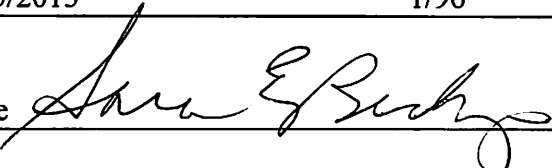


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F	SUBJECT: New Faculty Orientation		
REVISED OR REVIEWED			
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Signature  Date 5/9/15

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**STANDARD POLICY**

**POLICY**

The course coordinator, or his/her designee, in each course will serve as mentor for new faculty members. The mentor will arrange and schedule orientation activities as appropriate. This is supplemental to the general SFASU orientation that each new faculty member receives from the University.

**PROCEDURE**

1. Course coordinators or designee will serve as mentors for new faculty members. They will:
  - a) provide tours of the campus and off-campus facilities used by nursing faculty and students, including appropriate clinical facilities;
  - b) obtain a course syllabus and textbooks for the new faculty member and assist in clarifying information about the course, classrooms, labs and clinical sites.
  - c) explain the major concepts in the curriculum, including core courses, and assist new faculty members in identifying courses and advising students;
  - d) give guidelines on how to use equipment, including SIMS equipment;
  - e) explain the SON and college/university responsibilities, including recruitment activities, committees, etc.
  
2. The senior secretary or designee will:
  - a) give instructions on how to access the online Faculty Orientation Handbook and the online Policies and Procedures of the SON;
  - b) maintain faculty immunizations;
  - c) serve as a liaison between the faculty and the website coordinator in placing needed materials on the nursing website.
  
3. The administrative assistant or designee will:
  - a) obtain and maintain office information, including an e-mail address, a long distance code, office equipment and business cards;
  - b) give instructions on computer use and availability;
  - c) demonstrate how to use the fax and copy machines.
  
4. At the completion of orientation, Form 50 will be completed and returned to the director.