

# CBE FACULTY ONBOARDING EVENTS A/Y 23-24

Time	Topic	Facilitator	Location
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## PRE ONBOARDING ACTIVITIES

9/5	9:00	Husky Card	Gerri Williams, HR Administrator	Husky Card Office
	TBD	IT Overview and Workstation Setup	Gerri Williams, HR Administrator and IT Dept	Workstation

## DAY 1 PART 1

9/13/23	8:30-9:15	Welcome coffee and pastries CBE Tour	Gerri Williams and Ken Yocom, Chair, Dept of Landscape Architecture	Gould Hall
	9:45-10:15	Introduction to CBE	Renee Cheng, Dean	Gould 100*
	10:15-11:00	Introduction to Office of Student Services	Christopher Campbell, Associate Dean of Student Services	
	11:00-11:15	Break		
	11:15-12:00	CANVAS Workshop	TBD	
	12:15-12:45	Meet and Greet lunch with Chairs	Chairs and Associate Deans	

## DAY 1 PART 2

9/13/23	12:45-1:15	DEI Session	Lynne Manzo and Laura Barrera, Diversity Council	Gould 100*
	1:15-1:45	Introduction to Finance and Administration Operations	Rachel Ward, Assistant Dean of Finance and Administration, Mike Bartley, Research Administrator and Josh Polansky, Director of Operations	
	1:45-2:05	Office of Advancement	Alex Haslam, Assistant Dean of Advancement, Babs Pinette, Director of Marketing and Communications	
	2:05-2:15	Break		
	2:15-2:45	Office of Academic Affairs	Lynne Manzo, Associate Dean of Academic Affairs	
	2:45-3:15	Office of Research	Carrie Sturts Dossick, Associate Dean of Research	
	3:15-3:30	Human Resources	Gerri Williams, HR Administrator	

## UW WELCOME DAYS

\*recorded for faculty with later start date

9/5/23	9:30-4:00	Onsite Benefits Orientation	UW HR	UW Campus
9/18/23	9:30-4:00	Onsite Benefits Orientation	UW HR	UW Campus
9/30/23	10:20-11:00	Virtual Benefit Orientation	UW HR	Zoom

## FACULTY FELLOWS

9/7/23 9/8/23	TBA	UW Teaching cultures, practices and resources	UW Teaching	online synchronous session and optional in person gathering: <a href="#">link</a> to join
	TBA			
	TBA			
	TBA			

## ADDITIONAL UNIVERSITY ONBOARDING EVENTS

9/11	8:30-5:00	NewProfs@UW: Making Connections to Help	A new program that welcomes incoming faculty to the UW community and connects them to resources that support research, scholarship and career development. For more information & registration	Hub Room 250
9/25/23	9:00-1:30	Appointment, Promotion and Tenure (APT) Workshop	UW Health Sciences Schools, college of Engineering and the Population Health Initiative	Hans Rosling Center for Population Health Room 155

## FALL 2023 FRIDAY ORIENTATION SESSIONS

10/13/23	12:00-1:20	Lunch with Dean, Assoc. Dean and Chairs	Renee Cheng, Dean	Gould 100
10/20/23	12:00-1:20	Follow up Student Services Session	Christopher Campbell, Associate Dean of Student Services	
10/27/23	12:00-1:20	Academic Affairs	Lynne Manzo, Associate Dean of Academic Affairs	
11/3/23	12:00-1:20	Grants Strategy and Resources	Carrie Sturts Dossick, Associate Dean of Research	
11/10/23		Holiday		Gould 100
11/17/23	12:00-1:20	Grants Administration	Rachel Ward, Mike Bartley, Carrie Sturts Dossick	
11/24/23		Holiday		Gould 100
12/1/23	12:00-1:20	Lunch with Senior Faculty	TBD	



# CBE FACULTY ONBOARDING DAY

Time	Topic	Facilitator	Location	Session Details
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## DAY 1 PART 1

9/13/23	8:30-9:15	Welcome coffee and pastries CBE Tour	Gerri Williams and Ken Yocom, Chair, Dept of Landscape Architecture	Gould Hall, Architecture Hall and Community Design Center	Coffee and Pastries- Available faculty and staff are welcome to join to say hello (Admin, Chairs).
	9:45-10:15	Introduction to CBE	Renee Cheng, Dean	Gould 100*	Communications from the Dean's perspective, might be a good opportunity to discuss-pillars.
	10:15-11:00	Introduction to Office of Student Services	Christopher Campbell, Associate Dean of Student Services		Provide details regarding the Office of Student Services and discuss student conduct process.
	11:00-11:15	Break			
	11:15-12:00	CANVAS Workshop	TBD		Provide Canvas overview in preparation of upcoming academic year.
	12:15-12:45	Meet and Greet lunch with Chairs	Chairs and Associate Deans		Box lunch option for Senior faculty - Cynthia, admin specialist will order lunch.

## DAY 1 PART 2

9/13/23	12:45-1:15	DEI Session	Lynne Manzo and Laura Barrera, Diversity Council	Gould 100*	Overview of College commitment to DEI
	1:15-1:45	Introduction to Finance and Administration Operations	Rachel Ward, Assistant Dean of Finance and Administration, Mike Bartley, Research Administrator and Josh Polansky, Director of Operations		Overview of FAO and Operations Dept.
	1:45-2:05	Office of Advancement	Alex Haslam, Assistant Dean of Advancement, Babs Pinette, Director of Marketing and Communications		Discuss advancement and communications procedures. What is advancement?
	2:05-2:15	Break			
	2:15-2:45	Office of Academic Affairs	Lynne Manzo, Associate Dean of Academic Affairs		Overview of Academic Affairs
	2:45-3:15	Office of Research	Carrie Sturts Dossick, Associate Dean of Research		Overview of Office of Research
	3:15-3:30	Human Resources	Gerri Williams, HR Administrator		How HR can best support Faculty / review onboarding checklist / supporting programs offered at UW and CBE

\*recorded for faculty with later start date



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<b>FALL 2023 FRIDAY ORIENTATION SESSIONS</b>					
10/13/23	12:00-1:20	Lunch with Dean, Assoc. Dean and Chairs	Renee Cheng, Dean	TBA	Box lunch option
10/20/23	12:00-1:20	Follow up Student Services Session	Christopher Campbell, Associate Dean of Student Services	TBA	Address student/classroom questions and issues thus far
10/27/23	12:00-1:20	Academic Affairs	Lynne Manzo, Associate Dean of Academic Affairs	TBA	Detailed look at the office of Academic Affairs
11/3/23	12:00-1:20	Grants Strategy and Resources	Carrie Sturts Dossick, Associate Dean of Research	TBA	This session will review strategies for finding calls for proposals and sources of funding. We will discuss ways to connect with potential collaborators and learn how to develop grant proposals and submit in alignment with FAO procedures.
11/10/23		Holiday			
11/17/23	12:00-1:20	Grants Administration	Rachel Ward, Mike Bartley, Carrie Sturts Dossick	TBA	This session will review the proposal development process. We will cover the policies and procedures of working with the grant administration team in developing proposal documents such as budgets, and key policies and concepts from the University and the College that are important for you to know. We will have open discussion time for you to ask questions about these processes and policies and will provide resources for future reference.
11/24/23		Holiday			
12/1/23	12:00-1:20	Lunch with Senior Faculty	TBD	TBD	

