

**New Faculty Orientation**

**August 11, 2014**



**STAYING BETWEEN THE DITCHES:  
TIPS FOR THRIVING IN YOUR FIRST  
YEAR...AND BEYOND**

**A special thanks to my good friend and colleague, Dr. Glen Jones, for this presentation.**

**Dr. Jones served in several capacities within the A-State Academic Affairs administration prior to being appointed as the President of Henderson State University in 2012.**

# **6 TIPS FOR SURVIVING AND THRIVING DURING YOUR FIRST YEAR...AND BEYOND**

- 1. If you're not absolutely certain about a particular course of action, then do not engage in it.**
- 2. Please ask questions of your colleagues, department chair, or dean when you encounter things you don't understand.**
  - Stop listening if the answer starts with "Uh", "It seems to me," or "It depends on who you ask"**
- 3. Be a good colleague**
  - Be helpful, be courteous, let others into your world**



- 4. Remember, it's still all about the students**
  - **When in doubt, err on the side of the student**
  - **Patience is still a virtue**
  - **Your impact will last a lifetime and beyond**
- 5. Remember, it's not a job...it's a career**
  - **Invest in us as we invest in you**
  - **Grow with us as we grow with you**
  - **Believe in us as we continue to believe in you and your ability to contribute significantly to the work we're honored to do each day.**
- 6. Have fun!**
  - **There's nothing better than what we do!**



# KEY UNIVERSITY POLICIES AND GUIDELINES

- **Faculty Handbook**
- **Appropriate Use Policy**
- **Arkansas Freedom of Information Act**
- **Research and Safety Policies**
  - **Designed to protect you and our students**
  - **Many are based on federal and state guidelines**
  - **Compliance is not optional**
- **Webpage Guidelines**
  - **Designed to promote uniformity, consistency, and a high-quality experience for the end-user.**



# KEY UNIVERSITY POLICIES AND GUIDELINES

## Shared Governance

- *Shared governance committees provide the opportunity for constituent participation in university governance.*
- *Academic governance committees are the vehicle by which the faculty influences decisions and courses of action in areas of faculty responsibility by being informed of, expressing views on, and making recommendations about academic issues affecting the institution.*

## Shared Governance Oversight Committee

- **Charged with managing the shared governance process by serving as the entry point and the exit point for all shared governance proposals and also serves as the shared governance liaison to the Chancellor.**



# KEY UNIVERSITY POLICIES AND GUIDELINES

## Faculty Handbook

- Sets forth the rights and responsibilities of each faculty member
- Addresses the vast majority of issues that may arise involving faculty
- Please read through the Faculty Handbook at Least Once
- Consists of three critical components
  - University Mission, Organization, and Governance
  - Personnel Policies
  - Academic Policies and Procedures



# KEY UNIVERSITY POLICIES AND GUIDELINES

## Personnel Policies

- **Harassment**
  - **Colleague to Colleague**
  - **Colleague to Subordinate**
  - **Faculty to Student**
  - **Administrator to Faculty**





# KEY UNIVERSITY POLICIES AND GUIDELINES

## •Academic Policies and Procedures

- Academic Freedom and Responsibility
- Student Evaluation of Faculty
- Student Grievance
- Pre-tenure Review Process
  - Know and understand Exactly what is expected of you throughout the process.
  - Listen with a view to improve.
  - Be a good colleague along the way.



# KEY UNIVERSITY POLICIES AND GUIDELINES

## •Appropriate Use Policy

- The people of Arkansas own it all, including intellectual property.
- Do not use the university website or computers for personal profit or gain such as collecting funds via the ASU website.
- Avoid viewing or sending inappropriate images or comments, including “jokes.”

## •Arkansas Freedom of Information Act (FOIA)

- Don't send anything you don't want to have published in The Jonesboro Sun, shown on KAIT8, or relayed to your family.



# THANKS FOR CHOOSING A-STATE AS YOUR NEW UNIVERSITY FAMILY!

**We're glad you're here!**



Arkansas State University *educates*  
leaders, *enhances* intellectual growth  
and *enriches* lives.