

MEMORANDUM

TO: New Full-Time Valdosta State University Faculty

FROM: Dr. Sheri Gravett
Associate Provost for
Academic Programs and Services

Dr. Jamie Landau
Director, Center for Excellence in
Learning and Teaching (CELT)

SUBJECT: New Faculty Orientation

DATE: June 2024

Valdosta State University is delighted you have accepted full-time faculty positions, and we look forward to welcoming you on our campus in August. Fall classes are scheduled to begin on August 19, 2024, but there are many activities scheduled for both new and returning faculty before that date.

We have a full slate of activities to welcome you to VSU; check below for a basic overview.

HUMAN RESOURCES ONBOARDING

As a new hire with Valdosta State University, you will receive two email communications from Equifax, providing you with log in credentials to access the onboarding paperwork. One email will contain the link and user ID information and the other will provide a temporary password. Once you've received this information, please follow the instructions, and complete all the documents that are provided. You will receive next step instructions regarding ID verification to complete the I-9 process. Feel free to contact your Onboarding Specialist with any questions. Your onboarding specialist is assigned according to the first letter of your last name.

Onboarding Specialists:

Charles Whiting (A-L) ctwhiting@valdosta.edu

Carrie Yarbrough (M-Z) ceyarbro@valdosta.edu

For questions regarding onboarding, contact VSU's Onboarding Manager, Shelby Lamar, slamar@valdosta.edu 229-333-5709.

NEW FACULTY ORIENTATION AUGUST 5-9

New faculty orientation activities will be held on the VSU campus on August 5-9. These orientation activities will occur two weeks before classes start and the week before the traditional opening college and departmental meetings occur so that you will have time to prepare for the semester. A detailed schedule and campus map will be posted on the Academic Affairs website in early July at www.valdosta.edu/academics/academic-affairs/welcome-new-faculty.php. Please continue to check this site for updates.

OPENING OF THE UNIVERSITY (AUGUST 12-16)

The week before classes start is devoted to university, college or division, and departmental meetings. You will receive further information about all of these activities. Be sure also to mark your calendars for the opening faculty and staff convocation on the morning of Monday, August 12. Further, be on the lookout for a schedule of synchronous virtual webinars and face-to-face trainings on a variety of pedagogical topics and technologies for teaching that CELT and eLearning will be offering that week.

Once again, the entire Valdosta State community looks forward to welcoming you in August.