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# **New Faculty Orientation 2014**

## **Executive Summary**

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## Executive Summary

Each year Faculty Career Development Services (FCDS) in The Wallace Center (TWC) designs and delivers New Faculty Orientation for all new, full-time faculty hires at RIT. This year's orientation was held August 13-15, 2014.

The overarching goals for NFO are to:

- reinforce new faculty's decision to join RIT by providing a welcoming and helpful first experience on campus
- introduce faculty to critical information that will ensure successful assimilation to RIT, including the resources, people, systems and materials they need to succeed
- provide an opportunity for new faculty to connect with their peers and begin network-building within and across colleges and disciplines, following RIT's faculty mentoring model.

FCDS coordinated the overall format and managed activities for the three-day orientation program, collaborating with other campus constituents to ensure faculty received information on the key resources needed to "hit the ground running," our new NFO theme. FCDS worked closely with the Innovative Learning Institute (ILI) and Human Resources to design the program. Other RIT professional staff and faculty collaborated on a number of sessions geared toward introducing new faculty to the RIT community. The NFO 2014 schedule is available in Appendix A.

Total RIT new faculty hires for fall 2014 numbered approximately 90. Table 1 shows new hires by College.

**Table 1: 2014 New Hires by College**

College	#	%
CLA	18	20
GCCIS	17	19
NTID	16	18
CIAS	11	12
COS	8	9
CAST	7	8
SCB	6	7
KGCOE	3	3
GIS	2	2
CHST	2	2
<b>Total</b>	90 New RIT Faculty*	

\*Note: This number does not include existing faculty who had a contract renewal; it does include existing RIT faculty or staff who have moved to full-time teaching positions, e.g., adjunct or staff to lecturer.

Out of the total new hires represented in Table 1 (90), 66 attended NFO 2014 on at least one or more days. Table 2 shows NFO attendees by rank.

**Table 2: NFO 2014 Attendees by Rank**

Rank	#
Professor	1
Associate Professor	5
Assistant Professor	27
Visiting Assistant Professor	12
Lecturer	19
Visiting Instructor	2

## **NFO 2014 Program Changes**

Each year changes to NFO topics, scheduling and materials are implemented in response to participant and presenter feedback, changing demographics of the new faculty population, and current literature and research related to onboarding and faculty development. Changes implemented in 2014 are described below.

### **New Faculty Orientation Website**

In 2012, we moved approximately 90 percent of printed NFO materials online in an effort to offer a sustainable resource that new faculty could return to as often as needed, consistent with RIT's sustainability philosophy. Following NFO 2013, the FCDS team began planning the design and implementation of a new NFO website that has established a fresh identity for RIT's NFO. A new feature added to the online resources is a "Checklists" section for faculty to guide them through their first year at RIT. The website remains live as the team continues to add useful resources and updated information as it becomes available. Faculty who join RIT in the second semester can easily access and find all the resources they need to get started. View the NFO website at <http://www.rit.edu/academicaffairs/newfaculty/>.

### **NFO Presentation Session Revisions**

Being mindful that new hires join RIT as both tenure track and non-tenure track faculty, we continue to guide presenters in their session designs to ensure they are inclusive of all faculty. Sessions added to NFO 2014 are described below.

- **"Hit the Ground Running" Panel Discussion**
  - A "for faculty, by faculty" panel where faculty new to RIT in recent years (2011, 2012, 2013) share their candid experiences on what helped them get started at RIT, as well as strategies on what to avoid.
- **"The Wallace Center Expo"**
  - New faculty had a chance to mingle and network with TWC staff and learn about the array of services and resources available to faculty and students (e.g., designated college library

liaison, ISRI, IDS, Reserves, open access publishing, RIT Press, Archives, Cary Graphic Arts collection, as well as The Writing Commons and RADSCC).

- **“Using Early Alert”**
  - Faculty received an overview of RIT’s Early Alert system that allows instructors to send timely feedback and information to students regarding their performance in a course.
- **“Course Design on the Quick”**
  - Following the “by faculty, for faculty” model, this session was delivered by an experienced faculty member who shared tools and strategies on how to get a course off the ground quickly.
- **“Assessment and Test Construction”**
  - Faculty presenter shared different strategies for assessing student learning, from traditional tests to more innovative assessments.
- **“Teaching Online”**
  - Some of the design and facilitation challenges of online courses, solutions, and support available for online instructors and their students were shared with new faculty.
- **Campus Tour**
  - Over the years, tours have been offered at orientation with mixed results on attendance. Prior to expending funds on the tour bus, this year faculty were polled on whether they would like a campus tour at orientation. Over half responded “yes” and the tour was held.
- **Better Me Chair massage**
  - A special treat at the end of the first day of orientation included an optional, free chair massage provided by RIT’s Better Me wellness program, introducing new faculty to this valuable perk for all RIT employees and reinforcing the message of work-life balance for new faculty.

## Post-NFO Faculty Opportunities

FCDS offers many opportunities for the 2014 new faculty cohort to continue building their mentoring network, participate in professional development, and acclimate to the RIT culture. For example:

- New faculty are invited to a “Power Reception” in September hosted by President William Destler with a welcome presentation from Dr. Destler and Provost Haefner. This is an opportunity to continue building their RIT network and meet Deans, Associate Deans, and their administration teams.
- Provost Haefner is hosting an open house on October 31 to continue the question and answer conversation started on day 2 of orientation.
- “Faculty Success Series” – a variety of professional development opportunities for all faculty throughout the year; see <http://www.rit.edu/academicaffairs/facultydevelopment/faculty-success-series>

- Destination Intersession 2015 includes a month-long series of events in January, including an opportunity for faculty to present at a Faculty Showcase, a publishing symposium, and much more -see <http://www.rit.edu/academicaffairs/destinationintersession/>.

## 2014 Survey Results

Feedback on all NFO sessions was collected at the event and a post-event online survey was emailed to new faculty. Overall, feedback was positive. Select excerpts are below; more may be found in Appendix B.

### At-Event NFO Session Feedback

- Well structured; panelists provided honest descriptions and practical suggestions -- I appreciated! (Hit the Ground Running Panel)
- Very informative; a lot of tips and experience shared. This is a great group of supporting staff; thank you! (Working with Deaf/Hard-of-Hearing Students Panel)
- Wonderful experience to get to know people who are going to help us. (Networking Lunch)
- Enjoyed learning about all the library services and help for my students. (TWC Expo)
- A nice, inspiring way to end our first day at NFO! (Your RIT Career)
- Extremely helpful. Thank you for helping us understand these crucial tools. (myCourses/SIS/Early Alert Overview)

## Adjunct Faculty Orientation (AFO)

In addition to NFO, we collaborated with representatives from ILI, RIT Libraries, Registrar's Office and Teach2Connect to host AFO on August 18. This 90-minute session was held to orient adjunct faculty to RIT and to offer resources to this important group of RIT faculty who play a fundamental role in the lives of RIT students. A record-high number of 50 participants attended, including both new and existing adjuncts interested in a refresher. AFO will be offered for new spring adjuncts during Destination Intersession 2015, with feedback from participants integrated (e.g., hold AFO sooner than the start of the semester).

### At-Event AFO Feedback

- Everyone did a great job. Thank you!
- It was excellent—most informative!
- Wonderful—this was many tiers of important information which was appreciated.

## **Recommendations for NFO 2015**

The FCDS team will continue to manage NFO in 2015. Going forward, we will continue the partnerships described earlier to execute a successful NFO for RIT's newest faculty. Programming and sessions will be revised based on feedback collected over the years from faculty and presenters. In our efforts to strive for improvements to an already successful event that continues to provide value to our faculty, we will hold a focus group in April 2015 with a select group of faculty to determine their thoughts on new faculty orientation, such as what might be included or removed.

In addition, with the move to semesters and more faculty joining the ranks at various times during the academic year, thoughtful consideration will be given to a possible mid-year orientation program.

## NEW FACULTY ORIENTATION 2014

### WEDNESDAY, AUGUST 13 AGENDA

Time	Session
8:15 – 8:45 am	<b>Registration &amp; Continental Breakfast:</b> Gosnell Entryway and Atrium – Lower Level
8:45 – 9:00 am	<b>Welcome</b> Gosnell Auditorium, A-300 <i>Lynn Wild</i>
9:00 – 10:15 am	<b>Hit the Ground Running Panel</b> Gosnell Auditorium, A-300 <i>Faculty Panelists: Hinda Mandell (moderator) CLA, Muhammet Kesgin (CAST), Kara Maki (COS), Jeff Mills (COS), Ray Putcha (KGCOE)</i>
10:15 – 10:30 am	<b>Break</b>
10:30 – 11:45 am	<b>Working with Your Deaf and Hard-of-Hearing Students Panel</b> Gosnell Auditorium, A-300 <i>Panelists: Mark Rosica (Moderator), Ann Hager, Ann Marie Kuntz, Raja Kushalnagar</i>
11:45 – 11:55 am 	<b>Group Photo</b> Gosnell Atrium
12:00– 1:00 pm	<b>Lunch &amp; Networking with TWC Library Liaisons &amp; Research Division/Sponsored Research Services</b> University Gallery
1:00 – 1:45 pm	<b>TWC Expo</b> The Wallace Center, 1 <sup>st</sup> Floor Community Area <i>TWC Representatives</i>
2:00 – 3:00 pm	<b>Understanding Today's RIT Student</b> Gosnell Auditorium, A-300 <i>Dawn Soufleris, Nicole Boulais</i>
3:00 – 3:45 pm	<b>Your RIT Career</b> Gosnell Auditorium, A-300 <i>Chris Licata</i>
3:45 – 4:00 pm	<b>Wrap-Up Day 1 &amp; Evaluations</b> Gosnell Auditorium, A-300 <i>Anne Canale / Cheryl Herdklotz</i>
4:00 – 5:00 pm	<b>The Finish Line: Wine and Hors d'oeuvres Reception</b> <b>Special Treat: RIT Better Me Chair massage (3:45-5:15)</b> Gosnell Atrium

### NEW FACULTY ORIENTATION 2014 THURSDAY, AUGUST 14 AGENDA

Time	Session
8:00 – 9:30 am (check listing)	<b>College Breakfasts</b> <i>various locations</i>
9:30 – 9:55 am	<b>Day 2 Registration</b> <i>Gosnell Entryway</i>
9:55 – 10:15 am	<b>Welcome</b> Gosnell Auditorium, A-300 <i>Provost Jeremy Haefner</i>
10:15 – 11:00 am	<b>myCourses Overview</b> Gosnell Auditorium, A-300 <i>Joe Zelazny</i>
11:00 – 11:30 am	<b>Orientation to SIS</b> Gosnell Auditorium, A-300 <i>Tina Sturgis</i>
11:30 am – 12:00pm	<b>Using Early Alert</b> Gosnell Auditorium, A-300 <i>Stephanie Bauschard</i>
12:00 – 1:00 pm	<b>Networking Lunch</b> The Wallace Center, 1 <sup>st</sup> Floor Community Area <i>Neil Hair</i>
1:00 – 1:50 pm	<b>Course Design on the Quick</b> Gosnell Auditorium, A-300 <i>Sandi Connelly</i>
1:50 – 2:00 pm	<b>Break</b>
2:00 – 2:50 pm	<b>Assessment and Test Construction</b> Gosnell Auditorium, A-300 <i>Bernadette Lanciaux</i>
2:50 – 3:00 pm	<b>Wrap-up Day 2 &amp; Evaluations</b> Gosnell Auditorium, A-300 <i>Anne Canale / Cheryl Herdklotz</i>
3:00 – 4:00 pm	<b>Optional Concurrent Sessions:</b>
	<b>Teaching Online</b> Gosnell Auditorium, A-300 <i>Marybeth Koon</i>
	<b>Orientation to Teaching &amp; Learning Services</b> Gosnell Entryway, TLS Table
	<b>Teaching &amp; Learning Services -- Facilities</b> The Wallace Center - A650 (lower level)



9:30-4:00 pm

Individual Professional Photos Available – A405 Wallace



## NEW FACULTY ORIENTATION 2014

## FRIDAY, AUGUST 15 AGENDA

Time	Session
8:30 – 9:00 am	<b>Day 3 Registration &amp; Beverages/Pastries</b> <i>Gosnell Entryway</i>
9:00 – 9:05 am	<b>Welcome / Introduction</b> Gosnell Auditorium, A-300 <i>Anne Canale / Cheryl Herdklotz</i>
9:05 – 11:00 am	<b>Human Resources – RIT Employee Benefits</b> Gosnell Auditorium, A-300 <i>Judy DeCoursey</i>
11:00 – 11:05	<b>Wrap-up / Evaluations</b> Gosnell Auditorium, A-300 <i>Anne Canale / Cheryl Herdklotz</i>
11:05 am– 12:00pm	<b>Optional Personal Meetings with HR Representatives</b> Gosnell Auditorium, A-300 <i>Judy DeCoursey, Valerie Liegey</i> <b>I-9 Completion</b> , Gosnell Atrium <i>HR Representatives</i>
11:25 am– 12:45 pm	<b>RIT Campus Tour</b> Gosnell Entrance by A-300 Auditorium <i>Julia Lisuzzo, Tour guide and RIT Alum</i>



12:00–2:00pm Individual Professional Photos Available – A405 Wallace

## THURSDAY 8/14/14 COLLEGE BREAKFAST SCHEDULE

College	Date	Time	Location
CAST	8/14/2014	8:30-9:30am	Ross Hall/ROS, Bldg 10, Room A252, Dean's Conference Room (downstairs)
CIAS	8/14/2014	8:30-9:30am	Gannett Hall/GAN -Neblette Conference Room 1104, Dean's Office area
COLA	8/14/2014	7:30-9:30am	Liberal Arts College, Bldg. 6, Room 6-1251, Commons Room
GCCIS	8/14/2014	8:30-9:40am	Golisano /GOL, Bldg 70, Room 1435
KGCOE	8/14/2014	8:00-9:00am 9:00-9:45am	Kate Gleason/GLE, Bldg 9, Conference Room 3119 GLE 2255- Further discussion-Expectations & Tenure
SCB	8/14/2014	8:00-9:45am	Lowenthal Hall/LOW, Bldg 12, Room 2312, Dean's Conference Room (second/mezzanine level)
NTID	8/14/2014	8:30-9:30am	Student Development Center/ SDC, Bldg 55, Room 1300
COS	8/20/2014	8:00-9:45am	Thomas Gosnell Hall/GOS, Bldg 8, Room 1300

Note: COS is scheduled for 8/20/14. There is no formal breakfast for CHST and GIS.

## Appendix B: NFO 2014 Feedback

### Day 1: Session Feedback Excerpts

DAY 1 SESSIONS	COMMENTS
<b>Hit the Ground Running Panel</b>	<ul style="list-style-type: none"> <li>• It was refreshing to get different perspectives.</li> <li>• Well structured. Panelists provided honest descriptions and practical suggestions -- I appreciated!</li> <li>• Very informative.</li> <li>• Many of my questions were addressed. I enjoyed the format.</li> <li>• Loved the interactive tool with the questions!</li> <li>• Solid info; good tips.</li> </ul>
<b>Working with Deaf and Hard-of-Hearing Students Panel</b>	<ul style="list-style-type: none"> <li>• Very informative. A lot of tips and experience shared. This is a great group of supporting staff.</li> <li>• I would like to learn more about how to work with deaf students.</li> <li>• Information was great. The panel is obviously supportive to the faculty.</li> <li>• Tips about interacting with d/hh students were extremely helpful.</li> <li>• Looking forward to working with these students.</li> <li>• Great info; Addressed many concerns!</li> <li>• This is entirely new for me to teach numerous students (potentially) rather than an isolated 1 or 2 students in my course. Great content, esp. Raja's videos.</li> <li>• This was great; greatly appreciated; really excellent; thank you!</li> </ul>
<b>Networking Lunch</b>	<ul style="list-style-type: none"> <li>• Wonderful experience to get to know people who are going to help us.</li> <li>• Appreciated opportunity to meet colleagues.</li> <li>• Excellent.</li> <li>• Great chance to talk to colleagues.</li> </ul>
<b>TWC Expo</b>	<ul style="list-style-type: none"> <li>• Excellent.</li> <li>• Wonderful to meet people and learn about these resources.</li> <li>• Excellent "buffet style" format for tons of information.</li> <li>• Really enjoyed learning about all the library services. Also, help for my students.</li> <li>• I had the chance to network with all the departments I wanted to.</li> </ul>
<b>Understanding RIT Students</b>	<ul style="list-style-type: none"> <li>• Very helpful. Thank you.</li> <li>• Good information.</li> <li>• Very important info provided.</li> <li>• Appreciate the compilation of responses from experienced professors.</li> <li>• Helpful ideas on how to better understand the students.</li> </ul>
<b>Your RIT Career</b>	<ul style="list-style-type: none"> <li>• Good pep talk after a long day; excellent recap.</li> <li>• A nice, inspiring way to end our first day at NFO!</li> <li>• Very touching story and valuable advice.</li> <li>• Just what I needed to hear as I embark on my new career as a full time faculty.</li> <li>• The career mistakes and ways to avoid them were very insightful.</li> <li>• Fun and bright presentation.</li> </ul>

### Day 2: College Breakfast Feedback

COMMENTS
<ul style="list-style-type: none"> <li>• Very helpful to know what Dean expects.</li> <li>• It was lovely to meet new colleagues!</li> <li>• Great to hear the GCCIS Dean speak about the college.</li> <li>• Nice to get to meet people.</li> <li>• Very much enjoyed.</li> <li>• Very nice to meet the Dean and other folks from the Dean's Office.</li> <li>• Good but early (CLA)!</li> </ul>

## Day 2: At Event Session Feedback

DAY 2 SESSION	COMMENTS
<b>myCourses Overview</b>	<ul style="list-style-type: none"> <li>Great information; informative.</li> <li>Extremely helpful; thank you for helping us understand these crucial tools!</li> <li>System seems to be very user friendly; well presented.</li> <li>I will take the class!</li> </ul>
<b>Student Information System (SIS)</b>	<ul style="list-style-type: none"> <li>Super clear introduction.</li> <li>Great information.</li> <li>Greatly appreciated; thank you for helping us understand these crucial tools!</li> </ul>
<b>Early Alert</b>	<ul style="list-style-type: none"> <li>Very helpful!</li> <li>Excellent summary of faculty expectations and procedures.</li> <li>Great info/program to assist students.</li> </ul>
<b>Course Design on the Quick</b>	<ul style="list-style-type: none"> <li>Engaging.</li> <li>Great information.</li> <li>Very impressive presentation.</li> <li>Lots of good ideas.</li> <li>Perhaps change the title to "Engaging Students" or "The Engaged Classroom."</li> </ul>
<b>Assessment &amp; Testing</b>	<ul style="list-style-type: none"> <li>Match session title to presentation "Assessment: What is it?"</li> <li>Great information</li> <li>Useful</li> </ul>

## Day 3: At Event Feedback

DAY 3 SESSION	COMMENTS
<b>HR &amp; Benefits Session</b>	<ul style="list-style-type: none"> <li>Very knowledgeable and ready to answer questions.</li> <li>Great, clear info.</li> <li>Very good.</li> <li>Great summary and HR has done a wonderful job of putting the summary in writing!</li> </ul>

## Post-Event Online Survey General Comments

- The folder was full of great information and resource links.
- I loved the atmosphere of professionalism and compassion. Loved getting to interact with colleagues from my own college and other colleges.
- Tons of very useful information! Gave me lots of tools and confidence to start going.
- I felt the involvement from the "older" new faculty from previous years was very useful. It gave a perspective that we could all appreciate and also many excellent ideas. All was very good!
- I believe the entire NFO process was necessary and helpful.
- Thank you for having this orientation.
- I feel very welcome and will gladly welcome the new colleagues next year, since I know what they'll be going through!
- I think overall this was a well-organized and helpful program. I really felt like RIT was making me feel welcome and that everyone was really helpful. So far, I have enjoyed my experience on campus.