New Faculty Announcement and Website Bio Process

Process Outputs:

- New Faculty Announcement (sent by DOM OFAD to all DOM paid faculty)
  - see attached image #1 at end of document for an example
- Faculty Website Bio Page (published on the DOM website)
  - see attached image #2 at end of document for an example

Process Inputs:

- New Faculty Announcement/Bio Google Form Submission
- Faculty Portrait

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<thead>
<tr>
<th>Timeline</th>
<th>Task</th>
<th>Key Individuals</th>
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<tbody>
<tr>
<td>~1 month prior to hire</td>
<td>1. Andrew Ridley sends notification of common paymaster hire to DOM Admin (Cindy W. and Kate).</td>
<td>Andrew, Cindy W., Kate</td>
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<td>2. Cindy West documents start date for new faculty to publish bio page on Division website.</td>
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<td><strong>NOTE:</strong> Div Admins no longer need to communicate info about new faculty hires directly to Cindy W.</td>
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<td>3. Kate pre-fills New Faculty Announcement &amp; Bio Form, sends the unique link to Division Administrator</td>
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<td>~1 week prior to hire</td>
<td>1. Division Administrator (or designee) fills in the remaining fields of the New Faculty Announcement &amp; Bio Form and clicks “submit” button included at the end of the form.</td>
<td>Division Administrator (or designee), Sabrina Porter</td>
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<td><strong>NOTE:</strong> Please do not request the new faculty member to complete the form. Some questions may require consulting with them, but they will not be able to answer all the questions themselves. Please do not send the form directly to them.</td>
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<td>2. Red Carpet prompts new faculty to contact Sabrina Porter (<a href="mailto:sporter@umn.edu">sporter@umn.edu</a>) directly to schedule portrait session. Portraits must be taken within four days of start date.</td>
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| 1. Faculty person meets with Sabrina in VCRC 118 to get his/her portrait taken.  
2. Sabrina edits photos and emails to faculty for final photo selection/approval. If Sabrina does not get a response within two days, she will choose the best photo.  
3. Sabrina/Cindy create bio and publish it on the Division website.  
4. Kate creates New Faculty Announcement and e-mails it to all DOM paid faculty. (Divisions with multiple faculty starting around the same time will have multiple faculty “lumped” in one announcement email.) |

**NOTE:** Future New Faculty Announcements will be sent within a week of the start date.
Image 1 – New Faculty Announcement (as it appears in email)

University of Minnesota

Department of Medicine

Office of Faculty Affairs & Diversity

Dr. Alison Galdys, MD
Assistant Professor
Division of Infectious Diseases and International Medicine

galdys@umn.edu | 612-624-6131

Dr. Galdys earned her Doctor of Medicine at the University of Minnesota Medical School, and she completed her residency at the University of Pittsburgh Medical Center.

Research
Infection reporting and accountability

Clinical
Infectious diseases

Teaching
Infection prevention
Alison Galdys, MD
Assistant Professor, Division of Infectious Diseases and International Medicine

Summary

Dr. Galdys graduated from the UMN Medical School and completed a combined residency in Internal Medicine and Pediatrics at the University of Pittsburgh Medical Center. She entered fellowship in Infectious Diseases with a research focus in the molecular epidemiology of Clostridium difficile. She served as both Assistant Medical Director of Infection Prevention and Clinical Assistant Professor of Infectious Diseases at UPMC. Dr. Galdys will hold a MPH in Infection Prevention Medical Direction.

Expertise

Infection reporting and accountability; outbreak detection; hospital preparedness for emerging pathogens; Legionella prevention, and antimicrobial stewardship; patient care; clinical education.

Awards & Recognition

- Delegate, IDSA/DISA ResearchCares Meeting
- Fellow, American Academy of Pediatrics
- Chief, ID fellowship program
- Chief Resident, Internal Medicine/Pediatrics Residency Program

Research

Research Summary/Interests

Infection reporting and accountability; outbreak detection; hospital preparedness for emerging pathogens; Legionella prevention, and antimicrobial stewardship

Clinical

Clinics

- Delaware Street Clinic (Infectious Disease/HIV Clinic)

Clinical Interests

Infectious Diseases