

New Admin Basics

Need help? Start here.

The Basics

Our office is responsible for the paperwork and administration of academic appointments. We cover:

- Faculty
- Non-Faculty Academics
- Visitors or individuals who are not employed by Dartmouth College, Dartmouth-Hitchcock Medical Center, or elsewhere but require an academic appointment to do research or work in a lab (like Visiting Scientists)

The Tools

There are several websites and tools you will need access to if you are tasked with managing the academic appointments and academic hiring. If you do not have access, please ask our office to get it! Also, we are *always happy* to provide you with a 1:1 zoom meeting to go over these tools.

Please ask!

- DAB Forms on SharePoint
- Interfolio
- Faculty Dashboard

More Basics

We also provide support, guidance, and authorize certain components of faculty searches. Guidelines are different between College searches and DHMC searches, and there are different types of faculty hires. You should familiarize yourself with the following:

- Tenure-Track / Tenure-Line Faculty
- Academic Medical System Faculty
- Adjunct / Clinical Faculty

What's Next?

Once you've covered this basic review and got access to the sites & tools you'll need - there's more to learn!

- Academic Appointments, Promotions and Titles Document
- Focus on learning more about the kinds of roles you'll be interacting with. AMS Faculty for DHMC, Non-Tenure and Tenure-Track for the College.
- Standard Appointment Terms
- Reappointment Cycle - Begins January of every year
- Who's your backup? If you're not the only one working with faculty documents, share this and let us know.

