

IMPORTANT DATES DURING YOUR FIRST YEAR:

September

- ⇒ Planning pages for the current (first) year of employment are submitted to your Chair and Dean. Work on this with your Chair. This document will be used in the annual report of your first year.
- ⇒ First round of Quinlin and INCO internal travel grant applications are due October 1.
- ⇒ Teaching schedules for the spring semester are established.

December

- ⇒ Write your annual report, covering the fall semester (or period since your hire). The report is due to your Chair by January 4th or the date established by your department. Ask other faculty and your Chair for advice on how much detail and documentation is required.

January

- ⇒ Annual report is submitted to your Chair.
- ⇒ Second round of Quinlin and INCO travel grant applications are due February 1.

February

- ⇒ Summer and fall teaching assignments are finalized.
- ⇒ Recommendations for retention or nonretention of new hires are made by the Chair and Dean for the next year.
- ⇒ Planning page for Spring hires is due.

April

- ⇒ Third round of Quinlin and INCO travel grant applications are due April 1.
- ⇒ One-year temporary faculty and all spring hires submit annual reports to Chair by early April.



Best Practices: For the New Hire



Best Practices Series: The New Hire
***A step-by-step guide to help you
successfully navigate through your first
year as a faculty member.***

MU-ADVANCE
Marshall University

Through Your First Year

Once an offer is accepted, a new faculty member often faces the daunting task of moving to a new city, buying or renting a new home, learning the idiosyncrasies of a new work place, and launching his or her academic career. In the beginning, there is much to learn and help is sometimes not immediately apparent, not because it is unavailable, but because it is not always visible. Knowing where to find answers to questions is absolutely crucial during the first weeks of your employment. The following can be excellent sources of valuable information.

1. *The Dean and/or Chair.*

- Shortly after your arrival, arrange to meet with your Dean and/or Chair (ideally, he or she will contact you, but if not, initiate contact yourself). Come prepared with a list of your immediate questions and concerns.
- Because teaching is likely to be your first and most pressing concern, ask your Chair for specific names of individuals you should/could consult about course syllabi, materials, and class lists. Be certain to request this information early, perhaps even before you arrive in Huntington.
- If start-up funds were included in your offer letter, consult your Chair about accessing these funds as soon as possible, and clarify how these funds may be used.

The information provided in this booklet was adapted from *The Academy as Community: A Manual of Best Practices for Meeting the Needs of New Scholars*, with the permission of the Canadian Federation for the Humanities and Social Sciences.

Through Your First Year

- *Draw upon the experience, expertise, and knowledge of your colleagues.* Strike up conversations with other faculty throughout your department, faculty, and institution. Each person is a potential cache of valuable insight and knowledge and may be able to pass along key tips about the job, ranging from efficient grading methods to the latest academic trend.

For probationary, tenure-track, faculty:

- *Throughout the pre-tenure period, you should meet with your Chair once per term to consult with him or her on your progress toward tenure.* For information about tenure, we recommend that you rely primarily on the advice of your Chair, rather than a mentor, colleagues, or the rumor mill to clarify any confusion, concerns, or fears you might have regarding tenure. Arrange to meet with your Chair early in your first term to discuss the criteria for tenure/promotion in detail. When doing so, ask for a written statement of the criteria and ask for clarification about any part of the process that concerns you. Verify this with your dean as well. Your Chair is in the best position to treat all new faculty equitably and consistently; mentors, on the other hand, are meant to be supporters of their specific protégés. Be aware of written guidelines on tenure provided by your department and use them as you consult with your Chair about your progress. If the expectations seem to have changed, politely but firmly insist upon the fair and consistent application of the criteria as stated in written documents. If you feel that your concerns are not being addressed, seek the advice of your Dean if necessary.

Through Your First Year

Here are some additional tips to help acclimate you as a new faculty member at Marshall University.

- *Find out the requirements for the annual review.* Your Chair will be the best source of information about the annual review. Ask about deadlines, required documents, and expected performance levels. So that this task does not become onerous, continually update your C.V. (in the format required by the review), prepare and maintain a teaching dossier, and request any reference letters or peer evaluations well in advance of the deadline. Non-tenure-track faculty should also ascertain what is required in their annual reviews. Become familiar with and use Digital Measures, a University-sponsored system that allows you to easily store and update required information, such as committee work, publications, etc.
- *Read department newsletters or bulletins, memos, and handouts.* Although the amount of paper and email arriving in your mailboxes might seem overwhelming at times, it is vital that you read it all. Information about department policies, application deadlines, examination dates, etc., is often communicated to faculty in this way. Information about teaching seminars, reading series, colloquia, etc., is generally contained within weekly department newsletters. University events are announced online or in campus newspapers. If you want to feel as though you are “in the loop,” you need to allocate some of your time to reading these information sources.

Through Your First Year

- Review the information you received during the negotiation of the offer. Confirm the expected teaching and service loads.
2. *The University Research Office.*
The Marshall University Research Corporation (MURC) is an excellent source of information about both internal and external grants. Research Officers help faculty determine their suitability for specific grants, connect to granting agencies that fund their kind of research, write more effective grant applications, and tailor their research needs to granting requirements and opportunities. MURC also runs seminars and training sessions that are especially useful to new scholars who are writing grant applications for the first time.
 3. *University Computing Agreements.*
Marshall University has agreements with Dell and Apple for faculty members to purchase home computers at a discounted rate. Follow the instructions below to order products yourself!
For a Dell computer, visit: www.marshall.edu/personalpurchase/dell
For an Apple product, visit: www.apple.com
Once at the Apple site, click on Store, followed by Education Store (located on the left) and enter information for Marshall University.

Brochure provided by:

The Center for the Advancement
of Teaching and Learning (CATL)
One John Marshall Drive
Huntington, WV 25755
(304) 696-2208
www.marshall.edu/catl

MU-ADVANCE
One John Marshall Drive
Huntington, WV 25755
(304) 696-3715
www.marshall.edu/mu-advance

Through Your First Year

4. *The Libraries.*

University and college libraries sometimes allocate funds for the purchase of books and materials relating to the research of new faculty. Arrange to meet with the librarian connected to your area and discuss the possibilities for future collection development. Ask what kinds of research support are available to faculty so that you will be able to take advantage of librarians' expertise. Marshall has several libraries, including: Drinko, Morrow, Government Documents, Special Collections, MUGC, Music, and the Health Science Library. For more information, follow the "Libraries" link on Marshall's main site.

5. *Professional Development Services.*

If you would like pedagogical training, Marshall resources include faculty teaching workshops and seminars, many of which are provided by The Center for the Advancement of Teaching and Learning (CATL). These services are usually announced through the faculty listserv and announcements sent to your department mailbox. Participation in these seminars and workshops is usually voluntary, so you will need to be especially proactive and self-motivated in accessing these supports.

6. *Campus Recreational Services.*

If you are interested in using recreational facilities on campus, information will be available through the university or college website. You can also find information about campus intramural leagues if you are interested in team sports, but first ask around your department to find out if there is an active sports team that you can join. For more information, visit: www.marshall.edu/recsport/

Through Your First Year

7. *Department Office Support Staff.*

Administrative professionals, receptionists, and office managers are often the best source of information available within the department. Introduce yourself to them as soon as you arrive and ask them about the services they provide. If you treat them with courtesy and respect, you will find that they are wonderful sources of information as well as life-savers when difficulties threaten to thwart grant applications and final exams.

8. *A Mentor.*

One of the most effective ways of learning about the various elements of a successful academic career is to develop an open, trusting relationship with a more experienced faculty member who can help you negotiate the classroom, the grant-application process, committee meetings, and institutional rules and regulations. A productive mentoring relationship can help to improve your performance in all areas of your work through mutual professional and emotional support. When you arrive to begin your first faculty appointment, ask if there is a formal mentoring program. If there is, determine how and when a mentor will be assigned to you. Indicate the qualities (age, gender, specialization, cultural background, domestic situation) you would like in your mentor; this will help your Chair or Dean select a suitable candidate.