

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

Orientation and Mentoring Plan Documentation for Clinical Instructor for the SON

Objective	Date met	How met (include dates of activities)	Mentor initials
Prepares and delivers classes to undergraduate and/or graduate students			
Compiles, administers, and evaluates examinations for students			
Provides service to the university and the profession			
Conducts supplemental instruction in the form of independent studies, advising, reviewing tests or content for students			
Prepares and delivers clinical rotations to undergraduate and/or graduate students			
Serves on departmental, college, or university committees			
Establishes and maintains effective communication with students, faculty, staff and administration within the SON			
Completes university new faculty orientation			
Reviews and completes new faculty checklist (please see attached)			
Establishes goal for 1 st year as faculty. Please list goal and how it was met			
Meets with mentor at least twice a semester for the first year of hire to discuss progress, concerns, etc.			

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: _____