Important Dates – Mark Your Calendars

Selection Timeline:

- Applications available on January 21
- University 100 Faculty Information Sessions (recommended, but not required)
  - Thursday 1/24 @ 12-1pm in SUB I, suite 3600 Conference Room
  - Wednesday 1/31 @ 12-1pm in SUB I 3A
  - Tuesday 2/5 @ 9:00am-10:00am in SUB I 3A
- Applications due Monday, February 11, 2019
- Individual interviews will be held February 18 - February 26 between 9am - 5pm.
- New Faculty selection notification will be made via e-mail by March 1.
- 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 21, 9 am – 1 pm or Wednesday, March 27, 1 – 5 pm (Choose 1)
- All-Faculty Meeting (Spring): April 4, 1:30pm – 5 pm or April 9, 9 am – 12:30pm (Choose 1)
- Supplemental Training (Optional):
  - 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.
  - The REV-UP (Campus Partner train the trainer and mini-browsing fair). This training event will be held tentatively on May 6, 2019 (Reading Day) from 10am-3pm.
- Faculty/PA Pairing Assignments: Tentatively Monday, April 15 via e-mail
- At least ONE planning meeting with Peer Advisor: Between Mid-April and Mid-May
  - Plan syllabus
  - Discuss expectations and division of class responsibilities
  - Complete and return Faculty/PA Contract to CAART by Mid-May 2019
- 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 14, September 11, October 9, and November 13 in SUB I, 3B.
- Classroom Observations: New faculty will have one class observation by CAART 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.