

New Faculty Orientation Policy

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Policy Name:	New Faculty Orientation Policy
Handler:	Teaching & Learning Center
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1. Overview

Each academic semester, an orientation program for new faculty members is held. The program is for all new faculty members (all ranks of professors, lecturers, language instructors, and TAs) who have joined the university for the current semester.

2. Purpose

The main purpose of FBSU's New Faculty Orientation Policy is to provide an introduction to FBSU and its beliefs about the teaching and learning environment provided for all new faculty members that join FBSU at the beginning of each academic semester or academic year.

3. Scope

This policy applies to all new faculty members joining FBSU. TLC and all other offices are involved in representing their office during the orientation.

4. Policy

All new faculty members must participate in this orientation. The orientation should preferably take place during the non-teaching week before the start of the academic semester.

Deans and chairs are required to permit newly appointed faculty members to be excused from their regular job duties to attend these orientation sessions.

Departments are also expected to provide a new faculty member with a more specific orientation about the department and the specifics of each job assignment.

Orientation Involves:

- Attending the orientation session(s).
- Attending the course design session at the beginning of the semester.
- Attending course and program assessment workshop during the semester.
- Attending preparing course reports at the middle of the semester.
- Submission of all assignments given during this training to the teaching and learning center.