

June 28, 2017

Dear New Lehman Faculty Member,

Welcome to Lehman College! Each year the Office of Academic Personnel, supported by the Office of the Provost, hosts New Faculty Orientation to welcome faculty to the Lehman community.

During the daylong event, new faculty are provided with essential information from a variety of sources, including Lehman faculty, administration, and representatives of the Professional Staff Congress. Sessions include background information and tips to support both faculty and student success in and outside of the classroom.

Knowing how busy you are, and will continue to be, as you begin this new chapter in your career here at Lehman, we want to get key dates and times on your calendar as soon as possible.

**Faculty Orientation- Full Day Program**

Friday, August 25<sup>th</sup>: 8:00-5:30 pm (includes breakfast and lunch and end of day social mixer)

The day's agenda will be sent to you with a later communication. Dress code is casual & attendance is expected.

**An R.S.V.P. is requested no later than Friday, August 18<sup>th</sup>.** Please RSVP to [New.FacultyRSVP@lehman.cuny.edu](mailto:New.FacultyRSVP@lehman.cuny.edu) or 718-960-8019.

When you RSVP, we ask you provide the following information so we can plan accordingly:

- Specify dietary restrictions or allergies
- Specify physical needs or disabilities requiring special accommodations
- Confirm your attendance at events and meals; e.g., Morning Orientation Session, Lunch (including community market place), Bus Tour and Welcome Social Mixer

The Office of Academic Personnel also offers continued programming throughout the academic year. You will have the opportunity to learn about and discuss teaching, grading, scholarship and service, tenure and promotion requirements and more. Topics and presenter information will be included in your New Faculty welcome packet.

Join us during University Hours at the Leonard Lief Library, Tree House Conference Room-312.

*Please be Sure to Save the Following Dates.*

**New Faculty Seminar (6-part series)**

**Fall 2017**

Part I September 20, 2017

Part II October 25, 2017

Part III November 22, 2017

**Spring 2018**

Part IV March 14, 2018

Part V April 11, 2018

Part VI May 16, 2018

Other important Lehman wide community dates include Senate and General Faculty. Your participation is welcome and encouraged.

**Senate**

September 13, 2017

February 7, 2018

October 18, 2017

March 7, 2018

November 15, 2017

April 18, 2018

December 6, 2017

May 9, 2018

\* May, 16, 2018 (only if necessary)

**General Faculty**

October 4, 2017

November 29, 2017

February 28, 2018

April 25, 2018

Please do not hesitate to call or email our office if you have any questions. We are looking forward to meeting you and will be touching base with you with much more information over the course of the summer.

Sincerely,

Alison Abreu

Faculty Development and Communication Specialist

Office of Academic Affairs