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| **New Faculty Orientation** | | | | |
| *Target Date* | *Task* | *Who* | *Notes* | *Helpful Materials* |
| May | Select NFO Date | Committee | Usually try to schedule with Full Faculty or FS meeting in mid-late September. | FS Meeting Schedule, Available from Dinorah |
| Identify/Select Speakers and Agenda |  |  | Last year’s program |
| Reserve Red Room |  |  |  |
| Contact Print Shop for NFO Notepads | Neighborly Librarian | Wait until date is settled, but placing this request in August would be risky. |  |
| Mid-August | Contact Amanda Gist for list of New Faculty |  | Also find out date of AA NFO and request a copy of their program. |  |
| Invite New Faculty |  | Follow Ups and Reminders as Needed | Draft Email |
| Contact Chairs of departments with new faculty to inform of NFO date and request that they encourage participation |  | And invite them/their departments to the Meet & Greet Lunch, if that’s the format. (You’ll need to know the time of the lunch.) | Draft Email |
| Invite NFO Presenters |  |  |  |
| Invite Centers/Office Contacts to Table |  | Follow Ups will be required. Keep an RSVP list so that you can make signs later. Be clear about how much space they will have, what time they should arrive, and what they should expect (if they should be quiet, get lunch first, etc.) | List of contacts |

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| *Target Date* | *Task* | *Who* | *Notes* | *Helpful Materials* |
| Early September | Plan Room Layout and Event Program/Schedule | Committee | Schedule “Setup Team” to plan on arriving *at least* an hour before start time to setup the room. |  |
| Order Chartwells |  | Must be done at least one week in advance. | Last year’s order |
| Place IT Service Request to schedule AV Support |  | Follow up with JJ two days before to confirm. |  |
| Request OW Logo folders from Denise Gross |  | Also request pens if haven’t gotten them yet. |  |
| Make Program |  | You’ll want to attach the program to some invites, so it’s good to have this done – but there is also sometimes a late August hire, so be prepared to edit.  This assumes program isn’t sent to Print Shop, copied in department. | Last year’s program |
| Survey |  | We decided not to do a survey of participants last year, but if you want to get feedback on anything, make that now. |  |
| 1 week before | Invite “Newish Faculty” and All Faculty to Meet & Greet Luncheon |  | And a reminder the day before. | Last year’s email invites. |

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| *Target Date* | *Task* | *Who* | *Notes* | *Helpful Materials* |
| Week of Event | Prepare handouts |  | Copy Program, “Important Dates” handout (with Add/Drop dates, end of semester, etc.), Presenter Materials…anything else useful to New Faculty. |  |
| Pick Up Pads from Print Shop | Neighborly Librarian |  |  |
| Stuff Folders |  |  |  |
| Make signs for tables |  | Two for each Center/Office tabling (one for the front of the table, one for the top where they can see it).  These get taped on the morning off during setup. | Last year’s signs, this year’s RSVP list. |
| Make Sign-In Sheet and “Sign-In Sign” |  |  |  |
| Make “Time Keeping Signs” |  | Don’t be afraid to use them. |  |
| Reminder Emails to New Faculty, Newish Faculty, Participants, and All Faculty. |  |  |  |
| Day of Event | Assign people for:  Sign In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Welcome \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Chartwells \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tables (2 people):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Conclusion \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Don’t forget to bring all the signs and folders, tape and markers, pens (OW if you got them).  Someone needs to keep time.  Someone needs to direct Resource Tablers as they arrive.  Someone needs to welcome/conclude. |  |
| *Target Date* | *Task* | *Who* | *Notes* | *Helpful Materials* |
| Week After Event | Thank Yous |  | At a minimum to the Presenters and Tablers. As appropriate, attach the program for the day so that they can include in their files. |  |
| Follow ups on Issues/Questions/Requests |  | Presenters sometimes offer to share information, and sometimes new faculty have questions that we offer to follow up on. |  |
| Invites to upcoming events |  | New Faculty are often eager to get involved. Be sure to reach out to them personally about participating in roundtables, etc. |  |