Important Dates – Mark Your Calendars

Selection Timeline:

· Applications available on January 20
· University 100 Faculty Information Sessions (recommended, but not required)
  o Thursday 1/23 @ 12-1pm in SUB I, Room 1508
  o Wednesday 1/29 @ 12-1pm in SUB I, Room 1508
  o Tuesday 2/4 @ 9:00am-10:00am in SUB I, Room 1508
· Applications due Monday, February 10, 2020
· Individual interviews will be held February 17 - February 26, between 9am - 5pm.
· New Faculty selection notification will be made via e-mail by March 2.
· Hired faculty will be assigned to a class section in mid-April.

Important Information

Mandatory Dates/Expectations – Mark Your Calendars:

· New Faculty Training: Thursday, March 19, 9am – 1pm in SUB I, 3A or Wednesday, March 25, 1 – 5pm in JC Room B (Choose 1)

· All-Faculty Meeting (Spring): Thursday, April 2, 1pm – 5 pm in SUB I, 3B or Wednesday, April 8, 9 am – 1pm in JC Meeting Room B (Choose 1)

· Supplemental Training (Optional):
  o Faculty will be invited to join select Peer Advisor training classes this spring. The Peer Advisor training class is on Fridays from 8:30am-12pm from February-May. The specific optional training schedule will be sent out in February.
  o The REV-UP (Campus Partner train the trainer and mini-browsing fair). This training event will be held Monday, May 4 from 10am-3pm.

· Faculty/PA Pairing Assignments: Tentatively Monday, April 13 via e-mail

· At least ONE planning meeting with Peer Advisor: Between Mid-April and Mid-May
  o Plan syllabus
  o Discuss expectations and division of class responsibilities
  o Complete and return Faculty/PA Contract to UNIV Courses & Programs in JC Room 228 by May 15, 2020

· Summer Communication with Peer Advisor: Communication between you and your Peer Advisor is strongly recommended over the summer to discuss guest speakers and further develop the class schedule.

· Faculty Mentor/Mentee Program (Optional): New faculty have the option of getting paired with a returning faculty member who can serve as an additional resource for syllabus planning, tips on creating lesson plans, best practices, working with a PA, etc. The program will take place from mid-spring semester through the summer (and the fall semester, if
interested). New faculty should be available to commit a few hours a month to this new initiative.

- **All Faculty Meetings (Fall):** One per month from 3pm-4pm on Wednesdays. Exact dates are: August 12, September 9, October 7, and November 11 - location TBA.

- **Classroom Observations:** New faculty will have one class observation by UNIV Courses & Programs staff from mid-September to mid-October. A sign-up for observation times will be made available in September.

- **Mid-Semester One-On-One Meeting:** In late October all faculty will have a 30 minutes mid-semester check-in meeting.