s Parking Rules and Regulations when they purchase their virtual parking pass. The regulations are also posted on the Parking and Transportation website at http://www.fau.edu/parking/. It is the responsibility of each faculty member to become familiar and comply with the University’s Parking and Transportation Rules and Regulations. All questions regarding parking and transportation services may be answered by reviewing the website or calling Parking and Transportation at (561) 297-2771.

PHONE SYSTEMS

If you have questions about phone services or repair issues, please contact comfacilities@health.fau.edu. For general information on phone systems, phone mail, call routing, see: http://www.fau.edu/oit/phone/

POLICIES AND REGULATIONS

University Regulations: http://www.fau.edu/regulations/
COM Administrative Policies: http://www.med.fau.edu/faculty/adminpolicies.php
**RECRUITMENT AND HIRING GUIDELINES**

As part of Florida Atlantic University’s race to excellence, the College is committed to recruiting, engaging, and retaining the highest talent in faculty, staff, and students. To align with University recruitment procedures set by the Provost Office, Human Resources, the Division of Research, and the Office of Equity, Inclusion, and Compliance, our College has developed an internal process to assist with the recruitment and hiring process. All requests to fill new or vacated faculty, staff, or postdoc positions begin with completing and submitting a College Position Request Form via email to the Dean for approval of Faculty positions requests or to the Senior Associate Dean for Administration for approval of Staff and Postdoctoral position requests. College Position Requests Forms are made available on the College’s Internal Recruitment Website: [http://comintranet.fau.edu/recruitment/](http://comintranet.fau.edu/recruitment/).

To ensure a seamless process, each unit has dedicated support to assist with the recruitment/hiring process. Additionally, the Dean’s Office liaises with the Provost Office, Human Resources, and the Division of Research (when applicable) throughout the recruitment and hiring process.

For assistance with completing the above process, please work with your unit’s HR Partner or Coordinator or contact comdeansoffice@health.fau.edu.

**University Resources for Recruitment and Hiring:**

- Office of the Provost, Faculty Search and Hiring Procedures: [http://www.fau.edu/hr/files/FacultySearchandHiringProceduresRevised%207-5-18.pdf](http://www.fau.edu/hr/files/FacultySearchandHiringProceduresRevised%207-5-18.pdf)
- Division of Research, Faculty-Level Research Appointments: [http://www.fau.edu/research/docs/policies/sponsored-programs/faculty_level_research_appts.pdf](http://www.fau.edu/research/docs/policies/sponsored-programs/faculty_level_research_appts.pdf)
- Human Resources, Staff, Student Employment, and Temporary Recruitment and Hiring Procedures: [http://www.fau.edu/hr/recruitment_services/amp-and-sp-hiring-process.php](http://www.fau.edu/hr/recruitment_services/amp-and-sp-hiring-process.php)
- Hiring a College Work Study Student Employee: [http://www.fau.edu/finaid/types-of-aid/work-study.php#fwepreqs](http://www.fau.edu/finaid/types-of-aid/work-study.php#fwepreqs) OR contact workstudy@fau.edu

Note: Position funding may require additional approval by the Resource Allocation Committee.

**ROOM RESERVATIONS**

Reservations for conference/meeting rooms, classrooms, the PBL room, and the lobby are made via Outlook. For **step-by-step instructions** on how to book a room or to view room reservation policies, please visit our knowledgebase. If you need assistance with Outlook, please email comhelpdesk@health.fau.edu. For assistance with reserving a space, please contact comreservations@health.fau.edu.

**SUPERVISION OF STAFF**

Faculty members designated as a staff member’s direct supervisor will be responsible for general supervisory responsibilities including, but not limited to, assignments, annual performance appraisals, coaching, and
retention. The FAU Employee Relations Office is committed to promoting positive environments and relationships by focusing on good management practices and workplace behaviors. Employee Relations offers the following services:

- Confidential consultations to discuss and resolve workplace problems
- Coaching for improved employee performance: http://www.fau.edu/hr/employee_relations/philosophy.php
- Guidance and training on employee performance discussions and the appraisal process: http://www.fau.edu/hr/employee_relations/performance-appraisal-forms.php
- Step by step assistance throughout the disciplinary process: http://www.fau.edu/hr/employee_relations/disciplinary.php (please note that supervisors must keep the College Director of Faculty and Staff Affairs, 7-2142, informed of any staff disciplinary actions)
- Clarification, interpretation, and advice on policies, regulations, and applicable employment laws
- Understanding of the policies and processes for work hours, leave time, and extended medical absences: http://www.fau.edu/hr/employee_relations/attendance-and-leave.php
- Administration of the unemployment compensation process
- Information on Worker’s Compensation: http://www.fau.edu/hr/employee_relations/workers-comp.php

For additional information, please visit the employee relations website http://www.fau.edu/hr/employee_relations/index.php or contact emprels@fau.edu.

The College Staff Off-boarding Process and Checklist was developed to serve as a helpful guide for supervisors and HR Partners in the event a staff employee has provided a letter of resignation: http://comintranet.fau.edu/wp-content/uploads/2021/02/Staff-Offboarding-Process-2021.pdf.

**TRAVEL**

Travel expenses paid by FAU are closely regulated by statutory and University provisions and are closely monitored by the University. FAU is obligated to strictly adhere to state requirements when authorizing travel and when processing reimbursement requests. Please refer to the Travel Expense Reference Guide for Employees, COM Travel Policy, and the FAU Expense/Travel Policies and Procedures for detailed information on travel.

11/14/2019
6/8/2021 (Communications, Supervision of Staff)
1/13/2022 (Communications & Marketing)
2/2/2022 (Injury or Illness Reporting – Work Related)