How an employee is treated when starting a new job makes a lasting impression. A strong, interactive orientation is an important first step in developing commitment and cooperation.

Your new faculty member will be given a great deal of information from a variety of sources, including New Faculty Orientation, and any formal or informal training your department or area requires. The greatest impact, however, will come from you and the new faculty members’ colleagues. An important responsibility you have as a department or area leader is to make the new faculty member feel welcomed and valued, to provide the tools needed to properly carry out the duties of the new job, and to convey a positive, realistic view of your department and area and the college as a whole.

You can make the new faculty member’s first days a positive experience by providing a thorough and well-prepared transition. It will prove to be well worth the time and effort you put into it. By minimizing any confusion, a natural reaction when a person enters a new environment and situation, you enhance and accelerate the new faculty member’s ability to transition into his or her new position and serve our students. The result will be a committed, effective faculty member and greater productivity for your department or area.

The checklist that follows has been prepared to assist you in remembering the many details of an effective on-boarding process. Some of the tasks may be assigned to colleagues, office support staff, or conducted with other similar departments or those departments located in the same building. Be creative and collaborate with each other to make this experience collegial and engaging!

PRIOR TO FACULTY MEMBER’S FIRST DAY

- Prepare assigned office or workstation and stock with basic supplies, as appropriate.
- Respond to Information Technology’s request for technology resources so passwords and accounts may be prepared.
- Inform department staff of the new faculty member’s expected arrival.
- Plan an afternoon “orientation” for your new faculty member(s) using the list below. If the faculty member is not local, you will obviously have to wait until he or she arrives in the area. Invite (do not require) the faculty member to visit the department at a time when other department members might be around to help with some of the tasks or at least be introduced. Make the visit a welcoming experience!
FACULTY MEMBER’S OFFICE VISIT
Some of these tasks may be accomplished through e-mail before or after the office visit. Some College procedures require waiting until the faculty member begins employment, e.g., passwords, keys, so please make sure the requests are in place and the faculty member knows when to expect them.
Ideally, everything on this list should be accomplished by the Friday before Professional Week.

- Show the employee to his or her office or workstation. Provide a secure place to store personal belongings.
- Provide desk and door keys. Order applicable building keys and/or security access cards.
- Provide computer passwords, set up phone voice mail system.
- Show the department office and resources (copier, supplies, mailboxes, coffee area, first aid supplies, etc.).
- Give a building tour (emergency exits, evacuation plan, water fountains, restrooms, elevators, and AED and fire extinguisher).
- Conduct a campus tour.
- Provide the following information:
  - Name, office location, and phone number of immediate supervisor
  - Person and phone number to call if unable to report to work
  - Work schedule (classroom, office hours, committee or other responsibilities)
- Introduce the new faculty member to the other employees in the department. Identify a contact person within the department who will assist the employee and respond to questions. Provide him or her with a list of important contacts in other departments.
- Provide the new faculty member with copies of your department/division operating manuals, procedures, and work samples, or point out how they can be accessed for review (as appropriate).
- Discuss office procedures as they relate to reporting sick or personal leave, housekeeping or maintenance requests, etc.
- Provide a developed syllabus for the new faculty member’s use to compare with the template as he or she develops syllabi for assigned classes.
IN THE FACULTY MEMBER’S FIRST MONTH (Deans and Chairs)
Deans and chairs should work together to make sure the following tasks are completed; some topics might be better handled by the dean and others by the chair.

- Meet to monitor transition and answer questions.
  - Discuss how the new faculty member is adjusting to teaching at MC, and developing relationships with colleagues.
  - Counsel the employee concerning how she or he is doing on a regular basis.
  - Develop and/or review performance goals in preparation for the annual performance evaluation.

- Discuss MC2020 and its foundation for your division goals, the academic master plan, preparation for Middle States, and Achieving the Promise.

- Have a discussion about work expectations
  - ESH definition
  - Expected service to college outside of classroom

- Review the organizational chart (received during NFO). Provide an overview of the department/area/unit/division, explaining who does what, how it affects your department and the college as a whole, and the new faculty member’s role.

- Verify that the new faculty member completed all Orientation required online training:
  - Learning Outcomes
  - Environmental Safety (for faculty members who teach laboratory classes)

- Check with new faculty member if he or she has begun the required ELITE Academy class for current semester.

- Remind new faculty member of college required training that must be completed within the first year of employment:
  - ADA for Students, “In Their Own Shoes” (online)
  - Emergency Procedures Review (online)
  - FERPA (online)
  - Title IX (online)
  - Multicultural Diversity Class (classroom or online)

- Remind new faculty member about the faculty evaluation process (presented during NFO).