

Policy on Orientation of New Full-Time Visiting Faculty Members

A. Orientation

In the first year full-time faculty members new to HSB are provided with a year-long orientation program.

B. Initial activities

Attendance is required at the following orientation activities at the beginning of the academic year:

1. New faculty orientation conducted by Human Resources;
2. University-wide orientation for all new faculty members;
3. Meeting with the ADAA for a review of HSB policies and procedures;
4. Center for Teaching and Learning (CTL) Faculty Development Day

C. Ongoing activities

Throughout their first academic year engagement in the following activities is expected:

1. Attend two to three (2-3) CTL offerings per semester in addition to items 2 and 3 of this subsection;
2. Attend CTL Faculty Development Day in January;
3. Attend CTL Faculty Development Day in May;
4. Attend as these become available, training or updates related to FERPA, Title IX, Active Shooter, Safe Zone, etc.; and
5. Other activities as determined by the department chair.

New faculty members are also asked to take advantage of the following activities:

1. Observations of teaching by other HSB faculty members;
2. Sit-in on the critical thinking course's class meetings (first semester); and
3. Sit-in on GCAC or UCAC meetings, as time permits and agenda items are of interest.