Dear New Faculty Member,

Welcome to the University of Michigan–Flint! To introduce you to your new academic home, the Office of the Provost and the Thompson Center for Learning and Teaching (TCLT) invite you to participate in an array of activities designed to welcome and help acclimate you to faculty life at UM-Flint.

**New Faculty Orientation** – open to all incoming faculty (additional information enclosed)
- **Tuesday, August 25, 2015 – 9:00 am – 12:00 pm, TCLT, 134 Thompson Library.** Registration and continental breakfast will be available beginning at 8:30 am. Lunch provided.
- **Wednesday, August 26, 2015 – 9:00 am – 5:00 pm, TCLT, 134 Thompson Library.** Registration and continental breakfast will be available beginning at 8:30 am. Lunch provided.
- **Thursday, August 27, 12:15 – 3:00 pm, Tuscola Rooms, William S. White (WSW) Building.** Lunch provided. Tenure-track faculty are highly encouraged to attend.

**Human Resource Benefit Orientation Sessions** – all new faculty with an appointment of 50% or greater are required to participate in one of the following sessions (additional information attached).
- Tuesday, August 25, 1:00- 3:30 pm, Michigan Rooms, A-B, University Center (UCEN)
- Thursday, August 27, 9:30 am – noon, Tuscola Rooms, William S. White Building (WSW)

**Annual Workshop and Academic Affairs Convocation** – open to all faculty and staff.
- **Monday, August 31, 2015, 9:30 am – 11:30 am, Happenings Room, UCEN – Pre-Convocation Workshop, The Actual and the Possible: Cultivating Learning at UM-Flint.** Registration and a hot breakfast buffet will be available at 9:00 am and the program will commence at 9:30 am.
- **Monday, August 31, 2015, 2:00 – 4:00 pm, University Theatre, 138 French Hall – Academic Affairs Convocation.** Light refreshments available at 1:30 pm.

Registration for all events is required and appreciated prior to August 21, 2015. Registration is available online at [go.umflint.edu/nfo](http://go.umflint.edu/nfo) or by phone at (810) 237-6508.

Please review the additional materials enclosed. Directions to campus can be accessed using the interactive campus map available online at [www.umflint.edu/maps/](http://www.umflint.edu/maps/).

We look forward to personally welcoming you as we help you launch what we hope will be a long and rewarding career at the University of Michigan–Flint.

Best wishes,

[Signature]

Tracy Wacker
Director

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Thompson Center for Learning & Teaching
134 Thompson Library
303 E. Kearsley Street
Flint, Michigan 48502-1950
The TCLT is pleased to provide you with robust offerings designed to help welcome and acclimate you to faculty life at UM-Flint. Registration is required and available online at: go.umflint.edu/nfo.

*Note:* Faculty with an appointment of 50% or greater are required to attend one of the two Benefit Orientation sessions offered. Registration is available online at the link provided above.

**Tuesday, August 25, 2015**

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<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>9:00 am – noon</td>
<td>Blackboard Basics</td>
<td>134 Thompson Library</td>
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<td>Cool Tools for Teaching</td>
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<td>First Year Faculty Panel</td>
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<td>12:00 – 1:00 pm</td>
<td>Lunch</td>
<td>Library Atrium</td>
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<tr>
<td>1:00 – 3:30 pm</td>
<td>Human Resource Benefit Orientation</td>
<td>MI Rooms A-B, UCEN</td>
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**Wednesday, August 26, 2015**

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<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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<tr>
<td>9:00 am – noon</td>
<td>Understanding Our Students</td>
<td>134 Thompson Library</td>
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<tr>
<td>12:00 – 1:00 pm</td>
<td>Lunch</td>
<td>Library Atrium</td>
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<td></td>
<td>Featuring welcome &amp; remarks from Provost Knerr</td>
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<tr>
<td>1:00 – 3:15 pm</td>
<td>Teaching Tips and Techniques</td>
<td>134 Thompson Library</td>
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<td>3:15 – 5:00 pm</td>
<td>Resource Fair</td>
<td>Library Atrium</td>
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<td><em>Faculty will have the chance to receive their parking permits, university ID card (Mcard) and visit with representatives from a variety of departments.</em></td>
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<td>3:15 – 4:15 pm</td>
<td>LEO Nuts &amp; Bolts</td>
<td>134 Thompson Library</td>
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<td><em>The dynamics involved with lecturer faculty appointments will be reviewed. Lecturers are asked to attend this session first and then visit the Resource Fair.</em></td>
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**Thursday, August 27, 2015**

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<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>9:30 am – noon</td>
<td>Human Resource Benefit Orientation</td>
<td>Tuscola Rooms, WSW</td>
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<tr>
<td>12:15 – 1:30 pm</td>
<td>Office of Research &amp; Sponsored Programs</td>
<td>Tuscola Rooms, WSW</td>
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<tr>
<td>1:30 – 3:30 pm</td>
<td>University Outreach</td>
<td>Tuscola Rooms, WSW</td>
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<tr>
<td>4:30 – 6:00 pm</td>
<td>Go Blue BBQ</td>
<td>Buckham Alley</td>
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<td><em>Chancellor Borrego invites the entire university community to join her for great food and conversation at the Go Blue BBQ. Food provided by Charlie’s Smokin’ BBQ and Flint Trolley Ice Cream &amp; Café.</em></td>
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*(descriptions on reverse side)*
2015 Orientation Activities

The following sessions were developed based on feedback received from last year’s new faculty. You are encouraged to attend each session as they differ from one another significantly and will feature an array of faculty, staff, administrators and departments.

Tuesday, August 25, 2015

Staff from the Office of Extended Learning (OEL) will be on hand to provide an overview of Blackboard, UM-Flint's content management system and well as highlight selected “cool tools” for teaching.

We will also host a panel discussion featuring faculty who recently completed their first year at UM-Flint. This will be a time where you can ask questions and gain a sense of the dynamics of faculty life on our campus.

Wednesday, August 26, 2015

The morning session will provide an overview of our students, and introduce you to the various offices and departments that can support you in your teaching and your work. A luncheon will follow, that will include remarks by Provost Douglas Knerr; deans, department chairs and other administrators will also be on hand to welcome you.

In the afternoon, sessions aimed to strengthen your role as teacher will be offered:

- **Use Your Tools: Your Voice, Your Look and Your Space** – presented by Lisa Barton, Lecturer; Stephanie Dean, Assistant Professor, Shelby Newport, Assistant Professor; Theatre & Dance
- **Tell me Your Story: Promoting Diversity on Campus** – presented by Crystal Flynn, Diversity Trainer/Executive Assistant to the Provost, UM-Ann Arbor

A Resource Fair featuring representatives from a variety of campus departments will be available to share information. During this time, you will be able to take care of a few university business details such as obtaining your faculty ID (Mcard) and parking permit.

**LEO Faculty** – Laura MacIntyre, Chair of the Lecturer's Employee Organization (LEO), will present information and answer questions regarding the LEO contract and appointments. There will be time to visit the Resource Fair following this session.

Thursday, August 27, 2015

Information about developing a successful scholarly career and supporting the mission of the university will be presented. Separate sessions featuring the Office of Research and Sponsored Programs and University Outreach will be offered; each will introduce the staff and provide an overview of each area’s services and support.

Tenure-track faculty highly encouraged to attend.
Human Resources
Benefit Orientation Fall 2015

Welcome to the University of Michigan-Flint! My goal is to provide information to you that will assist you in choosing the benefits which will best suit you and your family’s needs.

Orientations:
Orientations are required for regular faculty and staff at the University of Michigan-Flint. For the fall 2015 semester, the new faculty Human Resources and Benefit Orientations are scheduled for:

- Tuesday, August 25, 1:00pm – 3:30pm, Michigan Rooms A & B, Harding Mott University Center.
- Thursday, August 27, 9:30am – 12:00pm, Tuscola Room (#1104) located on the first floor in the William S. White Building

Benefits Eligibility:
Generally, you must have an appointment fraction of at least 50% with a funding period of four months or longer to be eligible for benefits. If you have health coverage through another employer or through a spouse/partner, you will need to waive out of health insurance, or you can pick a plan through the university, as well, and have dual coverage.

Deadlines for Enrollment in Benefits:
If you are new to the university or have become newly eligible for benefits, you will be able to elect and submit your benefits electronically. You will receive an email from the Ann Arbor Benefits Office and from our office when all of your job information is online and your benefits are open for your election. Please wait until after you have come to the Benefits Orientation before making your elections. It is important that you submit your benefit elections electronically within 30 days following your hire date. Changes in family status, consistent with IRS commercial transfer regulations, will justify a mid-year change in your benefit enrollment status at U of M.

Effective Date of Benefits:
The effective date of coverage for benefits will be your official hire date. For example: Fall 2015 eligibility begins on September 1st. Depending on when you make your benefit elections, it may be necessary to process benefits retroactively to your eligibility date. Once you’ve made your benefit elections in the university system, it takes approximately a week or so for the information to be transmitted to the vendors, at which time they will be able to verify benefit coverage and provide contract information.
Where to Find Your 2015 Benefits Information:
You will receive information during your new hire orientation, and you can also view benefits at www.umich.edu/~benefits. When you open the website, click on “Benefit Groups” on the menu on the left hand side and then click on “New Employee”. When that section opens, you will find:

- Links to eligibility, enrollment and benefit plans information.
- Forms or instructions you will need to enroll in the Retirement plan and 2015 Health Care or Dependent Care Flexible Spending Account

If you do not have access to a computer, you can request a paper copy of the above information as it appears on the Web by calling our office at (810) 762-3150.

Help and Other Information:
For consultation on benefits please call me at (810) 766-6658 or by e-mail at karthur@umflint.edu. You can also visit our web page at http://www.umflint.edu/hr.

On behalf of Human Resources, I wish you a very fulfilling career at the University of Michigan-Flint.

Karen M. Arthur
Benefits Coordinator
Office of Human Resources
213 University Pavilion
Phone: (810) 766-6658
Fax: (810) 766-6711

Please note:
In completing the new hire process you are required to complete Section 1 of the I-9 Employment Eligibility Form. To begin this process you will need to complete the Faculty Personnel Record and the Supplemental Appointment Information Form, which were included with your offer letter. Once these forms have been turned in to our office, you will receive an email regarding additional steps to complete the I-9 process.

Returning the completed paperwork before your hire date will result in you receiving earlier notification of your benefit package eligibility and provide more time for your review prior to the start of your appointment. This will also give you system access in a timely manner.
MONDAY, AUGUST 31, 2015

The Thompson Center for Learning and Teaching (TCLT) and the Office of the Provost invite you to the University of Michigan-Flint’s annual Pre-Convocation Workshop and the 2015 Academic Affairs Convocation

THE ACTUAL AND THE POSSIBLE: CULTIVATING LEARNING AT UM-FLINT

HAPPENINGS ROOM, UCEN
Registration and hot breakfast buffet available at 9 a.m. • Program begins at 9:30 a.m.
Please register online at: go.umflint.edu/preconvo or by phone at (810) 237-6508

UM-Flint is committed to providing students with an array of experiences that will help them develop as learners and scholars, and as leaders in the surrounding local and global communities. At the forefront of this mission, are our faculty – faculty who embody a wealth of teaching expertise and dedication to student success.

The Annual Pre-Convocation Workshop will highlight the wealth of teaching expertise on our campus. Faculty from a variety of departments and disciplines will share a synopsis of a specific lesson and participants will receive a portfolio of the assignment descriptions presented. Join us for this opportunity to engage as a community of learners, share ideas, and celebrate excellence and innovation in teaching at UM-Flint.

2015 ACADEMIC AFFAIRS CONVOCATION
1:30 p.m. Refreshments - University Theatre Atrium
2 p.m. Program - University Theatre

UNIVERSITY SPONSORED FACULTY AWARDS

LOIS ALEXANDER, Professor of Music
Teaching Excellence Award

LIXING HAN, Professor of Mathematics
Scholarly or Creative Achievement Award

KATHY SCHELLENBERG, Associate Professor of Sociology
Distinguished Service Award

ERNEST EMENYONU, Professor of Africana Studies
Alvin D. Loving Senior Faculty Initiative Award

KAREN SALVADOR, Assistant Professor of Music
Lucinda Hinsdale Stone Junior Women Faculty Award

BRENDA CAMERON, Manager of Quality Improvement for Public Health and Health Sciences
Lawrence D. Kugler Academic Advisor Excellence Award

PEGGY KAHN, David M. French Professor and Professor of Political Science
Dorothea E. Wyatt Award

NICHOLAS KINGSLEY, Assistant Professor of Chemistry
Dr. Lois Matz Rosen Junior Faculty Excellence in Teaching Award

TRACI CURRIE, Lecturer of Communication and Visual Arts
2015-16 Collegiate Lecturer Award

PRESIDENTS COUNCIL SPONSORED FACULTY AWARD

RICARDO ALFARO, David M. French Professor and Professor of Mathematics
University of Michigan-Flint Nominee for the Michigan Distinguished Professor of the Year

We look forward to your joining us in welcoming our new faculty and supporting those colleagues who are being honored for a faculty award, service award, or achieving promotion and/or tenure!