Operating Standard

Title: Faculty Orientation
Type: Administrative
Responsible: VPAA; CAO
Related Policies: A2300
Linked Operating Standards: A2300.00, A2300.05, A2300.10, A2300.15, A2300.25, A2300.30, A2300.40, A2300.45, A2300.50
Related Laws:
Related External Standards:
HLC Criterion: 3B, 4A, 4B

Number: A2300.35

Statement

Shawnee Community College is committed to preparing all newly hired faculty for a successful transition into the academic environment. A comprehensive and inclusive faculty orientation ensures that faculty are equipped with the knowledge and tools necessary to fulfill their responsibilities, understand institutional expectations, support student success, and engage meaningfully in the college community.

Orientation fosters a sense of belonging and professional identity, promotes awareness of shared governance, policies, and procedures, and ensures compliance with accreditation and regulatory requirements. A consistent onboarding process supports quality teaching, equity in practice, and institutional effectiveness.

Guidelines

Faculty Orientation Goals
Faculty orientation will:

- Provide a structured introduction to college operations, resources, and expectations.
- Establish early relationships with key personnel and support departments.
- Address legal and compliance requirements, including mandatory trainings.
- Support equity-minded teaching practices and inclusive student support.
- Promote a shared understanding of assessment, curriculum, and academic standards.
- Familiarize faculty with instructional technologies and campus systems.

Orientation Components

The Faculty Orientation includes, but is not limited to:

- Welcome from College Leadership

- Overview of Student Services, Academic Affairs, and Administrative Services
- Human Resources onboarding, payroll, and benefits information
- Review of the Academic Affairs Faculty Handbook and Collective Bargaining Agreement
- Introduction to technology tools: MySCC faculty resources, Moodle, Smart Evals, Simple Syllabus
- Academic Assessment Handbook and institutional assessment practices
- Campus tour and office/schedule assignments

An updated orientation agenda ([sample attached](#)) shall be developed annually and reviewed by Academic Affairs leadership.

Participation Requirements

- Full-time faculty are required to attend all sessions of the Faculty Orientation upon hire.
- Adjunct faculty may attend select sessions or an alternative condensed orientation as offered.
- Attendance records and training completions (e.g., Title IX, FERPA) will be maintained by Human Resources and Academic Affairs.

Procedures

Initial Setup

- The Academic Affairs Office shall coordinate all aspects of Faculty Orientation in collaboration with Human Resources, Student Services, and Administrative Services.
- An annual agenda ([sample attached](#)) is prepared based on institutional priorities, compliance requirements, and feedback from past participants.

Pre-Orientation Preparation

- Invitations ([sample attached](#)) and welcome materials are sent to all new faculty hires prior to the event.
- An onboarding packet shall be provided, including:
    - Faculty Handbook
    - Academic Calendar
    - Syllabus templates
    - Campus map and directory
    - Contact list of key personnel

During Orientation

- Sessions are facilitated by College administrators, department chairs, and key staff.
- Opportunities for Q&A, peer networking, and hands-on support with technology tools are provided.
- Evaluation forms are distributed to collect participant feedback.

Post-Orientation Follow-up

- Summary of orientation evaluations is reviewed by Academic Affairs for continuous improvement.
- Faculty who miss mandatory sessions must complete alternative training sessions or make-up meetings.
- All orientation materials are stored in a shared digital folder and updated annually.

Evaluation and Improvement

- The Faculty Orientation is reviewed annually by the VP of Academic Affairs and Deans.
- A summary of attendance, feedback, and revisions shall be documented and retained for compliance and institutional improvement.
- Orientation effectiveness is assessed through participant surveys and faculty feedback.
- Improvements and agenda updates will be incorporated before the next orientation cycle.
- Faculty Orientation contributes to the College's HLC accreditation and employee onboarding benchmarks.

Change Log	Governance Unit: Academic Affairs Council
Date	**Description of Change**
4.24.25	

Sample Faculty Orientation Invitation Letter

Subject: Welcome to SCC! Faculty Orientation Details Enclosed

Dear [Faculty Name],

Welcome to Shawnee Community College! We are excited to have you join our faculty and look forward to supporting your success. To ensure a strong start to the academic year, we invite you to attend **Faculty Orientation** on **Monday, August 5, 2024**, on our main campus.

This full-day event will introduce you to key campus services, instructional resources, and compliance requirements. You'll also meet college leadership, receive your teaching schedule, and get set up with essential systems such as Moodle and MySCC.

Event Details:
Date: Monday, August 5, 2024
Time: 8:30 a.m. – 3:00 p.m.
Location: L-Atrium (Main Campus)
Light breakfast and lunch will be provided.

Please RSVP to [Administrative Assistant Name] at [email address] by [insert date].

In the meantime, if you have any questions about the orientation or your onboarding, feel free to contact the Academic Affairs Office at [phone number] or [email].

We look forward to seeing you there!

Warm regards,
[Name]
Vice President of Academic Affairs
Shawnee Community College

Shawnee Community College

Faculty Orientation
August 5, 2024

START TIME	AGENDA	PRESENTING
9:00 a.m.	**Meet with Human Resources and Payroll**	HR Staff
10:00 a.m.	**Academic Affairs Handbook Review**	VPAA
11:00 a.m.	**Lunch with Vice President and Deans**	VPAA and Deans
12:30 p.m.	**Introduction to Technology Tools-** **MySCC, Help Desk, Moodle, Simple Syllabus, Smart Evals**	Ed Tech Coordinator
1:15 p.m.	**Assessments- Student Academic Assessment Handbook**	Assessment Coordinator
2:00 p.m.	**Student Affairs Overview – How can they help you and your students? (Library, Career Services, Advising, Testing, Counseling)**	VPSA
2:10 p.m.	**Administrative Services Overview – How can they help you and your students? (Bookstore services, Student billing, paying bills, getting account numbers, maintenance services)**	VPAS
2:20 p.m.	**Campus Tour**	Executive Assistant to VPAA
2:45 p.m.	**Schedule/Section Assignments, Office Assignments, Office Schedules**	Deans/Chairs
3:30 p.m.	**Adjourn-** **Collective Bargaining Agreement Review**	SCEA Representative