CULTURE GUIDE – RESPONSIBILITIES

The Culture Guide is expected to help new faculty understand the “culture” of DUSON and the university ... what meetings are particularly important, who to talk to about promotion and tenure questions, how to effectively work with administrative assistants and other staff, and so on. Many of these topics are addressed during the initial orientation, but new faculty often are so overwhelmed at that point, they don’t remember many things. So the System/Culture Guide is available to provide guidance on questions related to day-to-day activities and “how things work here.” Specifically, this individual is likely to provide the following kind of support:

- Explain the FGA structure and the relationships among FGA, FGA Executive Committee, various committees, task groups, etc.
- Ensure that the new faculty member has a copy of the FGA By-laws
- Discuss questions that arise from a review of the By-laws
- Clarify the DUSON meetings one is expected to attend, those one might choose to attend, and those that are limited to certain individuals
- Discuss how to work effectively with staff assistants and other staff
- Discuss relationships among DUSON, DUHS, DTNI, the Medical School, and other units within the University
- Discuss opportunities to become involved in DUSON, DUHS, DTNI, the Medical School, and other units within the University ... and how to get involved
- Clarify promotion and tenure processes and criteria ... Advise meetings with members of APT for further clarification as needed
- Explain the annual review process faculty undergo
- Discuss how individual discretionary funds can be used and managed
- Tour the campus
- Take the new faculty member to lunch/dinner at places on or near campus

The Culture Guide is encouraged to initiate a contact with the new faculty member and arrange to meet within the first month of that individual’s employment. It also may be helpful for the Guide to initiate a second meeting – perhaps within the individual’s second month of employment – to continue the dialogue. After that second meeting, the Guide and new faculty member will decide how often they will meet, who will initiate those meetings, and so on.

Endorsed by the Institute for Educational Excellence Advisory Board
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