Department Orientation Topics

1. Introductions to support staff and other faculty; assign mentor or buddy (if department practice)

2. Department organization structure
   - Support staff assignments and reporting lines
   - Department governance structure including committees
   - Department meeting times, attendance practice
   - Relative responsibilities of chairs and deans

3. Classroom management
   - Class size
   - Course learning objectives and assessment (if established)
   - Unique course content requirements
   - Textbook selection (common texts, ordering practices)
   - Add/drop practices and/or enrollment preferences
   - Grading norms; special department grading standards
   - Out of class student work norms
   - Department protocol on or structure for student advising, particularly majors
   - Department protocol on assigning student assistants, GAs, TAs
   - Faculty office hours (posting, notification if cancelled)
   - Department/college lab policies including scheduling
   - Department involvement with alternate delivery of instruction (web, TV, audio)

4. Department practices/protocols
   - Photocopying, travel, equipment, supplies, business cards
   - Central syllabi files
   - Practices on assigning courses and instructional rooms
   - Schedule, format, protocol and number of classes for student evaluations (provide copy of instrument)
   - Notification procedures for illness, missed office hours/classes
   - Norms for department service especially for first year
   - Additional employment opportunities (YRO or intersession teaching, grants & contracts)
   - Give copy of department and college RTP policies and procedures
   - Practices and examples of assigned time opportunities in department
   - Schedule of department social events

5. Major upcoming topics for department/college discussion (accreditation, program review, policy reviews)

6. Dates for college level RTP workshop