STEPHEN F. AUSTIN STATE UNIVERSITY
SCHOOL OF NURSING
CHECKLIST
FORM 50

The mentor will utilize this checklist to provide new faculty orientation and submit to Administrative Assistant upon completion.

Mentor: _____   Date: _____

New Faculty: _____   Date: _____

Mentor Initials	Faculty Initials	Requirement
		Tour of the School of Nursing.
		Location of Policies and Procedures.
		Course syllabus and calendar.
		Course textbooks and online resources.
		Information on training related to online learning programs.
		Submitting leave report.
		Setting up training with simulation lab coordinator.
		Orientation to classroom equipment.
		Orientation to clinical agencies.
		Professional Requirements
		Explain the SON and college/university responsibilities, i.e., recruitment activities, committees, etc.