UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING

ADMINISTRATIVE POLICIES AFFECTING THE SCHOOL OF NURSING

TITLE OF POLICY: **ORIENTATION - FACULTY**

ORIGINAL DATE: **January 2019**

LAST REVIEWED/REVISED: **January 2019**

POLICY: A New Faculty Orientation occurs annually at the School of Nursing the week before, the first day of Fall Term classes. All new, full-time faculty are expected to attend the School of Nursing New Faculty Orientation. The date is organized by the Executive Assistant to the Dean. The Orientation aims to welcome new faculty to the University of Pittsburgh School of Nursing community and to help ensure their transition will be as smooth as possible. New faculty are also expected to attend the Orientation held at the University level, the department level within the School of Nursing and, if relevant, the program level within the School of Nursing in which the faculty will be teaching.

PROCEDURE: A half-day New Faculty Orientation occurs annually on the week before the first day of Fall Term classes. Orientation runs roughly 4 to 4.5 hours, and actual times are not confirmed until closer to the event.

New faculty are provided with essential start-up information from a variety of sources, including Dean, Associate Deans, Directors and selected staff providing services for faculty. School resources available to faculty, as well as a checklist of items to assist faculty, are reviewed. Key school documents are reviewed, related to structure of school, criteria for appointment/re-appointment, evaluation, as well as teaching, scholarship and service expectations and a schedule of presentations focused on teaching strategies.

Reviewed by Dean's Council: 01/19
Revised by Dean's Council: 01/19