

Welcome To Elon

We are pleased that you will be teaching for Elon University during the coming year. For those of you who are new to Elon: Welcome! And for those of you who have taught with us in the past: Welcome Back!

Your department chair and dean will be very helpful as you learn more about teaching at Elon. To further support your teaching at Elon, the Center for the Advancement of Teaching and Learning has created [new faculty website](#) designed to answer many of the questions you might have. The site includes important dates and policies, links to the [Faculty Handbook](#) and *many* other resources – from a short video of award-winning Elon faculty describing how they plan engaged learning experiences to how to get a parking permit and even to ideas for exploring central North Carolina.

Resources and Contacts for Teaching Questions

As you transition to Elon, you'll find that many people can complement the help you are already receiving from your department chair and program assistant. Here are a few targeted resources to help support your teaching and professional development:

The **Center for the Advancement of Teaching and Learning** (CATL) can assist you in adapting courses you've taught elsewhere or as you develop new ones that are engaging and challenging. We would be happy to meet with you to talk about any aspect of your courses or teaching at Elon.

- CATL also has an extensive library of resources about teaching and learning.
- Whether you are new to Elon or returning, you are always welcome to attend any CATL workshops or events or to schedule a teaching consultation. You can find out more about CATL programs throughout the year on our website at www.elon.edu/teaching.

Teaching and Learning Technologies (TLT) can help you with all things related to instructional technology. TLT provides support for Moodle and other software, consults with faculty about integrating technology into courses, facilitates seminars and events, and can help you create multimedia course components and learning objects. TLT provides the support needed for the innovative use of technological tools, in the spirit of student-centered pedagogy and engaged learning. To connect with the right person in TLT, contact [Kelly Reimer](#), Director of Teaching and Learning Technologies or check out ongoing offerings throughout the year www.elon.edu/technology.

Questions regarding the **Belk Library**

where you can access the library's holdings for your teaching and research, request office delivery of books, and ILL resources for teaching and scholarship can be directed to [Patrick Rudd](#) or your

[department's library liaison](#).



New to Elon? Here's how to set up your Elon email address

First, complete and submit your new hire paperwork and I-9 Form.

The [I-9 form](#) (Employment Eligibility Verification) and original identification materials must be submitted in person to the [Office of Human Resources](#) *on or before* the start date identified in your letter of agreement.

For questions regarding the new hire paperwork, contact Jamie Canada or Stephanie Hicks in HR (336-278-5560).

After your account is created contact Elon's Technology Service Desk (336-278-5200) to receive your username and initial password.

Allow for up to 3 business days for your paperwork to be processed before your account is created. Be sure to identify yourself as a new faculty member.

Once you have your username & password, you can access your Elon [email account](#).

On Elon's homepage (www.elon.edu) you can also find the Email icon by clicking on the Tools header. Be sure to check your Elon email over the summer for important information regarding the start of fall semester, such as the full schedule of Planning Week and information about New Student Convocation.

One last tip: Elon encourages users to change and update their passwords on a regular basis. Visit www.elon.edu/password to enroll in the system.

Accessing other online Tools

After you have your Elon email address, you can access other essential online tools. On the www.elon.edu "Resources" menu you can also access:

- **Moodle** — the Learning Management System where you can post course materials and assignments
- **OnTrack** — where you can access class rolls, view student photos, see your course schedule, and, eventually, submit course grades and mid-term assessments
- the **Belk Library online system**, where you can access the library's holdings for your teaching and research, request office delivery of books, and Interlibrary Loans (ILL)
- and other helpful quick links to the **Directory**, **Calendar**, and **Maps**

For more information about any of these tools or services, visit the [Faculty/Staff Technology Guide](#) on the Instructional and Campus Technology site. There, you'll find a guide introducing you to technology essentials at Elon.

Important Back-to-School Dates & Events

Planning Week and Part-time Faculty Orientation Sessions August 19-23, 2019

Many university, school and departmental planning meetings take place during Elon's Faculty and Staff Planning Week, held each year the week prior to the start of fall classes. Details about Planning Week activities and RSVP forms will be available on-line in late July; you can also contact your department chair for more information.

Be sure to add the following events to your calendar:

August 15: Elon's Teaching & Learning Conference On **Thursday, August 15th**, Elon will host our 16th annual teaching and learning conference. This year's theme is **Cultivating Curiosity**. Find more information about the (free) conference and register, at <https://www.elon.edu/u/bft/technology/tlt/tlc/>.

This conference is an excellent opportunity for you to meet colleagues and to get a sense of what engaged learning means at Elon. Dr. Peter Felten of Elon University will open with the morning plenary, *Can we Teach Curiosity?*



August 19: Welcome, President's Message, and Community Lunch Monday of planning week is full of University and School or College meetings, and ends with a reception for New Faculty and Staff at the President's House.

August 20: New Part-time Faculty Orientation (3:15-4:45pm) During the Part-time Faculty Orientation, in Global Commons 301, colleagues from CATL, TLT and Belk Library will offer advice about teaching at Elon and point you to important resources and tools to support your work at Elon. [RSVP for the new faculty orientation.](#)

August 24: New Student Convocation All faculty attend New Student Convocation, which occurs on **Saturday, August 24**. Though this is not a requirement for part-time faculty, you are welcome to attend. At this event, the faculty wear academic regalia. If you do not own regalia, you **may rent it through the Bookstore by August 9th**.

Other Important Dates during the year You can find other important dates for the Fall and Spring semesters [here](#).

Asking the Right Questions

Working at Elon will be rewarding, as you get to know new colleagues and students; it may also, at times, feel like information overload, as you learn new policies, procedures and get to know distinctive features of the university or department.

On the next page, you'll find a list of questions to help you focus that information: If you don't receive information about the following, be sure to seek it out to help you better understand your role at Elon. A few hyperlinks are provided, but your chair, program assistant, and colleagues are important sources of information about departmental and institutional culture and policies.

The answers to some questions may vary based on your type of academic appointment or your department or school.

Institutional and Departmental Information

- Where do I find more information about [Elon's mission](#), [strategic plan](#), or student body?
- What is the mission or strategic 5-year plan for my department or school? How do these connect to Elon's mission and strategic plan?
- Who are my department, school, and university administrators and support staff?
- Where do I find out more about [benefits and other Human Resources information](#)?

Faculty Roles and Responsibilities

- What are the expectations of me this academic year (and in the years to come) regarding teaching, scholarship/research, contributions to the life of the university (service and committee work), advising and mentoring, or departmental and faculty meetings? Talk with
- your chair and consult the [Faculty Handbook](#) for policies relevant to part-time faculty.
- How is teaching available? What are SPoTs (Student Perceptions of Teaching)? Consult the [Faculty Handbook](#)
- Who do I ask questions about logistics - that is, things like making photocopies, getting keys, finding my office and where I park?
- How can I request feedback on my teaching? Are there [resources related to pedagogy](#) available to me?

Course-Related Questions

- [Who do I contact for help and information on technologies for teaching and learning?](#)
 - How do I access course information and rosters using Ontrack and Moodle?
- What academic policies should I include on the syllabus? *Consult the [Faculty Handbook](#)*
 - What are Elon's policies about final exams? About office hours?
 - What are the drop/add policies?
- Where can I find sample syllabi for previous versions of this course?
- How do I order textbooks?
- What dates do I need to keep in mind as I plan a course schedule?
- Where can I learn more about resources to support student learning:
 - the Writing Center
 - the Koenigsberger Learning Center
 - Academic Advising & Support
 - Learning Assistance, and
 - the Disability Resources Office
- How do I refer a student who needs some type of support? Who should I talk with if there's a situation with a student I'm not sure how to deal with?
- health...

Grading and Advising

- [How do I submit midterm assessments and final grades using OnTrack?](#) What are the submission deadlines?
- What are Elon's policies on academic dishonesty? Where can I find out [about the Honor Code](#)?
- What are the expectations of [the Core Curriculum](#)?
- What are [the FERPA \(Family Educational Rights & Privacy Act\)](#) and [Elon policies](#) regarding the privacy of student records and information?