# Faculty Welcome Meeting Follow-up Email - Template

After the welcome meeting is complete use this template to send a follow-up email to the faculty member. Please copy the designated Office of Academic Affairs liaison for your department on the email.

Dear Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Thank you for meeting with me today. As you continue to settle in to our department, I hope that you will feel free to contact me with any questions you may have regarding the management of your faculty position in the Perelman School of Medicine. As a follow-up to our conversation, below you will find links to the important websites & on-line applications which I touched upon during our meeting and a few other helpful resources. Please bookmark or save these important resources for your continued reference. You may also contact the Office of Academic Affairs [facaffrs@pennmedicine.upenn.edu](mailto:facaffrs@pennmedicine.upenn.edu) with any questions that might arise about expectations or strategies for success on your track. I look forward to working with you.

**Office of Academic Affairs**  
<https://www.med.upenn.edu/oaa/>

**Career Track Development**<https://www.med.upenn.edu/oaa/faculty-career-development/career-development/>  
*(Click on your track for Getting Started, Preparing for Reappointment & Promotion, & other important resources)*

**Guidelines for PSOM FEDS Formatted CV & Bibliography Definitions**<https://www.med.upenn.edu/oaa/faculty-affairs/cv-guidelines.html>

**Instructions for Managing Your Faculty Profile and Online Presence**<https://www.med.upenn.edu/oaa/online-presence.html>

**Teaching Activities Workbook**<https://www.med.upenn.edu/oaa/assets/user-content/docurepo/EXT00266%20-%20Workbook%20for%20Tracking%20Teaching.xlsx>

**Perelman School of Medicine Guidelines for Defining and Quantifying Teaching and Educational Effort**

<https://www.med.upenn.edu/oaa/assets/user-content/documents/Teaching/Defining%20and%20Quantifying%20Teaching%20and%20Educational%20Effort.pdf>

**Onboarding for Teaching Program – Required Coursework**<https://www.med.upenn.edu/oaa/faculty-career-development/onboarding-for-teaching.html>

**Professional Development Workshops, Courses, and Initiatives** <https://www.med.upenn.edu/oaa/faculty-career-development/initiatives/>

**Online Applications -** **FEDS (CV & Grants Management) & TED (Teaching Evaluation Database)**

<http://my.med.upenn.edu/>

## Additional Resources for Researchers

**Office of Clinical Research (Required Training Information)**<http://www.med.upenn.edu/ocr/faculty.html>

**Overview of Research Resources at Penn Medicine**<http://www.med.upenn.edu/research/>

**Children’s Hospital of Philadelphia Research Institute**  
<https://www.research.chop.edu/>

**Office of Academic Affairs**Perelman School of Medicine at the University of Pennsylvania   
295a John Morgan Building   
3620 Hamilton Walk

Email: [facaffrs@pennmedicine.upenn.edu](mailto:facaffrs@pennmedicine.upenn.edu)