



MEMO TO: All Faculty and Staff
FROM: Mark W. Padilla, Provost *MP*
SUBJECT: Getting Started Week (2012-2013)
DATE: July 16, 2012

I look forward to welcoming all of you back to campus and to introducing you to the over 20 new faculty members as we initiate the 2012-2013 academic year during Getting Started Week. This week allows us to launch the new academic year, to share important information, and to foster our community spirit. As you know, individuals across the campus work diligently to organize the GSW program. I thus thank you for your attention to this memo, the GSW Schedule of Events, and the other informational documents located on the Provost's Office website (<http://www.cnu.edu/provost/gettingstarted/index.asp>).

Monday, August 20: Introduction to CNU

The first day of Getting Started Week will be devoted to meetings that will initiate smooth sailing during the fall semester. Please see the Schedule of Events for specific information on times and places.

New faculty members will attend orientation sessions from 9:00 a.m. to noon. President Tribble will then host a luncheon for new faculty in the David Student Union Board Room. A brief tour of the Tribble Library will follow lunch, after which Vice Provost Laura Deiulio will hold an informational session for new colleagues. The afternoon will conclude with a meeting for new faculty and their assigned University mentors.

A variety of organizational meetings are scheduled for *returning faculty*. At 9:00, an optional workshop on the Digital Measures database will take place. All faculty who have signed up to participate in the Day of Service should plan to attend an introductory session at 10:00. At 1:00, time is set aside for Core advisors to hold a group meeting with their advisees. Returning faculty members who have agreed to serve as University mentors may meet their new mentees during an informal session that begins at 4:00.

Tuesday, August 21: The Community Comes Together

At 10:00 a.m. in the Ferguson Center Concert Hall, President Tribble will welcome the University community, report to us on the state of the University, and share with us a preview of what promises to be another important year of both challenge and opportunity. An optional workshop on "Budgeting 101" will then be offered in the Music and Theater Hall for those faculty members interested in the process by which CNU allocates operating monies.

At 1:00, I look forward to welcoming the entire faculty to a general meeting in the Music and Theater Hall. The purpose of this meeting will be to introduce our new colleagues and to honor

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the recipients of the inaugural Annual Faculty Awards for Teaching, Research, and Service. Following my remarks, a small reception in the lobby will celebrate the award winners. The college deans will conclude the afternoon by holding meetings for the faculty in their colleges.

Wednesday, August 22: Focus on Faculty/Faculty Conference on Teaching and Scholarship

The entire faculty will convene in McMurrin 101 for a discussion with the faculty senate at 8:30 a.m. on Wednesday morning. Academic departments will have time for the year's first meeting in the late morning. Optional workshops on "Emergency Management and Safety" and "Learning Communities" will be offered in the early afternoon.

The annual University Faculty Conference on Teaching and Scholarship will take place beginning at 2:00 p.m. in the Tribble Library. All faculty are welcome and encouraged to propose a brief session on their work in progress. The conference will be framed by an opening plenary and a concluding discussion that allow us to explore the question of whether we are a *uni*-versity or a *tri*-versity. All of you are encouraged to take up this question and to support your colleagues by attending and participating in some or all of the conference sessions.

New adjuncts are invited to attend an adjunct session from 5:30 to 7:30 p.m. on Wednesday evening.

Thursday, August 23: Day of Service and Instructional Preparation

President's Leadership Program students along with faculty and staff volunteers will participate in hands-on service projects sponsored by the Center for Community Engagement throughout Newport News and Hampton from 7:30 a.m. to 1:00 p.m. In the early afternoon, departments will welcome new and transfer students for introductory activities. This will be followed by time in which Core advisors may hold individual student meetings.

Friday, August 24: Community of Scholars' Honor Convocation

Each member of the instructional faculty is asked to be especially mindful of the academic convocation scheduled for Friday, August 24, at 10:00 a.m. in the Ferguson Center Concert Hall. All faculty members are required to be in attendance at this event and to participate in appropriate academic regalia. Faculty robing for the Honor Convocation will begin at 9:00 a.m. in the Ferguson Center Studio Theater. Lunch will follow the event at 11:45 a.m. in the Freeman Center. Core advisor individual student meetings will commence in the academic departments beginning at 1:00 p.m.

Additional Information

Throughout the week, Shannon Phillips and David Underwood of Instructional Technology Services will be available in the Innovation Center (Ratcliffe 106) for drop-in consultations on academic computing. Faculty needing technical assistance are welcome to stop by at any time

between 8:00 a.m. and 5:00 p.m. during August 20-24. During the first week of classes, the lab in Ratcliffe 200 will be open for drop-in consultations as follows:

Monday, August 27, 8:00 – 3:00
Tuesday, August 28, 12:00 – 4:00
Wednesday, August 29, 8:00 – 3:00
Thursday, August 30, 10:30 – 2:00
Friday, August 31, 8:00 – 3:00.

As most of you already know, returning faculty will need to prepare and submit to their department chair the annual “EVAL-6 Professional Activities Report” by August 31. More information on the annual review cycle may be found on the EVAL-1-AR calendar. Those faculty members undergoing a second-, fourth-, sixth-year and/or promotion review should prepare their dossiers by September 7 and may consult the EVAL-1-R calendar for more information. All of the necessary documents may be found on the Provost’s Office website (click “faculty resources” and then “Evaluation and IDEA”).

I look forward to being with each of you during the week of August 20 and to sharing with you the many challenges and opportunities of the new academic year.

Christopher Newport University Getting Started Week

August 20 - 24, 2012

Monday, August 20 Introduction to CNU

New Faculty

New Faculty Benefits Workshop, Director of Human Resources	9:00 am - 11:00 am	McMurrin Hall Room 101
CNU Live & FERPA Training, University Registrar	11:00 am - Noon	McMurrin Hall Room 101
New Faculty President's Luncheon	Noon - 1:30 pm	David Student Union Board Room
Tribble Library Tour	1:30 pm - 2:15 pm	Tribble Library
Provost's Office Orientation for New Faculty	2:30 pm - 4:00 pm	McMurrin Hall Room 101
New Faculty Meet with Mentors	4:00 pm - 5:00 pm	McMurrin Hall Room 101

Returning Faculty

Faculty Development Workshop on Digital Measures (optional)	9:00 am - 10:00 am	Forbes Hall Room 1022
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Day of Service Faculty

Day of Service Site Leader Meeting	10:00 am - 11:00 am	Forbes Hall Room 1022
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Core Advisors

Core Advisors' Group Meeting	1:00 pm - 3:30 pm	Various Locations as Listed
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Faculty Mentors

New Faculty Meet with Mentors	4:00 pm - 5:00 pm	McMurrin Hall Room 101
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Tuesday, August 21 The Community Comes Together

All Faculty

President's Welcome to Faculty and Staff	10:00 am - 11:00 am	Ferguson Center Concert Hall
Faculty Development Workshop on Budgeting (optional)	11:15 am - Noon	Ferguson Center Music & Theater Hall
Provost Introduction of New Faculty and General Meeting	1:00 pm - 2:30 pm	Ferguson Center Music & Theater Hall
Refreshments	2:30 pm - 3:30 pm	Ferguson Music & Theater Hall Lobby
College of Arts and Humanities Faculty Meeting	3:30 pm - 5:00 pm	McMurrin Hall Room 101
College of Social Sciences Faculty Meeting	3:30 pm - 5:00 pm	Ferguson Music & Theater Hall
College of Natural and Behavioral Sciences Faculty Meeting	3:30 pm - 5:00 pm	Forbes Hall Room 1022

Wednesday, August 22 Focus on Faculty

All Faculty

Faculty Senate All Faculty Meeting	8:30 am - 9:30 am	McMurrin Hall Room 101
Academic Department Meetings	10:00 am - 11:00 am	As Determined by Department
Faculty Development Workshop on Emergency Management & Safety (optional)	12:00 pm to 1:00 pm	Ferguson Center Music & Theater Hall
Faculty Development Workshop on Learning Communities (optional)	1:00 pm - 2:00 pm	Ferguson Center Music & Theater Hall
University Faculty Conference on Teaching and Scholarship	2:00 pm - 5:00 pm	Tribble Library

Adjunct Faculty

Adjunct Training	5:30 pm - 7:30 pm	McMurrin Hall Room 101
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Thursday, August 23 Day of Service and Instructional Preparation

Center for Community Engagement	7:30 am - 1:00 pm	Ferguson Center Concert Hall
Meeting with Academic Departments for First Year and Transfer Students	1:30 pm - 2:30 pm	Various Locations as Listed / Specific Academic Departments & Programs Only

Core Advisors

Core Advisors Meet with Students	2:00 pm - 5:00 pm	Various Locations as Listed
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Friday, August 24 Community of Scholars and Honor Convocation

Faculty Robing for Convocation	9:00 am - 10:00 am	Ferguson Studio Theater
Freshman Convocation and Honor Code Induction	10:00 am - 11:30 am	Ferguson Concert Hall
Convocation Picnic Lunch	11:45 - 1:00 pm	Freeman Center