
ONBOARDING NEW FACULTY

A Checklist for Faculty Search Committees

Setting up a new hire for success

- What information might the new faculty member need about the department's policies?
- What information might the new faculty member need as they start their job at Sac State?
- How will the search committee communicate these needs with the Department Chair and with the department?

Department Level Documents and resources:
<input type="checkbox"/> The approved RTP policy document that governs the position (if relevant)
<input type="checkbox"/> All policies (esp. new or revised policies) with which a new faculty member must comply, e.g. Syllabus Policy, e-Learning Policy, etc.
<input type="checkbox"/> Resources and information related to inquiries the candidate made during the final interview (housing, schools, faculty development, healthcare, etc.)
<input type="checkbox"/> A list of relevant hyperlinks that would help the new faculty member understand support areas and shared governance structures, such as CFA, Faculty Senate, OFA, Employee Affinity Groups, Inclusive Excellence/OEO, Learning & Development, CTL, OREID etc.

Preparing to Support and Retain the New Faculty Member

- What plan does the department have to support new faculty members to achieve meaningful benchmarks, to identify potential problems, to celebrate their successes, and to provide feedback in an effort to increase faculty retention?

- Does the department have an established mentoring program? What might a mentoring plan look like?
- How can the department recognize the invisible labor that is expected of underrepresented faculty members?

Mentoring and peer support best practices and resources:
<ul style="list-style-type: none"> □ Review these recommendations to create a mentoring plan
<ul style="list-style-type: none"> □ Elevate already available faculty development resources including: Webinars and resources from the National Center for Faculty Development and Diversity, "Demystifying the Tenure Track FLC", OFA's New Faculty Checklist and CTL's Faculty Mentoring Faculty program
<ul style="list-style-type: none"> □ Reflect on the cultural competencies and knowledge of peers selected to support an underrepresented new faculty member
<ul style="list-style-type: none"> □ If a new faculty member is the only underrepresented faculty in the department, consider seeking a mentor at the College level
<ul style="list-style-type: none"> □ Ask the faculty member what types of scholarly, teaching, and/or community groups they would like to participate in at Sac State and help them connect
<ul style="list-style-type: none"> □ Actively support new faculty members' participation in professional associations and conferences that serve underrepresented faculty in the field/discipline