

FACULTY ORIENTATION POLICY

Policy #	AA-406	Revision #	02
Accessibility level	A	Effective date	01/20/2021

1 Scope

This policy applies to all newly appointed faculty members at FBSU.

2 Policy

- 2.1 It is mandatory for all the newly appointed faculty members to attend the orientation sessions organized by the HR Department at the beginning of each academic semester. The Orientation sessions shall take place during the non-teaching week prior to the start of the academic semester. Deans and chairs are required to permit newly appointed faculty members to be excused from their regular job duties to attend these orientation sessions. Departments are also expected to provide a new faculty member with a more specific orientation about the department and the specifics of each job assignment.
- 2.2 During orientation, each employee will receive information and training regarding the University policies (including fair treatment and anti-harassment policies), compensation and benefit programs, and other general information about the University. Each employee must also complete all employment paperwork, such as retirement and insurance enrollment forms, beneficiary designation forms. The orientation program is a way to learn about the University and applicable employment policies and benefits.

3 Related Documents

- 3.1 Faculty Orientation Procedures (AA-406-P01)
- 3.2 Faculty Orientation Attendance Form (AA-406-F01)
- 3.3 Faculty Orientation PowerPoint Presentation