FIRST MONTH MILESTONES

“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

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 on our [UFHR Benefits page.](https://hr.ufl.edu/benefits/)
* Inquire about networking with other faculty; promote the 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 and review the [New Faculty Orientation Canvas site](https://elearning.ufl.edu/).
* Go over Department’s strategic plan as well as any specific initiatives.
* 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.