

**College of Pharmacy
Office of Graduate Programs
Best Practices Implementation Plan**

1. Recruitment and Admission
 - Use of Annual Research Showcase as a forum for recruiting
 - Inclusion of graduate faculty and current students in the recruiting process
 - Use of Salesforce to track applicants, analyze trends/reports, assess effectiveness
 - Outreach to assure we have a diverse applicant pool including use of SURF
 - Departments will provide applicants with departmental-specific information on research and funding opportunities. Personalized communications with the applicants is encouraged to foster a positive relationship with potential high-quality students.
 - Graduate Programs staff will communicate with applicants throughout the application process, maintain organized admissions records, and be responsible for executing the administrative duties for the selection/offers/funding/processing of all admissions to the program.

2. Orientation at College level to include:
 - An overview of Graduate Programs services to student
 - College level required courses and College activities
 - Introduction to the COP graduate council and the student reps
 - Department handbooks with required courses, milestones, specific timelines or deadlines, etc.
 - Opportunity to meet with grad coordinators and graduate reps
 - Process for addressing concerns and grievances as well as resources available on campus related to wellness (mental health and physical health)

3. Advising at the College level through the Intro to Graduate Studies course taken in the first year, which will include:
 - Overview of mentee/mentor roles
 - Students learning about and creating a new IDP
 - Role of committees
 - Introduction to research ethics
 - Topics including grants, presenting data, leadership and professionalism

4. Advising/mentorship/monitoring progress
 - Mentoring is a key component of graduate training. Graduate coordinators are responsible for ensuring that all students in the department receive mentorship.
 - An advisor (which may be the dept. graduate coordinator) must be identified for each student in the first year and meet with them once per semester in the Fall and Spring
 - By no later than the midpoint of the fifth semester, students should have a committee of at least 3 members formed to serve as their supervisory committee. Students are strongly encouraged to complete this step by the end of the fourth semester. Refer to the departmental handbook and/or milestone document in your home department for additional specific requirements that may be applicable to your concentration.
 - Committee meetings should occur no less than once per academic year, with a strong recommendation to meet twice per year, to review student progress and their IDP and career progress, and provide guidance.

- Annually, the student will update their IDP and do a self-evaluation. The advisor must complete an annual evaluation and meet with the student to review this evaluation by the end of the Spring term each year.
 - Tracking of progress at program level by Graduate Programs staff, using committee forms and annual evaluation forms.
 - Encourage and reward faculty participation in training in mentorship
5. Professional development
- Graduate programs staff will inform students of career development opportunities through the CTSI office of Biomedical Career Development, the Graduate School and the Office of Career Development
 - The College will provide opportunities for students to meet with visiting scientists.
 - The College will offer mentored teaching opportunities for interested students
 - The College will provide structure and policies for internships with industry and regulatory agencies
6. Postgraduate Contact Information
- Exit interviews to be completed by student upon graduation from program
 - Exit interview information entered into GIMS and Salesforce for tracking
 - Graduate Programs staff will annually review and update Alumni Affairs' records
7. Conflict Resolution
- Process: In the event that a conflict arises between the student and faculty, the following procedure should be followed:
 - i. The student and faculty member should attempt to work out the issue. If necessary, the issue can be brought to the Supervisory Committee for resolution.
 - ii. If a resolution cannot be reached within the Supervisory Committee, the departmental Graduate Coordinator should be asked to facilitate. The Department Chair may also serve in this role.
 - iii. The student can bring the issue to the attention of the Associate Dean of Research and Graduate Education directly if either a resolution cannot be found at the departmental level or if the student would prefer to work with a facilitator from outside the department.
 - iv. If resolution cannot be reached through the internal College of Pharmacy process, the student should contact the UF Office of the Ombudsman for further guidance.
 - Student Expectations: Graduate students must assume primary responsibility for their progress within the degree program. This includes, but is not limited to, maintaining a respectful and professional demeanor, committing to ethical academic and research standards, and being knowledgeable about UF and COP rules, regulations, and procedures.
 - Faculty Advisor Expectations: All faculty should strive to enhance the academic and professional development of all graduate students. Faculty members serving in an advisory role, both as a faculty advisor or a committee member, are expected to provide mentorship in research practices, ethics, and career preparation in a respectful and professional manner.