

**FALL 2019  
FACULTY ORIENTATION AND ORGANIZATIONAL ACTIVITIES**

Note: Parking hangtags for returning full-time faculty/staff are available beginning August 1, 2019, and will be purchased through online renewal. 1) Log in to OneTech (<http://onetech.atu.edu>). 2) Go to the “Personal Information” channel in Banner Self Service on the Home tab. 3) Click on the link “Purchase Parking Permit,” and follow the instructions to purchase a permit.

**Schedule**

**Monday, August 5 – Friday, August, 9**

**NEW FACULTY WELCOME ACTIVITIES**  
[\(Agendas have been sent to new faculty\)](#)

**Tuesday, August 6**

6:00 p.m.                    **DINNER FOR ADJUNCT FACULTY**                    West Dining Room  
(Deans and department heads attend)

7:00 p.m.                    **ORGANIZATIONAL MEETING OF THE COMMITTEE ON ADJUNCT SUPPORT**                    West Dining Room

**Saturday, August 10**

10:00 a.m.                    **SUMMER COMMENCEMENT CEREMONY**                    Tucker Coliseum

**Monday, August 12**

9:00 a.m. - 12:00 p.m.    **NEW FACULTY - ORIENTATION WITH HUMAN RESOURCES**                    Rothwell Hall  
Room 138

**Tuesday, August 13**

9:30 a.m. – 2:15 p.m.    **NEW FACULTY - INDIVIDUAL MEETINGS WITH HR, PAYROLL, RETIREMENT & INSURANCE REPRESENTATIVES**                    Rothwell 213  
(Individual meetings will last approximately 1 hour and will be scheduled at the orientation on the 12th)

### **Wednesday, August 14**

- 9:00 a.m. – 9:55 a.m. **USING ADOBE TO CREATE** Tomlinson 119  
10:00 a.m. – 10:55 a.m. **ELECTRONIC PORTFOLIOS**  
(Two 1-hour sessions) Dr. Christine Austin  
Director of Assessment & Institutional Effectiveness  
*\*Additional training session will be announced  
after beginning of semester*
- 11:00 a.m. – 1:00 p.m. **LUNCHEON FOR ALL TECH** Chambers Cafeteria  
**EMPLOYEES PROVIDED BY**  
**THE PRESIDENT'S OFFICE**
- 1:00 p.m. – 4:00 p.m. **PROFESSIONAL DEVELOPMENT** Doc Bryan Lecture Hall  
Dr. José Bowen  
*Teaching Naked Techniques:  
A Practical Workshop on Designing Better Classes*

### **Thursday, August 15**

- 8:00 a.m. - 5:00 p.m. Prepare for fall semester
- 9:00 a.m. **COLLEGE MEETINGS**
- |                                  |                        |
|----------------------------------|------------------------|
| Arts and Humanities              | Witherspoon Auditorium |
| Business                         | Rothwell 456           |
| Education                        | Crabaugh 302           |
| Engineering and Applied Sciences | Pendergraft 300B       |
| eTech                            | OLC Conference Room    |
| Natural and Health Sciences      | Doc Bryan Lecture Hall |
- 10:30 a.m. **DEPARTMENTAL MEETINGS** Locations to be announced  
at college meetings
- 1:00 p.m. – 2:00 p.m. **BLACKBOARD TRAINING – NEW FACULTY**  
(one-hour session) (contact Campus Support for reservations - Pendergraft Library and  
968-0646) Technology Center  
Room 332

1:00 p.m. – 3:30 p.m. **ORGANIZATIONAL FACULTY COMMITTEE MEETINGS**  
*Each committee listed below will be asked to briefly convene (15 minutes) in order to elect a chair and secretary for this academic year. All meetings will be in Rothwell 308.*

1:00 p.m. Admissions, Academic Standards, and Student Honors Committee  
1:15 p.m. Academic Appeals Committee  
1:30 p.m. Faculty Salary and Benefits Committee  
1:45 p.m. Faculty Welfare Committee  
2:00 p.m. Library, Instructional Materials, and Equipment Committee  
2:15 p.m. Professional Development Committee  
2:30 p.m. Student Affairs Committee  
2:45 p.m. Student Learning Assessment Committee  
3:00 p.m. Center for Excellence in Teaching and Learning Advisory Board

### **Friday, August 16**

8:00 a.m. - 5:00 p.m. College and departmental activities as announced

10:00 a.m. – 12:00 p.m. **ORIENTATION FOR FACULTY TEACHING**  
**TECH 1001** Doc Bryan 133

12:00 noon **LUNCHEON FOR GENERAL** West Dining Room  
**EDUCATION COMMITTEE MEMBERS**

1:00 p.m. – 2:00 p.m. **BLACKBOARD TRAINING –** Pendergraft Library and  
**RETURNING FACULTY** Technology Center  
2:30 p.m. – 3:30 p.m. (contact Campus Support for reservations - Room 332  
(Two 1-hour sessions) 968-0646)

### **Saturday, August 17**

**FRESHMAN CONVOCATION** Tucker Coliseum

2:30 p.m. – 3:15 p.m. Colleges of Engineering and Applied Sciences and  
Natural and Health Sciences

4:00 p.m. – 4:45 p.m. Colleges of Arts and Humanities, Business,  
Education, and eTech

### **Monday, August 19**

8:00 a.m. - 5:00 p.m. College and departmental activities as announced

8:00 a.m. - 4:30 p.m. **ADVISING/REGISTRATION FOR STUDENTS**  
**WHO HAVE NOT PREREGISTERED**

8:30 a.m. - 4:30 p.m. Enrollment for Returning Students Departmental Offices  
With Declared Majors and  
more than 60 hours\*  
\*All Professional Studies and RN to BSN majors should enroll in Departmental  
Offices

12:00 noon **LUNCHEON FOR CURRICULUM** West Dining Room  
**COMMITTEE MEMBERS**

