

# RESOURCES FOR FACULTY ON THE TENURE TRACK

## Resources for Appointments and Promotions at CUIMC

### Appointments and Promotions at CUIMC

#### Office of Faculty Professional Development, Diversity & Inclusion

The Office of Faculty Professional Development provides support and resources to CUIMC faculty to help them achieve productive and satisfying careers as researchers, teachers, clinicians, and academic administrators.

**Website:** [www.ps.columbia.edu/faculty-development/faculty-diversity](http://www.ps.columbia.edu/faculty-development/faculty-diversity)

**Email:** [office\\_acad\\_affairs@cumc.columbia.edu](mailto:office_acad_affairs@cumc.columbia.edu)

**Phone:** 212-304-5637

#### CUIMC CV Format

The CUIMC CV format is recommended for faculty to facilitate accurate reporting and interpretation of academic accomplishments.

**Website:** [www.ps.columbia.edu/cvformat](http://www.ps.columbia.edu/cvformat)

#### Guidelines for Faculty for the "At CUMC" Title Track

This document provides our full-time faculty in the "At CUMC" track and their departments with information about the steps needed when considering promotion.

**Website:** <https://www.ps.columbia.edu/file/guide-promotion-faculty-cumc-title-pdf>

#### FoM COAP - Checklist for Promotion Dossiers on the "At CUMC" title track

A checklist of documents promotion dossiers must include.

**Website:** <https://www.ps.columbia.edu/FoM-COAP-checklist>

#### Support for Consideration and Development of Teaching Activities

Templates to assist faculty in developing their teaching activities.

**Website:** <https://www.ps.columbia.edu/teaching-activities-development>

#### Scholarly Areas of Focus for the "At CUMC" Track

A detailed description of the scholarly areas of focus and their requirements within the "At CUMC" Faculty Title Track.

**Website:** <https://www.ps.columbia.edu/at-CUMC-focus-areas>

#### Criteria for Advancement by Rank

A detailed description of requirements for advancement within each focus area of the "At CUMC" Faculty Title Track by rank.

**Website:** <https://www.ps.columbia.edu/advancement-by-rank>

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## Faculty Mentoring

### Faculty Mentorship

The Office of Faculty Professional Development, Diversity Inclusion provides resources and support for academic units, mentees, and mentors in setting up their specific mentoring interventions for their faculty.

**Website:** [www.ps.columbia.edu/administration/academic-affairs/faculty-development/faculty-diversity/mentorship](http://www.ps.columbia.edu/administration/academic-affairs/faculty-development/faculty-diversity/mentorship)

### Guide to Best Practices in Faculty Mentoring: A Roadmap for Departments, Schools, Mentors and Mentees

The Guide to Best Practices in Faculty Mentoring: A Roadmap for Departments, Schools, Mentors and Mentees provides guidance and suggestions to assist you in developing and implementing a mentoring program tailored to the needs of your faculty. It provides an overview and guidance for schools and departments seeking to develop new mentoring programs and an asset for those with robust mentoring programs already in place.

**Website:** [provost.columbia.edu/content/faculty-mentoring](http://provost.columbia.edu/content/faculty-mentoring)

## General Faculty Resources

### Office of University Compliance

Columbia University is committed to operating with integrity in compliance with applicable laws, regulations and policies. The University expects the highest standards of professionalism and ethical conduct from the members of its community and is dedicated to upholding its reputation as one of the top academic and research institutions in the world.

**Website:** [compliance.columbia.edu](http://compliance.columbia.edu)

**Email:** [compliance@columbia.edu](mailto:compliance@columbia.edu)

### Faculty Handbook

The Faculty Handbook is the guiding manual for faculty working at Columbia University. It showcases the academic structure and the governance of the university, essential policies, and university resources and services.

**Website:** [www.columbia.edu/cu/vpaa/handbook/](http://www.columbia.edu/cu/vpaa/handbook/)

### Code of Conduct and University Policies

This webpage contains basic information about and links to some key University Policies. Please note that this is not a comprehensive list of all University policies.

**Website:** [compliance.columbia.edu/content/university-policies](http://compliance.columbia.edu/content/university-policies)

### CUMC Office of Communications & Public Affairs

The Columbia University Medical Center Office of Communications and Public Affairs oversees all media relations for the Medical Center.

**Website:** [newsroom.cumc.columbia.edu/media-contacts/](http://newsroom.cumc.columbia.edu/media-contacts/)

**Email:** [cumcnews@columbia.edu](mailto:cumcnews@columbia.edu)



## Resources for Investigation

### General Resources

#### Office of the Columbia University Executive Vice President for Research

The Office of the Executive Vice President for Research administers the policies governing the conduct of research at the University and the management of its research programs. The Office assists investigators seeking external funding, promotes interdisciplinary research, and provides seed money for innovative early-stage research. It works to promote an institutional environment that sustains the high quality of the University's research programs, while ensuring that research is conducted in compliance with all applicable laws, regulations, and University policies.

**Website:** [research.columbia.edu/](https://research.columbia.edu/)

#### Vagelos College of Physicians and Surgeons Office for Research

The mission of the Vagelos College of Physicians and Surgeons (VP&S) Office for Research is to facilitate the highest caliber of biomedical research, from basic to translational to clinical, among the VP&S faculty, students, and staff at Columbia University Irving Medical Center. The Office works across departments, centers, and institutes to foster interdisciplinary research collaborations, and supports efforts to secure funding for such collaborations.

**Website:** [www.ps.columbia.edu/research/office-research](https://www.ps.columbia.edu/research/office-research)

**Email:** [ps-officeforresearch@cumc.columbia.edu](mailto:ps-officeforresearch@cumc.columbia.edu)

#### RASCAL

RASCAL is a web-based suite of IT modules that was developed to simplify the University's research compliance and administration processes.

**Website:** [www.rascal.columbia.edu/](https://www.rascal.columbia.edu/)

### Sponsored Projects

#### Sponsored Projects Administration

The Sponsored Projects Administration Office provides a wide array of services and support to the research community, and is responsible for pre- and post-award activities that relate to research funding; account set up within the University financial system; and the issuance, negotiation, and establishment of subcontract agreements for awards that involve collaborators outside of Columbia University.

**Website:** [spa.columbia.edu/](https://spa.columbia.edu/)

#### RecruitMe

RecruitMe is a recruitment tool meant to connect those who want to participate in clinical trials or research studies to the researchers that are conducting them. To begin using RecruitMe all you have to do is search for a medical condition or research field that interests you and then answer a few eligibility questions and the researcher will get right back to you.

**Website:** <https://recruit.cumc.columbia.edu/>

## **MyGrants**

MyGrants is a secure analytics dashboard for Principal Investigators (PIs) using Power BI, Microsoft's business analytics service. The dashboard collates and displays available financial and grant information for the purpose of managing research grants, awards and enabling financial projections throughout the grant lifecycle.

**Website:** <https://cuit.columbia.edu/my-grants>

## **Sponsored Projects Handbook**

The Sponsored Projects Handbook gives practical guidance to faculty and administrative staff of Columbia University in the management of sponsored projects funded by both governmental and private organizations.

**Website:** [research.columbia.edu/content/research-policies-and-handbooks](https://research.columbia.edu/content/research-policies-and-handbooks)

## **Sponsored Projects Finance (SPF)**

Part of the Office of the Controller, Sponsored Projects Finance includes the Research Policy & Indirect Costs (RPIC) group. These units are responsible for the overall management and operation of post-award financial administration of sponsored programs at the University, including coordination of the University's periodic indirect cost rate proposal and effort certification processes.

**Website:** [finance.columbia.edu/content/sponsored-projects-finance](https://finance.columbia.edu/content/sponsored-projects-finance)

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## **Research Compliance & Procedures**

### **Office for Research Compliance and Training**

This office coordinates Columbia's numerous existing compliance efforts and provides senior leadership with a comprehensive view of the University's compliance activities.

**Website:** [www.compliance.columbia.edu/](http://www.compliance.columbia.edu/)

**Phone:** 866-627-3768

### **The Research Compliance Training Finder**

The Research Compliance Training Finder is an interactive tool that identifies which research compliance trainings an individual may be required to take.

**Website:** [research.columbia.edu/content/training-finder](https://research.columbia.edu/content/training-finder)

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## **Clinical Research**

### **Clinical Trials Office (CTO)**

The Clinical Trials Office respects the necessity to maintain rigorous patient safety standards, while still recognizing the importance of bringing medical innovation to patients as quickly as possible. The CTO therefore provides a diverse menu of services to sponsors and investigators to ensure efficient time to market for cutting-edge treatments.

**Website:** [cto.cumc.columbia.edu/](http://cto.cumc.columbia.edu/)

### **Clinical Research Handbook**

The Clinical Research Handbook is geared to the clinical research coordinator and follows the key phases of conducting clinical research at Columbia from training to audits.

**Website:** [research.columbia.edu/content/research-policies-and-handbook](https://research.columbia.edu/content/research-policies-and-handbook)



## Resources for Educational Scholarship and Leadership

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### Faculty Development for Educators

#### **Center for Teaching and Learning (CTL)**

The Center for Teaching and Learning partners with faculty, students, and colleagues across the institution, to support excellence and innovation in teaching and learning.

**Website:** [ctl.columbia.edu/](http://ctl.columbia.edu/)

**Email:** [ColumbiaCTL@columbia.edu](mailto:ColumbiaCTL@columbia.edu)

**Phone:** 212-854-1692

#### **Center for Education Research & Evaluation (CERE)**

CERE provides resources for educators through services and efforts in evaluation, research, and educator development.

**Website:** [www.ps.columbia.edu/cere](http://www.ps.columbia.edu/cere)

#### **Virginia Apgar Academy of Medical Educators**

The Virginia Apgar Academy is a community of educators dedicated to supporting, rewarding, encouraging, and developing excellent teaching at VP&S.

**Website:** [ps.columbia.edu/about-ps/apgar](http://ps.columbia.edu/about-ps/apgar)

#### **Graduate Medical Education (GME) at VP&S**

Columbia offers more than 70 residency and fellowship programs in adult and pediatric specialties at its medical campus in collaboration with hospital affiliate NewYork-Presbyterian (NYP).

**Website:** [www.ps.columbia.edu/education/academic-programs/additional-education-opportunities/graduate-medical-education](http://www.ps.columbia.edu/education/academic-programs/additional-education-opportunities/graduate-medical-education)

#### **Support for the Consideration and Development of Teaching Activities**

Templates to assist faculty in developing their teaching activities.

**Website:** <https://www.ps.columbia.edu/teaching-activities-development>



## Resources for Applied Health Care and Public Health Interventions

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### Faculty Development for Clinicians

#### Academy of Clinical Excellence (ACE)

The Columbia University Vagelos College of Physicians and Surgeons Academy of Clinical Excellence exists to define, recognize, and perpetuate excellence in clinical care amongst the faculty and trainees.

**Website:** [www.ps.columbia.edu/faculty-development/faculty-diversity/ACE](http://www.ps.columbia.edu/faculty-development/faculty-diversity/ACE)

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### Compliance

#### Office of HIPAA Compliance

The Office of HIPAA Compliance provides education and information about the regulatory requirements for HIPAA.

**Website:** [www.hipaa.cumc.columbia.edu/](http://www.hipaa.cumc.columbia.edu/)

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### Clinical Practice Resources

#### Clinical Trials Office (CTO)

The Clinical Trials Office respects the necessity to maintain rigorous patient safety standards, while still recognizing the importance of bringing medical innovation to patients as quickly as possible. The CTO therefore provides a diverse menu of services to sponsors and investigators to ensure efficient time to market for cutting-edge treatments.

**Website:** [cto.cumc.columbia.edu/](http://cto.cumc.columbia.edu/)