

## MEMORANDUM

TO: New Full-Time Valdosta State University Faculty

FROM: Sheri Gravett  
Associate Provost  
for Academic Programs and Services

Rebecca Murphy  
Associate Director of Human Resources  
for Employee Development

SUBJECT: New Faculty Orientation

DATE: May 2019

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We are very pleased to welcome you as a new full-time faculty member at Valdosta State University. Valdosta State University and the Division of Academic Affairs are delighted that you have accepted a faculty position, and we look forward to welcoming you on our campus in August. Fall classes begin on August 19, 2019, but there are many activities scheduled for both new and returning faculty before that date. We have structured these activities to help you to transition to our campus as an enthusiastic partner in fostering the success of our students. We look forward to the new ideas and energy that you will bring to us.

### **HR ONBOARDING, MAY 29, JUNE 7, JULY 12, JULY 30, JULY 31, AUGUST 1**

Human Resources personnel have scheduled group onboarding sessions to complete your new hire paperwork, provide education on benefits and retirement selections, and answer questions you may have regarding accessing and navigating VSU's HR/Payroll system called OneUSG. To sign up for an onboarding session, use this link: <https://tinyurl.com/Faculty-Onboarding-2019>.

For questions regarding onboarding, contact VSU's Onboarding Manager, Carmen James, [carjames@valdosta.edu](mailto: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>

### **NEW FACULTY ORIENTATION, AUGUST 6-9**

New faculty orientation activities will be held on the VSU campus on August 6-9. These orientation activities will occur a week before the official opening meetings of the university so that you will have time to make preparations for the semester. A draft schedule and campus map is posted on the Academic Affairs website [www.valdosta.edu/academics/academic-affairs/welcome-new-faculty.php](http://www.valdosta.edu/academics/academic-affairs/welcome-new-faculty.php).

### **OPENING OF THE UNIVERSITY, AUGUST 12-16**

The week before classes start is devoted to university, college or division, and departmental meetings and events. You will be receiving 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.