

**MnSCU Office of Internal Auditing
Orientation Process Best Practices
Fiscal year 1999**

PURPOSE: This table is designed to capture information at institutions whereby the Office of Internal Auditing acknowledged their orientation process for adjunct / community faculty as a best practice on the institutional profile. This information was gathered during our interview process with campus representatives.

College/University Name	Description of Orientation Process
Anoka-Hennepin Technical College	<ul style="list-style-type: none"> • The human resource department provides an orientation for new adjunct faculty.
Bemidji State University	<ul style="list-style-type: none"> • If an adjunct faculty starts in the fall they complete orientation with new full-time faculty. This orientation process is approximately 4 days in length and is administered by the Human Resources Department. In addition to other topics the BSU orientation process consists of instructional needs / instructional expectations / learning outcomes. • If an adjunct faculty member starts at any other time during the academic year they go through a sign-up / brief orientation process. • In both scenarios they are provided with the same materials and asked to sign off on a checklist that is retained in the individual's human resource file. The difference is that during the fall session materials are also presented / discussed in detail. • When an adjunct faculty member teaches at a remote location the orientation consists of meetings with the CRI staff to discuss business needs and faculty qualifications. The CRI staff introduces the faculty member to the business during the initial meeting with the business representative.
Dakota County Technical College	<ul style="list-style-type: none"> • The Director of General Education Integration is doing a formal orientation for all custom-training instructors. Also the custom training representatives will do one on one orientation with new instructors.
Hennepin Technical College	<ul style="list-style-type: none"> • New customized training instructors receive a four-hour orientation session, which is sponsored by the customized training and human resource departments.
Itasca Community College	<ul style="list-style-type: none"> • The Computer Education Center (CEC) Director administers orientation for all CEC instructors. • New instructors: • Are introduced to the mission, goals, and procedures that relate to the CEC and Itasca Community College. <ul style="list-style-type: none"> • Sit through at least one class being taught by a

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College/University Name	Description of Orientation Process
	<p>“seasoned” trainer.</p> <ul style="list-style-type: none"> • Team-teach with the CEC Director before teaching alone. • Are periodically observed by the CEC Director who sits through classes being taught by new instructors.
Lake Superior College	<ul style="list-style-type: none"> • Lake Superior College’s (LSC) position is that community / adjunct faculty represent LSC and it is important they properly represent the institution. • LSC is in the process of putting together an informational package / manual for this category of employees. • If LSC is aware of individuals who will be hired on as adjunct faculty they will be invited to attend the orientation for new instructors at the beginning of the school year.
Minnesota West Community & Technical College	<p>Custom Training:</p> <ul style="list-style-type: none"> ▪ Provides adjunct faculty with a very comprehensive Coordinator manual/handbook that include policies. ▪ Custom Training Coordinator attends the new adjunct faculty’s first class or two. ▪ Contracted instructors/community instructors always have a Custom Training Coordinator on-site. ▪ Custom Training realizes that the instructors “represent the college” and do not let them fly by the seat of their pants.
Normandale Community College	<ul style="list-style-type: none"> • The human resource department provides orientation materials for new adjunct faculty.
North Hennepin Community College	<ul style="list-style-type: none"> • The customized training department has put together a comprehensive orientation manual for instructors in Custom Training Instructors are required to sign an acknowledgement form indicating they have read and agree to comply with the provisions and policies in the manual.
St. Cloud Technical College	<ul style="list-style-type: none"> • Human resource department provides a short orientation when adjunct/community faculty completes paper work. Policies and procedures are reviewed at this time. Human resources department provides adjunct faculty with an employee handbook. • Custom training provides adjunct faculty with a “Right to Know” video that the new employee views in the custom training department. • Custom training project managers meet with contract instructors to discuss contract and instructional details.

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