

## Faculty First Semester

Best Practices Categories for Deans and Chairs to Promote:

### Engaging Conversations with your Faculty

- Ask what is working well and what is not working well.
- Check-in on progress of meetings with department members and key participants.
- Inquire about faculty's progress with [ALEX](#) or other benefits.
- Go over Faculty Mentoring Handbook; promotion and tenure process. [CJC Governance](#)
- Set up FAR and discuss with new faculty. [Effort Reporting Toolkit](#)
- Make sure the faculty has the tools and resources to complete their teaching, research, extension and service responsibilities (technology, etc.).
- Go over UF organizational structure. [UF Org Charts](#)
- Go over Department's [strategic plan](#).
- Introduce the Administrative Professionals who support their teaching and research efforts.
- Review Faculty Handbook and answer any outstanding questions; explain role of Faculty Assembly, Faculty Union, Ombudsman, and Faculty Senate. [CJC Governance](#)
- Provide examples of successful mentoring and answer questions. Schedule lunch with their mentor, if applicable.
- Connect to National Professional Associations, UF Affinity Groups, relevant UF sponsored events.