Welcome to the University of South Florida

New Faculty Orientation

August 11 - August 14, 2014
Monday, August 11, 2014

8:30 am - 9:30 am
**Provost Office Orientation Kickoff 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 your new fellow faculty members and be introduced to members of the university’s administrative leadership team.

9:45 am - 10:45 am
**Welcome to USF: A Discussion with the Senior Vice Provost & Dean, Office of Graduate Studies**
Marshall Student Center Room 3709
Dr. Dwayne Smith, Senior Vice Provost, will discuss university policies and procedures regarding a number of issues including plagiarism, students with disabilities, attendance, disruptive students, grading, grievance procedures and Florida’s “Sunshine” public records laws.

11:00 am - 12:00 pm
**Research & Innovation Presentation**
Marshall Student Center Room 3709
Dr. Paul Sanberg, Senior Vice President for USF Research & Innovation, will give you an overview of Research & Innovation’s mission.

12:00 pm - 1:30 pm
**A Guide to Student Affairs Luncheon**
Marshall Student Center Room 3707
Student Affairs works to ensure an outstanding student-centered learning environment at the University of South Florida. We believe that an integrated student experience is critical in order to educate the “whole” student. Therefore, we strategically partner with faculty and other university and community stakeholders to ensure that students are successful at the university and able to compete in a global society.

This session is designed to assist with your transition to the University of South Florida by providing you with essential information from Student Affairs. We will:
- Discuss details of responding to emergencies and strategies for managing distressed students
- Provide guidelines for disability accommodations in the classroom
- Present information on sustaining our community values through the Student Code of Conduct
- Inform you about ways to connect with students through the work of Student Affairs

This session will allow us the opportunity to explore ways in which we can continue providing our students the best educational experience at USF.
12:00 pm to 5:00 pm | **Official University Portrait (Professional attire recommended)**  
Marshall Student Center Room 3708  
Please stop by the photography studio to have your complimentary official university portrait taken. This photo will be used throughout your career at USF in publications and on websites. Portraits will be taken on a walk-in basis, and no appointment is 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.

1:30 pm to 2:00 pm | **Overview of the Office of Graduate Studies**  
Marshall Student Center Room 3709  
Dr. Peter Harries, Assistant Dean of the Office of Graduate Studies, will discuss the operations of the Office of Graduate Studies and the services it provides to faculty. Included in this presentation will be information pertaining to the Office of Postdoctoral Affairs.

2:00 pm to 2:30 pm | **Diversity at USF**  
Marshall Student Center Room 3709  
Dr. Jose Hernandez, Chief Diversity Officer for USF’s Office of Diversity, Inclusion and Equal Opportunity, will discuss how the Office assists in enriching the educational experience for students and strengthening the workplace for faculty and staff.

2:30 pm to 3:00 pm | **Overview of USF World**  
Marshall Student Center Room 3709  
Dr. Roger Brindley, Vice Provost and USF System Associate Vice President for USF World, will discuss USF World and emphasize USF’s role as an Engaged Global Research University.

3:00 pm to 3:30 pm | **USF Public Safety**  
Marshall Student Center Room 3709  
Lieutenant Charlotte Domingo will be presenting various campus safety programs and resources specific to USF and will outline the services provided by the USF Police Department. The University of South Florida is committed to providing a safe and welcoming campus environment that is conducive for living, learning and working. 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.

3:45 pm to 4:45 pm | **Human Resource Workshop**  
Marshall Student Center Room 3709  
Le’Danjeanette Frazier 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. We will also provide information on our leave programs, how to locate valuable information on the USF and State websites and what to expect from People First, the State plan administrator.
Historical Tour of Tampa & Lunch at the Columbia
Meet the bus for pick-up in the CGS Circle, in front of the Patel Center for Global Sustainability.
Join your colleagues on a narrated bus tour through beautiful Tampa Bay and stop in historic Ybor City to enjoy a luncheon at the famous Columbia Restaurant – a Florida tradition since 1905.

ARRIVE
8:45 am

TOUR DEPARTS
9:00 am

TOUR RETURNS
5:00 pm

Situated in the beautiful Ybor City neighborhood in Tampa, Columbia is the oldest continuously operated restaurant in Florida and the oldest Spanish restaurant in the United States.
8:45 am to 12:00 pm

**Teaching Workshops**
Business Administration Building Auditorium Room 115
Join us for an introduction to teaching at USF, including important information about support offices, faculty-facing training and development, and faculty opportunities and events designed to improve teaching. We will also hear from experienced faculty members on what to expect as you transition to USF.

12:00 pm

**Campus Resource Expo & Lunch**
Patel Center for Global Sustainability Rooms 136/138
Enjoy lunch while you visit with different departments that provide services to faculty, students and staff:

- Athletics
- Bookstore
- Committee on Issues of Sexual Orientation & Gender Equality
- Human Resources
- Information Technology
- International, Graduate & Undergraduate Admissions
- Office of Community Engagement & Partnerships
- Office of Diversity & Equal Opportunity
- Office of National Scholarships
- Research & Innovation
- Patel College of Global Sustainability
- Student Success
- Tutoring & Learning Services
- United Faculty of Florida (UFF)
- University Police/Public Safety
- USF Libraries
- USF World
- Women in Leadership & Philanthropy

1:30 pm to 4:30 pm

**Breakout Sessions on Effective Teaching and Learning**
Business Administration Building “MBA Classrooms” Rooms 230 & 231
Join us for breakout sessions on issues in teaching and learning, such as effective lecturing, classroom management, interactive techniques and teaching with technology. We will also have sessions about teaching presented by several offices on campus, such as the USF Library, Experiential Learning and USF World.
Thursday, August 14, 2014

10:30 am to 11:30 am
**Using Canvas for Face to Face Teaching (Limited seating)**
Communications & Information Sciences Building Room 1035
Find out about a variety of Canvas’s easy-to-use, intuitive features designed to make teaching and learning easier. Even if you have previous experience with Canvas or a similar teaching tool, we recommend that you participate. After the session, you should be able to:

- Set Profiles and Notifications
- Upload a File
- Post a Syllabus
- Enable SpeedGrader & Plagiarism Tools
- Set Home Pages and Calendars
- Create a Basic Page, Module and Assignment
- Gather Course Statistics
- Navigate Canvas’ Interface

11:45 am to 1:15 pm
**Lunch (On your own)**
The Marshall Student Center offers several dining options this week, including Einstein Bros. Bagels and Beef ‘O Brady’s, on the first floor. Top of the Palms, on the third floor of the Marshall Center, offers a sophisticated dining restaurant with buffet selections, carving station, exhibition cooking and assorted desserts. Starbucks, located on the first floor of the library, offers sandwiches, pastries and plenty of beverage options. A few other locations include the Boar’s Head deli in the BSN building, Camille’s Sidewalk Café, located in the Morsani Center of USF Health, Pollo Tropical and Juniper-Poplar Dining Hall. Several off-campus restaurants can be found on Fowler Avenue, close to campus.

1:30 pm to 4:30 pm
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Meet & Greet Social hosted by the Office of the Provost

5:00 pm to 6:30 pm
Lee Roy Selmon Athletics Center, Hall of Fame Conference Room
New Faculty Orientation will conclude with a reception in your honor at USF’s impressive Lee Roy Selmon Athletics Center. This event is for you and a guest. Dress is business casual.
Building Locations for New Faculty Orientation Events

**Monday, August 11, 2014**
Marshall Student Center
- Provost Office Orientation Kickoff Breakfast - MSC 3707
- Welcome to USF: A Discussion with the Senior Vice Provost - MSC 3709
- Research & Innovation Presentation - MSC 3709
- Guide to Student Affairs Lunch - MSC 3707
- Overview of Graduate Studies - MSC 3709
- Diversity at USF - MSC 3709
- Overview of USF World - MSC 3709
- Safety Workshop - MSC 3709
- Human Resource Workshop - MSC 3709
- Official University Portraits - MSC 3708

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- Official University Portraits - MSC 3708

**Tuesday, August 12, 2014**
Patel Center for Global Sustainability
- Historical Tour of Tampa & Lunch at the Columbia
  *Bus pick-up at the CGS Circle, Patel Center for Global Sustainability*

**Wednesday, August 13, 2014**
Business Administration Building
- AM Teaching Workshops - BSN Auditorium 115
- Lunch and Campus Resource Expo - CGS 136/138
- PM Teaching Workshops - BSN 230/231

**Thursday, August 14, 2014**
Library
- AM Library Information Session - LIB 209
- Lunch
- On Your Own
Communication & Information Sciences
- Using Canvas for Face to Face Teaching - CIS 3055 *Limited Seating*
Lee Roy Selmon Athletics Center
- Meet & Greet Social hosted by the Provost Office - Hall of Fame Conference Room, Lee Roy Selmon Athletics Center

**Thursday, August 14, 2014**
Library
- AM Library Information Session - LIB 209
- Lunch
- On Your Own
Communication & Information Sciences
- Using Canvas for Face to Face Teaching - CIS 3055 *Limited Seating*
Lee Roy Selmon Athletics Center
- Meet & Greet Social hosted by the Provost Office - Hall of Fame Conference Room, Lee Roy Selmon Athletics Center

**Friday, August 15, 2014**
Marshall Student Center
- Teaching Workshop - MSC 3709
- Safety Workshop - MSC 3709
- Human Resource Workshop - MSC 3709
- Official University Portraits - MSC 3708
These events have been planned to familiarize you with the University of South Florida and provide a smooth transition into teaching and working here. Kindly visit the New Faculty Information website at http://www.acad.usf.edu/Resources/New-Faculty/ for more information and to RSVP for the events.

As seating is limited for some events, please be sure to submit your electronic RSVP by Wednesday, July 30, 2014. (Note: For planning purposes, we need to know if you will or will not attend.) If you have any questions, please call (813) 974-5534 or email nfo@usf.edu and we will be pleased to assist you. We look forward to meeting you soon!

If you require special accommodations, please contact us in advance and we will endeavor to assist you. You may call (813) 974-5534 or email nfo@usf.edu.

Thank you for your support!