COLLEGE *for* Creative STUDIES

New Faculty Departmental Orientation

New faculty are strongly encouraged to attend New Faculty Orientation at the start of their first semester. This event offers information on College policies, the institution's learning management system, and foundational training in pedagogy. Individual departments are responsible for providing a more comprehensive and discipline specific orientation for their new faculty and repeating much of the information offered at New Faculty Orientation to ensure its reception. An inventory of areas to be covered in the department orientation are offered below.

Department Expectations

Department meeting attendance	
Monthly reporting of classroom and professional activities	
Missing classes/Substitute Policy/Make up classes	
Attendance policy	
Responsiveness to students (via email, on Blackboard, requests for meetings, etc.)	
Department events (reviews, lectures, exhibitions, etc.)	
Faculty and Student Development and Visiting Artists requests	
Field trips	
Workload expectations (for both faculty and student)	
Student work archiving	
Department-specific policies and forms	
Check out procedures for department-owned resources	
Faculty expectations and evaluation procedures	
Student mentoring	
Research oversight - Institutional Review Board	
Faculty Assembly purview and invitation to participate	

Curriculum/Course Management

ILO, PLO, and CLO review	
Consideration of program's curricular grid	
Syllabus creation, including schedule	
Developing assignments and rubrics	
Departmental yearly assessment goal	
Workload expectations (for both faculty and student)	
Bookstore ordering of textbooks and student supplies for purchase	
Classroom management	
Providing feedback (critiques, grading, etc.)	
Making changes to schedule or assignments	
Working with Academic Facilities (if applicable)	
Working with the Library on course reserve material	

Working with IA on sponsored projects (if applicable)	
Model coordination (if applicable)	
Student course evaluations	
Check out procedures for department-owned resources	
Faculty expectations and evaluation procedures	

Technology

Blackboard (Department AND course page, making course available, uploading documents, announcements, grading, etc.)	
WebAdvisor (grading and attendance)	
Google (email, calendar, Drive)	
Department social media sites	
Career Development portfolio site	
Technology for the classroom (what exists in the room, where to find additional)	
Helpdesk	

Student Concerns

FERPA	
Academic Advising and Registration	
Student Success	
Student Assembly/Student Advocate	
Office of Institutional Equity and Inclusion	
Referrals/alerts for missing classes and academic or emotional health-related issues	
Grade Changes/Incompletes	
Academic integrity concerns	
Grade disputes	
Student Assembly/Student Advocate	

Department Office Information

Desk location	
Phone list	
Office supplies	
Bookstore purchasing	
Keys (if applicable)	
Building hours/24-hour access availability	
Traveling between Ford campus and the Taubman	
Ordering studio supplies	
Physical mailboxes (if applicable)	

Timeline for First Semester

Syllabus due date	
Blackboard course availability	
Midterm grading	
Classroom Observation completed	
Drop dates	
Final grading	

Performance Evaluation completed	
Student course evaluations	
Review dates for sponsored projects (if applicable)	
Mentoring meetings with Chair or full-time faculty (not required, but strongly encouraged for new faculty)	