# For Department Chair and Administrative ProfessionalUse

**First Month Milestones**

Orienting new faculty is the Chair’s responsibility and should **NOT** be delegated to anyone else. However, orienting activities should be a **shared** **responsibility** determined by both the Chair and the Administrative Professional. It is important that new faculty see the Chair and the Administrative Professional as a united team and as critical resources in their successful integration into the UF community. The Chair will **establish the department tone,** “we work together **through collaboration and communication** for the greater good.” **Every employee plays a key role in UF’s success.**

|  |  |  |
| --- | --- | --- |
|  | Engaging Conversations with your Faculty | ✓ |
| Welcomed | Ask what is working well and what is not working well. |  |
| Check-in on progress of meetings with department members and key participants. |  |
| Complete tour of Department, if applicable. |  |
| Check on their acclimation to the Gainesville community, ask what resources  have been helpful. |  |
| Inquire about faculty’s progress with [ALEX](https://www.myalex.com/uf/2019/#intro) or other benefits. |  |
| Inquire about networking with other faculty; promote the [Experience UF](https://welcome.hr.ufl.edu/getting-started/orientation/experience-uf/) program. |  |
| Go over Faculty Mentoring Handbook; promotion and tenure process. |  |
| Prepared | Develop Individual Development Plan (IDP) and expectations for first semester and year. |  |
| Go over UF organizational structure. |  |
| Go over Department’s strategic plan. |  |
| Introduce the Administrative Professionals who support their teaching and research efforts. |  |
| Make sure the faculty has the tools and resources to complete their teaching, research, extension and service responsibilities (technology, etc.). |  |
| Check on how their trainings are going and if all *required* training is complete. |  |
| Review Faculty Handbook and answer any outstanding questions; explain role of Faculty Assembly, Faculty Union, Ombudsman, and Faculty Senate. |  |
| Inquire about successful enrollment in benefits (redirect to UFHR Benefits if not enrolled or if assistance is needed) |  |
| Inspired | Provide examples of successful mentoring and answer questions. Schedule lunch with their mentor, if applicable. |  |
| Connect to National Professional Associations, UF Affinity Groups, relevant UF sponsored events. |  |

*“Got vague info about Promotion and Tenure in the interview phase; [it] didn't get mentioned again until another new hire brought it up a few years later. Learned about Merit Pay and our program's grid when we were given merit pay.”* – Faculty survey 2018