New Faculty Onboarding: A Guide for Academic Departments

Introducing new faculty members to Colorado College requires collaboration. Every summer, the Dean of the Faculty provides new faculty with key start-up information via a New Faculty Guidebook and the new faculty resources website, and sets up official mentoring relationships for the new faculty members. In August, The Crown Faculty Center hosts a three-day New Faculty Orientation, and then continues a cohort-based mentoring program via workshops and seminars during the year. But while these are important programs for new faculty, they also report that the welcome, mentoring, and support from their own departments often make the greatest impact on their adjustment to their first year at CC.

There are many ways departments onboard new faculty members. In extending your welcome to your new colleague, we encourage you to get everyone in your department involved. While some tasks are best supported by you and the department's administrative assistant, having each faculty member in the department personally engage, connect with and invest in their new colleague sends a strong message of inclusion and support.

The guidelines below are designed to familiarize department chairs, faculty colleagues, and department staff with key components of an effective onboarding plan. Organized chronologically, this list of common topics is not exhaustive. Please adapt the list for your department and new faculty member's specific needs.

If the department's administrative assistant is not employed at CC during the summers, department chairs can ask the four lead staff assistants (12 month employees) for assistance during the summer.

Spring semester (after new hire has accepted offer)

☐ If the new faculty's office and/or lab require(s) renovation, painting, furnishing, contact Facilities Services to discuss the needs, timeline of work and expenses. Contact Administrative Services purchasing@coloradocollege.edu for approved furniture purchases.

☐ Find out when the new faculty may be searching for housing, and subsequently moving from their current location. Make sure someone can provide information about housing, child care, etc.

☐ **For faculty transferring in sponsored research**

  o Contact Tess Powers to provide support to transfer grants and sub-awards

  o Review equipment transfer needs, moving, buyouts/transfers, and accommodation of equipment upon arrival at CC

  o If new staff/post-docs will be hired from the grant, begin processing their paperwork with HR

☐ **International Faculty:**

  o If the college needs to sponsor work and immigration visas for the new faculty member, ask to be informed about the progress of the visa applications and make adjustments to the faculty member's teaching schedule if visa approval is delayed.

  o If new faculty are arriving internationally or have not lived previously and extensively in the US, be sure that they pay attention to important practical matters such as obtaining an international driver's license, bringing schooling, health, and personal records for themselves and family members, understanding US tax obligations and health insurance policies. Refer faculty to the director of international programs if further consultation is needed.

June-July

General

☐ Review the information provided to new faculty members in the New Faculty Guidebook (sent in June) and answer any questions that may arise.

Workspace

☐ Confirm with new faculty when the office and/or lab will be ready for move in. This date typically occurs in the week before Fall Conference week, which is also when New Faculty Orientation (Wednesday - Friday) takes place. A department can agree with the new faculty member on an earlier move-in date in the summer if that is convenient and feasible for the department.

☐ If another faculty member needs to move out of the office/lab to make space for the new faculty, work with the former to finalize a move-out date that will leave enough time for the department to prepare the vacated office for the new faculty.

☐ Request office cleaning and maintenance repairs if needed.

☐ Arrange for a clean work area and desk.

☐ Update office nameplate and other way-finding signs.

☐ Order keys and card access for the office and other rooms.

Employment logistics

☐ Confirm faculty member's teaching schedule. Share the academic calendar with the new faculty.

☐ Check to see if the faculty member has questions about parking, dress code (daily and for special events), start of academic year events (new faculty orientation, fall conference, faculty forum, opening convocation, faculty meeting, and departmental meeting and events).

☐ Refer benefits questions to HR.

☐ Find out the faculty member's research account number from the Dean's Office.

☐ Update departmental webpage in general and to include new faculty.

August through to the end of Fall Conference/NSO week

General

☐ Schedule uninterrupted time to meet with the new faculty member to welcome and orient them to CC, your department, and colleagues. Include roles and responsibilities of colleagues.

☐ Arrange opportunities for the new faculty member to meet departmental colleagues. Ensure departmental colleagues have a plan to reach out and make regular contact at work, but also coordinate with departmental colleagues to avoid overwhelming a new person within the first few weeks of the block.

☐ All new faculty members attend New Faculty Orientation and CC New.

☐ The chair should become the new faculty's departmental mentoring point-person, but they could alternatively identify a departmental college to serve in this role, as long as there is one person responsible for ensuring that onboarding tasks are carried out and for proactively and regularly reaching out to the new hire.

☐ Arrange for campus tour with a departmental colleague if the new faculty member has not already toured the campus during the hiring visit or orientation) and wants one.

☐ Order name badge and business cards if desired.
https://www.coloradocollege.edu/offices/communications/printshop/

☐ Show the new faculty where to get their Gold Card.

☐ Forward to the new faculty information about the CC official portrait day so the new faculty member can take a professional headshot.

Final Check on Technology Matters

☐ Make sure someone contacts ITS to order and set-up new faculty's computer.

☐ Ensure phone is set up. Point out how to find voicemail set-up information on the ITS website.

☐ Supervisor will receive an email from ITS, usually on the day following the employee's start date. Contact HR if an account needs immediate set-up.

☐ Ensure the new hire has department drive access, Banner access, and access to other programs, email.

☐ Refer new faculty member to online resources about printing using PaperCut.

Block 1

- □ Officially welcome the new faculty member to the full department if not already done.

- □ Especially in the first week, check in as frequently as needed to make sure the faculty member is not experiencing challenges and frustrations that can be easily remedied and need to be remedied to get off to a good start.

- □ Take new faculty to lunch; if possible, include other faculty members. In some of the lunches.

- □ Preparation for teaching:

    - o Orient new faculty to key student support resources such as the Colket Center (Writing Center, Quantitative Reasoning Center), research librarians, Honor Council, registrar, ITS, Advising Hub, Student Life Office, Counseling Center, Sexual Assault Response Coordinator.

    - o See if they have questions about ordering textbooks, using Canvas, Office 365, and CC's online student course evaluations.

    - o Provide sample syllabi and assignments.

    - o Make sure they have a classroom assignment for their block(s) of teaching and that the classroom meets their needs.

- □ Office of the Dean assigns a mentor to the new faculty.

- □ Logistical matters:

    - o Review access to rooms and buildings.

    - o Show location of office supplies and how to order.

    - o Discuss what the Administrative Assistant, paraprofessionals and/or student worker are expected and not expected to do. Explain any departmental procedures by which faculty make requests of the Administrative Assistant and other staff.

    - o Ensure faculty member knows how to use the Banner tab for employment information and to update banner personal information if relevant.

    - o Provide other budget/finance information to faculty (e.g., whom to ask for funds for class snacks and field trips, how to request conference funds, how to apply

for summer funds, departmental process for funding guest speakers and events, record keeping expectations, P-card, etc.)

- o Assist with hiring student and purchasing research equipment/supplies, if either or both are needed and supported by a budget.

□ Policy matters:

- o Review relevant academic and department policies and procedures.

- o Discuss handling of confidential information.

- o Explain departmental social media practices, if any.

- o Explain how to keep track of expenses and apply for a p-card, if necessary.

Block 1-Block 3

☐ Introduce the new faculty member to the personnel process, with a focus on annual salary review and 3rd year review processes. Refer to the faculty handbook as a resource. Communicate unambiguous departmental expectations for professional success.

☐ Create a safe environment to ask questions and share feedback.

☐ Share department's cultural nuances, traditions, and norms regarding office hours, presence, division of labor, how members communicate, when the department meets and how often, how to be included on an agenda; what kinds of issues are discussed, how decisions are made.

☐ Plan some classroom observation opportunities for new faculty so they can see how other faculty members make use of the block plan for impactful teaching.

☐ Begin providing informal feedback:

 o Continue to check-in weekly, more frequently if the new faculty is teaching.

 o Review teaching evaluations and engage in conversations on teaching.

 o Review issues, goals, and priorities. Identify how to resolve challenges.

☐ Check on how the cohort-based mentoring (Crown Center events) and assigned faculty mentoring are going.

☐ Introduce new faculty to outside-of-department staff and faculty colleagues with whom they are likely to work or share common interest.

☐ Logistical matters:

 o Ensure faculty member knows how to access and read research account information on Banner.

 o Explain conference/meeting room, equipment, and other shared resource reservation process.

Towards the end of the first semester

☐ Engage in substantive end of semester discussion to discuss goals, progress, challenges, new ideas, and questions.

Explain expectations of the content and length of the "brag sheet" for annual salary review.