New Faculty Orientation Checklist Form 4.5

**Beginning of semester**

1. _____Assure setup of email, password & username for SFA
2. _____Access to Y & Z drives and orientation to these
3. _____Access and orientation to course software
4. _____Keys (office, bldg, classroom, desk, credenza), name badge (purple), magnetic name tag (Diamond Trophy), lab door key card
5. _____Office Supplies
6. _____Office hours, contact info for course syllabus and faculty contact info
7. _____Orientation for team meetings, committee assignment, faculty meetings
8. _____Review course syllabus, calendar, topics, student assignments, case studies, patient reviews
9. _____Textbooks
10. _____Lecture material
11. _____Orientation to SFASU website, e-mail, quarantine mail, and course learning platform (Brightspace)
12. _____Campus Alert system
13. _____Nursing Web site: faculty & student handbook, policy/procedures
   Specifically: F-day, clinical absence, clinical dress code
14. _____Schedule sim lab orientation/training with lab coordinator
15. _____Introduce to reps via e-mail
16. _____Office hours posted outside door
17. _____Discuss typical clinical day, student clinical assignments, review student clinical paperwork, cell phone usage
18. _____Tour administration bldg, sim lab, classrooms
19. _____Orientation to podium, microphones, computer, elmo, etc
20. _____Clinical Agency Orientation
   a. Tour hospital, meet with unit manager, nurses
   b. Obtain codes to unit areas
   c. Locate med room, linens, supplies, charts
   d. Post conference area
   e. Policy & procedure
   f. Parking arrangements
21. _____Provide clinical rotation to unit managers
22. _____Attendance at pinning (all) and graduation (1/yr)
23. _____Suggest sitting in on all course lectures, audiovisuals
24. _____Counseling Services brochure
25. _____Leave report form

**After classes and clinical begin**

1. _____Testing policy (in syllabus)
2. _____Testing software
3. _____Review peer evaluation form and process

**End of semester**

1. _____Final grade entry
2. _____E-mail clinical dates and times to agency education director
3. _____Clinical evaluations
4. _____(FAR) Faculty Activity Report (not required during 1st yr); keep it up to date, print & give to admin assistant to the director at the 1st of every Fall semester

**Miscellaneous**

1. _____Purchase/rent graduation attire
2. _____Order business cards
<table>
<thead>
<tr>
<th>Objective</th>
<th>Date met</th>
<th>How met (include dates of activities)</th>
<th>Mentor initials</th>
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<tbody>
<tr>
<td>Prepares and delivers classes to undergraduate and/or graduate students</td>
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<td>Compiles, administers, and evaluates examinations for students</td>
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<td>Provides service to the university and the profession</td>
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<td>Conducts supplemental instruction in the form of independent studies,</td>
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<td>advising, reviewing tests or content for students</td>
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<tr>
<td>Prepares and delivers clinical rotations to undergraduate and/or</td>
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<td>graduate students</td>
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<td>Serves on departmental, college, or university committees</td>
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<td>Establishes and maintains effective communication with students, faculty,</td>
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<td>staff and administration within the SON</td>
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<td>Completes university new faculty orientation</td>
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<td>Reviews and completes new faculty checklist (please see attached)</td>
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<td>Establishes goal for 1st year as faculty. Please list goal and how it</td>
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<td>was met</td>
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<td>Meets with mentor at least twice a semester for the first year of hire</td>
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<td>to discuss progress, concerns, etc.</td>
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</table>
Date officially begin position:
Orientation mentoring process to last a minimum of 1 semester or until all position objectives met.

Clinical Instructor:  
Signature: _______________________

Orientation Mentor:  
Signature: _______________________

Director: Dr. Tammy Harris  
Signature: _______________________