Mission & Vision Statement

Mission
The College of Pharmacy is dedicated to fostering graduates and professionals who will maximize the health of the public by advancing patient care and facilitating the discovery, understanding, and cost effective use of medicines.

Vision
Our graduates are competitive with those from any pharmacy program in the country, equaling or exceeding other graduates in scientific knowledge; clinical expertise; and their ability to think broadly, address complex problems, and adapt to diverse environments. Our faculty are recognized world-wide for their leadership in pharmacy education, scholarship, research, and outreach as well as their pursuit of academic and intellectual leadership and integrity. We will be recognized within Oregon and beyond as a force for change in pharmacy practice and a resource to practitioners wanting to experiment with bold new practice models.

Value Statements
The quality and completeness of our students' education is our top priority.
- We pursue excellence in education and scholarship.
- We have the responsibility to assure that our graduates will safeguard the health of the public.
- There is community within the faculty and staff that is premised on collegiality, mutual trust, respect, honesty, and integrity.
- We value diversity within our faculty, staff, students, teaching, and scholarship in helping us to be better members of our community and society.
- The College is responsible to its students, staff, and faculty to help them grow personally and professionally.

Brief History
A department of chemistry and pharmacy was established in 1898 at Oregon Agricultural College with a four-year program leading to a B.S. degree in pharmacy. This four-year curriculum was an exception in pharmaceutical education of that era. Most pharmaceutical curriculums were two-year programs through the first quarter of the twentieth century.................................
Leadership

University Leadership

OSU
• President: Edward J. Ray
• Provost/Executive Vice President: Sabah Randhawa
• Vice President for Finance and Administration: Mark McCambridge
• Vice President for Research: Rick Spinrad
• Interim Vice President for University Relations and Marketing: Todd Simmons
• Vice Provost for Academic Affairs and International Programs: Becky Warner
• Vice Provost for Student Affairs: Larry Roper
• Vice Provost for University Outreach and Engagement: Scott Reed

OHSU
• President: Joe Robertson, M.D., MBA
• Interim Provost: David Robinson, Ph.D.
• Vice Provost, Academic & Student Affairs: Robert Vieira, Ph.D.
• Executive Vice President & Director, Hospitals and Clinics: Peter F. Rapp
• Vice President for Research: Daniel M. Dorsa, Ph.D.
• Director, Pharmacy Services: Mike Brownlee, PharmD, MS

Primary Contacts on each campus

OSU
Patty Beaumont
Executive Assistant to the Dean | Notary Public
Email: Patty.beaumont@oregonstate.edu | P: 541-737-4796 | F: 541-737-3999

OHSU
Angie Mettie
Administrative Supervisor | Notary Public
Email: mettiea@ohsu.edu | P: 503-494-4782 | F: 503-494-8797 | C: 503-348-9738

Department of Pharmaceutical Sciences

Department Chair: Gary Delander
Brief description of department?

Department of Pharmacy Practice

Interim Department Chair: David Bearden
Brief description of department?

College of Pharmacy Structure

Dean:
Mark Zabriskie

Primary Contacts on each campus

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Patty Beaumont
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Department of Pharmaceutical Sciences

Department Chair: Gary Delander
Brief description of department?

Department of Pharmacy Practice

Interim Department Chair: David Bearden
Brief description of department?

College Administration

The Dean, Associate Deans and Chairs of each department serve as the Executive Committee and oversee all administrative functions of the college. In conjunction with the Executive Committee is the College Council committee who provide input and advice to the deans and chairs. Standing member of this committee include the Executive Assistant to the Dean, the Director of Alumni Relations and Professional Development and the Head Advisor for Student Services. Faculty members representing each department rotate on and off this committee on an annual basis.

Student services

• Director and Head Advisor: Angela Austin-Haney
  Brief description of office of student services

Student Health Services Pharmacy
• Director: Bill Boyce
  Brief description of Pharmacy

List of committees and committee chairs
Committees and their respective chairs are determined on an annual basis. Document reflecting current committees can be located on page ??

List of student organizations and student leadership
Obtain for Gary Delander?
Medicinal Chemistry/ Natural Products:
• John Block (Professor Emeritus)
• Taifo Mahmud (Associate Professor)
• Kerry McPhail (Assistant Professor)
• Phil Proteau (Associate Professor)
• Fred Stevens (Associate Professor)
• Mark Zabriskie (Professor)

Pharmaceutics:
• Jim Ayres (Professor Emeritus)
• Mark Christensen (Associate Professor)
• Rosita Proteau (Associate Professor)
• Adam Alani (Assistant Professor)

Pharmacology:
• Gary DeLander (Associate Professor)
• Theresa Filtz (Associate Professor)
• Arup Indra (Assistant Professor)
• Jane Ishmael (Associate Professor)
• Chrissa Kioussi (Associate Professor)
• Mark Leid (Professor)

Research Faculty:
• Patricia Flatt (Assistant Professor – Senior Researcher)
• Gitali Indra (Assistant Professor – Senior Researcher)
• Cristobal Miranda (Assistant Professor – Senior Researcher)
• Xihou Yin (Assistant Professor – Senior Researcher)

Department of Pharmacy Practice
• Experiential Programs
• Juancho Ramirez (Director)
• Shannon G. Starwalt (Regional Coordinator and Instructor)
• Colleen Snarski (Administrative Program Specialist)

Community Practice
• Bill Boyce (Instructor)
• Roberto Linares (Instructor)
• Stacy Ramirez (Assistant Professor)
• Ann Zweber (Senior Instructor)
Pharmacy Administration/Pharmacoeconomics
- Daniel Hartung (Assistant Professor)
- Jon Furuno (Associate Professor)
- David Lee (Assistant Professor)
- Jessina McGregor (Assistant Professor)
- Joe Schnabel (Instructor, Part-Time)

Pharmacotherapy
- David Bearden (Associate Professor)
- Natalea Braden-Suchy (Assistant Professor)
- Ganesh Cherala (Assistant Professor)
- Dean Haxby (Associate Professor)
- Matthew Ito (Professor)
- Wayne Kradjan (Professor)
- Myrna Munar (Associate Professor)
- Craig Williams (Associate Professor)
- TBD – Cardiology

Research Faculty – DURM
- Ann Hamer (Researcher)
- Dean Haxby (Director)
- Roger Citron (Assistant Director)
- Kathleen Ketchum (Assistant Director)
- Ted Williams (Researcher)

College Administration Support Staff
- Nancy Baker (Program Support)
- Patty Beaumont (Assistant to the Dean)
- Angie Mettie (Administrative Supervisor, OHSU Campus)
- Gary Miller (Information Technology Consultant)
- Nicole Miller (Administrative Program specialist)
- Debra Peters (Administrative Coordinator, Department of Pharmaceutical Sciences)
- Nathan Thomas (Staff Support, OHSU Campus)

Alumni and Student Relations
- Paige Clark

Student Health Services Pharmacy
- Bill Boyce (Pharmacist, Director)
- Loren Christianson (SHC Pharmacist)
- Rebecca Russell (Pharmacist)

Student Affairs Office
- Angela Austin Haney (Director and Head Advisor)
- Nicole Kent (Assistant Head Advisor)
- Jeff Ruder (Portland campus advisor)
- GTA

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COLLEGE OF PHARMACY
COMMITTEE CHAIRS AND MEMBERS (2010-11)

Executive Committee
Zabriskie (Chair)
Bearden
DeLand
Leid

College Council
All members of the Executive Committee plus:
Austin Haney
Beaumont
Linares, R. (Pharmacy Practice Representative)
Clark
Mette, Angie
Ramirez, S
Proteau, Rosita (Pharmaceutical Sciences Representative)
Zweber

Student Member – Mike Daher

Invited guests as needed: Director of Development (Brown), Business Office Representative (Fenske)

Academic and Professional Standards
DeLand, Chair
Austin Haney, Co-chair
Bearden
Boyce
Ishmael

Admissions and Recruitment
Austin Haney, Chair
DeLand (ex-officio)
Haxby
Ito
Kent
Linares
Proteau, P.
Ramirez, S
Stevens
Zweber

Baker – Staff Support
Practitioners: Up to 3 to be appointed
Student members: interviews only
Assessment
Zweber, Chair
Hartung
McPhail
Kioussi
Singh
Starwalt
Students: - Baker – Staff support

Curriculum
DeLander (Chair)
Bearden
Filtz
Proteau P.
Proteau, R.
Ramirez S
Ramirez J
Williams
Austin-Haney (ex officio)
Students: Hannah Pugh (P2), Nathan Howell P3, Asmeret Kioussi P4,
Peters – Staff Support

Diversity
Braden (Chair)
Indra
Linares
McGregor
Singh

Students: – Kim Belongie (P2), Asmeret Kioussi (P4), Amy Gin (P4)

Extended Education Committee
Kradjan (Chair)
Block, J – OSPA education committee liaison
Christensen
DeLander – OSPA liaison
Hartung – Oregon Health Plan provide group liaison
Ramirez, J – Preceptor Training coordinator
Suchy, N – OSPA College representative
Singh, H – OSHP Liaison
Zweber – Board of Pharmacy liaison
Miller, N – staff support

Faculty Development and Promotions
Leid (Chair)
Haxby
Munar
Olyaei
Proteau, R.
Stevens
Williams
Beaumont – staff support

Graduate Studies
Filtz (Chair) (Graduate Council Representative)
Alani
Cheralia
Christensen
DeLander (ex officio as department chair)
Indra, A.
Kioussi
Mahmud
McGregor
Peters - Staff Support
Graduate Retreat co-chairs: Kioussi, Stevens

Faculty Professional Development committee
Linares (Chair)
Alani
Braden
Filtz
Munar
Proteau, P
DeLander (ex officio)
Research and Scholarship

Leid (Chair)
Olyaee
Cheralta
Christensen
Hartung
Indra
Mahmud
Williams

Student Awards and Scholarships

Kent (Chair)
DeLander
Ito
Kradjan
Munar
Ramirez, J
Proteau, R.
Linares
Beaumont, Freisen-- staff support

Advisors and University Committee Representatives 2010-11

<table>
<thead>
<tr>
<th>Organization</th>
<th>Faculty Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmacy Student Executive Council Liaison</td>
<td>DeLander (Corvallis), McGregor (Portland)</td>
</tr>
<tr>
<td>APhA-ASP/SPINLCPA Advisor</td>
<td>DeLander, J Ramirez (NCPA), J Ramirez OSP/AMPA</td>
</tr>
<tr>
<td>ASHP/SHF Advisor</td>
<td>Bearden</td>
</tr>
<tr>
<td>ACCP Advisor (developing)</td>
<td>TBA</td>
</tr>
<tr>
<td>Phi Delta Chi Advisor</td>
<td>Starwalt</td>
</tr>
<tr>
<td>Phi Lambda Sigma Advisor</td>
<td>Ramirez</td>
</tr>
<tr>
<td>Phi Chi Advisor</td>
<td>Co-chairs – DeLander and TBA from Portland</td>
</tr>
<tr>
<td>Pre-Pharmacy society Advisor</td>
<td>TBA</td>
</tr>
<tr>
<td>AACP Faculty delegate (and Alternate)</td>
<td>To be elected</td>
</tr>
<tr>
<td>Faculty Senators</td>
<td>P Proteau (2011), McPhail (2012), Braden-Scuff (2013)</td>
</tr>
<tr>
<td>Graduate Council Representative</td>
<td>Filtz</td>
</tr>
<tr>
<td>Research Council (faculty senate)</td>
<td>Leid</td>
</tr>
<tr>
<td>Associate Deans’ Advisory Committee to the Research Office</td>
<td>Leid</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>Stevens</td>
</tr>
<tr>
<td>Human Subjects (OSU)</td>
<td>TBA</td>
</tr>
<tr>
<td>Human Subjects (OHSU)</td>
<td>TBA</td>
</tr>
<tr>
<td>University Honors College Council</td>
<td>McGregor</td>
</tr>
<tr>
<td>International Advisory Council</td>
<td>Mahmud</td>
</tr>
<tr>
<td>International Degree</td>
<td>Austin Haney</td>
</tr>
<tr>
<td>International Programs</td>
<td>TBA</td>
</tr>
<tr>
<td>Institutional Animal Care and Use Committee</td>
<td>Ishmael (for Kousand in 2010 – 11)</td>
</tr>
<tr>
<td>LARC Advisory Committee</td>
<td>Leid</td>
</tr>
<tr>
<td>Mass Spectrometry Advisory Committee</td>
<td>Stevens</td>
</tr>
<tr>
<td>Chemical Safety</td>
<td>Proteau, P.</td>
</tr>
<tr>
<td>Radiation Safety Committee</td>
<td>Proteau, P. (Chair)</td>
</tr>
<tr>
<td>University Department safety Coordinator (USU)</td>
<td>Proteau, R.</td>
</tr>
<tr>
<td>Technology Research fee Committee</td>
<td>Kradjan</td>
</tr>
<tr>
<td>Institutional Biosafety Committee</td>
<td>Leid (Chair)</td>
</tr>
<tr>
<td>University Space Committee</td>
<td>Zabriskie</td>
</tr>
<tr>
<td>Controlled Substance Inventory</td>
<td>Boyse</td>
</tr>
<tr>
<td>United Campaign – Unit Chair</td>
<td>TBA</td>
</tr>
<tr>
<td>Undergraduate Research Committee</td>
<td>McPhail</td>
</tr>
<tr>
<td>NMR Steering Committee</td>
<td>McPhail, Zabriskie (Chair)</td>
</tr>
<tr>
<td>OSU Marine Council: Ocean, Animal, and Human Health Action Coordination Team</td>
<td>McPhail, Zabriskie</td>
</tr>
<tr>
<td>OHSU Academic Student Affairs Council (ASAC) – Assoc Deans</td>
<td>Bearden</td>
</tr>
<tr>
<td>OHSU Assessment Council</td>
<td>Bearden</td>
</tr>
<tr>
<td>OHSU Ethics Committee</td>
<td>Bearden</td>
</tr>
<tr>
<td>Committee/Position</td>
<td>Contact</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>OHSU Diversity Recruitment and Retention</td>
<td>Bearden</td>
</tr>
<tr>
<td>OHSU Global Health</td>
<td>Bearden</td>
</tr>
<tr>
<td>OHSU Pharmacy Services Liaison (s)</td>
<td></td>
</tr>
<tr>
<td>OHSU Simulation Governance Board</td>
<td>Bearden</td>
</tr>
<tr>
<td>OHSU Student Health Service Advisory Committee (STHSC)</td>
<td>Bearden</td>
</tr>
<tr>
<td>OHSU Teaching Services Task Force</td>
<td>McGregor</td>
</tr>
<tr>
<td>OSPA Representative from OSU</td>
<td>Braden-Scotty</td>
</tr>
<tr>
<td>OSO Graduate Admissions Committee</td>
<td>TBA</td>
</tr>
<tr>
<td>OOSUOSU Life Sciences Building Committee</td>
<td>Cast, Zabriskie</td>
</tr>
<tr>
<td>Representative to Asian and Pacific Culture Center</td>
<td>TBA</td>
</tr>
<tr>
<td>Representative to Cesar Chavez Cultural Center</td>
<td>TBA</td>
</tr>
<tr>
<td>Representative to Lonnie B. Harris Black Cultural Center</td>
<td>TBA</td>
</tr>
<tr>
<td>Representative to Native American Longhouse</td>
<td>TBA</td>
</tr>
<tr>
<td>Representative to Pride Center</td>
<td>TBA</td>
</tr>
<tr>
<td>Representative to Women’s Center</td>
<td>TBA</td>
</tr>
<tr>
<td>Undergraduate Education Council (ULEC)</td>
<td>DeLander</td>
</tr>
<tr>
<td>University Undergraduate Committee</td>
<td>DeLander (Appointed by Provost)</td>
</tr>
<tr>
<td>Health Science Business Center</td>
<td>Beaumont, Plozac P</td>
</tr>
</tbody>
</table>

Faculty Positions

A complete description of all the faculty positions at the University is available at the following link:
http://oregonstate.edu/admin/hr/acadappt.pdf

A brief description of various faculty positions
Instructor
???
Assistant Professor tenure-track and clinical track
???
Associate Professor tenure-track and clinical track
???
Professor tenure-track and clinical track
???
Professional Faculty
???
General Policies and Information

Introduction

The next few pages provide brief descriptions, contact information, and links for more information on common services and questions for new employees. The University provides an orientation and a new employee resources section the website. Click on the link below to access new employee information for:
For all employees
http://oregonstate.edu/admin/hr/orient/newemplres

All employees should access the University Handbook for additional employee information.
Oregon State University Faculty Handbook
http://oregonstate.edu/admin/aa/faculty-handbook-contents

Affirmative Action and Equal Opportunity

Oregon State University’s Office of Affirmative Action and Equal Opportunity (OAAEO) was founded in 1971 to ensure that all University community members uphold federal and state civil rights laws and regulations, as well as University equal opportunity policies.

See link below for more information:
http://oregonstate.edu/affact/
Blackboard

Blackboard serves as a virtual classroom that allows instructional faculty to interact and communicate with students, administer exams, have discussion boards, give assignments, maintain a gradebook, disseminate class materials and many other functions. Once you have an ONID account you will be able to access Blackboard. The link below provides basic information on Blackboard as well as links to additional information.

http://oregonstate.edu/helpdocs/blackboard

Additional information is available in the Faculty development section of this handbook.

Building information

OSU
Most building issues should be referred to Patty Beaumont. The link below provides additional information from facilities management.

http://oregonstate.edu/facilities/

OHSU
Most building issues should be referred to Angie Mettie.

OHSU Center for Health and Healing (CHH) Building Management should only be contacted in case of emergency facilities problems.

- 8-9960 or 503 418-9960

Business Cards

OSU Campus:
Email Andrea.Friesen@oregonstate.edu when ordering business cards or call Andrea at 737-9118.

OHSU Campus: mettiea@ohsu.edu or call Angie at 494-4782

Classroom Technology

OSU
Equipment (computers, projectors..) in enhanced classrooms on campus require an access code. In order to obtain this code and for information on the how to use classroom equipment contact media services at http://oregonstate.edu/is/mediaservices/cs/classrooms

Computer Support / Help Desk / Telephones / Voice Mail

OSU
Technology services are supervised by Gary Miller at the College.

- Contact Gary Miller for computer support at gary.miller@oregonstate.edu or 503-231-0310.
- The University provides technology support through various organizations. See links below:
  - http://oregonstate.edu/tac/index.php - Technology Across the Curriculum (TAC) for blackboard support, quizdom, smartphones support, trainings and workshops
  - http://oregonstate.edu/is/tss/- Technology support services for computer software and hardware support.

- Telephone help: contact Patty Beaumont
- Voice mail help: contact Patty Beaumont

More information about OSU telecommunications services is available at:
http://oregonstate.edu/dept/telecom/

OHSU

OHSU Computer Access
Learn about user accounts, e-mail and calendar tools, wireless access, remote access, and X:Drive files here.

- http://www.ohsu.edu/xd/about/services/technology/itg/connecting/?WT_rank=7
- Contact Angie Mettie for more information and to request access.

OHSU Computer Support / Help Desk / Telephones / Voice Mail

- Contact Nathan Thomas or Angie Mettie, Network Counselors for the department for common problems or issues relating to OHSU networked computers. If they cannot resolve the problem, call the Help Desk.
  - Call the Help Desk for computer hardware or software, printers, network, e-mail or other computer-related issues: 4-2222 or 503 494-2222.
  - The Information Technology Group (ITG) provides computing and communication support for OHSU. Learn about services available thru ITG here.
    - http://www.ohsu.edu/xd/about/services/technology/itg/?WT_rank=3
    - Telephone help: contact Angie Mettie, telephone counselor.
    - Voice Mail help: contact Angie Mettie, telephone counselor.
Copy Machines

OSU
Copy machines are located in rooms 115 and 214 Pharmacy Buildings. Contact our front office receptionist in room 203 to obtain a code to access the copy machine. The front office or staff in room 115 will provide assistance for large copy jobs or for assistance with the copying or contacting printing services. There are also copiers located for faculty/staff members who work in buildings other than the Pharmacy building. Gary Miller coordinates assistance for copier repairs or cleaning. Email Gary.Miller@oregonstate.edu.

OHSU
No code is needed to operate the copier, unless printing in color. See Nathan Thomas to set up your code for color printing. Nathan Thomas will provide assistance for large copy jobs or for assistance with copying. Nathan coordinates assistance for copier repairs or cleaning. Email: thomasna@ohsu.edu.

Deliveries

OSU
See shipping and receiving

OHSU
Nathan Thomas receives deliveries for the college.

Dining

OSU
Several dining facilities are available on the OSU campus. See the link below for information about on-campus dining.
http://oregonstate.edu/foodatosu/

OHSU
Dining at OHSU - http://www.ohsu.edu/food/retailmap.pdf At CHH: the Daily Café is located on the ground floor, and there are several restaurants within walking distance: Soho, Dolce Vita, Subway, Bambuzza, Old Spaghetti Factory and Rilassi Café..

Dress Code

There is no specific dress code for the college, however it is expected that faculty will dress appropriately and professionally for the situation and remember that they are representative of the college at both off-campus and on-campus events.

Emergency Phone Numbers

OSU
The Department of Public Safety & Oregon State Police
200 Cascade Hall
Oregon State University
Corvallis, OR 97331
541-737-3010
http://oregonstate.edu/dept/security/
In case of an emergency, call 541-737-7000

Hazardous waste and spills
Environmental Health and Safety (EHS)
Phone: (541) 737-2273
Fax: (541) 737-9090
Map Us
Environmental Health & Safety
127 Oak Creek Building
3015 SW Western Blvd
Corvallis, Oregon 97331-7405
http://oregonstate.edu/ehs/hmgemergency

OHSU
OHSU Emergency and Non Emergency Phone Numbers (Public Safety)
• Emergencies - contact: 4-4444 or 503 494-4444
• Non emergencies (locked out of office) – contact: 4-7744 or 503-494-7744

OHSU Emergency Resource Book
• Contains information and contact numbers for various emergency situations (egs. medical emergency and injury, fire and fire alarms, earthquake, hazardous materials, crimes, suspicious persons etc.
• Call CHH Building Management for copy of Emergency Resource Book 8-9960 or 503 418-9960
Expenses reimbursement (travel or personal)
Expenses for College and University-related activities that are appropriate for reimbursement can be submitted to Andrea Friesen in 203 Pharmacy with appropriate documentation. See link below for additional information on University policies regarding reimbursement. http://oregonstate.edu/fa/manuals/fis/411-07

On the OHSU campus contact Angie Mettie for expense reimbursement information.

Family Services
OSU
OSU provides various services to support families. See the link below for more information. http://oregonstate.edu/childcare/

Fax Machines
OSU
A fax machine is available in 203 Pharmacy. Front office receptionist can provide assistance with sending or receiving faxes. Faxes are received at 541-737-3999.

OHSU
FAX number (Portland campus)/FAX machine
• 503 494-8797
• The FAX machine is located in the work room 12006

Fire alarm procedures
OSU
Leave the building when alarms sound. You may return when alarms go off.

OHSU
OHSU CHH building – if fire drill and alarm is sounding and lights are flashing, go to nearest stairwell and follow Safety Team Leader instructions. If it is not a drill, and alarm is sounding and lights are flashing on your floor, go to nearest stairwell and evacuate to a floor that is not in alarm. More information is found in the CHH Tenant handbook found here: http://www.ohsusouthwaterfront.com/tenanthandbook/tenanthandbook.aspx?type=0

Forms
OSU
Copies of the most commonly used forms used by faculty and staff at the College of Pharmacy is available in the "Template forms" section of this notebook. The link below provides access to other forms available for other University activities. OSCAR link https://oscar.oregonstate.edu/Resources/SubNav.aspx?NavPage=14&submenu=T14

OHSU
Forms used by Portland faculty and staff are located in the shared directory here:
• X:\COP\OSUPharm\Forms

Grading
OSU
The test scoring center is Milne 206. A test scoring user’s guide is included in the ______ section of this manual. The link below provides information for the test scoring center: http://oregonstate.edu/admin/cc/ops/

(provide link to test scoring guide document)
OHSU
Exams given Scantron exam sheets are also sent to the test scoring center in Corvallis campus for scoring. Contact Angie Mettie for proper procedures.
ID Card

OSU
The OSU ID Card is the official identification card for students, faculty, and staff. It functions as a meal card, library card, access card, and more. The ID Center can also provide department badges and photocopy cards.
See link below for more information on how to obtain OSU ID card
http://oregonstate.edu/fa/businessaffairs/idcenter.php

OHSU
The 3 step process to obtain the OHSU ID badge and security access if found here.
• http://ozone.ohsu.edu/pubsafety/id/index.shtml (Secure site, requires OHSU login & password)
• Contact Angie Mettie for more information and to obtain ID badge form.

Health and Wellness

OSU
Faculty and staff fitness programs are available. See link below
http://www.hhs.oregonstate.edu/nes/fsf-activity-classes-SPRING2011-schedule

OHSU
Health & wellness at OHSU: March Wellness center is located on the 2nd floor of the CHH. Memberships are available to all employees and staff at a reduced rate. Click for more information: http://www.ohsu.edu/xd/about/services/march-wellness/

Hiring procedures

• Information for faculty who hire employees
  (new procedures be developed by HR business center in conjunction with the Dean. Patty to provide updated information.)

Injuries
All injuries are to be reported to Patty Beaumont (OSU campus) or Angie Mettie (OHSU campus) and an injury report form is to be filled out.

International services

Injuries

OSU
All injuries are to be reported to Patty Beaumont (OSU campus) or Angie Mettie (OHSU campus) and an injury report form is to be filled out.

International services

Keys

OSU
Keys maybe obtained after an employee has received their official Staff ID number. Your supervisor will email Andrea Friesen or Patty Beaumont to request specific keys for rooms and or labs. The front office receptionist in room 203 will provide you with a key request form for you to take to the OSU Key Shop who is responsible for the issuance of keys, maintenance of keys and locks, and inventory of keys.

The OSU Facilities Services Key Shop is responsible for the issuance of keys, maintenance of keys and locks, and inventory of keys.

OHSU
Contact Angie Mettie for all key requests on the OHSU campus.

Key Shop Hours
Hours: Monday – Friday
1:00pm - 4:00pm
Phone: (541) 737-3565
Location: Corner of SW Washington Way and SW 15th Street
• Deposits are determined by department and can range from $5.00 to $25.00 per key.
• Deposits can only be returned to individuals who the key is issued to.
• Keys are the property of Oregon State University.
• Key refund vouchers are redeemable at the OSU Cashier’s Office. (*Note that the Cashier’s Office closes at 4:30pm)
Link below is for general University policies and procedure regarding keys
http://oregonstate.edu/fa/manuals/gen/key

Faculty Meetings

All faculty meetings are held each quarter. Department meetings are held monthly. Contact your department chair for a schedule. Faculty are expected to attend as many meetings as possible.
Library

OSU
Information about the Valley Library including tutorials and faculty resources is available below:
• http://osulibrary.oregonstate.edu/

OHSU
OHSU Library/BICC
Information about the OHSU Library and Biomedical Information and Communications Center (BICC) is found here:
• http://www.ohsu.edu/xd/education/library/index.cfm

Maps

OSU
Maps of the OSU campus are available here.
• http://oregonstate.edu/campusmap/

OHSU
Maps of the OHSU campus are available here.
• http://www.ohsu.edu/xd/about/visiting/directions/index.cfm

Medical Records (OHSU)

This information is for faculty working as clinicians at OHSU medical facilities
OHSU Epic (electronic medical records) Homepage
Information about the electronic medical records system and training can be found here.
• http://ozone.ohsu.edu/ozone/epic/ (Secure site, requires OHSU login & password.)

Nametags
Nametags are provided by the College and should be worn for College or University related events. Contact ______________ for your nametag.

Office Supplies

OSU
Some office supplies are available in the main office. Additional items can be ordered through Andrea Friesen. University surplus has various items (provide link and location)
OHSU
Contact Nathan Thomas for all supplies on OHSU campus.

ONID Accounts

Among other things ONID accounts provide critical access to the following services: (OSU Online Services, wireless network, Blackboard, ResNet, IS computer labs, Interlibrary Loan, Banner, plus more.)
Phone lists
OSU

OHSU
OHSU College of Pharmacy Phone Lists
Phones lists for Portland-based and Corvallis-based faculty and staff are located in the OHSU network shared directory here.
• X:\COP\OSUPharmLISTS\PHONE LISTS

OHSU Phonebook
Look up addresses and phone number of OHSU faculty and staff here.
• http://smartweb.ohsu.edu/smartweb/?DB=ns (Secure site, requires OHSU login & password.)

Purchasing
Contact Patty Beaumont or Angie Mettie for purchasing questions.

Shipping and receiving
OHSU
Contact Nathan Thomas for questions about shipping and receiving.

Smoking
The campus at OSU in Corvallis will be entirely smoke-free beginning Fall 2012.
The campus at OHSU is smoke free.

Trainings
Various workshops and trainings are available through the University. Required trainings for all employees are: FERPA, Sexual Harassment……..Other specific trainings for your position will be suggested by your supervisor. See the faculty development section of this manual for additional information.

Various trainings and workshops are available for all employees through the University. See the Professional Development link below for the University.
http://oregonstate.edu/main/faculty-staff/professional-development

Travel authorization request
Authorizations for College related travel must be prior approved by your supervisor. See forms section for travel authorization request forms or contact _______.

Vacation authorization request
Authorizations for vacations must be prior approved by your supervisor. See forms section for vacations request forms or contact _______.

VISA Procurement card
The university can establish vendors who will be used on a regular basis when ordering supplies. If you need to order something form a vendor who is not used on a regular basis, the college has a visa card which can be used by employees to purchase supplies for vendors. To use the card, you would need to review the OSU requirements for its use and pass an online test following your review.

Information about this can be found by going to the following link:
http://oregonstate.edu/fa/businessaffairs/bcr/training/ap/procurement_card
Student Services

Contact information
Angela Austin Haney
Director of Student Services/Head adviser
angela.austinhaney@oregonstate.edu
541-737-5784
Jeff Ruder
Portland Adviser
Jeff.ruder@oregonstate.edu
541-737-3414

Advising

Class lists
Class lists can be obtained through Blackboard or from employee online services from the faculty/staff options on the University homepage http://oregonstate.edu/

Student records
Contact _______ for access to student records

FERPA training
All employees who have access to student records must undergo FERPA training. See faculty development section for FERPA training information.

Scheduling rooms
Contact Nancy Baker nancy.baker@oregonstate.edu, or 541-737-6745 for assistance in scheduling rooms on OSU campus.
Contact Angie Mettie for assistance in scheduling rooms on the OHSU campus.

Employee faculty development

This section is intended to give new faculty information on the resources available on both the Corvallis campus and Portland campus to ensure that they develop the skills and are aware of the trainings necessary for their success.

Suggested book list
a. “Getting Started as a Pharmacy Faculty Member” – David P Zgarrick, APhA (This is available to all new faculty)
b. Pharmacy Professionals Guide to Résumés, CV’s, and Interviewing; Scholarship Reconsidered: Priorities of the Professoriate; (available in the ______)c. Health Professional as Educator – Principles of Teaching and Learning; Pharmacy Education: What Matters in Learning and Teaching, by Lynne Sylvia and Judith Barr. (available in the ______)

Suggested reading list

Student disabilities services

The University is committed to ensuring that all students are treated equally and maintains the office of Disability Access Services (DAS) to provide guidance for students with disabilities. Faculty are encouraged to contact the office for the appropriate guidelines for students with disabilities.
http://ds.oregonstate.edu/faculty/awareness.php

Counseling services

The University provides counseling services through Counseling and Psychological Services (CAPS). Their website gives useful information for when you should refer a student http://oregonstate.edu/counsel/P3 students on the OHSU campus can be referred to OHSU student health services at askshs@ohsu.edu or 503-494-8665.

If you feel a student needs counseling services you should also contact the advisors at the College of Pharmacy
Awards and Grants
The University supports faculty development with funds from several programs. More information on who to obtain funds for faculty development is available by clicking on this link: http://oregonstate.edu/admin/aa/awards-and-grants

Teaching and Research Workshops
Both campuses have teaching and learning centers to help faculty develop teaching skills.

1. The Center for Teaching and Learning (CTL) regularly sponsors teaching workshops at OSU on the Corvallis campus. All faculty are encouraged to take advantage of these workshops to develop new teaching skills. More information is available at http://oregonstate.edu/ctl/

2. OHSU’s Teaching and Learning Center provides useful teaching strategies and methods. Follow the link below to explore the resources available at this site. http://www.ohsu.edu/xd/education/teaching-and-learning-center/for-faculty/index.cfm

University Day (September 22, 2011)
University Day occurs every September before classes start. There are usually activities directed at new employees therefore new members of the faculty are highly encouraged to attend. See link below for more information: http://oregonstate.edu/events/universityday/

Trainings
Family Educational Rights and Privacy Act (FERPA) training http://oregonstate.edu/dept/computing/train/ferpa/index.htm
OSU Institutional Review Board (IRB) requires training in the ethical use of humans in research. Follow the link below for acceptable trainings (information for OHSU IRB is below) http://oregonstate.edu/research/ori/hrh/edreq.htm

Sexual Harassment
Resources and videos from the Office of Affirmative Action and Equal Opportunity http://oregonstate.edu/ssh/scenarios.php

Blackboard
For Blackboard trainings and workshops contact Technology Across the Curriculum (TAC) at http://oregonstate.edu/tac/

OHSU
OHSU Required Training / OHSU Integrity Education
OHSU requires all employees to complete HIPAA and Respect at the University training. Training can be accessed from any computer with a web browser. See link below:

• http://www.ohsu.edu/xd/about/services/integrity/training/index.cfm
• Training modules located here:  http://www.ohsu.edu/bigbrain

For Researchers:
OHSU Research Integrity
The purpose of this site is to provide information about Research Integrity Programs and compliance requirements for faculty, staff, employees, and students affiliated with OHSU who conduct research.

• http://www.ohsu.edu/xd/research/about/integrity/index.cfm

OHSU Institutional Review Board (IRB)
Information about the conduct of human subject research is found here.

• http://www.ohsu.edu/xd/research/about/integrity/irb/

OHSU Institutional Animal Care and Use Committee (IACUC)
Information about the conduct of research involving laboratory animals is found here.

• http://www.ohsu.edu/xd/research/about/integrity/iacuc/index.cfm

OHSU Biosafety
Information about the conduct of research involving recombinant DNA (rDNA) and infectious agents or biologically derived toxins is found here

• http://www.ohsu.edu/xd/research/about/integrity/ibc/index.cfm
Professional organizations for membership and resources

- **AACP** – American Association of Colleges of Pharmacy - (All faculty should join) http://www.aacp.org/Pages/Default.aspx
- **APhA** – American Pharmacists Association http://www.pharmacist.com/
- **ASHP** – American Society of Health Systems Pharmacist http://www.ashp.org/
- **OSPA** – Oregon Pharmacists Association http://www.oregonpharmacy.org/
- **OSHP** – Oregon Society of Health-System Pharmacists http://www.oshp.org/

Human resources

Contact information
For additional Human Resource (HR) information regarding benefits, holidays, Family and Medical leave, and other policies please contact the HR office http://oregonstate.edu/admin/hr/

Promotion and tenure

University handbook guidelines http://oregonstate.edu/admin/aa/faculty-handbook-promotion-and-tenure-guidelines

- **Timeline**
- **Checklist**
- **Dossier checklist** http://oregonstate.edu/admin/aa/sites/default/files/documents/form_A-07.pdf

Important dates

Yearly reviews

- **Appropriate forms**
- Description of forms, when reviews occur, with whom, ….

Travel and reimbursement

- **Contact person**
- **Policies and procedures**
- **How to submit reimbursement**
- **Appropriate forms**

Curriculum and calendar

- **Course schedule for all three years**
- **Calendar of events**