



VALDOSTA STATE UNIVERSITY

MEMORANDUM

TO: New Full-Time Valdosta State University Faculty

FROM: Sheri Gravett
Associate Provost for
Academic Programs and Services

Ashley Cooper
Associate Director of
Employee Organizational Development

SUBJECT: New Faculty Orientation

DATE: May 2022

Valdosta State University is delighted you have accepted full-time faculty positions, and we look forward to welcoming you on our campus in August. Fall classes are scheduled to begin on August 15, 2022, but there are many activities scheduled for both new and returning faculty before that date.

We have a full slate of activities to welcome you to VSU; check below for a basic overview.

HUMAN RESOURCES ONBOARDING

As a new hire with Valdosta State University, you will receive two email communications from Equifax, providing you with log in credentials to access the onboarding paperwork. One email will contain the link and user ID information and the other will provide a temporary password. Once you've received this information, please follow the instructions, and complete all the documents that are provided. You will receive next step instructions regarding ID verification to complete the I-9 process. Feel free to contact your Onboarding Specialist with any questions. Your onboarding specialist is assigned according to the first letter of your last name.

Onboarding Specialists:

Regina Lee (A-L) crlee@valdosta.edu

Sherry Berry (M-Z) slberry@valdosta.edu

For questions regarding onboarding, contact VSU's Onboarding Manager, Carmen James, carjames@valdosta.edu
229-333-5709.

NEW FACULTY REQUEST FOR A MENTOR BY JUNE 10

New incoming full-time faculty who are not limited term have the unique opportunity to participate in a university-wide Peer Faculty Mentoring Program coordinated by the Center for Excellence in Learning & Teaching (CELT). Participation is voluntary. To request a mentor, by the deadline of June 10, please fill out this [New Faculty Request for a Mentor](#) brief questionnaire (click [hyperlink](#)). For more details, including the mentoring program's objectives and activities, visit: <https://www.valdosta.edu/celt/faculty-mentoring-experts.php#PeerFacultyMentor>

NEW FACULTY ORIENTATION AUGUST 2-5

New faculty orientation activities will be held on the VSU campus on August 2-5. These orientation activities will occur two weeks before classes start and the week before the traditional opening college and departmental meetings occur so that you will have time to make preparations for the semester. A detailed schedule and campus map will be posted on the Academic Affairs website in early July at www.valdosta.edu/academics/academic-affairs/welcome-new-faculty.php. Please continue to check this site for updates.

OPENING OF THE UNIVERSITY (AUGUST 8-12)

The week before classes start is devoted to university, college or division, and departmental meetings and events as well as a series of synchronous virtual webinars and face-to-face trainings on pedagogical topics and technologies for teaching. You will receive further information about all of these activities from your college or division and departments.

Once again, the entire Valdosta State community looks forward to welcoming you in August.