

## **Report to Academic Senate re: Faculty Onboarding 04/08/19**

The functions of the Faculty Staff Development Committee, as listed in the Committee Handbook are to:

- Coordinate and present programs to promote organizational development, and professional and personal development of college personnel.
- Provide opportunities for social networking.
- Maintain the Employee Handbook.
- Coordinate and conduct orientations for new employees.

Faculty Staff Development (FSD) Committee does a one-on-one faculty and staff orientation with all new employees that are full-time faculty and/or APT/Civil Service. The program came about in response to feedback received from past orientations, so that new employees could be oriented in a more timely and individual manner, and to reduce the amount of time new employees would need to be away from their primary duties during convocation week.

To implement this one-on-one approach, we developed an [orientation website](#) and a companion checklist and worksheet (see the link below). All new employees are contacted by one of our committee members who have been trained as "orientation guides," as soon as possible after HR lets us know they were hired and they have a UH email address. The entire process is listed below, and the Chair (or co-Chairs) of FSD act as Coordinators between the guide, new employee, and the new employee's supervisor.

1. Coordinator will send a Welcome Email to the new employee and to the Guide. (Will also notify supervisors.)
2. Coordinator will identify and confirm a Guide, and provide the new welcome packet to Guide to give to new employee.
3. Guide will contact and schedule a one hour meeting with a new staff employee (1.5 hours for new faculty), ideally within the first 2 weeks of their start date.
4. Guide will introduce the new employee to the orientation website, and start to go through the "New Employee Checklist."
5. At the end of the meeting the Guide will collect the checklist if complete (will be kept by the FSD committee as documentation). If not, the completion of the checklist becomes "homework."
6. The Guide will also provide the new employee with the "Next Steps: Important to Know" worksheet that the new employee will complete on their own in the following weeks.
7. The new employee will contact the Guide when done with the worksheet, or the Guide will contact the new employee after a month to schedule a 30 minute follow up meeting.
8. At the follow up meeting, the guide will collect the New Employee Checklist (if it wasn't completed at the initial meeting) and go over the Next Steps worksheet, answering any questions. The employee will keep the worksheet for future reference.
9. Guide will submit the completed Checklist to the Coordinator for filing.

For APT/Civil Service staff, this will be the end of the orientation. However, it was felt that new faculty would benefit from an extended program, that would span their first semester. During this time the guide will continue make contact with the new faculty.

The goal of our new employee orientation is awareness and familiarization; to help new employees become comfortable in their new workplace environment. The New Employee Orientation is meant to complement, but not take the place of unit/department-specific training that should be handled by the units/departments.

Evaluation/Feedback:

- The Orientation Coordinator will email new employees to complete an online survey (Google Form) after they have spent some time in the job to provide feedback about their orientation experience.
- New faculty will be contacted if they have completed one semester. New APT and Civil Service employees will be contacted if they have completed the follow-up meeting.

FSD Committee does not currently support or train Department Chairs in their duties. This is done primarily through mentorship from previous Department Chairs and/or Administration.

Thank you!

Leanne Urasaki & Michelle Phillips  
*Faculty and Staff Development co-Chairs*