

NEW FACULTY SURVIVAL GUIDE: QUESTIONS FOR YOUR DEPARTMENT

WITH SPACE FOR NOTES

ADAPTED FROM CAL STATE NORTHRIDGE

FACULTY ROLES AND RESPONSIBILITIES

What are the department's expectations of me this year regarding:

- Teaching
- Advising
- Department/College meetings
- Committee work
- Curriculum work
- Research or creative activity
- Extracurricular/student activities

What are the department criteria for reappointment, promotion and tenure (RTP) that will be used to evaluate me?

What is the University deadline for submitting RTP documents this year? What form do I use? Is there an example I can see? Are there other documents I need to prepare?

What are the departmental policies and practices regarding teaching evaluation?

TEACHING-RELATED ISSUES

What is the department's policy on syllabi – do they need to be online, does the department need a copy? Are there sample syllabi available? Can I get sample syllabi for all the courses I am teaching this year?

Is there a textbook already in place for any of my classes? Does the department need to approve my textbook? Does the department help me order textbooks?

Are there any department policies or practices in addition to University policies about adding/dropping students? What are the department policies or practices in addition to University policies about giving Incompletes or other non-letter grades?

What is my responsibility for arranging coverage for my classes in case of absences, either predicted or unpredicted?

What is the department policy and general practice regarding office hours?

Am I expected to be on campus on days that I do not teach?

How are decisions made about course offerings and faculty assignment to courses and scheduling? What am I scheduled to teach in Winter and Spring?

How do I apply to teach in Summer Session?

Is there a dress standard that faculty generally follow?

GRADING, ADVISING AND STUDENT BEHAVIOR

Are there any department policies or practices in addition to University policies about grades? Do we use +/- in this department?

What is the acceptable range of a class G.P.A. in this department?

I know the University's policies on academic dishonesty are in the current University catalog. Are there department policies or procedures in addition?

In what areas am I expected to advise students?
Who can show me the ropes?

DEPARTMENT OFFICE POLICIES/PROCEDURES

When are faculty meetings, departmental gatherings, seminars, etc.?

What is the department procedure for having course materials (syllabi, exams, etc.) duplicated?
What is the department procedure for making copies in general?

For large or specialized printing jobs, where should I go?

What clerical help is available?

How do I get business cards?

What is the procedure for reimbursement for department-approved expenses? Getting approval for travel? Reporting on absences?
Other administrative tasks?

How do I order supplies? What supplies does the department provide?

Is there a long-distance phone call policy?

Who is the emergency building marshal? Where do we go in case of an emergency evacuation?

What conference rooms are available in the department and on campus? How can I reserve them?

What other departmental policies and procedures should I know about?

EQUIPMENT AND RESEARCH FUNDING

What computer facilities are available?

What is the procedure for requesting new or additional instructional equipment?

What is the department policy for asking for research equipment or funds?

Is there money for professional travel to conferences? How do I apply for it?

Are other travel funds available?

What intradepartmental, College, or University grants are available?

FINAL IMPORTANT QUESTION

Which faculty in the department and college can I look to as mentors?