



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY:	New Instructor Orientation
Effective Date:	August 1, 2019
TITLE:	Orientation of New Instructional Faculty
RATIONALE:	To ensure consistent, high levels of instruction, the Education Department will implement an orientation procedure for all new Instructional faculty.

POLICY/PROCEDURE:

New Instructional Faculty will set an appointment with the Education Director.

During this appointment, the Education Director will review the faculty handbook with the new employee and answer any and all questions he/she has.

The new Faculty member will sign the document verifying receipt and understanding of the policies and procedures, complete (if not already done so) ACCET Doc 6 and supply all supporting documentation/certificates to the Education Department.

The new Faculty member will be oriented to the education website and the features for faculty members located under the “faculty” tab.

The Faculty members will only be approved to teach courses in which he/she has provided certificates of verification. The faculty will be oriented to the location of equipment, documentation, and any specified criteria based on the governing body of the courses he/she will be teaching.

Finally, the new faculty will be assigned to co-teach with a seasoned instructor (Department Chair preferred) to learn the procedures for processing payments, filling out documentation, and submitting paperwork for a minimum of at least one class session. The new instructor or Department Chair has the right to request additional opportunities to co-teach until he/she feels she is comfortable with the expectations of the Department.

RESPONSIBLE PERSONNEL:

Education Director and Department Chairs