

New Faculty Member \_\_\_\_\_

**ORIENTATION PLAN  
(TO BE COMPLETED WITHIN 90 DAYS)**

WELCOME	RESPONSIBLE PERSON *	DATE
Introduction faculty and staff		
Facility orientation		
Clinical/Nursing Skills Lab orientation		
Office Processes (supplies, books, keys, passwords, name tags, etc)		
Human Resources Policies (contract/benefits/payroll)		
<b>PUBLICATIONS</b>		
Course Calendars		
College Catalog		
College Student Handbook		
Nursing Program Student Handbook		
Nurse Practice Act and Minimum Standards (Online Tutorial)		
Clinical Faculty Handbook		
Adjunct Faculty Handbook		
<b>WORKLOAD POLICIES</b>		
College-wide committee assignment		
Nursing department committee assignment		
Faculty assignments		
Office hours		
Job description/standards/evaluation		
Systematic Evaluation		
Budget Process		
Academic advising		
Student Conferences (Privacy Requirements)		
<b>NURSING DEPARTMENT PROTOCOLS</b>		
Emergency/Inclement weather Notification		
Typing/printing		
Testing (preparation/grading/analysis)		
Annual immunization/CPR requirements		
Classroom scheduling		
<b>PROFESSIONAL ORGANIZATIONS</b>		
Institutional:		
Program:		
Individual:		
Student:		
Other:		

<b>REGULATORY GUIDELINES</b>		
FERPA Guidelines/Requirements		
Disabilities Act (ADA) policy		
Accreditation Standards		
NCLEX Test Plan		
<b>TEACHING &amp; LEARNING</b>		
Curriculum Plan		
Syllabi		
Clinical/Nursing Skills Lab procedures & policies		
Electronic Media Usage (Teaching)		
Electronic Media Usage (Student)		
Electronic Media Usage (Social)		
Library Resources		
Clinical Site (agreements/usage/preceptors/obsevation)		
Student Grading Policies		
Pre and post conferences		
Posting to platform		
Classroom management		
Student Outcome Evaluation		
Standardized Testing		
Lesson planning		
Test Construction		
<b>ADDITIONAL REQUIREMENTS</b>		

*\* Responsible person is not necessarily assigned mentor and may vary from item to item.*

Signature indicates New Faculty Orientation is complete, mentorship is ongoing (see Mentoring Record)	
_____	_____
New Faculty	Date
_____	_____
Mentor	Date
_____	_____
Program Administrator	Date