



Faculty Affairs

Office of the Provost

UNIVERSITY OF GEORGIA

What to Do in My First Semester at UGA

Tips for New Faculty

- Review the **Getting Started checklist** on the Office of Faculty Affairs (OFA) website (<https://provost.uga.edu/faculty-affairs/new-faculty-resources/>). While you're on the Faculty Affairs website, you can also review the types of programming, policy, and procedure resources available to you.
- **Campus tour:** The UGA Visitors Center offers comprehensive student-led tours of campus every weekday. The 90-minute tours begin at the Visitors Center in the Four Towers Building (405 College Station Road). Following a brief admissions information session, the tour includes both a driving portion and a walking portion. Register for a tour online: <https://visit.uga.edu/tours/>. You can also find self-guided tour information on this [site](#).
- Meet with your supervisor in your first month, preferably before classes start:
 - Make sure you're clear about your **assigned duties** and the unit's **expectations for promotion and/or tenure**.
 - Ask about [Elements](#) software. Discuss expectations for your first annual review.
 - Seek guidance on student learning outcomes for the academic programs in your department, as well as the basic logistics of **teaching** and course coordination, if applicable. Further information and training on course design, assessment, pedagogy, course management etc. can be obtained from the **Center for Teaching and Learning** (<http://www.ctl.uga.edu/>).
 - **If you're teaching courses you've never taught**, ask if other faculty have taught them before and if previous course materials are available for your review/use.
 - **If you are starting a new lab**, learn about the research and purchasing infrastructure, and the expected purchasing procedures so you can get everything in place. Ask who can provide you with an orientation on these issues. (<https://research.uga.edu/for-researchers/>)
 - Ask for advice on how to create a network of **collaborators** and a network of **mentors** at UGA. Note that you are likely to need a variety of mentors for your varied duties as a faculty member.
- Take some time to **get to know the staff and other faculty** in your department. Building positive relationships with colleagues is likely to support your success over the long term. An easy icebreaker is to ask them for suggestions about where to go, what to do, or whom you should meet.
- Consider going through the **National Center for Faculty Diversity and Development's Core Curriculum**, a series of webinars designed to enhance research productivity, time- and stress-

management and work-life balance. It's free and online, so you can learn at your own pace. Go to <https://www.facultydiversity.org/> to create an account under the University of Georgia subscription, search for the Core Curriculum, and go through the modules one at a time. Better yet, find another faculty member who will watch them with you and have a discussion after each webinar.

- At regular intervals, reflect on your big-picture **professional and personal goals**, and evaluate your progress toward these goals. As part of this process, identify the **learning and resources** you will need to meet your goals. Some UGA resources of potential interest:
 - Office of Faculty Affairs for professional development programming, as well as information on policies and procedures: <https://provost.uga.edu/faculty-affairs/>
 - Center for Teaching and Learning: <https://ctl.uga.edu>
 - Office of Research: <https://research.uga.edu>
 - Human Resources for benefits orientation (to select and learn about all your benefits), as well as broader training and development: <https://hr.uga.edu>
 - Office of Institutional Diversity: <https://diversity.uga.edu>
 - UGA Libraries: <https://www.libs.uga.edu>
 - Write@UGA: <http://write.uga.edu>
 - Sports and cultural arts at UGA
 - Georgia Bulldogs ticket information: <https://georgiadogs.com/sports/2019/12/20/georgia-bulldogs-tickets.aspx>
 - Georgia Museum of Art: <https://georgiamuseum.org>
 - UGA Performing Arts Center: <https://pac.uga.edu>
- **Set realistic expectations.** Most of us have only been trained for a fraction of our jobs as faculty members. As a result, it is likely that your learning curve will be high at first. What is important that you work hard, learn from your mistakes, and improve over time. Most of all, don't get discouraged. This is a challenging career stage for everyone. OFA also has resources to help you, so check out our resources and workshop schedule updated each summer and throughout the year.