



Institute for Educational Excellence

## **CULTURE GUIDE – RESPONSIBILITIES**

The Culture Guide is expected to help new faculty understand the “culture” of DUSON and the University. Many topics are addressed during the initial orientation, but new questions may arise as faculty familiarize themselves with DUSON. The Culture Guide is available to provide support and guidance on topics and questions related to day-to-day activities and “how things work here.”

Specifically, this individual is likely to provide the following kind of support:

- Clarify the DUSON meetings one is expected to attend, those one might choose to attend, and those that are limited to certain individuals
- Tour the campus
- Take the new faculty member to breakfast/lunch/dinner at places on or near campus

Share perspectives on the following:

- The FGA structure and the relationships among FGA, FGA Executive Committee, various committees, task groups, etc.
- Effective work environment strategies with others
- Annual Evaluation process
- Promotion and tenure processes and criteria
- Individual discretionary funds usage and management

The Culture Guide is encouraged to initiate a contact with the new faculty member and arrange to meet within the first few weeks of that individual’s employment. It also may be helpful for the Guide to initiate a second meeting – perhaps within the individual’s first 2 months 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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