ECU New Faculty Orientation

Thursday 1/3/19

Check In
7:30 - ongoing
Office for Faculty Excellence (OFE) – Joyner Library 1008

HR Benefits Session

This session is for new faculty who have not yet established with the ECU HR office. Trina Baker, an ECU Benefits Consultant for Academic Affairs, will provide an overview of options for employee benefits and respond to questions from the group. You are encouraged to review the materials on employee benefits (link below) in advance of the meeting and bring any questions you may have. Trina will also be on hand in the Office for Faculty Excellence (OFE) Faculty Quarters (Joyner Library 1001) from 11:00 – 12:00 to answer additional questions.

http://www.ecu.edu/cs-admin/HumanResources/benefits_about_us.cfm

Joretta Chestnutt, ECU’s I-9 Coordinator will be in the Office for Faculty Excellence on both days of the NFO to collect I-9 forms. You can find a list of documents to bring with you here: https://hr.harvard.edu/files/humanresources/files/i-9document.pdf. Any faculty members who will be teaching remotely and who are not planning to attend NFO, please reach out to Joretta at MILLSJO16@ECU.EDU in order to complete the I-9 via notary.

Session 1
Joyner Library 1418
8:00 – 10:30

Getting Started with ECU Academic Technologies

Several of our colleagues from the ECU Information Technology and Computing Services (ITCS) team will provide a broad overview of some of the great resources available to faculty.

Session 2
Joyner Library 1418
11:00 – 12:00

Lunch with your Librarian

The Joyner Library team has generously offered to sponsor this opportunity for you to join them for lunch in the Janice Faulkner Gallery and learn about some of the great resources at our fingertips here at ECU. When you RSVP for this luncheon, please also note any dietary restrictions you want to put on our radar.
Getting Started Panel Session #1 – Faculty Resources

Session 4
Joyner Library 1418
1:00 – 2:00

This session will be the first in a series of panels throughout NFO that will feature representatives from offices across the ECU campus. These sessions are designed to share brief overviews of policies and processes at ECU as well as examples of support resources available to faculty and students.

- Faculty 180
- Global Affairs
- Conflict of Interest Compliance
- ECU Parking
- Office of Equity and Diversity

- Disability Support Services
- The ECU Bookstore

Getting Started Panel Session #2 – Student Support Resources

Session 5
Joyner Library 1008
2:30 – 3:30

This panel session will feature overviews and examples of support resources available to students at ECU.

- Office of Student Transitions and Support
- Starfish Early Alert System
- Pirate Academic Success Center
- ECU Writing Center

Getting Started Panel Session #3 – Research at ECU

Session 6
Joyner Library 1008
4:00 – 5:00

This panel will feature various offices that support faculty in accomplishing their research goals. Example programs represented include:

- Office of Research, Economic Development, and Engagement at ECU (REDE)
- University and Medical Campus Institutional Review Board (UMCIRB)
- Office of Sponsored Programs (OSP) & Office of Grants and Contracts (OGC)
- Office for Faculty Excellence (OFE) Research Consultation

Session 7
Joyner Library Faulkner Gallery
Provost’s Reception
5:00 – 6:00

We will relax and wrap up Day 1 of New Faculty Orientation with a reception hosted by our Provost, Ron Mitchelson. Come enjoy this opportunity to connect with key campus administrators and other faculty who are new to ECU this year.
Friday 1/4/19

Check In
7:30 - Ongoing
Office for Faculty Excellence (OFE) – Joyner Library 1008

Faculty Promotion and Tenure at ECU

During this session, the Chair of the Faculty at ECU (Jeff Popke) will provide an overview of topics and resources related to faculty, promotion, tenure, and faculty governance at ECU. Register for this important session to find out how to access support and get involved.

Faculty Break-out Panels

Following the overview provided by the Chair of the Faculty (previous session), you will have the opportunity to break into smaller groups and visit with a panel of faculty and administrators to talk more in depth about promotion and/or tenure processes that are applicable to the role you are beginning at ECU.

Joyner Library 1008 - Faculty with Tenure-Track Contracts will meet with:
- Jeff Popke – ECU Chair of the Faculty
- Andrew Morehead – Chair, Department of Chemistry
- Stacey Altman – Chair, Department of Kinesiology
- Christina Tschida – Faculty member, Elementary Education
- Sylvia Brown – Dean, College of Nursing

Joyner Library 1418 - Faculty with Fixed-Term or Clinical Contracts will meet with:
- Brian Cavanaugh – Teaching Instructor, Health Ed and Promotion
- Joy Shepard – Clinical Assoc. Prof in College of Nursing
- John Stiller – former Chair of the Faculty/ Faculty member, Biology
- Heather Vance-Chalcraft – Faculty member, Biology

Getting Started Panel Session #4 – Service Learning and the Scholarship of Engagement

ECU’s motto is “To Serve” and we take our commitment to meaningful service seriously. During this session, you will hear about opportunities for faculty and students to plug into the rich Service Learning opportunities at ECU as well as embark on Engaged Research in collaboration with community partners.

12:00 – 1:30
Lunch on your own

Course Design for Student Success in Blackboard

Blackboard is the Learning Management System (LMS) supported by ECU. During this session, you will connect with members of our Blackboard support team and hear an overview of some of the features available to faculty.
Session 12  
**Hook your Students with Engaging Questions using Clickers and Mobile Polling**

Joyner Library 1008  
2:00 – 2:30  
Audience response devices, or Clickers, are designed to actively engage students during the entire class period, gauge students’ level of understanding of presented material, and provide prompt feedback to the instructor, who can easily upload a grade to Blackboard from polled responses. This session will offer an overview of polling systems used by faculty at ECU.

Session 13  
**Upgrade your Discussions with VoiceThread**

Joyner Library 1008  
2:30 – 3:00  
This session will provide an overview of VoiceThread - an asynchronous, collaborative tool which allows users to create and share multimedia slide shows. Slide shows can be created in various formats. Some of the common formats are video only, slides and video, or slides and audio. Documents, PDFs, images and other types of media can be imported for use in VoiceThread.

Session 14  
**Save Time with Digital Meetings in Webex**

Joyner Library 1008  
3:00 – 3:30  
Webex enables faculty, staff, and students to conduct meetings from a distance with video or audio conferencing. Webex is approved for both FERPA and HIPAA information and is available for both Windows and Mac. Attend this session to hear an overview of the features available through Webex and directions for getting started with use of this ECU resource.

Session 15  
**Productivity and Collaboration with Microsoft Office 365**

Joyner Library 1008  
3:30 – 4:00  
ECU provides a Microsoft 365 subscription to faculty, students, staff, and alumni that offers several excellent features to aid with teaching, communication, collaboration, and the variety of roles assumed by our faculty. Attend this session to hear an overview of the Microsoft 365 toolkit.

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**Logistics and Tips**

**Parking**  
The ECU Parking and Transportation Office has made the WC-09 lot west of the new ECU Student Center available on 1/3/19 and 1/4/19 to those attending NFO. This lot is located behind the Parking and Transportation Office, and you can use that address (305 E. 10th St.) in your navigation system. You can access the parking lot via 10th Street or Cotanche Street. NFO participants should not need a parking pass but are encouraged to put the NFO flier (emailed to you) on your dashboard.

- If entering by 10th Street, turn into the Parking and Transportation office parking lot and veer right around that building. The WC-09 lot will be on the right.
- If entering from Cotanche, turn East onto Library Drive. The lot will be on your right.
From the parking lot to Joyner Library

Turn your back to 10th Street and begin walking toward campus – toward the Recreation Center and Mendenhall Student Center (in the midst of some new construction). Keep walking toward those campus buildings until you get to a long, newly paved, sidewalk. Turn right on that sidewalk and continue walking with the parking deck on your right. The Mendenhall student center will be on your left, and eventually Joyner Library. When you reach the end of the parking deck you will know you are in the right place if you see an open courtyard and a large screen on your right. Turn left toward Joyner Library and the clock tower. Immediately after you come up the short stairs/ramp to enter the bricked library courtyard (called the Sonic Plaza), enter the library to your left. It’s the only public entrance to Joyner Library.

I need you to know...

Please take a moment to let us know any dietary restrictions or other accommodations we should be aware of in order to plan effectively for your time with us during NFO. We are looking forward to having you here, and want you to be comfortable, so drop a quick email to ofe@ecu.edu if there is anything you would like to put on our radar.

Creating your NFO Schedule

A wide variety of faculty attend New Faculty Orientation in January. Some have already been on campus for several months, and some are just arriving in time to begin the spring semester. Some have lived in Greenville for many years, some are new to the area. We will have participants with tenure-track, clinical, and fixed-term contracts, and faculty with varying levels of experience teaching/researching in the university setting. Therefore, the January NFO is designed to be customized by each participant. You are encouraged to register for the sessions that you need, and it is OK to skip the sessions that do not apply to you. That said, all new faculty are welcome to attend all sessions. We only ask that you let us know which sessions you plan to attend in advance, so we can ensure we secure spaces with sufficient room for each one.

If you find yourself with gaps in your schedule, creating pockets of time to work on your Spring 2019 course materials, there are plenty of tables and comfortable seating areas directly beside the Office for Faculty Excellence where you can settle in and use those open periods productively. Individuals from ITCS will be on hand if you need support getting connected with university technologies, and the OFE staff will be happy to help anyone who needs assistance finding classrooms or offices on campus. Please let us know how to help you use your down-time productively.

Don’t see what you are looking for on the schedule?

If there is something you hope to accomplish during New Faculty Orientation, and you don’t see an opportunity to do so on this schedule, please be in touch prior to the NFO. Send an email to our team at ofe@ecu.edu describing your need, and we will do our best to help you make the connection you need.
We will have several key people on hand to help you get started and/or troubleshoot with some of our key resources. These individuals will be stationed in the Faculty Quarters (open area) in the Office for Faculty Excellence in the 1001-Suite in Joyner Library (behind the security desk).

- If needed, you can connect with someone from the ECU office of Disability Support Services between 10:00 a.m. and 3:00 p.m. on Friday, January 4th.
- Members of the ECU ITCS team will be on hand throughout NFO to help you get started with the ECU technologies featured during NFO (and more).
- The ECU 1Card office will be open on both days from 10:00 a.m. – 5:00 p.m. During NFO, you may want to make it a point to walk over to the Old Cafeteria Building and have your 1Card made. Feel free to stop by the OFE and ask for directions if needed. There will be some new students on campus that day for a spring orientation – so we would not recommend all trying to have your cards made at one time. If you see a crowd when you try to first time, feel free to try again later during the orientation.
- Be sure to check in with the OFE team for any additional assistance you may need in Joyner 1001. For example, we will have students on hand throughout NFO who can serve as tour guides if you need an orientation to the main campus area.