

To: All Full-Time Faculty
From: The Office of Academic Affairs
Date: 12/8/2025
RE: Announcing the Faculty Foundations Course

Beginning January 2026, the Perelman School of Medicine Office of Academic Affairs will offer Faculty Foundations, a course that provides information and skills-based practice to support success at reappointment and promotion, promote a healthy and safe environment for learners and interdisciplinary teams, and contribute to a feedback-rich culture.ⁱ

Assistant Professors on all four full-time faculty tracks, Academic Clinician, Clinician Educator, Research, and Tenure, are *required* to complete Faculty Foundations. The course is also *highly recommended* for new faculty appointed at the rank of Associate Professor or Professor.

At the conclusion of the course, faculty will receive an email with a completion certificate. We recommend you save a copy of the certificate for your records. For faculty at the rank of Assistant Professor, this certificate must be included in their first reappointment dossier.

[Faculty Foundations can be accessed at any time via Canvas.](#) For faculty without a Canvas account, one can be created by emailing Canvas Support (see below) your name, email, and pennkey.

Faculty Foundations Course Components include the following:

- **Module One:** The Digital Welcome - provides essential information for remaining in good standing as a faculty member at the Perelman School of Medicine. (~45 Min)
- **Module Two:** Fostering Healthy, Safe, and Productive Environments for Your Learners and Team. (~20 Min)
- **Module Three:** Designing Goals and Objectives for Your Learners and Team. (~20 Min)
- **Module Four:** The Art of Providing Effective Feedback to Learners and Your Team (~30 Min)

This program replaces the [Onboarding for Teaching Program](#).

Contacts

- Office of Academic Affairs: PSOM-OAA@upenn.edu
- Canvas Support: canvas@pobox.upenn.edu

ⁱ Faculty Foundations also enables the Perelman School of Medicine to meet standards set by the Accreditation Council for Graduate Medical Education and the Liaison Committee for Medical Education.