

College of Communication and Fine Arts
2025–26 CCFA Faculty Onboarding

Focus Areas: Teaching, Advising, Promotion and Tenure

WELCOME AND INTRODUCTION

1. Welcome to the CCFA

- *We are artists, performers, architects, communicators, storytellers, designers, scholars, educators, and creators*

2. Interdisciplinary identity of CCFA

- *Architecture, Art and Design, Communication and Film, Journalism and Strategic Media, Music, and Theatre and Dance*

3. Institutes and Museums

- *Art Museum of the University of Memphis, Institute for Arts and Health, and the Institute of Egyptian Art and Archeology*

4. CCFA 2025-30 Strategic Plan and Implementation

- <https://www.memphis.edu/ccfa/strategic-plan/index.php>

5. Introductions

- *Faculty name, department, a little something about you, excitements, trepidation, etc.*

TEACHING

1. Policies

- *University Faculty Handbook*
 - https://www.memphis.edu/faculty_handbook/index.php
- *Student Code of Rights and Responsibilities*
 - <https://www.memphis.edu/osa/students/code-of-rights.php>
- **No one is allowed to attend a class that is not registered.**

2. Course Planning and Setup

- *Academic Year Calendar*
 - <https://www.memphis.edu/registrar/calendars/>
- *Faculty Appointment Calendar*
 - https://www.memphis.edu/hr/faculty_calendar.php
- *Holiday Calendar*
 - <https://www.memphis.edu/hr/holidays.php>
- *Undergraduate and Graduate Catalogs*
 - <https://catalog.memphis.edu/>
- *MyMemphis Portal*
 - <https://my.memphis.edu/>
- *Canvas (LMS)*
 - <https://memphis.instructure.com/>
- *Access class roster with optional photo report*
 - <https://umwa.memphis.edu/classroster/cas>

- *Syllabus Guidelines*
 - <https://www.memphis.edu/ccfa/resources/pdfs/ccfa-syllabus-guidelines.pdf>
- *Provost Syllabi Suggestions*
 - <https://www.memphis.edu/aa/resources/syllabi.php>
- *Graduate Faculty Status*
 - https://www.memphis.edu/gradschool/resources/gradfac_guidelines.php
- *Tiger SmartStart Book Adoptions*
 - <https://aip.bncollege.com/app/>
- *Student Laptop Requirement Program*
 - <https://www.memphis.edu/ccfa/student-laptop-requirement-program/index.php>

3. Classroom and Instructional Expectations

- *Office Hours*
 - Academic units or departments shall post guidelines to ensure that faculty establish, communicate, and maintain reasonable opportunities and access for student-faculty interaction outside the classroom. At a minimum, faculty members shall provide opportunities and access consistent with the mode of instruction and commensurate with the number of credit hours of the course offering. The Faculty Availability guidelines are applicable to faculty teaching during the summer session as well as the regular semesters.
- *Class Cancellation*
 - A faculty member who must be absent from a class for any reason is responsible for seeing that there is no reduction in student learning. For an anticipated absence, the faculty member will notify the department chair of the absence in advance and provide a plan to ensure there is no reduction in student learning. The department chair may reject the plan and implement an alternative plan if he or she determines that the plan provided by the faculty member will result in a reduction in student learning. If the absence is unanticipated, the faculty member will notify the department chair as soon as possible and upon their return develop a plan to ensure that there will not be a reduction in student learning.
- *Absence Form (travel, conferences, etc.)*
 - <https://memphiscentral.etrieve.cloud/?isAnonymous=true#form/243>
- *Official Email Signature Format*
 - <https://www.memphis.edu/emailsignatures/signaturegenerator.php>

4. Assessment and Evaluation

- *Grading*
 - <https://facss.bannerprod.memphis.edu/FacultySelfService/ssb/gradeEntry#/final>
- *Course Evaluations (SETE)*

- <https://portal.memphis.edu/campusm/home#>
- *SETE Availability Calendar*
 - <https://www.memphis.edu/sete/calendar/index.php>
- *Internal Peer Reviews*
- *Supervisor Classroom Observation*

5. Instructional and Technical Support

- *CCFA Faculty Resources Page*
 - <https://www.memphis.edu/ccfa/resources/resources-faculty.php>
- *Provost Faculty Resources Page*
 - <https://www.memphis.edu/aa/resources/index.php>
- *UM3D (Design, Develop, Deliver / Center for Teaching and Learning)*
 - <https://memphis.edu/um3d/>
- *DRS (Accessibility and inclusive teaching)*
 - <https://www.memphis.edu/drs/>
 - <https://yukon.accessiblelearning.com/Memphis/Instructor>
- *umTech Software List*
 - <https://www.memphis.edu/umtech/solutions/software/software.php>
- *Digital HelpDesk (College LSPs are Clay Shawver and Mark Ramsay)*
 - <https://memphis.topdesk.net/>
- *Self Service App (Software)*

ADVISING

1. Total Intake Model

- *College Academic Advisors*
 - <https://memphis.edu/ccfa/resources/resources-student-get-advised.php>

2. Navigate

- *My Availability*
- *Personal Availability Link*
- *Appointment Campaign*
- *Student Information*
- *Issue and Alert/Feedback*
- *Communication*

3. Banner Advising Forms

- *Clear PIN*
- *Enter Permit*
- *Change Primary Advisor*

4. umDegree

- *Student Information*
- *Structure and Organization*
- *Student View/Registration Checklist*
- *What-If*

- *Gen Ed Petitions*
- *Concentration Petitions*
- *Notes*

PROMOTION AND TENURE

1. Timeline and Milestones

- *Faculty Evaluations*
 - <https://portal.memphis.edu/campusm/home#>
- *Guidelines for Faculty Annual Reports*
 - <https://www.memphis.edu/aa/resources/faculty-annual-report-guidelines.php>
- *Annual Evaluation*
 - **Due the end of the first full week of February**
 - <https://www.memphis.edu/aa/resources/faculty-evaluation.php>
- *Mid-Tenure Calendar and Process (Serve at least 2 Years at Assistant Professor)*
 - <https://www.memphis.edu/ccfa/resources/resources-faculty-mid-tenure-dossier-instructions.php>
- *Tenure and Promotion Calendar and Process (Serve at least 5 years at Assistant Professor)*
 - <https://www.memphis.edu/ccfa/resources/resources-faculty-promotion-and-tenure-calendar.php>
- *Promotion and Tenure Workshop*
 - <https://www.memphis.edu/ccfa/resources/resources-faculty-promotion-tenure-workshops.php>

2. Evaluation Criteria and Expectations

- *Dossier Structure*
 - Instruction
 - Research, Scholarship, Creative Activity
 - Service, Outreach, Advising, Mentoring, Administration
- *Department- and college-level expectations*
- *Use of external peer review, student evaluations, and documentation of activities*

3. Support for Success

- *Mentoring and Supervisor and/or peer feedback*
- *Opportunities for course releases, development funding, and awards*
- *Importance of balance and time management*

NEXT STEPS

1. Schedule follow-up one-on-one within first month

- *Latoya Boyland and/or Ashley Harris*

2. Attend Mentoring and Promotion workshops

- *Schedule to be announced soon*