

## College of Arts & Letters New Faculty and Academic Staff Orientation 2018-19

The College of Arts & Letters New Faculty and Academic Staff Orientation Program is specifically designed for College of Arts & Letters faculty and academic staff in the first year of their appointment. The orientation seminars in the fall are designed for all faculty and academic staff, while the two seminars in the spring are intended for early career tenure-stream faculty. Advanced tenure-stream faculty who are new to CAL are also welcome to attend the spring seminars. The overarching goal of the program is to supplement University and departmental activities in preparing new CAL faculty and academic staff for their academic roles. Specifically, the objectives of the new Faculty and Academic Staff Orientation Program are:

- to provide an introduction to the College and University
- to interact with College leaders and resource people
- to become aware of College and University resources
- to familiarize new faculty with the CAL Technology and Research Offices
- to discuss topics and issues of interest to new faculty and academic staff members
- to develop support and connections among CAL's new faculty and academic staff cohort

As a supplement to the university-wide orientation program that takes place in August of each year, AAN events that occur throughout the year, and departmental orientation activities, CAL offers a faculty welcome reception and six seminars that are held in the fall and spring semesters.

### **Calendar of New Faculty and Academic Staff Orientation Seminars**

#### **Orientation seminar #1: Overview - September 13<sup>th</sup> at 1:00pm in 321 Linton Hall**

The first session will serve to acquaint new CAL faculty and academic staff with the Dean as well as other College administrators and staff. We will also briefly describe resources the College offers in the areas of instruction, technology, and research. College initiatives such as Digital Humanities (DH) and Culture of Care initiatives will be briefly introduced. The Dean and the Faculty Excellence Advocate (FEA) among others will give introductory presentations.

#### **New Faculty Welcome Reception – September 14<sup>th</sup> at 3:30pm at the MSU Broad Art Lab**

The College of Arts & Letters would like to welcome all new faculty and academic specialists to Michigan State University with a welcome reception. This will be a great opportunity to meet current CAL faculty.

#### **Implicit Bias Training: Time & Location TBA.**

The College of Arts & Letters is dedicated to creating a [Culture of Care](#) across the College. Implicit Bias Training is an essential key to practicing these habits and is therefore a valuable part of the orientation series. The Culture of Care initiatives work to sustain inclusive practices as part of the core work of the College across all areas of endeavor, including teaching, scholarship, service, governance, leadership, professional development, and administration. Its goal is to support full participation in the activities of the college by a diverse cohort of faculty, staff, and students, where diversity encompasses, but is not limited to: rank or appointment type; area of artistic or scholarly endeavor with the arts and letters; identity and individual characteristics noted in the MSU Anti-Discrimination Policy.

#### **Orientation seminar #2: Research - October 22<sup>nd</sup> at 1:00pm in 321 Linton Hall**

This workshop will focus on the ways CAL can help you build a strong program of research and scholarship. We'll discuss resources available for seeking funding, how to get IRB and other kinds of approvals, and networking with others here at MSU to facilitate collaborative, engaged, and interdisciplinary work.

**Orientation seminar #3: Technology - November 29th at 1:00pm in 321 Linton Hall**

The main goals for the technology seminar are to introduce faculty members to technology resources at the College and University level, discuss opportunities for assistance with developing new technologies or support areas, and to briefly examine technology use and opportunities in the classroom.

**Orientation seminar #4 Reappointment, Promotion & Tenure (RPT) – February 6<sup>th</sup> at 1:00pm in 321 Linton Hall**

In this seminar, we will discuss the timeline for RPT, operating principles of the tenure system, CAL RPT policies and procedures, resources and training sessions available, and best practices. There will also be adequate time for RPT-related questions and discussions. This seminar is intended for new tenure-stream faculty.

**Orientation seminar #5: RPT Case Studies – February 22<sup>nd</sup> at 1:00pm in 321 Linton Hall**

This will be an opportunity for new faculty members to discuss issues associated with reappointment, tenure, and promotion in an engaged manner with the Dean. This seminar is intended for new tenure-stream faculty.