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 Academic Specialists. We invite you to explore this website carefully. It provides information designed to assist you in your transition to life in our University community.

See below for relevant Orientation Videos 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
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 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.

If you seek additional information and support, contact Mary Beth Graebert, Academic Outreach Specialist and Chair of the Academic Specialist Advisory Committee (ASAC) at lakemary@msu.edu [5] or voice 517-355-3378 or visit the Academic Specialists webpage at http://academicspecialists.msu.edu/ [6].

New Faculty Checklist

- Checklist [7]

Toolkits for New Employees

The Toolkits for New Employees website: http://www.hr.msu.edu/toolkits/newemployees.htm [8] 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

- Academic Specialists at Michigan State University [9] [16:57]
- Leaders, Lifesavers, World Changers: Spartans Will. [10]
Professional Development Opportunities

Orientation for 2016 is set for Tuesday, August 23. Locations, times and registration information can 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 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
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
- Student and Classroom Issues
- Technology Resources
- Learning Outcomes Assessment
- and other essential teaching and learning topics.

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.

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 [19]
- Academic Human Resources (AHR) / Human Resources (HR) [20]
  - Academic Specialist Orientation Checklist [21]
  - Academic Specialist Handbook [22]
  - Academic Specialist Development Support Program [23]
  - Benefits [24]
- Advancing Diversity through the Alignment of Policies and Practices (ADAPP) [25]
  - Annual Performance Review Toolkit [26]
  - Reappointment, Promotion and Tenure Toolkit [27]
  - Best Practices for a Successful Academic Search [28]
  - Faculty Mentoring Toolkit [29]
- Campus Maps [30]
- Controller’s Office [31]
  - Payroll [32]
  - Travel [33]
- Department of Police and Public Safety (DPPS) [34]
- Family Resource Center (FRC) [35]
- Fixed Term Faculty and Fixed Term Staff Academic Bargaining Unit [36]
- Libraries & IT Services [37]
  - Desire2Learn (D2L) [38]
  - Libraries & IT Services Training Program [39]
  - MSU Net ID Information [40]
- Office of the Associate Provost for Undergraduate Education [41]
- Office of Faculty and Organizational Development (F&OD) [42]
  - Online Instructional Resources (OIR) [43]
- Office for Inclusion and Intercultural Initiatives [44]
- Office of Planning and Budgets (OPB) [45]
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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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-academic-specialists

Links
[5] mailto:lakemary@msu.edu
[13] mailto:fodevent@msu.edu
[15] mailto:facdevel@msu.edu
[22] http://www.hr.msu.edu/documents/facacadhandbooks/academicspecialist/