

Orientation Guidelines for Faculty and Staff [Responsibilities Shared by Various Department Personnel]

Community

Send information about Bowling Green, prior to visit

(Daily News, College Heights Herald, tourism guides, etc.)

Take the person on a tour of Bowling Green:

(few residential areas, eateries, malls and grocery shopping areas)

Campus

Tour Helm-Cravens library and make introductions.

Tour the main campus, Kentucky Building and Education Center

Explain parking options, food options, Preston Center, etc.

(other policies not covered thoroughly by HR)

Either there should be a “come-by-and meet” coffee or go-by and meet them.

Make clear about payroll starting date and how the pay will be divided.

Training in Online Resources

Explain WKU homepage, log on to TOPNET and WKU email

Explain WKU Libraries home page/website/blog, podcasts, etc.

Show DLTS Online resources pages, forms and other relevant documents/pages

Train on Voyager modules, OCLC, and various specific job responsibilities.

Departmental Philosophy and Assistance

Talk about the FISH philosophy, departmental expectations for professionalism, etc.

Assign a mentor for both faculty and staff.

Faculty: Additional Guidelines

Make clear expectations for work, and 10 month contract; faculty Web pages

Explain tenure and promotion expectations, faculty evaluation process, committee opportunities (during interview process and again when the person starts work).

(Senate, sample library committees, activities, and DLTS Action Plan

(how to locate essential documents on various Web pages, like Planning)

Make sure they understand the retirement options

Explain travel forms and procedures

Tell them how to order resources through DLTS funds;

Staff: Additional Guidelines

Discuss about policies and procedures for taking and reporting vacation days, sick leave, and hours of work (8-4:30 M-F)

Staff pay depends on time hired. If monthly payroll has already been processed (or semi-monthly) then person has to wait until next cycle, so could be 2-4 week delay.

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Reviewed and approved by Coordinators/Dept. Head

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