MONTANA STATE UNIVERSITY
COLLEGE OF NURSING

POLICY # E-3: PROCEDURE

TITLE: ORIENTATION OF NEW FACULTY

PROCEDURE:
1. Orientation procedures
   a. Campus Director Responsibilities

   When the new faculty member arrives on campus, the Campus Director (or their delegate) will:

   1) Facilitate the "getting settled" process
      --Order name pin
      --Assign office space
      --how to access email via internet
      --Arrange tour of campus facilities, e.g., library, bulletin boards, etc.
      --Map of community and campus
      --Orient to telephone system, video conference system
      --Schedule meetings with new faculty as needed

   2) Orient to the CON
      --Review Policies/Procedures-
         A-5 College of Nursing Position Descriptions
         A-46 Professional Appearance Policy
         A-11 Faculty/Student reporting of Unusual Incidents
         A-32 Student Communicable Diseases Prevention Policies
         A-14 Production and Distribution of Course Materials
         E-1 Evaluation of Faculty for Formal and Annual Reviews
         A-20 Faculty Communicable Disease Policy
      Review additional policies as needed on the CON Policy and Procedure website
      --How to access the following information:
         College of Nursing New Faculty Orientation
         Montana State University Faculty Handbook
         College of Nursing Policy and Procedures
         Graduate Handbook
         College of Nursing Office of Research and Scholarship
         Employment benefits information and personnel forms
         Letter of Appointment
         Tenure Track or Non-Tenure Track Collective Bargaining Agreements

   3) Orient to faculty/educator/researcher roles
      --Recommend new faculty receive “Eleven Tips for a New College Teacher” (Mann, 2004)
      --Assign mentor(s) (local, clinical specialty person)
      --Assist in developing goals and objectives (first month)
      --Discuss Annual and Retention Review, including sources of data
      --Discuss role boundaries (faculty/student relationships)
      --Discuss expectations regarding office hours and meeting attendance
      --Assist new faculty to prepare for general faculty meetings-travel forms/reservations, transportation
      --Discuss sick leave guidelines, including clinical coverage
--Discuss committee participation
--Discuss advising role
--Curriculum overview
--Discuss research expectations if applicable
--Explain how to order books and instructional materials
--Inform about resources available for preparing instructional materials—Identify clinical agencies and resource people. Review agency contracts and Letters of Agreement
--Computer services information (testing services, research, etc.)

b. Faculty Affairs Committee Responsibilities

1) Review and revise the new faculty orientation procedure annually.
2) Review and revise new faculty orientation CON website based on faculty evaluations annually.

The following will be posted as links:
--Undergraduate plan of study
--Graduate plan of study
--Faculty organizational structure
--Faculty governance
--Staff resources available from Bozeman campus
--Strategic Plan
--Faculty List
--Acronym List
--Degree Works (advising website found under my info)
--College of Nursing Office of Research and Scholarship
--Syllabus Language
--Welcome introduction videos

Dean, College of Nursing
Associate Dean for Undergraduate Programs
Associate Dean for Research and Graduate Education
Campus Directors
Faculty President
FAC Chair
Information Technology Resources (link to IT Helpdesk)
CON Information Technology Coordinator
University Faculty for Faculty Excellence
Library Resources

Welcome video from the Dean of the library
Library map and information from library
Accessing the MSU library and other library resources from all campuses