Orientation for New Fixed Term Faculty

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 Fixed Term Faculty. 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. 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 several workshops in late August each year relevant to new faculty that we encourage you to attend: Effective Teaching and Learning Boot Camp; Technology Orientation: An Introduction to
In the meanwhile, you can and should take advantage of the numerous online orientation resources and information linked to this webpage.

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 60 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**

- [Fixed Term Faculty at Michigan State University](7) [15:40]
- Leaders, Lifesavers, World Changers: Spartans Will. [8]
- [Through The Years - Michigan State University Timeline](9)

**Professional Development Opportunities**

*Orientation for 2015 is set for Tuesday, August 25.* Locations, times and registration information can be found in your letter of invitation.

During the 2015 Orientation, 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.”

*Responses to Questions Raised at the Fixed Term Faculty, Academic Specialist, and other Academic Staff New Faculty Orientation 2015* [10]
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).

**Survive and Thrive in the MSU Tenure System 2016**

This workshop is designed for probationary tenure system faculty to provide assistance in functioning successfully within the tenure system at MSU. Workshop objectives include elaborating on policies and procedures (university guidelines, documentation and record keeping, etc.) as well as providing strategies to help pre-tenure faculty conceptualize their work in meaningful and helpful ways. These include hearing from faculty who have participated in tenure review committees or have been recently tenured. There will also be a discussion of how to write reflective essays for tenure dossiers. Many faculty members find it helpful to attend this program more than once, finding different elements useful at different stages of their pre-tenure experience. Chairs and Faculty Excellence Advocates are invited to attend.

**Survive and Thrive in the MSU Tenure System**

**Wednesday, February 24**

8:00am - 12:00 noon

MSU Union, Ballroom

(Registration at 8:00am; program begins at 8:30am)

**Click Here to Register**

**and for More Information**
Additional Resources

- Academic Governance [13]
- Academic Human Resources (AHR) / Human Resources (HR) [14]
  - Benefits [15]
  - The Faculty Handbook [16]
- Advancing Diversity through the Alignment of Policies and Practices (ADAPP) [17]
  - Annual Performance Review Toolkit [18]
  - Reappointment, Promotion and Tenure Toolkit [19]
  - Best Practices for a Successful Academic Search [20]
  - Faculty Mentoring Toolkit [21]
- Campus Maps [22]
- Controller’s Office [23]
  - Payroll [24]
  - Travel [25]
- Department of Police and Public Safety (DPPS) [26]
- Family Resource Center (FRC) [27]
- Libraries & IT Services [28]
  - Desire2Learn (D2L) [29]
  - Libraries & IT Services Training Program [30]
  - MSU Net ID Information [31]
- Office of the Associate Provost for Undergraduate Education [32]
- Office of Faculty and Organizational Development (F&OD) [33]
  - Online Instructional Resources (OIR) [34]
- Office for Inclusion and Intercultural Initiatives [35]
- Office of Planning and Budgets (OPB) [36]
- Office of the President [37]
- Office of the Provost [38]
- Office of the Registrar [39]
- Office of the Vice President for Research for Graduate Studies (VPRGS) [40]
- Resource Center for Persons with Disabilities [41]
- The Graduate School [42]
- Top “10” Things New Faculty Need To Know [43]
Again, we wish you a warm welcome to Michigan State University. If you have any questions about these Orientation Events, please contact us at fodevent@msu.edu or (517) 355-7483.

Hannah Administration Building 426 Auditorium Road, Room 308 East Lansing, MI 48824-1024
Phone: (517) 432-1185 Fax: (517) 432-2069 Email: facdevel@msu.edu | leaders@msu.edu MSU is an affirmative-action, equal-opportunity employer.

Source URL: http://fod.msu.edu/orientation-new-fixed-term-faculty

Links
[22] http://maps.msu.edu/
[23] http://ctlr.msu.edu/
[27] http://www.frc.msu.edu/
[28] http://tech.msu.edu/itservices
[29] https://d2l.msu.edu/
[31] https://netid.msu.edu/