

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 2102

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**PROCEDURE TITLE:** New Employee Orientation

**STATUTORY REFERENCE:** FLORIDA STATUTE 1001.64

**BASED ON POLICY:** II-19A All Full-Time Personnel: New Employee Orientation

**EFFECTIVE DATE:** February 8, 1974

**LAST REVISION DATE:** September 13, 2005

**LAST REVIEW DATE:** September 13, 2005

## **I. PURPOSE**

To provide all new full-time employees with information concerning the mandatory Miami Dade College New Employee Orientation program. The purpose of the orientation will be to familiarize new employees with the institution, its policies, procedures and employee benefit programs.

## **II. All Full-Time Personnel**

A. All full-time non-instructional personnel will be scheduled to attend an orientation program during the first 30 days of employment. The presentation will be conducted by the Division of Human Resources. Supervisors must ensure that all employees attend the orientation session and that appropriate job coverage is provided for any such employee attending orientation.

### **B. Full-Time Faculty**

The New Faculty Orientation Program should consist of the following components:


1. At the beginning of each academic year annual pre-service orientation including information about the College, campus and department, the teaching/learning environment, and College expectations of faculty.
2. Monthly campus meetings will allow for discussion and incrementally introduce new information about College services and the teaching/learning process; duration should be for the first two major terms of employment.

Campus College Training and Development (CTD) Coordinators are responsible for the monthly orientation sessions at each campus. The purpose of these ongoing sessions is to

provide information on processes, services, and resources of the College and campus. Content and order of presentations will be determined by each Campus CTD Coordinator in concert with the Campus Academic Dean and the College-wide CTD Directors. Suggested topics include, but are not limited to:

- A. Learning Resources
  - Audiovisual Services
  - Library
- B. Role of the Mentor
- C. Applications of Technology
  - Outlook
  - Microsoft Office
  - Faculty Web Page
  - Classroom Management Tools
- D. Appropriate Use of College Resources
  - Telephone
  - Computer
  - Security
  - Mailroom
  - Duplicating
  - Emergency Procedures
- E. Academic Affairs
  - Expectations of Faculty
  - Faculty Schedules
  - Course Syllabi
  - Faculty Advancement
  - Student Feedback
- F. Professional Growth and Development Opportunities
- G. Faculty Perspective on the Faculty Role
- H. Academic Advisement and Odyssey
  - Procedures
  - Information
  - Grade Entry
- I. A Comprehensive Center for Exceptional Student Services (ACCESS)
- J. Learning Innovations
- K. Center for Community Involvement and Partnerships

- L. Student Rights and Responsibilities
  - M. Quality Improvement
  - N. Honors College
  - P. Strategies for Retention
3. A process whereby faculty mentors are selected by the Department Chairperson, approved by the Academic Dean, trained by CTD and assigned to new faculty to provide day-to-day support during the initial calendar year of employment.
  4. Opportunities to participate in additional training and development activities.
  5. The following should be used to guide the development of a mini-orientation for January, or spring/summer hires:
    - A. An abbreviated college-wide orientation may be held for new faculty during the month of January.
    - B. Mentors will be assigned to work with them.
    - C. Faculty will begin participating immediately in the on going monthly campus orientation sessions (Chairs should avoid schedule conflicts).
    - D. A session on the benefits packages will be held for all new college faculty.
    - E. New faculty will be encouraged to attend the full, pre-service orientation the following August.

	
	9/13/05
<b>PRESIDENT</b>	<b>DATE</b>