

## **Welcome New Faculty!**

**E-mail from James Sage, Associate Provost**

**(July 27, 2017)**

Dear Colleagues,

On behalf of Provost Brad Cook, the Center of Excellence for Teaching and Learning (CETL), 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 2017 semester. In particular, this message focuses on two important days related to **New Faculty Orientation** (August 16 & August 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 important **New Faculty Orientation** events:

**Wednesday, August 16, 2017**

<b>Time</b>	<b>Location</b>	<b>Activity / Program</b>
9-10 am	Whiting Room, HCC	Human Resources (Benefits & Payroll Overview)
10-11:30 am	Depart from Whiting Room	Campus Tour with ACES (undergraduate student mentors)
11:30 am – 1 pm	Rotunda, Sharwan Smith Student Center	Bring your lunch or purchase food – informal conversations with CETL, Provost’s Office, SUU Online, Faculty Senate, etc. (optional)
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. 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 cards, etc.). All campus tours will finish in the Rotunda in the Sharwan Smith Student Center. New Faculty will have the opportunity to mingle with current faculty and staff, ask questions, and eat lunch (bring your own lunch or purchase food in the food court). The entire afternoon is reserved for you to take care of whatever logistical tasks you might need your attention.

**Thursday, August 17, 2017**

<b>Time</b>	<b>Location</b>	<b>Activity / Program</b>
9-10 am	Electronic Learning Center (ELC) Room 313	Overview of Banner (student information system) and Canvas (online learning management system)
10 am – 12 noon	ELC 313 (same room)	Open Computer Lab (follow-up support for Banner and Canvas)

These two sessions (structured presentations followed by open computer lab time) are designed to introduce New Faculty to SUU’s student information system, known as Banner. The Banner interface will be explained and you will learn how to look up course scheduling information (when and where your courses will be taking place) and how to retrieve complete class lists of students enrolled in your courses. Banner is also used to update your personal contact information, check your benefits and deductions, and maintain other employment-related information.

These sessions will also introduce New Faculty to Canvas, SUU’s online learning management system (like Blackboard, Desire-2-Learn, Moodle, etc.). Representatives from SUU Online will provide a brief overview of the key features of Canvas and then be available to answer individual questions.

## Friday, August 18, 2017

Time	Location	Activity / Program
9-10 am	Library, Room 002	Librarians: The Secret Weapon to Faculty Success
10-11 am	LIB 002 (same room)	Creating Relevant Research Assignments

The librarians at SUU are poised to help you with your teaching and scholarship. During the first session, you will find out how to leverage library resources and services to set yourself up for success. During the second session, you'll hear what the research has to say about the effectiveness of research assignments and learn how open pedagogy and informed learning can improve student engagement. You'll also get tips on how authentic research assignments can turn students into content creators and put your students' work on the map instead of the recycling bin at the end of the semester.

## Monday, August 21, 2017

Time	Location	Activity / Program
9 am - 12 noon	Charles Hunter Room, HCC	<b>New Faculty Orientation, Part 1</b> (overview of campus, key campus resources, introduction to teaching & learning and Backward Design)
12 noon - 1 pm	Great Hall, HCC	<b>Lunch</b> (combined with Adjunct Training) Brief welcoming remarks provided by: Provost Cook, CETL Director, Employee Wellness, etc.
1-5 pm	Charles Hunter Room, HCC	<b>New Faculty Orientation, Part 2</b> (preparing for fall semester, course/syllabus development, designing assignments, selecting assessment methods)

This full day of New Faculty Orientation is broken into two parts (with lunch in between). In the morning, we will provide you with an overview of the university (structure, function), key campus resources, and an introduction to teaching and learning and Backward Design. Then, in the afternoon, we will focus on preparing you for fall semester: planning (or revising) your courses, drafting course syllabi, setting up your online Canvas courses, and other topic related to teaching and learning like designing assignments and selecting appropriate assessment methods.

(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 (Tuesday), College/School Retreats (Wednesday), as well as the New Student Induction and the Carter Carillon Tradition (Thursday). Various professional development activities are also planned (Library Training, Information Security Training, Canvas Support, CAST trainings, Allies trainings, 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 28, 2017**

(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 (which typically occur on *Wednesday afternoons from 3-4 pm*) will function as a kind of *extended* New Faculty Orientation 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 *extended* New Faculty Orientation will be provided later this summer and specifics will be finalized during the afternoon of August 21. 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

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