



MEMO TO: All Faculty and Staff
FROM: Mark W. Padilla, Provost
SUBJECT: Getting Started Week (2011-2012)
DATE: August 3, 2011

I am sincerely pleased to begin the academic year with you. I look forward to participating in the events of Getting Started Week, where important information will be shared and the campus can foster its community spirit. As you know, individuals across the campus work diligently to organize the GSW program. I thus thank you for your attention to the details in this memo and other GSW documents, all of which can be found on the Provost's office website. Please note that over thirty full-time faculty members will be joining CNU this fall, and we all must do our part to help them with a smooth integration.

Monday, August 15: University Vision

At 9:00 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. The remainder of the day will be devoted to organizational meetings in preparation for the upcoming semester. New faculty orientation sessions will be offered parallel to the academic standing committee meetings attended by returning faculty; at the end of the day all faculty who will be participating in the Day of Service or the Learning Communities should plan to attend the appropriate introductory session. Please see the Schedule of Events for specific times and places.

Academic standing committees meet from 11:00 a.m. to 1:00 p.m. to plan their work for the year and, if they have not already done so, elect chairs or vice chairs. Each member of the faculty should review the Schedule of Academic Committee Meetings, identify each committee on which she or he holds membership, and be sure to attend the organizational meetings. *Each committee should have a chair and vice chair. If you are designated as a chair or convener, please conduct an election for the vacant office(s) and call Judy Gentry at 4-7050 to report the results before the end of August 15.*

Tuesday, August 16: Academic Organization and Orientation

I look forward to welcoming new and returning faculty to a general meeting in the Music and Theater Hall of the Ferguson Center at 9:00 a.m. on Tuesday morning. Following my remarks, the Dean of each College will hold a meeting with his faculty. At 12:15 p.m., the President will host a luncheon for all new faculty members. The afternoon provides time for core advisor cohort group meetings and academic department meetings.

Wednesday, August 17: Focus on Faculty/ Faculty Conference on Teaching, Learning, Scholarship, and Research

The entire faculty will convene in McMurrin 101 for a discussion with the faculty senate at 8:30 a.m. on Wednesday morning. New faculty members will continue their orientation to CNU at 9:45 a.m., when they will meet their faculty mentors and then attend informational sessions sponsored by my office. In the early afternoon, departments will welcome new and transfer students for introductory activities.

Office of the Provost

*1 University Place Newport News, Virginia 23606-2998
Voice (757) 594-7050 TDD (757) 594-7938 FAX (757) 594-7508*



The annual University Faculty Conference on Teaching, Learning, Scholarship, and Research will take place in concurrent sessions beginning at 2:30 p.m. in the Tribble Library. All colleagues are encouraged to honor the efforts of our presenting colleagues by attending and participating in some or all of the sessions of the TLSR conference.

Thursday, August 18: Day of Service and Instructional Preparation

President's Leadership Program students along with faculty and staff volunteers will participate in hands-on service projects throughout the community from 7:30 a.m. to 1:00 p.m. All faculty are welcome to stop by the Teaching and Technology open house in McMurrin Hall from 1:30 p.m. to 3:30 p.m. In the afternoon, core advisors will hold individual student meetings.

Friday, August 19: Academic Day 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 19, 2011 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

We ask all new faculty members to have their pictures taken by Jesse Hutcherson, our University photographer, for our electronic directory. Returning faculty are welcome and encouraged to update their photos. Jesse will be available before the general faculty meeting on Tuesday (8:00 – 9:00 a.m. in the Music and Theater lobby), Wednesday following new faculty orientation (noon to 2:30 p.m. in the McMurrin lobby), and Friday after lunch (from noon onward in Freeman by the new Gaines theater). Please see him at your convenience.

The schedules for the annual evaluation and the second-, fourth-, sixth-year and promotion reviews have been separated this year. All returning faculty will want to consult the EVAL-1-AR for the annual review; those preparing for second-, fourth-, sixth-year and promotion reviews should check the EVAL-1-R. Both of these documents can be found on the Provost's website (click "faculty resources" and then "Evaluation and IDEA"). Since the formal evaluation process begins early in the fall semester, all returning faculty members will want to take special note of appropriate deadlines. As usual, each returning faculty member will need to prepare a form EVAL-6, which covers professional activities for 2010-2011, for the annual review.

I look forward to being with each of you during the week of August 15 and to sharing with you the many challenges and opportunities of the new academic year.