

Onboarding at UMMS: *Welcoming and Mentoring New Faculty*

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Our Goal:

Every new faculty member will feel welcomed, be highly satisfied, and rapidly integrate into their work and the academic life at UMMS.

“Onboarding” has been used extensively in business and is now being adopted by academia

- Positive effect on job satisfaction and retention
- Enhances organizational commitment, job performance and intent to remain
- Formal and consistent processes have better outcomes than informal
- The first 3 months are critical!

OFA has developed a comprehensive Onboarding* Program for new faculty

Welcome Packet:

Sent to all new faculty upon acceptance of letter of offer starting July 2012

New Faculty Orientation:

Offered quarterly and starting March 2013 in collaboration with UMMHS/Medical Group

Onboarding Mentor:

Assigned by Department upon acceptance;
Activated upon arrival at UMMS

**Period from acceptance to 1 yr post-arrival*

The *Welcome Packet* provides information about UMMS and the area

- Brochures from the OFA, Library, and various other resources at UMMS
- Community resources, areas of interest, restaurants, a map



New Faculty Orientation provides an introduction to life at UMMS

- ½ day each quarter, coordinated with Faculty Networking Lunches
- Career planning is a key component (the Individual Opportunity Plan)
- Other topics: Organizational structure (school/health system/medical group) promotion & tenure; annual performance review; mentoring

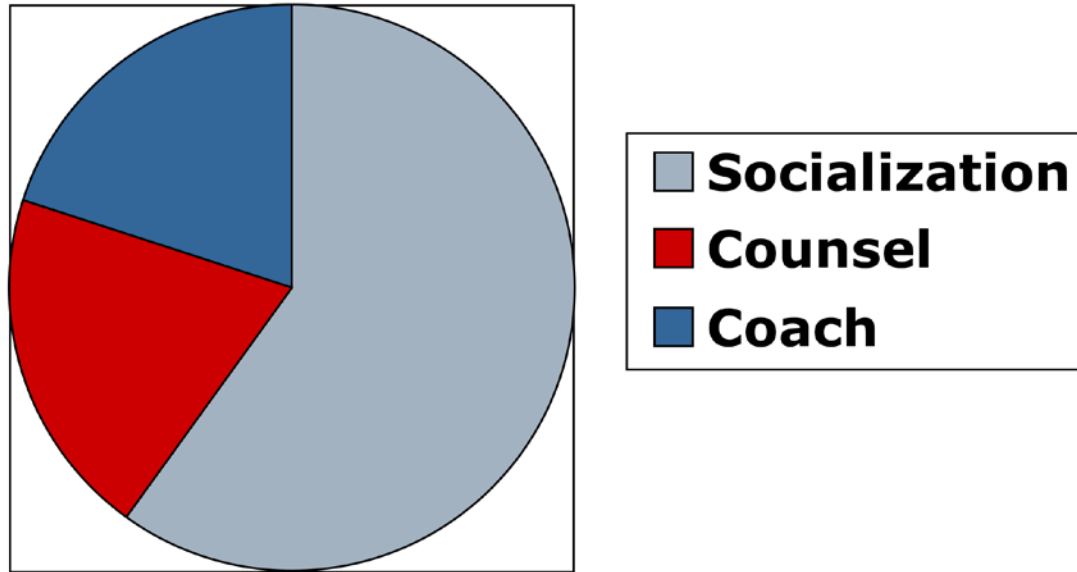


The *Onboarding Mentor* is key to a successful start for new faculty

- Designated by Chair or Division Chief
- Faculty who are knowledgeable about the role the new faculty was hired to perform
- Well integrated into the institution
- Provide introductions and socialization for the new faculty member
- Identify resources and connect with potential collaborators or mentors

The Onboarding Mentor will focus most of their efforts on socialization

Mentor roles and responsibilities



The Onboarding Mentor has a one year commitment to their mentee

- Attend the Onboarding Mentor orientation (1 hour)
- Meet and greet mentee during their first week
- Introduce & connect mentee to department faculty
- Help mentee get up to speed quickly (how things are done here)
- Some Departments already have mentoring programs with expectations for onboarding new faculty

Onboarding Mentor will ensure transition to an ongoing mentor at the end of one year



- The Onboarding Mentor may continue as an ongoing mentor after the first year
- Or, the Onboarding Mentor will facilitate the transition to ongoing mentoring from another or others

The OFA will ensure that the onboarding process is smooth and effective

- For Onboarding Mentor/Mentees, short surveys at 6 and 12 months are planned with results shared
- OFA will provide training and general support for Onboarding Mentors
- Problems or concerns with the mentor/mentee pairs will be referred to the Departmental Chair/ Division Chief

What we ask from you

- Make sure new faculty in your department take advantage of the Onboarding Program
- Let us know if you have interest in serving as an Onboarding Mentor
- We are open to your good ideas and input

Questions?

