Orientation for New Tenure System and Health Programs (HP) Faculty, Continuing System Librarians, and National Superconducting Cyclotron Laboratory/Facility for Rare Isotope Beams (NSCL/FRIB) Appointments

Welcome to Michigan State University. It is our hope that your life at MSU will be fulfilling and successful, now and in the future. To enable you to begin the process of learning the lay of the land at MSU, we have created this orientation website designed specifically for new Tenure System and Health Programs Faculty, Continuing System Librarians, and National Superconducting Cyclotron Laboratory/Facility for Rare Isotope Beams (NSCL/FRIB) Appointments. We invite you to explore this website carefully. It provides information on relevant orientation events and materials designed to assist you in your transition to life in our University community.

See below for relevant Orientation Videos, Orientation Events and Professional Development Opportunities, and selected Additional Resources. Although you will receive an invitation to the in-person orientation events, we strongly suggest that you review all of the materials to ensure that you are aware of what is available to assist you.

Individuals with appointments like yours arrive at MSU throughout the year, but the majority begin their appointments in mid-August. For that reason, we offer a set of orientation events beginning in late August each year. This year's events include Orientation and several workshops relevant to new faculty that we encourage you to attend: Effective Teaching and Learning Boot Camp [1]; Technology Orientation: An Introduction to MSU's Libraries and IT Services' Resources [2]; Getting Started at MSU: Syllabus Design and Regulations to Protect Student Information [3]; and Active Shooter and Emergency Response [4].

In addition to these events and resources, we strongly encourage you to speak with your unit supervisor about the availability of unit-based orientations, resources, and/or one or more mentors who can assist in orienting you to your new role. As you will see, MSU is a highly decentralized institution and resources are often available in several places across campus, so it is often worthwhile to explore the full array of options through your unit as well as centralized offices.

New Faculty Checklist

- Checklist [5]
Toolkits for New Employees

The Toolkits for New Employees website: [http://www.hr.msu.edu/toolkits/newemployees.htm](http://www.hr.msu.edu/toolkits/newemployees.htm) will provide access to enroll in selected benefits on the web (requires activated MSU Net ID). Note that you may not enroll in benefit programs until your appointment beginning date and that you must enroll within 30 days of the appointment effective date. This website will also:

- provide an introduction to the University
- provide an overview of important policies and procedures
- summarize benefit programs
- serve as a reference when questions arise at a later date

Please contact Human Resource Benefits (517-353-4434 or 1-800-353-4434) with any questions regarding your benefits.

Orientation Videos

- [Pathways To Success](#)
- [Leaders, Lifesavers, World Changers: Spartans Will.](#)
- [Through The Years - Michigan State University Timeline](#)

Orientation Events and Professional Development Opportunities

- Orientation for New Tenure System, Health Programs Faculty, and Continuing Appointment System Librarians, and National Superconducting Cyclotron Laboratory/Facility for Rare Isotope Beams (NSCL/FRIB) Appointments

The Office of the Provost sponsors annual orientation programs to assist new faculty in learning more about the academic community at MSU. The orientation program provides an overview of the University, identifies expectations of the University community, and facilitates active involvement in faculty affairs.

Program participants are notified about this annual Orientation by invitation only and receive registration materials in the mail. The list of invitees is generated from appointment actions entered into the Academic Human Resources database system. To ensure an invitation to this session, please contact your department and/or dean's office to verify appointment paperwork has been submitted.

- **Orientation for 2016 will be held on Tuesday, August 23, 2016.** Locations, times and registration information will be found in your letter of invitation.

During the Orientation held in August of 2015, participants had a chance to generate questions for a panel of MSU faculty and administrators. Given time constraints, only some of the questions were answered during the program. Below you will find responses to all of the questions that were generated during the program and listed on the table “white boards.”

[New Faculty Orientation 2015 Whiteboard Questions](#)

For more information, or to find out if you are eligible to attend, please contact Jill Bryant by email at [fodevent@msu.edu](mailto:fodevent@msu.edu) or by phone at (517) 355-7483.
In addition to this Orientation Event, there are several workshops relevant to new faculty that we encourage you to attend.

(Please note: There are separate registrations for each of these workshops).

Technology Workshops

**Tuesday, August 16, 2016, 8:30 a.m. - 5:00 p.m. (One Full Day)**

or

**Wednesday, August 24, 2016, 1:00 p.m. - 5:00 p.m. and Thursday, August 25, 2016, 8:30 a.m. - 12:15 p.m. (Two Half Days)**

All sessions are held in the Beaumont Room within the Main Library with the exception of the classroom technology session.

An Introduction to MSU’s Libraries & IT Services' Resources

Join Libraries & IT Services staff for hands-on introduction to technology resources available for Michigan State University faculty.

Do you have questions about...

- Electronic resources available to MSU faculty?
- Where to get help and support for technology on campus?
- What library programs and other tools for research and teaching are offered?
- MSU’s centrally-supported learning management systems?
- Instructional support tools for submitting grades and retrieving class lists?
- How to participate in seminars and hands-on learning opportunities specifically for faculty?
- Technology you can expect in university classrooms (e.g., technology carts, sounds systems, student response systems)?
- Research support resources (SciVal, high performance computing, iThenticate).

Computers will be provided; however, attendees with laptops are welcome to bring them.

All Faculty should bring their MSU NetID and password with them to the training.
Topics Covered

Instructional Resources Track

- Library Teaching Resources
- Technology Resources
- Learning Management System
- Classroom Technology

Research Resources Track

- Research Support Resources
- iCER/High Performance Computing
- Data Management at MSU
- Library Research Resources

Registration for this event is required, and can be found by clicking the green "Register" button in the upper left.

Effective Teaching and Learning Boot Camp

Effective Teaching and Learning Boot Camp is an introductory workshop designed to help faculty who are relatively new to teaching to prepare for their courses and to work with students. Over three days, instructors will explore, actively exchange, and apply knowledge and ideas concerning pedagogy, practice, and design elements key to creating engaging learning environments.

The focus is on developing practical materials that instructors will be able to use immediately in their teaching. Topics to be included:

- Aligning Course Objectives, Activities and Assessments
- Syllabus Design
Effective Teaching and Learning Boot Camp is open to any MSU faculty or academic staff member. Individuals with relatively little to no experience teaching will benefit most.

Sessions will run on:
*August 17th, 18th & 19th, from 9:00am to 12:00pm with additional workshops and/or consultations in the afternoons.*

All sessions will take place in the MSU Union Garden Level, Room 50.

For more info on the Effective Teaching and Learning Boot Camp, contact Dr. Patti Stewart, Director of Faculty and Instructional Development at facdevel@msu.edu

Registration for this event is required, and can be found by clicking the green "Register" button in the upper left.

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**Getting Started at MSU: Syllabus Design and Regulations to Protect Student Information**

**Wednesday August 17, 2016, 1:30 p.m. - 4:00 p.m.**
MSU Union, Garden Level, Room UB 50

or

**Thursday, August 26, 2016, 1:00 p.m. - 3:30 p.m.**
Bessey Hall, Room 310

Facilitators:

Shannon Burton, Assistant University Ombudsperson and Research Integrity Coordinator, Michigan State University.

Kimberly Blair-Chambers, University Registrar, Michigan State University

Patti Stewart, Director of Faculty and Instructional Development, Office of Faculty & Organizational Development, Michigan State University.

This workshop will begin with an overview of the Family Educational Rights and Privacy Act (FERPA), including a review of students’ rights, directory information, restrictions, access to student information, and guidelines for protecting confidential information. Other compliance-related requirements will also be summarized and participants will be introduced to instructor systems and
resources. The Office of Faculty and Organizational Development (F&OD) will then review MSU’s Code of Teaching Responsibility and best practices in course syllabi. Participants will receive a checklist for syllabus development, see examples, learn strategies to get students to read the syllabus, and review recommended faculty development resources.

Registration for this event is required, and can be found by clicking the green "Register" button in the upper left.

Active Shooter and Emergency Response Training

Friday August 25, 2016, 2:30 p.m. - 4:00 p.m.
MSU Union Garden Level, Room 50

Facilitator:
Kelly Roudebush, Michigan State University Police Department

In response to incidents of violence on campuses nationally, the MSU Police Department will be offering a workshop to focus on proactive and reactive strategies in the event of an emergency at MSU. Because these incidents are unpredictable and evolve quickly, it is imperative that faculty are prepared should an incident occur during class instruction. This workshop will give faculty direction on how to react in such a situation benefiting students, teaching assistants and faculty alike.

Registration for this event is required, and can be found by clicking the green "Register" button in the upper left.

Additional Resources

- Academic Governance
- Academic Human Resources (AHR) / Human Resources (HR)
Again, we wish you a warm welcome to Michigan State University. Please let us know if we can assist you. If you have any questions about these Orientation Events, please contact Jill Bryant by email at fodevent@msu.edu or by phone at (517) 355-7483.
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Source URL: http://fod.msu.edu/orientation-new-tenure-system-and-health-programs-hp-faculty-continuing-system-librarians-and

Links
[11] mailto:fodevent@msu.edu
[14] mailto:facdevel@msu.edu
[18] http://acadgov.msu.edu/
[27] http://maps.msu.edu/
[29] http://www.ctlr.msu.edu/COPayroll/
[31] http://police.msu.edu/
[33] https://tech.msu.edu/itservices/
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[37] http://undergrad.msu.edu/
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[39] http://fod.msu.edu/oir/online-instructional-resources
[40] http://www.inclusion.msu.edu/
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