

Orientation of New Faculty to MSU College of Nursing by Campus Director	
	Assign office space
	Provide name pin and door plate
	Provide tour of campus facilities
	Orient to the College of Nursing Resources for Faculty and Staff webpage
	Orient to telephone, email, cloud storage and videoconferencing tools
	Orient to email
	Orient to cloud storage
	Orient to videoconferencing tools
	Orient to Library Calendar for software training
	Orient to faculty workshops for online learning management system
	Orient to MSU academic and term calendar
	Provide Degree Works and Advising training
	Orient to Activity Insight and annual evaluation procedure
	Orient to MSU Student Conduct Manual
	Explain Clinical Contract Procedure
	Introduce New Faculty to faculty who teach like courses on other sites
	Explain Common Course Meetings
	Explain procedure for ordering new textbooks and contacting text book representatives
	Facilitate Transfer of course materials and syllabi from former faculty to new faculty
	Arrange tour of relevant clinical facilities
	Provide contact information for setting up clinical experiences at clinical facilities
	Arrange for new faculty attendance at MSU New Faculty Orientation
	Orient to MSU's Center for Faculty Excellence Webpage
	Recommend working toward a "Teaching Learning Certificate" through the Center for Faculty Excellence
	Recommend signing up for the New Faculty Mentor program via the Center for Faculty Excellence
	Assign an experienced faculty for mentoring