

Welcome New Faculty!

E-mail from James Sage, Associate Provost

(July 26, 2018)

Dear Colleagues,

On behalf of Provost Brad Cook, the Center of Excellence for Teaching and Learning (CETL), the Office of Online Teaching and Learning, and the entire Division of Academic Affairs, I'm writing to welcome you to Southern Utah University! We look forward to your arrival (if you are not already here in Cedar City), and we want to ensure that you have the support and resources you need as you transition to SUU.

This message and the attached documents will provide you with some important information as you prepare for the Fall 2018 semester. In particular, this message focuses on important days related to **New Faculty Orientation** (August 16, 17, & 21) as well as issues specifically related to teaching and learning.

If you are receiving this message, it's because I received your name and e-mail address from your Dean's Office and you are listed among the new faculty and instructional staff members who will be joining SUU next fall. Note: at SUU we tend to use the term "faculty" to refer to anyone who teaches courses; so, whenever I use "faculty" this is meant to be inclusive of both tenure-track and non-tenure-track instructors. After all, we are all educators, a responsibility we take seriously.

Some of you are coming from across the country and some of you are already on campus. For those who are already familiar with SUU, please recognize that some of this information may not apply to you. Also, some of you will be joining SUU with very little teaching experience and some of you already have quite a bit of teaching experience. We welcome all of you and look forward to gaining insights from each other. No matter what formal teaching experience you may bring, we encourage all of you to share your passion and insights with others as we embark on a new academic year and build our community of SUU's newest faculty members.

So, regardless of your particular place in this mix of new faculty (in terms of your familiarity with SUU or your previous teaching experience), we look forward to learning from all of you and we are excited for you to join our campus community. We believe it is important to ensure that all new faculty benefit from a systematic orientation to campus and to teaching and learning at SUU. To that end, I want to call your attention to five (5) main areas that will be helpful for you as you transition to SUU.

(1) Please take note of the first attachment (Overview - New Faculty Orientation). This document provides an overview of the essential information you will need to know to be ready for the start of fall semester. We recognize that some of you will be preparing for your classes over the summer, so we wanted to ensure you had the resources you need. This overview also includes numerous links to online resources and key policies, as well as contact information of various offices across campus (Human Resources, Information Technology, etc.). If you have any questions or concerns, or if you need information that's not

on this overview document, please let me know. My contact information is listed below in my signature line, and I am more than happy to help however I can.

(2) The second thing to note is that all new faculty are expected to participate in the following three important **New Faculty Orientation** events:

Thursday, August 16, 2018

Time	Location	Activity / Program
9-10 am	ED 215	Human Resources (Benefits & Payroll Overview)
10-11:30 am	Depart from ED 215	Campus Tour with ACES (undergraduate student mentors)
11:30 am – 1 pm	Starlight Room, Sharwan Smith Student Center	New Faculty Welcome Lunch
1-5 pm	Various (on your own)	New Faculty are encouraged to use this time to get ID cards, parking passes, keys, etc. (optional)

This first day for new faculty is really intended to be a casual (but important) introduction to SUU. We think it is important for you to meet with our Human Resources office to address your benefits and payroll information (Education Building 215). This will also ensure that your SUU e-mail account is activated and available for you to use.

We have also arranged a campus tour for all new faculty. Guided by our ACES (Assistant Coaches for Excellence and Success), new faculty will learn more about the SUU campus, its history, and where to find key offices and resources (like parking services, your photo ID card, etc.).

All campus tours will finish in the **Starlight Room** of the **Sharwan Smith Student Center**, where new faculty are invited to attend a New Faculty Luncheon. After lunch, the entire afternoon is reserved for you to take care of whatever logistical tasks might need your attention.

Friday, August 17, 2018

Time	Location	Activity / Program
9 am - 12 noon	Charles Hunter Room, Hunter Conference Center	New Faculty Orientation , Part 1 (introductions, welcome, and overview for new faculty)

During this session, new faculty will meet each other, meet key staff members in the Division of Academic Affairs, and learn about the overall culture of teaching for learning at SUU. This session is also designed to introduce you to the vast array of campus resources (for you and your students), important new faculty programming and services designed for new faculty, and to reinforce one basic idea: we are here to support you and help you be successful!

Tuesday, August 21, 2018

Time	Location	Activity / Program
9 am - 12 noon	Bennion Building 303 - Teaching & Learning Suite	New Faculty Orientation , Part 2 : Open House (optional session with teaching & learning specialists)

This “Open House” is actually OPTIONAL for new faculty. That’s right! I said *optional!*

Over the years, we’ve come to recognize that the best thing we can do to help support new faculty transition to SUU is to give you TIME to get ready for fall semester. But we also recognize that some new faculty could really use some guidance and advice. In order to strike a balance between offering structured programming and providing you with time to work on your courses, we’ve decided to offer an Open House.

During this Open House session, new faculty are welcome to stop by the Bennion Building, Suite 303. This suite of offices includes the Center of Excellence for Teaching and Learning (CETL) and the Office of Online Teaching and Learning (OTL). Lovingly referred to as the “Teaching & Learning Suite” (at least, this is what I call it!), this group of people can help you with overall course design (learning outcomes, assessment methods), instructional design, assistance with setting up your courses in Canvas, and a whole array of other kinds of assistance related to teaching and learning. So, if you need some advice and guidance to get ready for fall semester, please come by Bennion Building 303 during this Open House. On the other hand, if what you really need is uninterrupted time in your office (or at home), then by all means, please focus on that!

(3) The third thing to note is that there are additional events throughout Welcome Week, including the President’s Welcome, President’s Picnic, Provost’s Welcome (Monday), College/School Retreats (Wednesday morning), as well as the New Student Induction and the Carter Carillon Tradition (Thursday afternoon). Various professional development activities are also planned (Library Orientation, Information Security Training, Instructional Design / Canvas Support, Title IX Training, etc.). A detailed calendar of Welcome Week activities is attached. Taken as a whole, we think that New Faculty Orientation and the rest of Welcome Week will be a great way to support your transition to SUU, help you learn more about SUU, allow you to meet our students, staff, faculty, and administrators, and familiarize yourself with campus and the surrounding community. Remember: the first day of classes is **Monday, August 27, 2018**.

(4) The fourth thing to note is that throughout the fall semester, new faculty will be meeting weekly with staff members from the Center of Excellence for Teaching and Learning (CETL). These weekly meetings typically occur on *Wednesday afternoons from 3-4 pm* and will include additional details you’ll need to know about SUU. In the past, we learned that if we tried to give new faculty EVERYTHING you need to know in the first week, it would be too overwhelming and not really helpful. So, we are planning to provide additional information throughout the fall semester (at a pace that will make the information more meaningful and relevant to you). Additional details about this weekly New Faculty Seminar will be provided on August 17. At this point, however, there’s nothing more for you to do except keep this in mind.

(5) Finally, a dedicated webpage has been created on the CETL website specifically for new faculty. This page includes information and resources most relevant to new faculty and can be accessed here: <https://www.suu.edu/facultycenter/new-faculty.html>. This page includes all of the attachments to this message as well as links to a variety of campus resources you might find to be helpful.

Once again, welcome to SUU and our dedicated community of educators! If you have any questions or concerns, or if I can help in any other way, please let me know. On behalf of Provost Cook and the CETL leadership team, I wish you the very best and we look forward to seeing you all in August!

Yours,

--james

James Sage, Ph.D.
Associate Provost
212 Old Main
Southern Utah University
351 W. University Blvd.
Cedar City, UT 84720
Phone: [435-586-7703](tel:435-586-7703)
E-mail: jmessage@suu.edu