

# FACULTY DEVELOPMENT/ORIENTATION

Policy Number: 4.1.104

Date: 1994

Reviewed: 2000, 2003, 2009, 3/12, 3/14

Revised: 1998, 8/07,7/12, 3/14

Each new academic faculty member meets with the Dean to discuss the course prior to a teaching assignment and is given an orientation to the facility. The new member is introduced to the Academic Schedule Coordinator who will be responsible for assisting the instructor with scheduling and copying and for initiating/maintaining faculty files. The faculty member is also introduced to the Vice President of Finance and Administration who reviews record keeping requirements and obtains necessary HR information.