

**Orientation of New Faculty
School of Veterinary Medicine
University of Wisconsin-Madison**



The information included in this document has been assembled to assist new faculty in their orientation to the School of Veterinary Medicine and the UW campus. The document will be updated on annual basis or sooner if needed.

Part I: 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 from the Dean's office.
 - a. Obtain samples of completed documents, and begin to compile your own document, adding materials as they accrue. Updated promotional policy documents will be sent to faculty annually at the beginning of September by the Dean's office.
 - 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 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 go through a similar process, except that the second part of the process involves only the Dean's Advisory Committee on Promotions and Appointments and not the divisional committee.
 - d. Extensions of promotional clocks may be requested for a variety of reasons, including birth or adoption of a child. Guidelines are found in Faculty Policy and Procedures (FP&P 7.04, www.secfac.wisc.edu/governance/fpp/Chapter_7.htm#704).
4. Tenure-track faculty: At the campus level, Lindsey Stoddard Cameron, Faculty Governance Coordinator, in the Office of the Secretary of the Faculty provides information for new faculty throughout the year. She coordinates a New Faculty Welcome and workshops (<http://www.secfac.wisc.edu/faculty-services.htm>) and co-hosts a series of networking lunches with Vice Provost Steve Stern (<http://www.secfac.wisc.edu/faculty-services.htm>).
5. The Women Faculty Mentoring Program (www.provost.wisc.edu/mentor.htm), also administered by Lindsey Stoddard Cameron with faculty director Caitilyn Allen (Plant Pathology), offers extradepartmental mentoring for tenure-track women and events open to **all** women faculty (<http://www.secfac.wisc.edu/faculty-services.htm>). Feel free to contact her at jlsc@secfac.wisc.edu.
6. In conjunction with the Department Chair, identify a mentoring committee (composed of faculty within and outside your department). Meet with the committee every 6 months initially and then at least annually to track your progress.

7. SVM faculty and clinical instructors are eligible for free membership to the Wisconsin Veterinary Medical Association. As soon as you are able, print a membership form from <http://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 (www.writing.wisc.edu), the extensive UW Library System (<http://library.wisc.edu>), and the Division of Information Technology (DoIT; <http://www.doit.wisc.edu>).
9. Our neighbor to the south is the Wisconsin Veterinary Diagnostic Laboratory (WVDL), which is the state diagnostic laboratory. Contact Tom McKenna, Director of the WVDL, to arrange for a tour and learn about possible collaborations in research, teaching, and service (thomas.mckenna@wvdl.wisc.edu, <http://www.wvdl.wisc.edu>).

Part II: Housekeeping

1. Obtain contact information for office and laboratory
 - a. Note position of phone/data jacks in lab and office. Record the 7-digit port identification numbers for each jack that you want activated.
Contact person: Department administrator/ manager
Record your phone and fax number for several of the campus registration forms. Obtain these contact numbers ASAP (it takes about 1 week for University Facilities to activate the ports).
 - 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: Karen Mier, 608-265-4522, mierk@svm.vetmed.wisc.edu
2. Obtain keys for lab, office, and animal space. Order nameplate for office.
Contact Person: Karen Mier, 608-265-4522, mierk@svm.vetmed.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.
4. The Facilities office provides a number of services, including facility structure maintenance, remodeling project coordination, copy and mail center services, audio/visual equipment management, 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 Karen Mier, Facilities Manager, to be introduced to the personnel in Facilities and the processes for making requests.
The Copy/Mail Room houses 3 photocopiers/scanners, 3 color printers (Color1, Color2, and Color3), and one B&W printer (HpDuplex). These printers can be added to your office and lab computers.
 - a. Obtain codes for photocopying, for which there is a charge.
 - b. Scanning is free, and your email address can be entering into the 3 machines so that the scans can be emailed directly to you.
 - c. Familiarize yourself with the various mail bins: SVM/departmental mail, Campus mail, and personal mail. Personal mail must have the appropriate postage.

5. 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.
6. 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.
7. Parking: See your Department administrator.
8. 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.

Part III: 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 www.vetmed.wisc.edu/intranet)
 - 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, confirm with Space Committee that space is available and 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 IACUC, IRB, and Biosafety protocols are approved.
 - a. Prepare Biosafety protocol (www2.fpm.wisc.edu/biosafety/protocol.htm). 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.
 - b. If you plan to use recombinant DNA, or infectious agents, complete the required online training (<http://www.ehs.wisc.edu/bio-biotraining.htm>).
NOTE: 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.
 - c. You should also register for and complete a training class for chemical safety (<http://www.ehs.wisc.edu/chem-training.htm>) and environmental health and safety (<http://www.ehs.wisc.edu/occ-training.htm>). Environmental Health and Safety is also a resource for surveillance testing (TB testing), use and acquisition of protective eyewear, including prescription safety goggles (<http://www.ehs.wisc.edu/chem-issue1Volume2-protectiveeyewearconsiderations.htm>), and risk assessment and management related to animal exposure (<http://www.ehs.wisc.edu/occ-research-animalcontact.htm>). 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. 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. Apply for an Institutional Animal Care and Use Committee (IACUC) protocol(s)

(www.rarc.wisc.edu/faq/protocol_help_sheets.html).

- i. Make an appointment with Research Animal Resource Center (RARC) staff for a meet-and-greet meeting prior to submitting your protocol.
- ii. Submit the protocol. Approval of this protocol may involve multiple rounds of peer review and may take > 1 month to complete. The IACUC protocol requires evidence of an approved Biosafety protocol. You may write 'pending' if your Biosafety protocol has not yet been approved.

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)

- d. Enroll in and complete the mandatory Animal User certifications (pegasus.rarc.wisc.edu/training) and biosafety training (www2.fpm.wisc.edu/biosafety/training.htm).
 - e. When the animal protocol is approved, you can apply for authorization to use state and federally controlled substances (see bottom of RARC webpage for more details: www.rarc.wisc.edu/guide/techniques.html). This process may take 1-2 months to complete.
 - f. If you intend to work with human subjects, complete a human subjects protocol and submit it to the Health Sciences Institutional Review Board (IRB) (www.grad.wisc.edu/research/hrpp/hsirbs/index.html). 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 are also Social & Behavioral Science and Education Research IRBs (see <http://www.grad.wisc.edu/research/hrpp/>).
 - g. 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' (www.grad.wisc.edu/research/wkshop/index.html#SCR). Next, submit an initial research protocol to the stem cell research oversight committee (www.grad.wisc.edu/admin/committees/scro/index.html).
4. Obtain funding strings for start-up money and pre-existing grants that are being transferred to your new department.
- a. Complete form to obtain an MDS account
Contact Person: Department administrator
 - b. Complete form to obtain a purchasing card
Contact Person: Department administrator
 - i. Enroll in and complete purchasing card training seminar (about 1 hr, <http://www.bussvc.wisc.edu/acct/purchcd.html>). You will be invited to attend this class by email after having completed the purchasing card application.
 - c. Order business cards (<http://www.uc.wisc.edu/stationery-cards/>).

- d. 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).
 - e. Meet with the financial program supervisor to discuss grant-spending protocols for the SVM.
Contact Person: Sue Dahmen, 608-263-9801, dahmen@svm.vetmed.wisc.edu
During your meeting, discuss:
 - i. The different types of funding strings used by UW-Madison (e.g., 101, 133/233, 144) and restrictions for their use
 - ii. How to make capital equipment purchases (>\$5000)
 - iii. How to use **WIS**consin **D**ata **M**art (WisDM) to monitor grant budgets and spending
 - f. Become familiar with the grant submission process at the SVM/UW-Madison. Meet with Jenny Dahlberg, Administrative Program Specialist (dahlbergj@vetmed.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')
 - g. 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
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 for Fisher Scientific, VWR and Sigma Aldrich are listed on the front page when you log into each vendor from the MDS website:
<http://mds.bussvc.wisc.edu/order/default.asp>.
Also, some vendors, such as Corning, have free packages for new labs
(www.corning.com/lifesciences/latin_america/en/products/promo/new_lab_offers.aspx). Fisher also has a new lab discount program:
http://www.fishersci.com/ecom/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 Karen Mier (608-265-4522) mierk@svm.vetmed.wisc.edu.
- e. Euthanasia stations must allow clear view of the animals. *Consult Dr. Calvin Patten (pattenjr@wisc.edu, 608-261-1928) for affordable options.
- f. A mouse-breeding service is available. See https://www.rarc.wisc.edu/services/breeding_services.html.
- g. Lab PPE: UW-Madison has a contract with Verona Safety Supply Verona Safety Supply, 901 Watson Ave. Ste 109 Madison, WI 53713, Toll Free 866-458-8624, Contact for UW Rep: Larry Keen 608-279-9258, keenfamily@chorus.net.
- 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. Consult UW Occupational Safety (J. Turner jturner@fpm.wisc.edu, 608-263-3695) for assistance with signage/hazard communication.
- 6. Apply for trainer status in graduate programs; see graduate program homepages for details (www.grad.wisc.edu/education/academicprograms/index.html). 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. For members of the Department of Comparative Biosciences Gail Loughridge will help to assemble the site, but you need to provide the information. See other faculty websites on the SVM website to get some ideas; then Contact Gail Loughridge, 608-263-8868, loughrig@svm.vetmed.wisc.edu. Faculty in other departments 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 can be found at www.grad.wisc.edu/research/policy/rp/coi/coiregchanges.html. The website for updating your Outside Activity Report is www.grad.wisc.edu/coi/disclose.html. 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 offered by the Graduate School (www.grad.wisc.edu).
 - a. Annual competition for Graduate School Awards (<http://www.grad.wisc.edu/research/researchfunding/fc/announcement.html>)
 - b. Faculty are eligible for travel support to domestic and international meetings (<http://www.grad.wisc.edu/research/researchfunding/travel.html>). Graduate students are eligible for support to present their results at a meeting once they have achieved dissertator status (<http://www.grad.wisc.edu/education/gspd/vilasinfo.html>).
 - c. The Graduate School website contains an array of information on teaching, research, entrepreneurship, and other issues that may be of interest to faculty (<http://www.grad.wisc.edu/education/gspd/workshops.html>).
 11. Resources for Clinical Research
 - a. Clinical Scientist Training Workshop offered every other year; contact: Lauren Trepanier (latrepanier@vetmed.wisc.edu)
 - b. UW Institute for Clinical and Translational Research (ICTR)
 - 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 Director of Clinical Research (in 2013, Lauren Trepanier, latrepanier@vetmed.wisc.edu).

Part IV: Teaching

1. 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. 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. Learn@UW is the dominant online content management system (by Desire2Learn) for courses at the University of Wisconsin-Madison (others include Moodle and Canvas). Students use Learn@UW to access course materials, contact course instructors, and access online quizzes and examinations. Instructors use Learn@UW to contact students, post relevant teaching materials, interact with students through an online 'chalkboard', and manage grades. Sign up for an in-person or online tutorial of Learn@UW. If you will be in charge of grade submission, it is especially important to view the e-grading tutorial, through which you will be introduced to the Faculty Center, the registrar's portal for electronic grade submission.
4. Become familiar with SVM and campus teaching resources including:
 - a. Teaching for Student Learning: www.vetmed.wisc.edu/support/teaching/
 - b. Peer Review of Teaching: <https://tle.wisc.edu/teaching-academy/peer-review-teaching>
 - c. 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.
 - d. The Teaching Academy (<https://tle.wisc.edu/teaching-academy>) 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 (in September and May) that are open to all faculty members.
 - e. Institute for Biology Education (biology.wisc.edu/UniversityEducators.htm)
 - f. Madison Teaching and Learning Excellence Program (<https://tle.wisc.edu/mtle>)
 - g. Division of Information Technology (DoIT)/Academic Technology (<http://www.doit.wisc.edu/academic-technology/>): offers professional development in blended learning, online course development, and other activities
 - h. UW-Madison Educational Innovation (<http://edinnovation.wisc.edu/>).
5. Schedule a meeting with the Associate Dean for 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 Center and UW-Madison policies for students with disabilities

- 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. Teaching evaluation policies (including student and peer evaluation of your teaching) and how to obtain these evaluations most effectively
- g. 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)
- h. Educational Policy Committee (EPC): program requirements, academic misconduct policies
 - i. The role of faculty advisors
 - j. Classroom mechanics: the electronic lecture capture system, lighting, computer/projector system, iClicker system
 - k. The grading system for students in years 1-3 and in year 4, including assessment of clinical competencies
 - l. How to recruit, enroll, and grade student researchers in your lab (including undergraduate independent study (699) researchers, veterinary student summer scholars, and Comparative Biomedical Sciences Graduate student researchers)
 - m. Other individuals working in the Dean's office
- 6. It is UW-Madison policy to obtain student evaluations of all courses and instructors. Forms are completed anonymously. Familiarize yourself with ways to 1) solicit constructive feedback and 2) maximize feedback (for example, give students time in class to complete evaluations or use an online form with points assigned for submitting the form).

Part V: UW Veterinary Care (uwveterinarycare.wisc.edu)

1. Read the UWVC Strategic Plan to become familiar with the Hospital's mission, fundamental principles, and strategic priorities.
2. Meet with Dr. Ruthanne Chun, 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.
 - 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, UVIS/VADDS, and RIS/iSite; contacts: Wayne Thal, Rebecca Sandee, Faye Hartmann.
4. Environmental Health and Safety (www.ehs.wisc.edu) is a resource for surveillance testing (TB testing), use and acquisition of protective eyewear, including prescription safety goggles (<http://www.ehs.wisc.edu/chem-issue1Volume2-protectiveeyewearconsiderations.htm>), and risk assessment and management related to animal exposure (<http://www.ehs.wisc.edu/occ-research-animalcontact.htm>). 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.
5. 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.

Part VI: Academic Service

1. The list and membership of committees is posted on the SVM Intranet under Documents (www.vetmed.wisc.edu/intra/DesktopDefault.aspx?tabindex=0&tabid=9). Some committees have representatives from each academic department. Committee assignments are typically light for probationary faculty.
2. Professional service is service to your disciplinary society or association or certifying college (e.g., American College of Veterinary Surgery). Many faculty members have appointments to governing bodies, editorial boards, examination committees, etc.

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, 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

- a. Familiarize yourself with this excellent K99/R00 discussion forum: k99r00-land.motionforum.net/login. Discussions include drafting a K99 application, study section politics, applying for jobs, activating the R00 phase, setting up your lab, applying for your first R01 and everything in between. The moderator and some posters are willing to share their documents.
- b. 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 (rjlipinski@vetmed.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 5 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 ACUC application. While it can be uploaded as JIT, **an approved UWACUC 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 ACUC protocol as JIT. Alternatively, an official from RSP may be able to send an approval document directly to your grants management specialist.

C. Campus policy for extension of probationary period for untenured faculty

The policy provides for extensions for many circumstances: following the birth or adoption of a child; for significant elder or dependent care obligations; and for other circumstances, including personal medical circumstances, that significantly impede progress toward tenure and are beyond the control of the assistant professor.

It is important that all faculty understand how this policy works. Following the birth or adoption of a child, the process is straightforward. A simple letter or email directly from the assistant professor to the provost at the time of birth or adoption is all that is required. Extensions for other circumstances require review and approval by the departmental executive committee, dean, University Committee, and provost. [Procedures for requesting an extension](#) and the University Committee's "[Checklist for Submitting Leave of Absence and Tenure Clock Extension Requests](#)" are posted on the Office of the Secretary of the Faculty's web site.

New faculty have the opportunity to hear "[An Overview of the Tenure Process](#)" and [specific information about stopping the tenure clock](#) at our new faculty welcome and at workshops on the tenure process.

Department chairs and faculty mentors should be sure that untenured faculty members are aware of and familiar with this policy. Indeed, all members of the faculty should understand how important this policy is for attracting new faculty to this campus and providing them with the best possible opportunity for success.

If you have further questions about this policy, you should feel free to contact:

Steve Stern ☐

Vice Provost for Faculty and Staff

☐sjstern@wisc.edu☐

Phone: 262-5246☐☐

Bill Heiss☐

Interim Secretary of the Faculty

☐sof@secfac.wisc.edu☐

Phone: 262-3956