

MCG New Faculty Quick Guide

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Organization and Structure	
Websites:	
Dean David C. Hess, MD	Meet the Dean of MCG, learn about Dr. Hess's research, and view
Dean David C. ness, IVID	Dr. Hess's State of the College address.
Medical College of Georgia Leadership	Get to know the MCG Leadership.
Faculty Directory (AU and MCG)	Search for faculty within MCG and/or AU.
Mission, Vision, and Values of MCG	Discover the mission, vision, and values of MCG.
Augusta University Faculty Senate	Identify the Senators elected by each college to represent them in
	the AU Faculty Senate. Learn about the duties of Faculty Senators
	and submit a comment, question, or concern.
	Meet the elected representatives from the faculty at the Medical
Medical College of Georgia Faculty	College of Georgia. Learn about the duties and responsibilities of
<u>Senate</u>	the Faculty Senate, see the schedule, and access archived
	meetings to learn more information.
AU Centers and Institutes:	
Research Centers and Institutes	Visit the website to learn about the mission of the 10 research
Research Centers and histitutes	centers and 4 research institutes at Augusta University.

New Hire Information	
Websites:	
<u>Human Resources</u>	Visit the HR Website for a variety of employment and benefit
	topics. You can also contact them at 706-721-9365.
OneUSG Connect	Enter time, request absences, enroll in and manage retirement
	savings plan, and view other HR and payroll information.

	Learn about the of the Office for Faculty Success and what
MCG Office for Faculty Success	resources are available to help you be successful in your career
	at MCG. Confidential consultations are available for a variety of
	topics including, new faculty, promotion and tenure and career
	barriers.
	Obtain guidance, definitions, and examples are provided to help
Faculty Academic Development Plan	complete this required document required for most MCG new
	faculty.
	Learn how PACT is used as the faculty activity reporting platform
	which aggregates all relevant information into one portal,
DACT Information Dage	produces reports and faculty rosters, and creates an online
PACT Information Page	faculty directory. Your Faculty Academic Develop Plan will be
	developed and stored within PACT. Access videos to learn how
	to input information into the PACT system.
Assessed Heliconsitive Francisco	The website contains a welcome from the University President, Dr.
Augusta University Executive	Keel, and information about HR, relocating, benefits, and other
Onboarding	topics related to joining the faculty at Augusta University
Events and Programs:	
5	A half-day orientation for recently hired (i.e., in the last year)
	Augusta campus faculty. The goal of this event is to facilitate
101 MCG Professional Development	faculty's transition to their academic medicine careers at
101 Wild Trolessional Development	MCG. Offered in the fall each year by the Office of Faculty and
	Continuing Professional Development.
Faculty & Family Healthcare:	
racaity & raining recartificate.	Access information about health honofits ratirement leave F20
University Deposits	Access information about health benefits, retirement, leave, 529
University Benefits	plans, as well as additional information about a variety of benefits
	related topics. The USC Wellness initiative seeks to create a comprehensive
	The USG Wellness initiative seeks to create a comprehensive
University System of Georgia Well-	approach to achieving well-being that engages and empowers the entire USG community. The website includes information and
Being	resources to empower you to achieve your wellness goals in all
	areas of your life.
	Augusta University offers Concierge Services to all university &
	health system employees. This service allows you to save time and
Concierge Services	get faster access to care. Enjoy the perks of being an employee
Concierge Services	and call the concierge line at 706-721-9522, extension One, or
	email the team at conceirgeservice@augusta.edu.
LCRTO Health	Visit the website to obtain a list of LGBTQ+ area providers,
LGBTQ Health	information about the Equality Clinic, and LGBTQ+ resources and
	research.

Employee-Faculty Assistance Program	MCG provided on-campus assessment and brief counseling for
	employees, faculty, house staff, graduate students, and their
	immediate family members.
	The Employee pharmacy serves all Augusta University and Augusta
	University Health Employees as well as outpatients of the
Employee Pharmacy	community and hospital. Employees can call or email their
	prescription refills to the employee pharmacy. The Employee
	pharmacy is in Professional Office Building 1, First Floor, Suite
	1600. Call 706-723-0900.
Campus Recreation Center	The CRC is open to AU students, employees, alumni, retirees, and
	employees of campus affiliates and other USG institution
	employees. The CRC provides a wide variety of equipment,
	workout areas, group fitness classes, and personal training.

Faculty Concerns and Grievances	
Websites:	
Faculty Grievance Policy	The University policy includes information about important definitions, how to file a grievance, and what happens after a grievance is filed.
Faculty Grievance Committee	The Faculty Grievance Committee oversees faculty member requests to resolve a compliant through mediation. Specific duties and a membership roster can be found by visiting this website.
Alternative Dispute Resolution	Alternative dispute resolution involves using mediation. In this process, an impartial mediator helps disputing parties generate and evaluate options of reaching a mutually acceptable agreement.
EEO Complaint	Visit the website to learn more about how to file an EEO complaint, what happens after a complaint is filed, and a link to file a complaint.
Title IX Sexual Misconduct	Title IX is a federal law that prohibits discrimination based on sex in education programs or activities that receive federal funding. The website includes links on how to make a report, sexual misconduct policy, anti-harassment, and non-discrimination policy, notice of non-discrimination, university compliance, and an overview of the complaint process.
MCG Office for Faculty Success Consultation	Schedule a consultation for assistance in determining the most appropriate pathway for a faculty concern or grievance.

Professional Development	
Websites:	
Office for Faculty & Continuous Professional Development	Visit this page to learn about high-quality opportunities for medical professional development.
Professional Development Opportunities	Information is provided on the Professionals Program and the Executive Leadership Program. These programs are offered through AU's Department of Human Resources.
Workforce Learn Online	This website is used to complete the annual required compliance training. Click here for a User Guide .
Educational Innovation Institute	The mission of the Educational Innovation Institute (EII) at the Medical College of Georgia is to champion excellence and innovation in health sciences education and educational scholarship that enhances learning and develops educational leaders locally and globally. The Institute helps individuals at all stages of medical education career development and at all levels of health science educator and educational research experience.
<u>Professional Organizations</u>	A list of some Clinical/Education Professional Associations.
Additional Resources:	
Mentoring Minute Compendium	A collection of 20 visually impactful, brief newsletters with information for mentors, mentees, and mentoring programs.

Education and Teaching		
Websites:		
Preparing to Teach	An online faculty development series that will prepare MCG faculty for their role as teachers in MCG undergraduate education.	
Programs and Events:		
MCG's Teaching Development Program	A seminar series designed to provide a select group of AU health professions faculty and staff guided training experience that broadens their professional identity in education; equips them with new skills, abilities, and knowledge; and prepares them to make scholarly and education contributions that will enhance or improve health professions education at MCG and beyond. Visit the website to access the application for the program.	
Additional Resources:		
MCG Medical Educator Minute	A series of brief, teacher development summaries covering a variety of medical teaching topics.	

Research and Scholarship	
Research:	
AU Research Program	Homepage for AU Research.
Research Administration's Education	A list of training opportunities available to anyone involved in
and Training Program	research at AU.
Tools for Researchers	Index list of research forms, policies, and guidelines.
Core Facilities	Links to service centers/core labs.
Resources Repository	The Resources Repository contains up-to-date descriptions of facilities available at AU and the GCC to assist faculty in the writing and preparation of their grant proposals.
BioRepository	The Georgia Cancer Center Biorepository (GCCB) provides a wide range of professional collection, annotation, and storage solutions. This Biorepository is also home to a state-wide resource, the Biorepository Alliance of Georgia for Oncology (BRAG-Onc), which functions to collect samples from 6 participating sites across the State to represent the diversity of cancer patients within the State and to enhance cancer research in Georgia.
Research Centers and Institutes	Learn more information about the different centers and institutes currently conducting nearly 300 different research activities and studies.
Research Ethics and Compliance	The mission of AU research compliance is to promote a culture of ethics, integrity, safety, and compliance in research, facilitate research compliance, and provide research compliance guidelines and oversight.
Conflict of Interest (COI)	Obtain information about the University's policy and complete the conflict-of-interest form.
CBGM Bioinformatics Core	Provides analysis of data, consultations on project development and training in bioinformatics topics.
Office of Innovation Commercialization	The office negotiates MTA and CDA documents to allow for the exchange of both real and intellectual property with non-profit institutions and for-profit companies. They also host the Life Sciences Business Development Center.
Institutional Animal Care and Use Committee	The IACUC is dedicated to the task of facilitating and assisting faculty in the conduct of research, teaching, and other activities involving the use of laboratory animals.
<u>Division of Laboratory Animal Services</u>	This office facilitates the research and teaching mission of the University by meeting the animal research needs of the research community while concurrently providing for the safe and ethical treatment of research animals.

Environmental Health and Safety Division (EHS)	The EHS partners with faculty, staff, students, patients, and visitors to ensure a safe environment for work, study, discovery, and patient care.
Institutional Review Board (IRB)	The IRB provides administrative support for the internal IRBs and a liaison for external IRBs, monitoring and oversight for all IRB approved studies, and education and training for human research investigators, staff, and IRB members. Access links to the IRB Handbook, Research Data handbook, and Informed Consent documents.
Clinical Trials Office	The Clinical Trials Office (CTO) serves as the initial point of contact and centralized coordinating office for all clinical research conducted within the Augusta University Health System.
Sponsored Programs Administration	The Division of Sponsored Programs Administration and the Augusta University Research Institute serve as a central unit to coordinate and support Augusta University's Internal and External Sponsored Projects by managing the entire lifecycle of the sponsored project.
Funding Opportunities	Alphabetical list of potential funding sponsors by various federal and private sponsors.
Internally Funded Grant Programs	Information about internally funded grant programs can be found at this website.
Grant Support Services	The Grants Administration Office supports all pre-award and post-award activities of faculty within the Georgia Cancer Center and assists them in preparing their applications for submission, including development of budgets, as well as managing their awards.
Scholarship:	
Creating Promotion-Worthy Scholarship Using Everyday Educational and Clinical Activities	The objectives of this ZOOM presentation are to 1) discuss the importance of scholarship in academic medicine, 2) provide a framework for educational and clinical scholarship with relevant examples, and 3) provide guidance about creating and disseminating your scholarship. The presentation is given by Dr. Lara Stepleman, the Associate Dean for Faculty Success and Inclusive Excellence.

Promotion and Tenure	
Websites:	
Promotion and Tenure Portfolio Guidelines	Portfolio guidelines and forms required to be submitted with the portfolio. A short explanation of each required section is also provided.

MCG Guidelines for Faculty Appointment, Development, Promotion and Tenure Programs and Events:	These guidelines will assist faculty in selecting the appropriate pathway and track for appointment, assessing their readiness for promotion and/or tenure consideration, and preparing promotion and/or tenure documents.
MCG Office for Faculty Success Promotion Consultation	Want to make sure you are on track for promotion? Schedule a consultation with the Office for Faculty Success for a 1:1 review

IT Resources	
Websites:	
	Augusta University's central IT department, the Division of
	Information Technology, provides a wide range of institutional IT
Help Center	support, technology repair, and general and self-help resources, to
	assist our faculty, staff, and students within the Augusta University
	and AU Health Systems.
Due to de factor outhantication	A system used to increase computer and network security. The
Duo two-factor authentication	website includes a tutorial for setting up Duo on your device.
IT Support for Faculty & Staff	A "Quick Start" guide for some of the digital resources you may
	need as a faculty member at Augusta University.
	Augusta University's cloud-based file-sharing and storage service
Lising Doy with Augusta University	for current university faculty, staff, and students. Box allows your
Using Box with Augusta University	files to live in one place that you can access quickly from your
	desktop or mobile device, from work, home, or the classroom.
Software Available at Augusta	Obtain a list of software Augusta University provides for AU faculty
University	and students.
Citrix	This link provides a way to log into Citrix to access patient files.
	DUO is required to access AU Health Intranet.
AU Health Intranet	Access a variety of information and tools on AU's intranet.

Diversity and Inclusive Excellence	
Websites:	
Office of Diversity & Inclusion	The goals of the Office of Diversity and Inclusion are to enhance programs that facilitate cultural competency development for all members of the college, develop a more diverse college workforce, recruit and graduate an excellent, talented, and diverse student body, and promote interest in health science careers among under-represented populations.

Diversity, Equity, and Inclusion Virtual Trainings	Courses are offered for faculty and staff who want to learn more about diversity and acquire skills to practice inclusion. A list of course offerings and registration information can be found on this page.
Diversity Awareness Calendars	Access diversity awareness calendars for the year here. Both a detailed daily list as well as a month-at-a-glance view are provided for the current year.
MCG Group on Women in Medicine and Science	The Group on Women in Medicine and Science is an AAMC Affinity Group with the mission to promote the inclusion and advancement of women in academic medicine. MCG GWIMS is dedicated to addressing important topics for our women faculty including recruitment and retention, gender equity, career-life balance, and professional development.
International and Postdoctoral Services Office	The IPSO is dedicated to supporting the university's commitment to diversity and inclusion by helping our colleges and departments bring new international visitors and employees to campus.
Affinity Groups:	
The Black Faculty & Staff Association of Augusta University (University Group) Faculty Club (University Group) LGBTQ Faculty and Staff Association (University Group)	The purpose of the BFSA at AU is to represent the interests of Black faculty and staff, promote the individual and collective wellbeing of Black faculty and staff, ensure, and facilitate the development and advancement of Black faculty and staff, and maintain an effective and positive relationship between the University and its Black constituency. The goal of the Faculty Club is to promote and foster inclusive social events for the faculty of Augusta University. The LGBTQ FSA of Augusta University was charted March 17th, 2021 in effort to provide for solidarity and fellowship in the community of LGBTQ staff and Faculty through education, mental health, outreach, advocacy, inclusivity, healthcare, and diversity work as well as to partner with the CSRA community. In the spirit
	of Augusta University's commitment to inclusivity, we have established an organization to advance and defend "diversity, equality, fairness, impartiality, and respect".
Women of Color in Leadership (AU Health Group)	Our goal is to create a collaborative community for Women of Color in Leadership and aspiring leaders to fellowship, cultivate ideas and initiatives, and stimulate professional growth for the betterment of each other, AU Health, and Augusta University.
Men of Color in Healthcare (AU Health Group)	Our goal is to provide a platform and encourage conversations for men at all career levels who work in healthcare to meet, discuss, mentor, and encourage each other. We will strive to facilitate relationships and support all men of color who provide services to the patients of AU Health.

	Leadership Team: Isaac Green, igreen@augusta.edu
	Our goal is to provide inclusive support and build community and a
	greater connection for employees who are parents of children
	who are LGBTQ+. We want to help create a better work
<u>Proud Parents</u>	environment for our employees and provide improved healthcare
(AU Health Group)	for all patients. We would love to develop personal and
	professional relationships and promote a positive work
	environment for everyone.
	Chairman: Patti Deese, pdeese@augusta.edu

Campus Dining	
AU Health Sciences Campus:	
<u>Health Sciences Café</u> (in Health Sciences Building)	Located on the first floor in the lobby area, the Health Sciences Cafe provides a variety of premium coffees and freshly made pastries & bagels. Simply to Go meal options are also offered including salads, sandwiches, and more! The operating hours are Monday – Friday from 7:30am to 2:00pm.
Georgia Cancer Center Café (ground floor of Georgia Cancer Center)	The Café at the Georgia Cancer Center offers a variety of options including salads, sandwiches, soups, coffee, tea, and several snack choices. There are also vending machines available. Hours may vary.
Subway (Harper Street Medical Office Building)	America's favorite choice for sub sandwiches, Subway offers delicious subs on fresh-baked bread, custom-made and topped with the highest-quality ingredients.
Einstein Bros Bagels (J. Harold Harrison, MD Education Commons Building)	Einstein Bros.® Bagels is your neighborhood bagel shop. We're proud to provide our guests with freshly baked bagels, breakfast sandwiches, lunch sandwiches, coffee, catering and so much more. Stop on in. We'll have a fresh bagel and cup of coffee ready for you.
Atrium Dining Hall (in Student Center)	We are proud to offer a dining program complete with signature brands and menu selections that include just about every item you can imagine. Featuring a wide variety of fresh food designed to satisfy everyone's appetite with food choices to rival your favorite restaurants. Explore the food trucks that frequent the medical district at
Food Trucks in the Medical District	Augusta University. Check out the menu for <u>SMOKESHOW</u> .

New to Augusta

Museums:	
Morris Museum of Art	The oldest museum in the country devoted to the art and artists of
	the American South with over 5,000 permanent works of art.
The Augusta Museum of History	Augusta's oldest historical agency devoted to the preservation and
	presentation of local and regional history.
Lucy Craft Laney Museum of Black	The museum showcases the contributions of Black Augustans at
<u>History and Conference Center</u>	the local, state, national, and international levels.
Woodrow Wilson Boyhood Home	A house museum showing the life of the 28 th President as a boy
	growing up in Georgia during the Civil War and Reconstruction.
	A museum in the making that is in the process of renovating the
The Augusta Jewish Museum	original Congregation Children of Israel Synagogue, the oldest
	standing synagogue in Georgia.
	The Augusta Canal Discovery Center at Enterprise Mill tells the
Augusta Canal National Heritage Area	story of industrial revolution in the American South. Boat Tours
Magasta canar National Meritage Area	of the Augusta Canal depart from the discovery center. There are
	also trails and paths available for hiking, bicycling, and running.
	An outdoor living history park representing life in the North
The Living History Park	Augusta and surrounding areas from 1735 – 1785. Events
	showcasing life in the 18 th century are held several times a year.
Performing Arts:	
James Brown Area & Bell Auditorium	Local event venues that host a variety of concerts, performances,
James Brown Area & Bell Additorium	and other events.
	Located on the Summerville Campus, the Maxwell Theatre hosts
Grover C. Maxwell Performing Arts	over 200 events a year including both University performance
<u>Theatre</u>	groups as well as community performance groups. Visit the
	homepage for a calendar of events.
Miller Theater	A renovated 1940s movie house that hosts a variety of concerts
Miller Theater	and performances.
<u>Imperial Theater</u>	Home of the <u>Augusta Players</u> as well as other performances.
Columbia County Performing Arts	New event venue in Evans that hosts a variety of concerts,
<u>Center</u>	performances, and other events.
Augusta Symphony	The mission of sharing great musical performance with our
	community is achieved through annual symphonic, Pops, and
	family concerts.
Outdoors and Sports:	
Augusta GreenJackets & SRP Park	Single-A Affiliate for the Atlanta Braves Baseball Team. In the off
	season, the park also serves as an event venue for special events.
<u>Clark's Hill Lake</u>	Offers campsites, RV campsites, public boat ramps, waterfront
	beach areas for swimming, fishing, hiking trails, and picnic areas.
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North Augusta Greenway Trail	The Greenway, named after former Mayor Thomas W. Greene, is a
	7+ mile paved recreational trail that follows an abandoned railroad
	track.
Euchee Creek Greenway Trails	A trail system with 4.2 miles of trails for walking, running, and
Ederice Creek Greenway Trans	cycling through Columbia County.
	A variety of trails covering 12+ miles from the Headgates at
Augusta Canal Trails	Savannah Rapids Park to downtown Augusta. Bike and kayak
	rentals are available at Savannah Rapids Park.
Events:	
The Master's Colf Tournament	The most prestigious of all golf tournaments held the first full
The Master's Golf Tournament	week of April each year.
	Swim down the Savannah River, bike through rural Augusta, and
Augusta Ironman Race	run through historic downtown Augusta as you compete in one of
	North America's largest Ironman 70.3 races.
The Augusta Half Marathon	Run with us in a 5K, 10K, or half marathon!
Arts in the Heart of Augusta Festival	A 3-day celebration of art, food, music, and culture in downtown
	Augusta featuring a variety of music, dance, international food,
	and professional artists.
<u>Pride</u>	A weeklong celebration to promote visibility and provide cultural
	unity and diversity education for the LGBTQ+ communities. The
	website also contains information about area outreach and
	equality organizations.

AU/UGA Medical Partnership Campus Information	
Websites:	
Office of Dean Michelle Nuss, MD	Read about Dr. Nuss and her involvement in leading and teaching in the AU/UGA Medical Partnership.
Office of Faculty Affairs & Development	Find information here about promotion and tenure, faculty wellness, burnout prevention and resiliency, hiring and retention, career transition, conflict resolution, and promoting equity and
Faculty Development Resources	diversity amongst staff. An in-house education, innovation, and production resource ready to support the Medical Partnership faculty's projects and innovation needs.
Office of Communications & External Affairs	The office works to achieve the goals and priorities of the Medical Partnership through communication, development, and community outreach. Visit the website for more information about how they use these strategies to meet the goals.
Office of Information Technology Services	Visit the website to request IT Help, learn how the IT office can help you, find how to contact UGA, AU, or the Medical partnership

	for IT help, learn how to set up your UGA and AU email, UGA Wi- Fi, and how to set up or reactive DUO for both AU and UGA.
Faculty Healthcare and Dining	
University Health Care services for faculty and staff	UHC services are open and ready to assist you with your needs by appointment only. Please call 706-542-1162 to schedule an appointment. Although primary medical care is exclusively for students, there are many services that are available to faculty/staff, spouses, and dependents. Services include a vision clinic, allergy clinic, dental clinic, message therapy, and travel clinic.
Pharmacy	The UHC Pharmacy is open for walk-in service for prescriptions and over-the-counter medications. You can also transfer prescriptions from other pharmacies.
Health Sciences Campus Dining (in Russell Hall)	Market at Russell – Jittery Joe's coffee is served as well an assortment of grab-n-go sandwiches and salads. Hours are Monday – Sunday from 7:30am to 9:00pm.
Research:	
Clinical and Translational Research Unit (CTRU)	The unit supports investigators in conducting clinical and translational studies that advance the understanding, prevention, and treatment of human disease.
Institutional Review Board (IRB)	UGA's Institutional Review Board approval is required for any research projects using the CTRU. The IRB homepage can link you to required forms, policies, and procedures required for your research project.
Services & Core Facilities	A list of services, personnel, equipment, and space for researchers to plan, develop, conduct, and complete their research.
Funding Opportunities	Obtain a list of funding opportunities from both internal and external sources.
Attractions:	
State Botanical Garden of Georgia	The vision of the 313 – acre site is to be a garden that celebrates the best in southern horticulture, natural heritage, and culture through excellence in gardening displays and practices, and stewardship of healthy natural eco-systems.
Georgia Museum of Art	The museum's founder, Alfred Heber Holbrook, donated 100 paintings to start the permanent collection of the museum. The collection has continued to grow and now includes 17,000 objects. The museum is housed in a building in the Performing and Visual Arts Complex on UGA's east campus.
Bear Hollow Zoo	Located within Memorial Park, Bear Hollow Zoo is home to non-releasable native wildlife that serve as ambassadors for their

	species and educate visitors about the wildlife with which we
	share a habitat.
	A regional resource and museum center showcasing the life and
TRR Cobb House	history of the South during the 19 th century. It is a facility
	dedicated to historic conservation and conversation.
	The property features 225 acres of woodlands and wetlands with
Sandy Creek Nature Center	over 4 miles of trails.
-	over 4 filles of trails.
Events:	
	The Athens Criterium is the pinnacle of criterium racing in the US.
Athens Orthopedic Clinic Twilight	The men's pro-am 80km race and women's pro-am 40km race
	occur around historic downtown Athens. There is also a kid's
Criterium	criterium as well as a family festival, 5K, and various other events
	over a 2-day span in the spring.
	The Wild Rumpus is a large-scale crowd-participation Halloween
	holiday, music, and arts celebration in downtown Athens. It is one
Wild Rumpus Halloween Parade &	of the Southeast's premier Halloween celebrations and one of
<u>Spectacle</u>	Athens' most-loved festivals. The public is invited to dress in
	Halloween costume and march through the streets of The Classic
	City.
	A week-long celebration with various events including a
	Masquerade Ball and PrideFest. The website also contains
Athens Pride & Queer Collective	information about various support groups, programs, and a
	community calendar.
AthHalf 5K & Marathon	The half marathon course includes a run through Athens' historic
	districts, downtown, and the UGA campus, with local Athens
	bands performing live throughout the course. The 5K course
	explores downtown Athens and the Boulevard neighborhood with
	a live band at the start and finish line to help you celebrate your
	accomplishment.
Wildwood Revival	An outdoor music festival with various genres of music, food,
	wine, camping, and other activities.