COLUMBIA UNIVERSITY | MAILMAN SCHOOL of PUBLIC HEALTH

Faculty Onboarding Resources

Welcome

- Columbia University Mission Statement
- Mailman School of Public Health
  - Mission & History
  - Dean's Office
  - MSPH Community
- Education
- Research
- Administration
- Career Development
- WorkLife

Columbia University

UNIVERSITY MISSION STATEMENT

Columbia University is one of the world's most important centers of research and at the same time a distinctive and distinguished learning environment for undergraduates and graduate students in many scholarly and professional fields. The University recognizes the importance of its location in New York City and seeks to link its research and teaching to the vast resources of a great metropolis. It seeks to attract a diverse and international faculty and student body, to support research and teaching on global issues, and to create academic relationships with many countries and regions. It expects all areas of the University to advance knowledge and learning at the highest level and to convey the products of its efforts to the world.

MAILMAN SCHOOL OF PUBLIC HEALTH

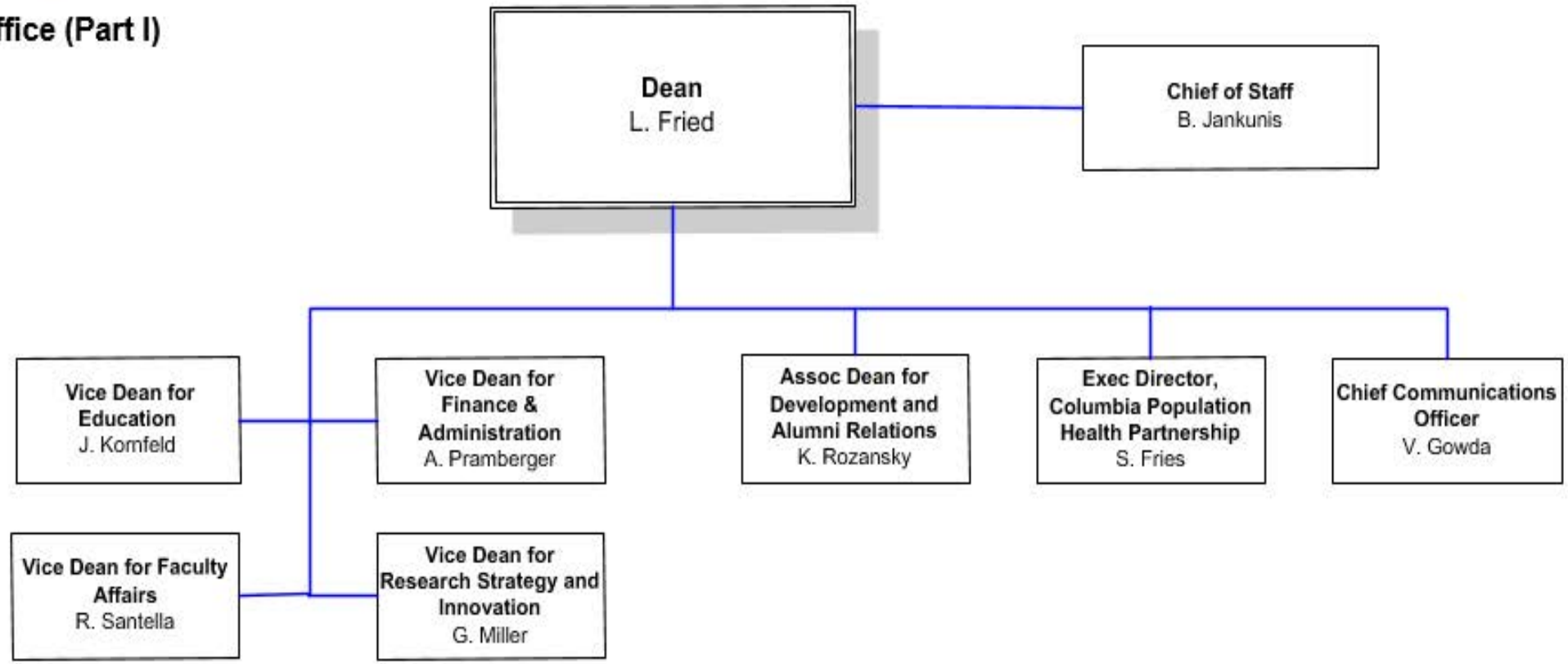
- MISSION
- To address the most important issues that challenge the health of populations
- To identify effective approaches to the prevention of disease and disability
- To create health equity in a diverse world
- To educate the next generation of public health leaders.
- We aim to achieve our mission locally and globally through innovative science, education, and leadership.
- We are guided by the fundamental principle that health is a human right.
- HISTORY
- The DeLamar Institute of Public Health at Columbia University was founded in 1922 with a mandate to "study and [teach] the origins and cause of human disease and the prevention thereof." The precursor to Mailman School of Public Health, the Institute demonstrated from the beginning the core values that have shaped this institution for 90 years.

- Today, the Mailman School of Public Health is recognized as an international thought leader addressing critical public health issues ranging from emerging infectious diseases and urban health disparities to the implications of health policy decisions. The Mailman School is committed to creating knowledge, translating science for impact, and educating the next generation of public health leaders.

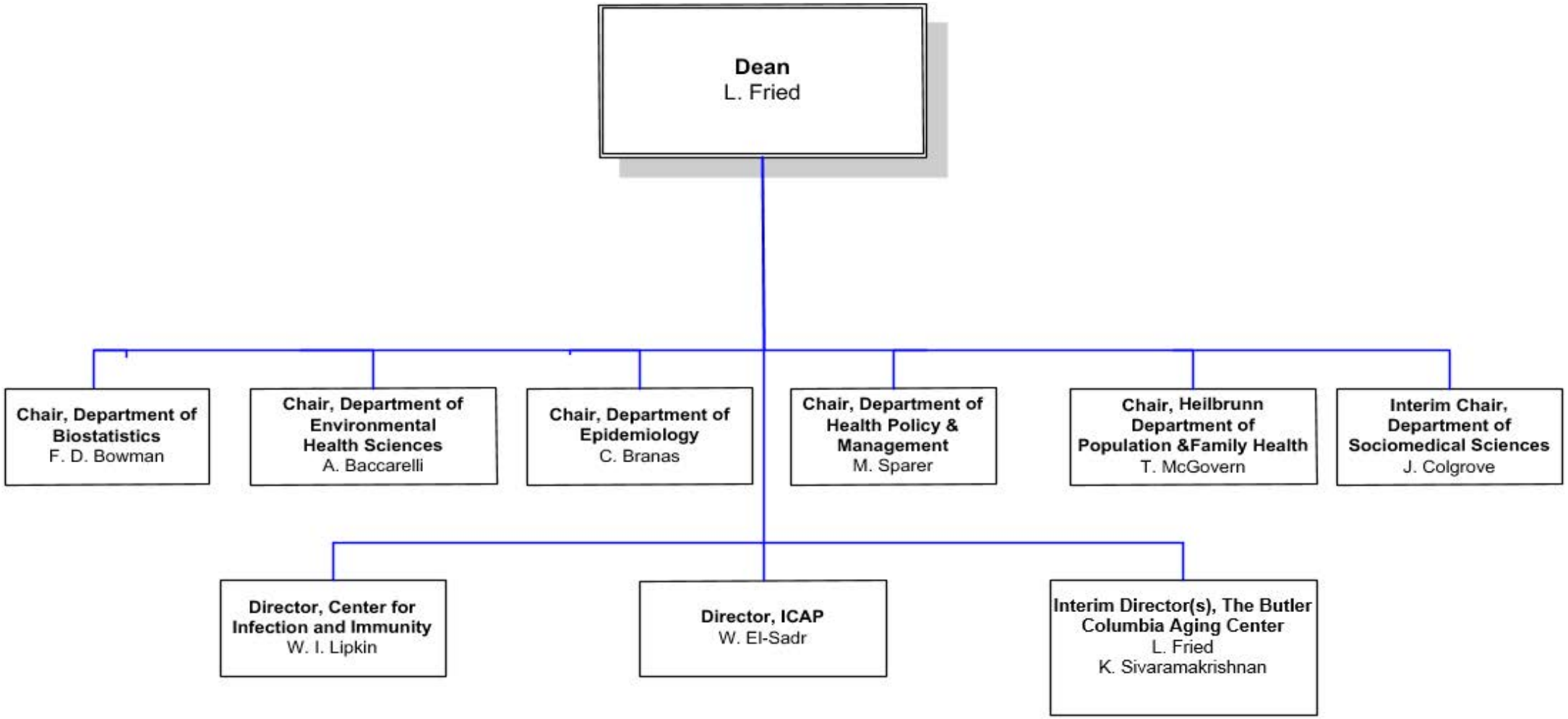
https://www.mailman.columbia.edu/about/mission-history

COLUMBIA UNIVERSITY | MAILMAN SCHOOL of PUBLIC HEALTH

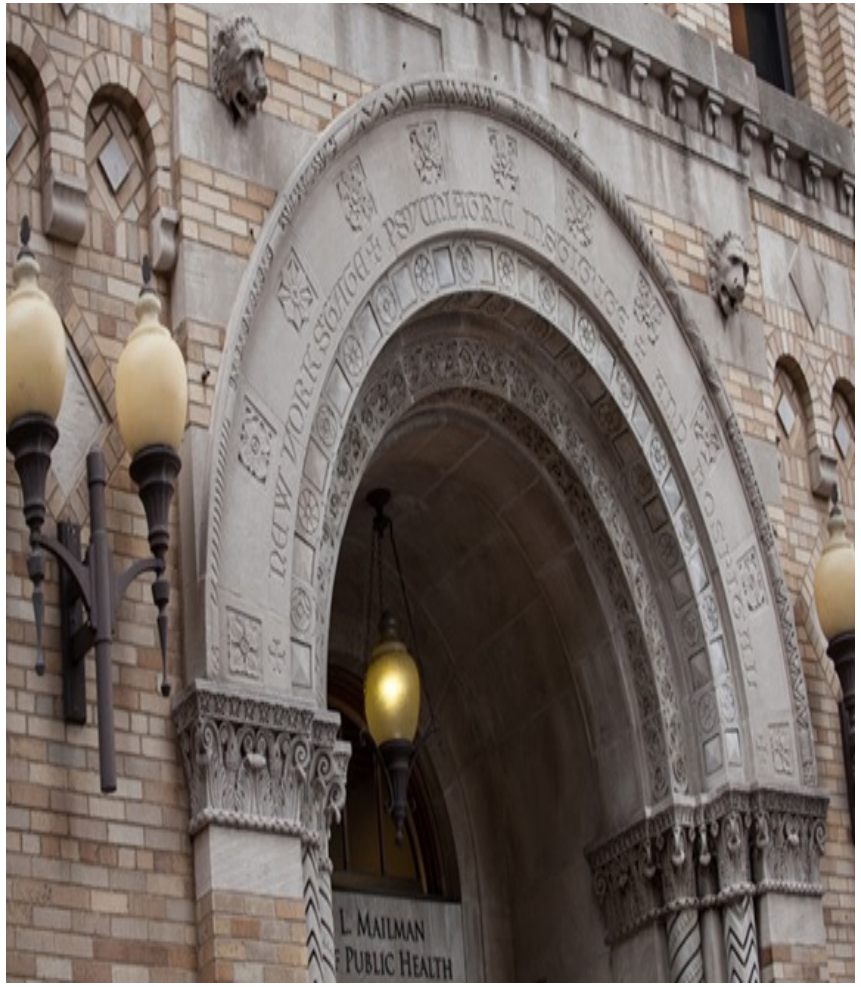
Dean's Office (Part I)



Dean's Office (Part II)



Mailman School of Public Health: Fact Sheet



Departments

Biostatistics
Environmental Health Sciences
Epidemiology
Health Policy & Management
Population & Family Health
Sociomedical Sciences

Centers

Robert N. Butler Columbia Aging Center
CII: Center for Infection and Immunity
ICAP

Programs

Climate and Health Program
Facts about Climate Change and Health
GRAPH: Global Research Analytics for Population Health
HealthSquare
Initiative for Maximizing Student Development

Additional Resources

About the Mailman School
View Book for Prospective Students
What is Public Health?

https://www.mailman.columbia.edu/about/fact-sheets

Mailman School of Public Health Academic & Research Departments

Biostatistics

https://www.mailman.columbia.edu/become-student/departments/biostatistics

Environmental Health Sciences

https://www.mailman.columbia.edu/become-student/departments/environmental-health-sciences-ehs

Epidemiology

https://www.mailman.columbia.edu/become-student/departments/epidemiology

Population & Family Health

https://www.mailman.columbia.edu/become-student/departments/population-family-health

Health Policy and Management

https://www.mailman.columbia.edu/become-student/departments/health-policy-and-management

Sociomedical Sciences

https://www.mailman.columbia.edu/become-student/departments/sociomedical-sciences

Mailman Academic Programs

COLUMBIA UNIVERSITY | MAILMAN SCHOOL of PUBLIC HEALTH

Master's Degree Programs
Master of Public Health
Master of Science
Master of Health Administration

https://www.mailman.columbia.edu/become-student/degrees/masters-programs

Executive Programs
Executive Masters of Healthcare Management Programs (MHA/MPH)
Executive MS in Epidemiology

https://www.mailman.columbia.edu/become-student/degrees/masters-programs

Doctoral Programs
The Doctor of Public Health (DrPH) can be obtained in:

Biostatistics
Environmental Health Sciences
Epidemiology
Population and Family Health
Sociomedical Sciences

The Doctor of Philosophy (PhD) can be obtained in:

Biostatistics
Environmental Health Sciences
Epidemiology
Sociomedical Sciences

https://www.mailman.columbia.edu/become-student/degrees/doctoral-programs

Dual Degrees: https://www.mailman.columbia.edu/become-student/degrees/dual-degrees
Non-Degree Programs: https://www.mailman.columbia.edu/become-student/degrees/non-degree-programs

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FACULTY BIO

Faculty Bio

As a new faculty member, you will have the opportunity to set up your online bio and to update it as needed.

An email from MailmanComm@columbia.edu will be sent directly to you. The email (next slide) will have links connecting you to this bio website, and to helpful tips on how to set up your bio and how to maintain it current.

Email message from MailmanComm@columbia.edu

Welcome (faculty's name), to Columbia University's Mailman School of Public Health.

HR has created a page for your bio and headshot in the Faculty Directory on the Mailman website. The directory is the central repository for faculty contact information, academic appointments, publications, affiliations, and areas of expertise.

It is your responsibility to upload your biographical information and keep this page updated. You can login and upload your information here: Faculty Directory. You will need your UNI address to upload your bio.

Please take a few minutes to ensure that your faculty title and department are correct. Your faculty title and department are entered and updated **only** by Mailman's Office of Faculty Affairs and Human Resources. If you have questions or comments, or if you need any technical support, please contact Brian Brennan.

The Communications Office can assist with adding or obtaining a headshot photo, or reviewing and editing your biography. Please contact MailmanComm@columbia.edu.

For instructions and tips on creating and updating your faculty online profile, please visit: https://www.mailman.columbia.edu/sites/default/files/legacy/faculty_directory_instructions_7_28_15.pdf

Best wishes.

COLUMBIA UNIVERSITY | MAILMAN SCHOOL of PUBLIC HEALTH

EDUCATION

Education

Office of Educational Programs (OEP)

- The mission of the Office of Educational Programs (OEP) is to partner with faculty in designing and improving processes that ensure quality education at the Mailman School of Public Health.
  - Enhancing institutional policies that impact the student experience.
  - Implementing evidence-based polices that support the governance of our academic programs.
  - Strengthening institutional collaboration that supports our integrated curriculum.
    - https://www.mailman.columbia.edu/people/current-students/academics/office-educational-programs

Office of Teaching and Learning (OTL)

- The Office of Teaching and Learning (OTL) provides resources for all aspects of education at Mailman, from initial course inception through instructional design, teaching practice, and student assessment. OTL offers a variety of consultation services for faculty, encouraging use of best practices and supporting our vision of a truly exceptional public health learning environment.
  - https://www.mailman.columbia.edu/information-for/faculty-staff/teaching-learning

Contact msph-oep@cumc.columbia.edu

(212)-305-1954
600 West 168th Street
4th Floor, Suite 405
New York, NY 10032

TEACHING AND STUDENT SUPPORT

Program Guidelines: Mentoring

Mentoring will be coordinated through academic departments, with the Dean's Office serving as a resource for mentors and mentees, primarily through website-based resources related to mentoring and information about trainings. In addition, the Dean's Office will provide guidelines for minimum levels of mentoring and thresholds for participation. The Office will also coordinate a bi-annual evaluation and a recognition effort.
https://www.mailman.columbia.edu/information-for/teaching-learning/guidelines

Teaching Toolkit

Under the leadership of Julie Kornfeld, Vice Dean for Education, the Enhancing Teaching Initiative provides guidance on all elements of classroom instruction. Our mission is to provide an exceptional academic experience; we do this by equipping faculty with powerful teaching resources that promote robust, engaging, and relevant teaching instruction.
https://www.mailman.columbia.edu/information-for/teaching-learning/teaching-toolkit

Student Mental Health Services

The Mental Health Service, a division of Student Health Service, offers confidential consultations, counseling, psychotherapy and pharmacotherapy for individuals and couples. We are available for support throughout your time at the Columbia University Medical Center. We are staffed by psychologists, social workers and psychiatrists experienced in the issues arising for students in the course of their professional training.
https://www.mailman.columbia.edu/people/current-students/student-resources/health-and-wellness/student-mental-health-services

Center for Student Wellness

The Center for Student Wellness (CSW) recognizes that life at CUMC (and outside of it) can be incredibly rewarding and demanding. CSW aims to create an environment that promotes student fulfillment and growth, both personally and academically. CSW works to promote student well-being and enhance learning by reducing health-related barriers to academic success. Designed as a Wellness Concierge," CSW offers CUMC students free, confidential, nonjudgmental assistance for virtually any concern. A Wellness Appointment at CSW can provide students with a solution-based approach to address personal concerns. It is not psychotherapy nor is it about giving advice. CSW staff will help you strategize, prioritize, troubleshoot, problem solve, and develop an action plan targeted toward your individual concerns and stressors. Moreover, Wellness Works! Health Promotion programs offer guidance for navigating the challenges of graduate school life.
https://www.mailman.columbia.edu/people/current-students/student-resources/health-and-wellness/center-student-wellness

Faculty Awards

Junior Faculty Teaching Award
Each year at Commencement, the Mailman School awards the Junior Faculty Teaching Award to an assistant professor who is making a remarkable impact on education. As with the Teaching Excellence Award, a student-faculty selection committee weighs student votes, course materials, and course evaluation data to make its selection.
https://www.mailman.columbia.edu/people/our-faculty/faculty-awards/junior-faculty-teaching-award

Calderone Junior Faculty Prize
Supported by a generous endowment established by the Calderone family in 1986, this prize honors Frank A. Calderone's distinguished career and lifelong commitment to public health. Designed expressly for junior faculty holding an appointment in the Mailman School, this prize supports research efforts initiated by full-time junior faculty members (assistant professors and associate research scientists) holding appointments in one of the departments at the Mailman School.
https://www.mailman.columbia.edu/people/our-faculty/faculty-awards/calderone-junior-faculty-prize

Excellence in Teaching
Each year, the School honors one of its extraordinary faculty members with the Mailman School Teaching Excellence Award, which "honors a faculty member who inspires and challenges students, and whose innovative approaches to learning have a lasting impact on our graduates." A selection committee of faculty and students weigh course materials, course evaluation data, and student ballots to select the recipient.
The award is presented at the Mailman School commencement ceremony.
https://www.mailman.columbia.edu/people/our-faculty/faculty-awards/excellence-teaching

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RESEARCH

Columbia: MyGrants

About MyGrants

MyGrants collates and displays financial and award information for the purpose of managing research grants, awards, and enabling financial projections throughout the award lifecycle.

Who can use MyGrants?

MyGrants is designed for researchers. We have provided a view so department administrators can see their investigators' dashboards.

https://mygrants.columbia.edu/

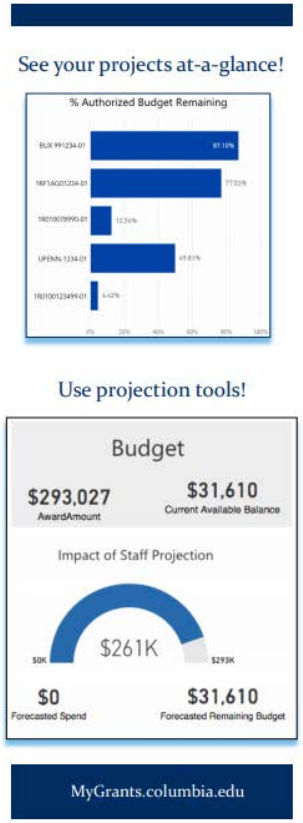
First time user login info

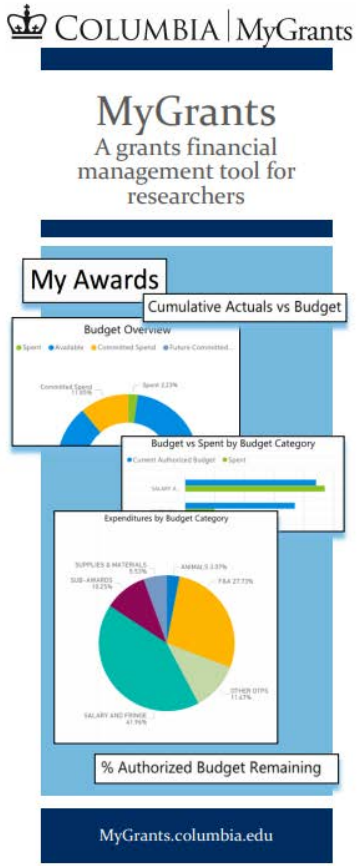
https://mygrants.columbia.edu/content/logging

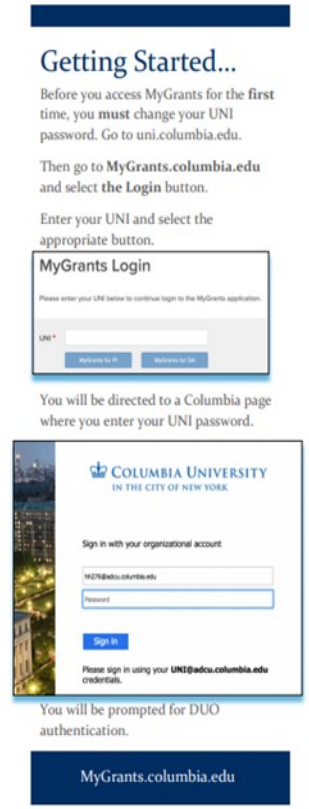
Contact: (212) 854-1919
MyGrants@Columbia.edu

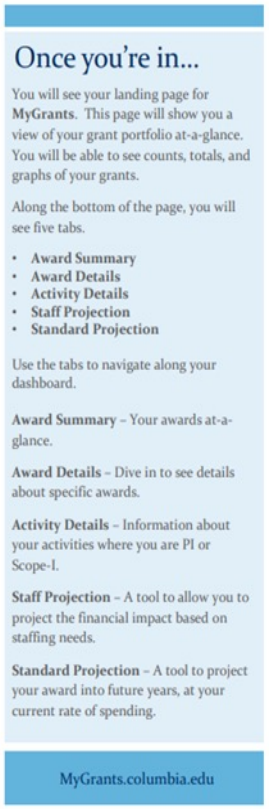
MyGrants Guide

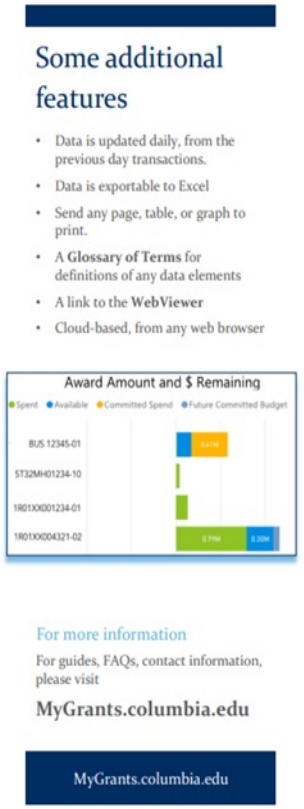
https://mygrants.columbia.edu/sites/default/files/content/MyGrants%20tri-fold%20-%2020180322.pdf











Data Security

Data Security - simply put, methods to keep electronic information and the "endpoints" or systems that access, transmit, store and/or process this information (computers, phones, tablets, servers, medical equipment, etc.) protected.

http://www.cumc.columbia.edu/it/getting_help/research.html

https://secure.cumc.columbia.edu/cumcit/secure/policy/data.html

Important Links

Office of the Executive Vice President for Research: http://evpr.columbia.edu/

Office of Postdoctoral Affairs: http://postdocs.columbia.edu/

Office of Sponsored Projects Administration: http://spa.columbia.edu/

- Quick Guide to Research: http://evpr.columbia.edu/content/quick-guide-research

Human Research Protection Office and IRBs: https://research.columbia.edu/human-research-protection-office-and-irbs

Funding and grantsmanship for research and career development activities (Slides)

- A course for graduate students, post doctoral fellows/scientists, new investigators, faculty, & administrators: http://grantscourse.columbia.edu/

Important Links (cont.d)

NIH website

Advanced Funding Opportunities & Notices Search:
http://grants.nih.gov/grants/guide/search_guide.htm

RFA announcements:
https://grants.nih.gov/grants/guide/search_results.htm?year=active&scope=pa

Program announcements:
https://grants.nih.gov/grants/guide/search_results.htm?year=active&scope=pe

Grants.gov:
https://www.grants.gov/web/grants/search-grants.html?keywords=opportunities

NIH New investigator website:
http://grants.nih.gov/grants/new_investigators/index.htm

COLUMBIA UNIVERSITY | MAILMAN SCHOOL of PUBLIC HEALTH

ADMINISTRATION

Recruiting & Hiring

Administrative Recruitments (Officers of Administration)

Please consult the Department Human Resources administrator. General guidelines at hyperlink:
Administrative Recruitment Guide

Appointments (Officers of Instruction, Research, and Student Officers)
There are several types of appointments at CUIMC and each is covered in this section, as follows:

1-1 Appointment of Officers of Instruction
1-2 Appointment of Officers of Research
1-3 Appointment of Student Officers

https://www.ps.columbia.edu/administration/academic-affairs/faculty-affairs/transactions-manual/1-appointments

Mandatory Training & Development -- Officers

http://hr.columbia.edu/links-especially/officers/compliance-training/anti-harassment-discrimination-and-title-ix-training

Anti-Harassment, Discrimination and Title IX Training

Columbia University is committed to providing a learning, living and working environment free from unlawful discrimination and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members. Maintaining a workplace free from discrimination and harassment supports the academic and research mission of the University by ensuring all members of our community can contribute to their fullest potential.

The online training course, *Columbia University Anti-Harassment, Discrimination and Title IX Training*, was developed in accord with Columbia's Employee Policies and Procedures on Discrimination, Harassment, Sexual Assault, Domestic Violence, Dating Violence and Stalking, and is a requirement of employment for Administrative Officers and Support Staff at the University.

The University's old training course, Doing the Right Thing has been replaced. All new employees, as well as those who are due to renew their training, are required to take the *Columbia University Anti-Harassment, Discrimination and Title IX Training* course.

Columbia University Anti-Harassment, Discrimination and Title IX Training (AHDT)

**To access the Anti-Harassment, Discrimination and Title IX Training course, you must receive an email from Columbia University (admin@lawroom.com) notifiying you that you are due to take the training.*

Questions?

Please contact the HR Service Center at 212-851-2888.

Monday, Tuesday and Thursday 9:00 a.m. to 5:00 p.m.
Wednesday 9:30 a.m. to 5:00 p.m.
Friday 9:00 a.m. to 4:00 p.m.

You can also submit an incident using the online ServiceNow tool.

COLUMBIA UNIVERSITY | MAILMAN SCHOOL of PUBLIC HEALTH

PROFESSIONAL DEVELOPMENT

YOUR Career Development

Faculty Mentoring

Developmental Review (4th year)

Criteria for Advancement by Academic Focus

Faculty Mentoring

The Mailman School is committed to helping faculty to develop their skills and capabilities. The School's mentoring program is designed to enhance the career success of junior faculty. We view mentoring as foundational to creating an inclusive and supportive scholarly community in which faculty succeed.
Overview

Under Dean Fried's leadership, the School has developed a comprehensive mentoring program for junior faculty. The program is intended to complement and formalize existing departmental efforts. An essential part of this process is the role faculty play as guides for the next generation of scholars.

The Mailman School's mentoring program is designed to enhance faculty performance through the following steps:

- Goal setting
- Regular assessment of progress against defined goals, and
- Effective feedback in the context of a constructive relationship

https://www.mailman.columbia.edu/information-for/teaching-learning/faculty-mentoring

Developmental Review

The fourth year review is a developmental review. The objectives are to review the individual's progress and to make recommendations concerning how his or her chances for promotion might be improved.

The following faculty members should be reviewed:

- Assistant Professors and Associate Research Scientists who are in their fourth year.
- Tenure-track faculty members, regardless of rank, who are in their fourth year. This review is required by the Faculty of Health Sciences.

The review should take place at the beginning of the individual's fourth year. Initial appointment as Instructor or a full-time scholarly or research leave for one semester will automatically exclude one full year of appointment from the accumulation of counted service. No more than one full year of appointment may be excluded in this manner.

In most cases a two person committee will review the faculty member. The committee may consist of the individual's Department Chair or Center Director, who may chair the committee, or other senior faculty members from the department, appointed by the Chair/Director. For individuals also holding appointments in related Institutes or Centers (e.g., Institute of Human Nutrition, Sergievsky Center) or for individuals who do most of their work in another Department (e.g., Psychiatry), the MSPH Chair may ask the other Department Chair or the Center/Institute Director to serve as an additional member of the committee.

The fourth year review will be an internal review and no outside letters will be solicited. Individual members of the review committee are free to consult informally with outside colleagues to assist in reaching their own conclusions with regard to peer recognition, but no outside comments will be incorporated in the final report.

Although the relative importance of the different faculty tasks vary by the title the individual holds, the central functions of faculty members at the Mailman School are: research, teaching, and public health service (activities affecting the health of the public). Therefore, the candidate's performance in the applicable areas will constitute the major evidence upon which the review will be based. However, other services and contributions to the School, University, and professional community will also be recognized and reviewed.

CRITERIA FOR ADVANCEMENT BY ACADEMIC FOCUS FOR AT CUIMC FACULTY

Mailman School of Public Health guidelines for appointments and promotions generally represent the minimal level of achievement expected before a faculty member will be considered for promotion or hire. The intention in presenting these guidelines is to help faculty in considering their own trajectory and achievements against a set of commonly understood expectations.

Full document hyperlink: Criteria for Advancement

Tenure Review Guidelines

Appointments to tenure are made in the grades of professor and associate professor following the process of peer review. Consideration for tenure begins with an evaluation by the Faculty in which the officer will serve followed by review of Mailman's Committee on Appointments and Promotions (COAP). If the results of that evaluation are positive, the dean submits a nomination to the CUIMC COAP. With their approval the nomination goes to the University Tenure Review Advisory committee (TRAC). is positive and the Provost concurs, or if the Provost decides not to accept a negative recommendation by the committee, the nomination is forwarded to the President. Upon approval by the President, the nomination is presented to the Trustees, who make the final decision on all appointments to tenure.

http://www.columbia.edu/cu/vpaa/handbook/instruction.html#tenureappointments

COLUMBIA UNIVERSITY | MAILMAN SCHOOL of PUBLIC HEALTH

WORK/LIFE

Office of Work/Life

Columbia University's Office of Work/Life fosters the well-being of the Columbia community and its people in their pursuit of meaningful and productive academic, personal and work lives.
https://worklife.columbia.edu/

Wellness

https://worklife.columbia.edu/content/wellness

Housing and Relocation

https://worklife.columbia.edu/housing-relocation

Child Care & Schooling

https://worklife.columbia.edu/content/child-care-schooling

Adult & Elder Care
https://worklife.columbia.edu/content/adult-and-elder-care

Faculty Parental Leave

Effective January 1, 2018, the four schools of Columbia University Irving Medical Center (the College of Physicians and Surgeons, the Mailman School of Public Health, The College of Dental Medicine and the School of Nursing) will implement a pilot program that will make available a parental leave benefit to provide up to 13 weeks of paid parental leave.

There are three eligibility requirements for parental leave in addition to holding an appointment in one of the four CUIMC Schools. An officer must:

- be a full-time officer of instruction;
- hold an appointment with one of the following titles:
  - professor, professor at CUIMC, associate professor, associate professor at CUIMC, or assistant professor, assistant professor at CUIMC; instructor or instructor at CUIMC
  - senior lecturer, lecturer, or associate, provided that the faculty member has taught full-time at the University in one of those two ranks for at least two years; and
- be primarily responsible for the care of a newborn child or a newly adopted child of less than school age or, if the child is disabled or meets New York State's legal definition of "hard-to-place," less than 18 at the time the leave begins. For the purpose of this policy, an officer is the "primary parent" if he or she is a single parent or, where there are two parents, if the other is working full-time or is enrolled as a full-time student. Faculty may employ a day-care provider and still qualify as the primary parent. When both parents work at the University, only one may be considered the primary parent at any given time.

Eligible faculty members will be entitled to parental leave for up to 13 weeks at full salary. The period of parental leave must begin within the first year after the birth or adoption of the new child but may continue beyond that year. However, parental leave beyond the paid 13 weeks must be taken as unpaid leave according to current university policies.

https://www.ps.columbia.edu/administration/academic-affairs/policies-tools-and-resources/cuimc-faculty-parental-leave-policy

Things to do…

The Best 10 Restaurants

https://www.yelp.com/search?cflt=restaurants&find_near=new-york-presbyterian-hospital-columbia-university-medical-new-york

Local Attractions

http://www.cumc.columbia.edu/pediatrics/education-training/local-attractions

Columbia University Events

https://events.columbia.edu/cal

Miller Theatre (Columbia University School of the Arts)

https://www.millertheatre.com/

Employee Perks & Discounts

Columbia University faculty and staff may take advantage of special pricing on a range of goods and services for work and/or personal use—from consumer electronics, to hotels, to event tickets. In most cases, you only need to present your University ID or follow the link provided on this page. Information and instructions are included with each

https://humanresources.columbia.edu/discounts