Western Carolina University
New Faculty Orientation 2014

Outcomes

Upon completion of New Faculty Orientation, participants will begin to:

1. Connect with campus community (current faculty/staff colleagues as well as fellow new faculty)
2. Become familiar with the mission and strategic goals of an engaged institution
3. Integrate with campus culture (including student life, teaching and learning, and university mission and vision)
4. Obtain the resources, information, and frameworks needed to make a successful start
5. Develop a teacher-scholar-mentor plan to attain work life balance at WCU
6. Establish the foundations for continuous professional development and expect and ask for formative feedback.

Wednesday
August 6

Appointment

*Only*  For those who need it:

- Hiring Paperwork (Rick Lanning (828) 227-3122
- Benefits/Retirement (Peg Schafer (828) 227-3138

12:00-4:00  IT Accounts/Computers (Technology Commons/Hunter Library)
(Drop in)  William Frady, Director, Instructional Technology/Desktop Services and
Dawn Brown, Technology Support Specialist

Choose one:

1:00-1:30  Information Technology (IT): Getting to know the services offered through
or the Division of IT (Forsyth 303) Lettie Cooper, Tech Support Analyst
1:30-2:00

2:00-4:00  Faculty Photos** (HFR 420)
(Drop in)

*Please contact Rick Lanning in Human Resources for hiring paperwork at (828) 227-3122 and Peg Schafer at (828) 227-3138 for benefits/retirement at (828) 227-3138 to schedule an appointment.

**Photos will be taken in HFR 420, 2:00-4:00, on Wednesday, August 6th — faculty members need to drop in to have photo made. Photos will be sent to the Cat Card office. Cat Cards will be distributed to faculty members on Friday, August 8th.

PLEASE BE SURE TO BE IN PROFESSIONAL DRESS FOR YOUR PHOTO—THESE WILL BE USED FOR ALL CAMPUS PUBLICATIONS IN WHICH YOU WILL BE FEATURED.
**New Faculty Mentors:** John Carzoli, Sudhir Kaul, Loredana Apavaloie, Carol MacKusick, Damon Sink

**Thursday**

**August 7**

**The Student Experience**

8:15  Registration (Forsyth Auditorium 101)

*Includes morning drinks and light snacks*

9:00  Introduction to Day 1-Welcome to the Cullowhee Experience

*Brandon Schwab, Associate Provost for Academic Affairs*

9:10  Chancellor David Belcher

9:30  Provost Alison Morrison-Shetlar

9:45  Walking Tour: Student Life *(Dress casually and accessorize with an umbrella---wear walking shoes)*

11:30 Lunch (Harrill Hall Dorm Multipurpose Room)

*Sam Miller, Vice Chancellor for Student Affairs*

**Reconvene in Forsyth Auditorium 101 for afternoon**

1:00  Retirement System Membership Options – Matt Brown

*The Teachers’ and State Employees’ Retirement System
Optional Retirement Program (TIAA-CREF, Fidelity, AIG)*

State Health Insurance Plan –Peg Shafer

NC Flex (cafeteria plan of supplemental insurance)—Peg Shafer

1:30  WCU Nuts and Bolts

Early Alert, Classroom Management, WALC, academic integrity, Attendance and Progress grading, PawPrint, other WCU specific practices

2:30  Break

2:45  Concurrent Group Discussions-Teaching and Learning at WCU:

**Student-Centered Syllabi (Forsyth 114)**

*Freya Kinner, Instructional Developer*

**Blackboard Boot Camp (Forsyth 115)**

*Sue Grider, Blackboard Manager*

**Service Learning (Forsyth 329)**

*Lane Perry, Director of Service Learning*

4:15  Optional Sessions: (Please note that the Hunter Library will close at 5:00 pm)

**HR Vendor Drop-In**

*(Forsyth 305)*

**Blackboard Drop-In**

*(Hunter Library 156)*

**Technology Commons Drop-In**

*(Technology Commons, Hunter Library ground floor)*

**Hunter Library Drop-In**
Friday
August 8

The Campus and Faculty Experience

8:00 Breakfast and Shared Governance (Health and Human Science Building Room 204)
Leroy Kauffman, Chair, Faculty Senate and Professor, Accounting

9:00 Roundtable Discussion: Success in the First Year

Brian Byrd, Associate Professor, School of Health Sciences
Christopher Cooper, Professor, Political Science & Public Affairs
Ed Wright, Assistant Professor, Global Management and Strategy
David Kinner, Associate Professor/Associate Dean, Arts & Sciences
Kelly Tracy, Assistant Professor, School of Teaching and Learning

10:30 The Collegial Review Process (TPR: tenure, promotion, reappointment; and AFE: annual faculty evaluation) **Tenure-line faculty required, others welcome**
Presenters:
Hollye Moss, Prof./Dept. Head, Global Management & Strategy
Stephen Miller, Assistant Professor, Economics/SACS-SOC Director
Leigh Odom, Associate Professor, Communication Science & Disorders
Richard Starnes, Dean, College of Arts & Science
Wes Stone, Associate Professor/Dept. Head, Engineering & Technology
Timothy Carstens, Associate Dean, Hunter Library

11:30 Lunch and presentation of gift
Brandon Schwab, Associate Provost for Academic Affairs

1:30 Concurrent Scholarship Workshops (Optional):
**External Funding and Grants (HHSB 211)**
Andrea Moshier, Director of Sponsored Research

**The Boyer Model of Scholarship (HHSB 216)**
Hollye Moss, Professor/Dept. Head Global Management & Strategy

**Documenting Scholarship (HHSB 239)**
Brian Gastle, Professor, English

2:30 Free Time

5:00 Wine and Cheese Reception (UCLUB)

Tuesday
August 12

2:00-4:00 **Mandatory!** Campus Safety Training (Blue Ridge Conference Room A)
Wednesday
August 13
8:30 Opening Assembly Reception (John W. Bardo Fine & Performing Arts Center)
9:00 Chancellor’s Opening Speech for Faculty/Staff
1:00 College Faculty/Staff Meeting

Thursday
August 14
9:00 Departmental Faculty Meetings begin (Schedule set by each department)

Friday
August 15
9:00 Freshman Move-in Assistance
5:30 Freshman Convocation (Faculty dressed in Academic Regalia)—Ramsey Center

New Faculty need to attend one of the two training sessions listed in this section.

Tuesday, Oct. 21 3:30-5:00 pm Advising Liberal Studies (Killian Annex 136)
Wednesday, Oct. 22 3:30-5:00 pm Advising Liberal Studies (Killian Annex 136)

Other expectations throughout your first semester
A comprehensive power-point presentation covering information for new employees called Basic Orientation has been set up on the Human Resources web page at Western Carolina University - New Employee Orientation for Faculty – hrorientation.wcu.edu. Please complete and submit the confidentiality agreement and training acknowledgement forms located inside the presentation, to Human Resources HFR 220 by October 15th.

Subjects include:
- Sexual Harassment Training
- HIPAA
- ADA
- Drug/Alcohol Policy
- Copyright Policy
- Nepotism
- IRB Policy/Procedure
- Confidentiality – requires signing agreement
- Information Security Awareness - requires signing acknowledgment
- Confidentiality-requires signing agreement acknowledgment

FERPA- requires signing acknowledgement
OSHA
State Property
Violence and Weapons Policy
Relationships with Students
Export Control –requires signing acknowledgement
WCU General Security Awareness – requires signing acknowledgement