

**MONTANA STATE UNIVERSITY
COLLEGE OF NURSING**

POLICY # E-3: PROCEDURE

TITLE: ORIENTATION OF NEW FACULTY

PROCEDURE:

Orientation procedures

1. Campus Director responsibilities in orienting new Faculty are outlined in Campus Director Position Description.
2. When the new faculty member arrives on campus, the Campus Director (or their delegate) will:
 - a. Facilitate the attendance at Montana State University new employee orientation for all new faculty hired at ≥ 0.5 FTE.
 - b. Facilitate the faculty orientation to both Montana State University and the College of Nursing.
 - i. Utilize the College of Nursing website to work thru the process of new faculty orientation.
 - ii. Assist new faculty to work thru all items listed on the “New Faculty Orientation Checklist” which is linked on the College of Nursing’s Faculty and Staff Resources web page.
3. Faculty Affairs Committee Responsibilities:
 - a. Review and revise the new faculty orientation checklist annually (located on the CON Faculty and Staff Resources web page).
 - b. Review faculty orientation procedure annually and revise as needed.