

Why Invest in Faculty Onboarding?

Creating a supportive and effective orientation program helps:

Reduce stress: Starting any new job can be daunting, even if faculty have the information they need in advance. It's their first day in a new environment with new people and new responsibilities, so feeling stressed and experiencing anxiety makes sense. By providing a clear overview of what's to come and acclimating new hires before the start of the semester, it allows new faculty to focus on class preparation and teaching.

Increase productivity: Providing comprehensive orientation helps new hires start work with shared expectations. Learning CAM and CU Denver's processes and systems in advance increases productivity, reduces mistakes, confusion, and frustration.

Enhance commitment: Onboarding faculty signals care by showing your new colleagues that we care about their success. They'll feel welcomed and appreciated from day one, creating a positive association within their department and college. We all want to be seen.

Foster relationships: Faculty relationships are vital to work ethic and morale, as they support each other and share experiences and advice. New hires also bring fresh ideas and perspectives with them. Onboarding encourages faculty to build their network, socialize, and increase a sense of belonging.

Decrease turnover: The ultimate goal of onboarding faculty is to acclimate new colleagues to their role and our departments and college. When we do this successfully, faculty feel appreciated, less stressed, and more welcomed. Consequently, we decrease faculty turnover, reduce conflict or problems, and increase agency and belonging.

Onboarding Plan

New Faculty Onboarding occurs at the start of each fall semester

New faculty onboarding with the senior associate dean occurs during your first semester of appointment and includes:

- Learning about your scholarship or creative practice outside of CAM
- Discussing what it means to be a good colleague
- Discussing what it means to be a good teacher
- Outlining your contractual obligations and providing an overview of your promotional journey

New faculty onboarding with your department chair occurs during your first semester of appointment and includes:

- Introducing you to your faculty colleagues and key staff members
- Providing an overview of FCQs and how they will be used in evaluation

New faculty onboarding with your program director occurs during your first semester of appointment and includes:

- Sharing existing course syllabi, Canvas shells, and other materials related to your course load
- Sharing learning outcomes for related degree programs
- Touring facilities, labs, etc.

New faculty onboarding with the dean occurs during your second semester of appointment and includes:

- Checking in to be sure you have the resources you need to be successful
- What it means to be a community member
- Discussing first semester FCQs
- Listening and learning from your experience to date

Frequently Asked Questions by New Faculty, Answered

How do I claim my CU Denver email?

[This link](#) walks you through how to claim your CU Denver email

What is CU SIS?

CU SIS is the university platform that provides course information, including a course list of students. This is where you will post your final grades. You access CU SIS through the [CU Denver access portal](#)

What digital resources are available to me?

CU Denver Resources [can be found here](#)

How do I log into Canvas?

[This link](#) takes you to your Canvas log-in

How do I reset my Password?

[This link](#) will guide you to reset your Password

How do I request access to Adobe software?

[This link](#) allows you to acquire free-to-you Adobe Acrobat Pro and a wide range of Adobe Creative Cloud software and tools.

Where do I go for IT support?

Campus support can be obtained by following [this link](#). CAM IT support can be obtained by [following this guidance](#)

What courses are required for new faculty?

[CU: CU-SIS Campus Solutions](#)*

[CU: FERPA- Family Educational Rights & Privacy Act](#)*

[CU: Information Security and Privacy Awareness](#)*

[CU: Non-Discrimination, Sexual Misconduct, and Reporting](#)**

[CU: Americans with Disabilities Act \(ADA\)](#) **

[CU: Fiscal Code Ethics](#) **

*To be completed upon hire

**To be completed no later than 30 days after your start date

What are the expectations for me to be successful in the classroom?

What do I do if a student is struggling emotionally in my class?

Submit a [CARES Report](#) for struggling students

What are [Early Actions](#), and when do I use them?

Where can I find [Faculty Resources](#) within CAM?

Who will share expectations of my appointment (load distribution), and who will guide me along my faculty journey? (When? 1st semester and throughout)

- Office of the senior associate dean for faculty and student affairs
- Department chair
- [Center for Faculty Development and Advancement](#)
- UCDALI (for IRC faculty)

When and how do I submit for promotion? (depending on faculty rank and series)

- [CAM's Faculty Resources](#) website has information about promotional guidelines and processes, and the office of the senior associate dean for faculty and student affairs oversees promotion within CAM

What resources are available to support my teaching?

- [CAM Faculty Resource page](#) (syllabi template, neurodivergent teaching resources, etc.)
- [Peer Observation Form](#) (template)
- [TIPS Canvas Course](#)
- [TIPS New Instructor Guide](#)
- [TIPS Teaching Guide Across all Modalities](#)
- If you need to submit a CARES Report for any of your students, [you can do so here](#)

What resources are available to support my creative and scholarly work?

- CAM Faculty Development Grants
- [Research and Development Office Grants](#)
- [Center for Faculty Development and Advancement Grants](#)

What are the expectations for service and leadership, and how do I find these opportunities? (1st semester and each spring semester thereafter)

- Service and leadership are contractual obligations for teaching track and tenure track faculty and are coordinated by the senior associate dean and department chair

Who do I talk to when things don't go well?

- All (new and old) faculty falter, especially in the beginning. If you are struggling with your teaching, consider scheduling time with your chair, program director, or a colleague you trust and admire