Welcome to the UNIVERSITY OF SOUTH FLORIDA

New Faculty Orientation
AUGUST 12–15, 2019
Monday, August 12

8:30 am - 9:30 am  **Provoest Office Orientation Kick-Off Breakfast**  
*Marshall Student Center - Room 3707*

Please join USF’s administrative team for a “Welcome to USF” breakfast. You will have the opportunity to meet a number of fellow new faculty members and be introduced to members of the university’s administrative leadership team.

9:45 am - 10:30 am  **Welcome to USF**  
*Marshall Student Center - Room 2708*

Dr. Dwayne Smith, Senior Vice Provost & Dean of the Office of Graduate Studies, will discuss university policies and procedures regarding a number of issues including students with disabilities, attendance, disruptive students, grading, grievance procedures, and Florida’s “Sunshine” public records law.

Dr. Ruth Bahr, Associate Dean and Professor of the Office of Graduate Studies, will discuss an overview of the services provided by the Office of Graduate Studies.

10:30 am - 11:00 am  **Overview of USF World**  
*Marshall Student Center - Room 2708*

Dr. Roger Brindley, USF System Vice President, USF World and Dr. Kiki Caruson, Assistant Vice President for Research, Innovation and Global Affairs, will discuss opportunities for international engagement and services for faculty provided by USF World.

11:00 am - 11:45 am  **Research & Innovation Presentation**  
*Marshall Student Center - Room 2708*

USF Research & Innovation leadership will give an overview of USF’s research enterprise and the services available to help you with your research.

11:45 am - 1:15 pm  **Campus Resource Expo & Lunch**  
*Marshall Student Center - Ballroom B & C*

Enjoy lunch while you visit with various USF offices, departments, centers, clubs, and organizations that provide services to faculty, students, and staff.

See map location on page 7
11:45 am - 5:00 pm  
**Official University Portrait (Professional Attire Recommended)**  
*Marshall Student Center - Room 3708*

Stop by to have your complimentary official university portrait taken. This photo will be used throughout your career at USF in publications and websites. Portraits will be taken on a walk-in basis (no appointment necessary). If you are unable to take advantage of this complimentary opportunity, your official USF portrait may be taken at a later date by appointment for a cost.

1:15 pm - 3:00 pm  
**Expectations for Regulatory Compliance by Faculty**  
*Marshall Student Center – Room 2708*

Maggie Denney, Assistant Director, Title IX & ADA and Deputy Title IX Coordinator, will lead a discussion of the major university, state, and federal regulations with which faculty are expected to comply as a condition of their employment at the University of South Florida. Ms. Denney will also discuss a special set of federal mandates and present a brief overview of faculty expectations concerning the Violence Against Women Act, Title IX, and the Clery Act. Attendees will be provided a required training for all Responsible Employees (mandated reporters such as all faculty) with instructions on how to respond to a Title IX disclosure and the process for filing the required report with the Title IX Office.

3:15 pm - 4:00 pm  
**Diversity at USF**  
*Marshall Student Center – Room 2708*

Dr. Cecil Howard, Chief Diversity Officer for the USF Office of Diversity, Inclusion and Equal Opportunity, will discuss how the office helps to enrich the educational experience for student while strengthening the workplace for faculty and staff.

4:00 pm - 4:30 pm  
**USF Public Safety**  
*Marshall Student Center - Room 2708*

Officer Michael Lebron will be presenting campus safety programs and resources and will outline services provided by the USF Police Department. To ensure the health, safety and security of the USF community, multiple university divisions work collaboratively to improve the quality of life in the community through training, communication, prevention activities and effective response when situations arise.
8:45 am - 12:00 pm  
**Teaching Workshops**

- **Business Administration Building - Room 115**

Join us for an introduction to teaching at USF, including important information about semester essentials, syllabus and course design, effective lecture, and evaluation of teaching toward tenure or promotion.

12:00 pm - 1:30 pm  
**A Guide to Student Success (lunch provided, limited seating)**

- **Business Administration Building - Room 225**

Student Affairs & Student Success strives to provide an outstanding student-centered learning environment at the University of South Florida. We believe that an integrated holistic student experience is critical in order to prepare our students for the educational endeavors in higher education and in the global society.

This session is designed to introduce you to the Student Success Initiative and its leadership team. Senior leaders will highlight initiatives in degree completion, career readiness, graduate student success, access and affordability, student engagement, health and wellness, male student success, and resource management.

1:40 pm - 4:30 pm  
**Teaching Workshops**

- **Business Administration Building - Room 115**

In lively smaller groups, you will meet your colleagues from across campus to create informal support networks and learn more about interactive teaching techniques, classroom management, creating assessments, and teaching with technology.

### Thursday Special Event

**Meet & Greet Social**

*Hosted by the Office of the Provost*

- **Marshall Student Center, 3707 | 5:00 pm - 6:30 pm**

Meet USF President Steven C. Currall and other university administrators as we conclude the New Faculty Orientation with a reception in your honor. This event is for you and a guest. Dress is business casual.
ARRIVE
8:45 am

Historical Tour of Tampa and Lunch at Columbia Restaurant
Patel Center for Global Sustainability (CGS); Bus will pick-up in the circle drive.

Join your colleagues on a narrated bus tour through beautiful Tampa Bay and stop in historic Ybor City to enjoy a complimentary luncheon at the famous Columbia Restaurant – a Florida tradition since 1905. The tour departs at 9:00 am and returns at 3:00 pm.

USF Health will hold two required events for its new faculty on this day. USF Health includes: Morsani College of Medicine, College of Public Health, College of Nursing, College of Pharmacy, School of Physical Therapy & Rehabilitation Sciences, and School of Biomedical Sciences. Both events will take place at: CAMLS (Center for Advanced Medical Learning and Simulation) 124 S. Franklin Street, Tampa. RSVP required to: facultyreach@health.usf.edu

8:30 am - 5:00 pm

USF Health-Specific New Faculty Orientation Day
This will be a full day of information specific to USF Health and will meet required certification for VAWA Safe Employee Training.

Parking information will be sent prior to the date. Continental breakfast and lunch provided.

5:15 pm - 7:00 pm

USF Health-Specific New Faculty Reception
USF and USF Health Leadership will welcome and Deans and Department Chairs will introduce their new USF Health Faculty members.
### Benefits/Retirement Orientation

**8:15 am - 9:45 am**  
**Business Administration Building - Room 115**

The Division of Human Resources will be providing an overview of all of the benefit programs including health, dental, life, disability, voluntary products, HSA/FSA and retirement options. USF is pleased to offer faculty employees a generous variety of pre-tax and post-tax insurance choices through the State of Florida and private insurance providers. Information on leave programs, how to locate valuable information on the USF and state websites, as well as what to expect from People First, the State plan administrator will also be provided.

### Archivum Faculty Information System: An Introduction

**9:45 am - 10:45 am**  
**Business Administration Building - Room 115**

The Office of Decision Support (ODS), in partnership with Information Technology (IT), have developed an innovative Faculty Information System (FIS) in the Archivum platform. The FIS can be used to build your “Faculty Record” and links to modules for evaluations, assignments, and T&P. This session will provide an overview of FIS and review additional resources available through ODS and IT.

### Library Information Sessions

**11:00 am - 12:00 pm**  
**Business Administration Building - Room 115**

USF librarians provide a complete overview of the Tampa Library’s essential services, collections, and facilities critical to your teaching and research success. Learn about a range of new services to lower textbook costs, enhance your T&P packet, embed librarians in your courses, transform your syllabus with digital projects, and much more!

### Faculty Public Engagement Lunch (limited seating)

**12:00 pm - 1:15 pm**  
**Business Administration Building - Room 225**

Co-hosted by the Provost’s Office and University Communications and Marketing (UCM).

### Using Canvas for Face-to-Face Teaching

**1:30 pm - 4:30 pm**  
**Business Administration Building - Room 115**

Learn about the variety of easy-to-use, intuitive features in Canvas designed to make teaching and learning easier. Even if you have previous experience, we recommend that you participate. After the session, you should be able to navigate the interface and use tools such as setting profiles and notifications, uploading files, posting a syllabus, using speedgrader & plagiarism tools, setting home pages and calendars, creating a basic page with modules and assignments, and gathering course statistics.

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*See map location on page 7*
NEW FACULTY ORIENTATION

AUG 12

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11:45 am ▶  Official University Portrait  Room 3708
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AUG 13

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AUG 14

8:45 am  ▶  Historical Tour of Tampa and Lunch at Columbia Restaurant

AUG 15

8:15 am  ▶  Benefits/Retirement Orientation  Room 115
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1:15 pm  ▶  Using Canvas for Face-to-Face Teaching  Room 115
5:00 pm  ▶  Meet & Greet Social  Room 3707
These events have been planned to familiarize you with the University of South Florida and hopefully will make your first weeks of teaching easier. Kindly visit the New Faculty Information website bit.ly/usf-faculty-events19 for additional information and also to RSVP for the events.

As seating is limited for some events, please be sure to submit your electronic RSVP by Friday, August 2, 2019. For planning purposes, we need to know if you will or will not attend.

If you have any questions or require special accommodations, please contact us in advance and we will be pleased to assist you. We look forward to meeting you soon!

Phone: 813-974-2267 | Email: nfo@usf.edu

Thank you to the following groups for support!

- Academy for Teaching & Learning Excellence
- Administrative Services
- Alumni Association
- Athletics
- Columbia Restaurant
- Bob Fiallo
- Diversity, Inclusion & Equal Opportunity Office
- Office of Graduate Studies
- Parking & Transportation Services
- Research & Innovation
- Shari Martinez
- Student Affairs & Student Success
- Tampa Campus Library
- University Communications & Marketing
- University Police
- USF Bookstore Follett
- USF Credit Union
- USF Dining Services
- USF Foundation
- USF Health
- USF Human Resources
- USF Town & Gown
- USF World