

# **New Library Faculty Orientation Guidelines**

## **I. Introduction**

The following guidelines are intended to guarantee that new faculty receive appropriate orientation. Timeliness is an important element of the process. In cases where the department or division head lacks the time or expertise to conduct parts of the orientation, those parts may be delegated to appropriate colleagues. Not all items listed are essential for all faculty. In particular, under II., the new faculty member and his/her department/division head can negotiate a selection of appropriate items.

## **II. Responsibilities of the Department/Division Head**

### **A. Orientation to the Organization. [Do within the first month]**

1. Organization of the Library and the relationship of the unit to the organization.
2. Tour of library at the local site
3. Tours of libraries at other UIC sites (as appropriate)
4. Tour of local campus facilities
5. Orientation to local services and facilities, such as Personnel Services, Benefits Center, Office of Business Affairs, computer centers, campus unions, shuttle bus, escort car, etc.

### **B. Personal Contacts [Do within the first month]**

1. Introduction to all support staff in the unit and related units (as appropriate)
2. Schedule meetings or lunches with all faculty in department, or site library
3. Schedule meetings or lunches with counterparts at other sites (as appropriate)
4. Schedule meetings or lunches with heads of other departments or sites (as appropriate)

### **C. Faculty Orientation [Discussion within the first two weeks]**

1. Integration of research with librarianship and service
2. Individual goals and timetable for achieving them
3. Support for research and service activities
4. For teaching librarians, direction in compiling documentation about teaching

5. Intellectual property ownership

D. Computing Orientation [Do within the first month]

1. E-mail

2. Online systems (i.e., databases, electronic journals, catalogs)

3. Management tools (i.e., calendar, departmental listservs, NSKit)

4. InfoTech Arcade

5. Training (i.e., ACCC, CLS, ILCSO)

E. Library Committees and Task Forces [Do within the first month]

1. Faculty committees

2. Administrative committees

3. Campus Senate

III. Responsibilities of Library Personnel [Do within the first month]

A. Counseling on benefit options, travel reimbursement, sick leave, annual leave, holidays, professional leave, etc.

B. Information on the roles of administration, department head, other faculty, academic professionals, classified staff, and student workers

C. Basics of the Illinois civil service system (as appropriate)

IV. Responsibilities of the Secretary of the Executive Committee [Do within the first six months]

A. Executive Committee

1. Faculty bylaws

2. Faculty governance and issues

3. Library faculty meetings

4. Support for research

B. Promotion and Tenure Committee

1. Introductory counseling on the P&T criteria and process
2. Discussion on getting started in research and service activities

C. Lectures and Forums Committee

1. Establishment of a regular schedule of informal research brown bags
2. Personal invitation to new faculty to attend research brown bags

D. Faculty Development Allocations Committee

1. Application procedures
2. Resources available

E. Teaching Support and Documentation Committee

1. Development of a teaching portfolio
2. Evaluation of teaching

F. Nominations and Elections

1. Library faculty elections
2. Senate election

G. Appointments

1. Information about Promotion and Tenure Issues
2. Evaluation and Interview of Candidates

Adopted by the faculty 8/14/2001