ORIENTATION OF NEW FACULTY TO MSU COLLEGE OF NURSING

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| Orientation of New Faculty Educators to MSU College of Nursing  (No previous teaching experience) | |
|  | Understand what is an MRO and verbage for syllabi from MSU. |
|  | MSU CON Structure, 5 campus system, etc. |

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| Orientation of All New Faculty to MSU College of Nursing  by Campus Director | |
|  | Campus Director and New Faculty to complete this checklist within 3 months of hiring.  Date beginning Orientation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ORIENTATION TO FACILITY | |
|  | Assign office space |
|  | Provide name pin and door plate |
|  | Provide tour of campus facilities including Support Staff offices and personnel |
|  | Arrange tour of relevant clinical facilities |
|  | **Arrange for new faculty attendance at MSU New Faculty Orientation in Bozeman.** |
|  | Compliance requirements – CPR, TB testing, certifications |
|  | Orient to being “on contract”, holidays, setting office hours. |
|  | Assign an experienced faculty for mentoring  Suggestions on selecting faculty:  4 or more years of experience at MSU, willingness to meet with mentee multiple times during the first semester to answer questions, acclimate new faculty into MSU culture.  Suggestions for new faculty:  Be willing to initiate interaction with mentor, willingness to voice questions and needs.  Both mentor and mentee should meet within the first few weeks of the semester, possibly over lunch to establish a rapport. |
| ORIENTATION TO ONLINE RESOURCES | |
|  | Orient to the College of Nursing Resources for Faculty and Staff webpage |
|  | Orient to MyInfo, submitting time sheets, pay stubs, W-2, etc. |
|  | Orient to MSU CON Bylaws Online and Committees |
|  | Orient to MSU CON Strategic Plan, and Policies & Procedures Manual specifically C-4 MROs |
|  | Orient to MSU’s Center for Faculty Excellence Webpage |
|  | Orient to telephone, email, cloud storage (Box, Knox) and videoconferencing tools (Webex and Zoom currently) |
|  | 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 including Appointment Scheduler |
|  | Orient to Activity Insight and annual evaluation procedure |
|  | Orient to Travel reimbursement software (Currently Chrome River) |
|  | Orient to Online TT and NTT resources  Prepare TT faculty to attend Principal Investigator training  Prepare NTT faculty to the MSU Applicant Tracking System  Orient to Promotion and Tenure Track or Clinical Track as appropriate |
| ORIENTATION TO TEACHING RESOURCES | |
|  | Orient to MSU Student Conduct Manual |
|  | Explain Clinical Contract Procedure |
|  | Explain Common Course Meetings |
|  | Explain procedure for ordering new textbooks and contacting textbook representatives |
|  | Facilitate Transfer of course materials and syllabi from former faculty to new faculty |
|  | Introduce New Faculty to faculty who teach like courses on other campuses |
|  | Orient to Clinical Evaluations and submitting to Box |
|  | Provide contact information for setting up clinical experiences at clinical facilities |
|  | Orient to Brightspace, TechSmith for course preparation, Kaplan resources |
|  | Complete any Simulation Orientation both physical and online (Currently recommended):  https://collaborate.uw.edu/  Under Resources and training: Choose Online training and toolkits then choose the  Simulation Team Training Toolkit. Follow through the 9 lessons, specifically completing the  Online Lessons in *2. Facilitator Training*. |
| ORIENTATION TO TEACHING CERTIFICATES | |
|  | Complete the Certificate of Teaching Enhancement offered through the Center for Faculty Excellence.  This requires completing 12 units of teaching enhancement activities found on the Center for Faculty Excellence page on the MSU website. |
|  | Recommend signing up for the New Faculty Mentor program via the Center for Faculty Excellence during the first month of orientation to encourage a great fast start. |
|  | Offer information on 4 courses through MSU for Teaching Certificate:  NRSG 501 Teaching Concepts Nursing Educator - 2 credits Fall  NRSG 502 Effective Clinical Teaching - 2 credits Spring  NRSG 503 Curriculum Development - 3 credits Summer Alternate Years  NRSG 504 Assessment and Evaluation of Education - 3 credits Summer Alternate Years  These are offered with an MSU employee discounted rate. There is a moderate fee, but this offers a certificate in Nursing Education. You must register through the University for these courses. If you already hold a teaching certificate from another University this may not be of interest to you. |

Link to online binder information: <https://www.montana.edu/nursing/facstaff/index.html>

Completion date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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New Faculty Signature Campus Director Signature