

**NEW FACULTY ORIENTATION - DAY ONE - Monday, Aug. 21, 2023**  
**Tenure-Track, Temporary, and Teaching Associates**  
**Leonard 126, Leonard Atrium (lunch) & Campus Tour**

Time	Event	Presenter/Moderator
7:45 - 8:15	Meet and Greet – Morning Refreshments sponsored by The Center for Teaching Excellence (CTE)	<b>Erin Conlin</b> , Associate Director for Academic Advising, Center for Teaching Excellence (CTE) and Associate Professor of History <b>Ann Marie Schweitzer</b> , CTE Graduate Assistant
8:15-8:30	Welcome, & Orientation and CTE Overview	<b>Rachel DeSoto-Jackson</b> , Director, CTE
8:30-9:30	Panel: Responding to Students' Unique Needs	<b>Daniel Burkett</b> , Associate Dean KCNSM, CARE Co-facilitator <b>Adam Jones</b> , Care Co-facilitator, Office of Student Conduct <b>Catherine Dugan</b> , Director/Chair Disability Access and Advising <b>Jessica Miller</b> , Counseling Center / The Haven Project <b>Michele Petrucci</b> , Associate Vice President, International Education and Global Engagement & Executive Director, American Language Institute <b>Melanie Duncan</b> , Assistant Diversity and Inclusion Officer/Deputy Title IX Coordinator <b>Kalani Palmer</b> , Project Director, Child Care Access Means Parents in School Program; CTE Advisory Board Member
9:30 – 10:00	IT services – MyIUP – Office 365 – Ihelp tickets & support services – D2L	<b>Eric Shawley</b> , IT Support Services
10:00-10:10	<i>Break (IT Services will be available to answer questions)</i>	
10:10 – 11:10	(Academic) Advising – IUP Advise & other tools – Approaches to advising – Advising in tenure and promotion process – Financial Aid – Clinical case management	<b>Erin Conlin</b> , CTE Associate Director of Academic Advising <b>Kalani Palmer</b> , Associate Professor in Professional Studies in Education <b>Tiffany Potts</b> , Director, Financial Aid <b>Susan Graham</b> , Clinical case manager

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11:10-12:00	Benefits and Human Resources	<b>Lindsey McNickle</b> , Director, Human Resources <b>Tracey Poach</b> , Faculty Employment Services <b>Anna Shively</b> , Benefits Manager <b>Laura Slebodnick</b> , Payroll Services Manager
12:00 – 12:10	<i>Break for Lunch (Benefits &amp; HR will be available for questions)</i>	
12:10 – 1:30	Lunch sponsored by the Office of the Provost for tenure-track faculty ( <i>located in Leonard Hall Atrium</i> )	Remarks by <b>Dr. Lara Luetkehans</b> , Provost
1:30 – 3:00	APSCUF Overview and Membership PA Faculty Health and Welfare Fund Review of Key University Policies Related to Teaching <ul style="list-style-type: none"> <li>– Syllabus</li> <li>– Office Hours</li> <li>– Academic Integrity</li> <li>– Student Conduct</li> <li>– Final Exam Policy</li> <li>– Mid-term and Final Grades</li> <li>– Peer/Chair Evaluations</li> <li>– Student Evaluations</li> </ul>	<b><u>APSCUF – IUP Chapter:</u></b> <b>Dennis Frketich</b> , President <b>Rachel Sternfeld</b> , Vice President <b>Terilyn Huntington</b> , Chair, New Faculty Committee <b>Heide Witthoef</b> , Chair, Temporary Faculty Committee <b>Susan Drummond</b> , Chair, CAP, Membership, Grievance
3:00-3:10	<i>Break (APSCUF will be available for questions)</i>	
3:10 – 3:50	Empowering Student Success <ul style="list-style-type: none"> <li>– Navigators</li> <li>– University College functional services</li> </ul>	<b>Paula Stossel</b> , Strategic Advisor for Student Success <b>Amber Racchini</b> , Vice Provost for Student Academic Success <b>Hillary Stitt</b> , Assistant Director for Academic Enrichment
3:50-4:00	Evaluation of Day One & Questions	<b>Erin Conlin</b>
4:00-4:30	Campus Tour	<b>Lance Marshall</b> , Assistant Director of Admissions

