Welcome To Elon

Welcome to the Elon community!

Here, you’ll find information about New Faculty Orientation, how to set up your Elon email account, and where to find the resources and support you’ll need during and after your move.

To help your transition to Elon, we’ve created a 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 campus parking permit and even to ideas for exploring the central North Carolina region.

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 as you get started:

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. If you’d like to dip into that library, we’ll be happy to send you a complementary copy of the book *How Learning Works: 7 Research-Based Principles for Smart Teaching* (Susan Ambrose et al., 2010). To receive a copy, email Chris Sulva.
- 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.
Setting 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 New 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--including New Faculty Orientation--and RSVP forms will be available online in late July, when an email will be sent to all faculty and staff with Elon e-mail accounts; you can also contact your department chair for more information. Be sure to put the following events on 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/](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 Faculty Orientation (9 am-3 pm)** Elon’s year-long new faculty programming begins with this day-long orientation, in Belk Pavilion room 208 (please note, that’s not Belk Library). After the President and Provost welcome you, you’ll have the chance to talk about how to navigate the launch of your Elon career, from teaching the first week to connecting with the community and planning ahead. The day ends with (Re-)Discovering Elon, where you can meet many of the folks who will help you do your work here. [RSVP](#) for the new faculty orientation.

**August 21: HR Session for New Faculty** Elon’s Office of Human Resources will offer a session for all new faculty, scheduled for **Wednesday, August 21, 8:00-11:00 am**, in the Isabella Cannon Room of the Center for the Arts. If you have questions for HR, please call 336.278.5560.

**August 24: New Student Convocation** All faculty attend New Student Convocation, which occurs on **Saturday, August 24**. This event is an important Elon ritual at which the faculty wear academic regalia. If you do not own regalia, you may rent it through the Bookstore by **August 9th**. As a one-time courtesy, the university will pay the regalia rental fee for your first Convocation.

Other Important Dates during the year
You can find other important dates for the Fall and Spring semesters [here](#).
Asking the Right Questions
If other new faculty experiences are any indication, your first weeks—or year—at Elon will be exciting, 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 departmental culture.

Below, 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 also good sources of information about departmental and institutional culture and policies. Keep in mind that the answers 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?
- Who are my Academic Council representative(s)?
- How does the University Curriculum Committee process work?
- How are decisions made about course offerings, faculty assignments to courses and scheduling?
  - What am I scheduled to teach in the spring? How do I apply to teach a summer course?

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? Consult the Faculty Handbook
- What are the policies for promotion and tenure? Consult the Faculty Handbook
  - What does the annual review process look like (What is a Unit 1? A Unit III?)? When are their deadlines?
  - What are SPoTs (Student Perceptions of Teaching)?
- Who do I ask questions about logistics - that is, things like making photocopies, getting keys, finding my office and where I park?
- What funding and other resources are available to support research and professional development for scholarship or teaching?
  - What resources are available for professional travel to conferences?
  - What resources are available for summer funding for new faculty?
- 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 do I need to 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 to give me a sense of how this course has been taught previously?
• How do I order textbooks?
• What dates do I need to keep in mind as I plan a course schedule?
• Where do I learn more about resources to support student learning:
  • the Writing Center
  • the Koenigsberger Learning Center
    o Academic Advising & Support
    o Learning Assistance, and
    o 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?

**Grading and Advising**

• How do I submit midterm 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?
• When will I get advisees? Who can help me understand the advising process/expectations?
• What are the Experiential Learning Requirements (ELRs) for students? How do I learn more about ways I can get involved with:
  • Study Abroad
  • Academic Service Learning
  • Undergraduate Research
  • Internships
• 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?

**Words of Advice for Your First Year from Faculty Colleagues**

“Hold on tight! You will work harder than you probably expect, but it will be worth it! Also, make sure to take time from work to build relationships.”

“Explore your passion, but don’t try to do everything; don’t be an inch deep & mile wide.”

“Be focused (narrowly) in how you give your time. There will be opportunities later to be more involved. Not everything has to be perfect. It’s okay to make mistakes. Borrow like crazy from others.”

“You have lots of opportunity to adjust and improve. Communicate openly with colleagues for advice, be transparent for the students, go to events that interest you.”

“Forgive yourself - truly - for when you can’t do it all. The rhythms of the University will start to make sense and you will learn to balance teaching, service, research, and life.”

“Ask questions, seek clarifications, and be proactive.”

“Figure out how to have your research, service, and teaching plans to overlap so that your time and energy is most effective and inspired.”