University Policy 5.01.04	Faculty Orientation and Onboarding, Professional Development, and Performance Management
Revised Policy Approval Date: November 18, 2011 **Revised Policy Effective Date:** January 1, 2011 **Revised Procedure Approval Date:** May 13, 2024 **Revised Procedure Effective Date:** July 1, 2024	

POLICY STATEMENT

Capella University is committed to providing its faculty with comprehensive orientation and onboarding, professional development, and performance management to assist them in maximizing their skills, knowledge, and abilities in support of student success.

RATIONALE

The purpose of this policy is to clearly state Capella's commitment to comprehensive orientation and onboarding, professional development, and performance management for faculty to enhance their instructional effectiveness consistent with Capella's mission, accreditation standards, and state regulations. This policy and its procedures also identify the authority and accountability required to successfully provide the orientation and onboarding, ongoing professional development, and performance management.

DEFINITIONS

Faculty

Faculty refers collectively to each of the types of faculty defined below:

Full-Time Faculty

Full-time faculty hold 12-month, exempted-salary positions. Primary responsibilities include teaching, doctoral mentoring, curriculum and course development, school and university governance, professional service and practice, leadership through team engagement, and research and scholarship.

Part-Time Faculty

Part-time faculty positions are part-time, 12-month, exempted-salary positions. A part-time workload generally equates to an average of fewer than 36 hours per work week. Part-time faculty are paid on a variable, activity-based model. Primary responsibilities include teaching, mentoring, and curriculum and committee work.

Adjunct Faculty

Adjunct faculty are employees and are assigned work activities on an as-needed basis, according to their availability, external commitments, and the organization's need in a given quarter. Adjunct faculty are paid on a fully variable, activity-based model.

<u>Provisional Faculty</u>
Provisional faculty are independent contractors and are assigned part-time or full-time activities on a quarter-by-quarter basis. Provisional faculty can work a maximum of three quarters within two calendar years. A provisional faculty member can also teach a maximum of five courses within two calendar years.

PROCEDURES
I.   Oversight Responsibility
  A.   University Responsibility
     The president has the overall responsibility for:
     1.   The academic oversight of the orientation and onboarding, professional development, and performance management of faculty.
     2.   Ensuring compliance with policy and procedures.
  B.   School Responsibility
     1.   The dean of each school is responsible for ensuring that their school meets the university-wide specific requirements and criteria for all orientation and onboarding, professional development, and performance management.
     2.   The dean of each school is responsible for determining and meeting the school-specific orientation, onboarding, and faculty and development components.
  C.   Human Resources Responsibility
     Human resources, working in conjunction with the Center for Faculty Excellence, the president, and the schools provide the framework and criteria for faculty orientation and onboarding, professional development, and performance management.

II.   Employee Orientation, and Teaching and Mentoring Onboarding
  A.   Employee Orientation
     1.   All faculty members must complete the Strategic Education Inc (SEI) employee orientation.
     2.   The employee orientation covers topics such as SEI benefits, information technology training, and ethics.
     3.   The employee orientation process is managed by the human resources department.
  B.   Teaching and Mentoring Onboarding
     1.   All faculty members must complete the appropriate onboarding course prior to engagement in designated duties and responsibilities.
        a.   GuidedPath faculty must complete FD1900 - GuidedPath Faculty Orientation prior to teaching; they must also complete FD1901 - GuidedPath Teaching Quarter 1 in their first quarter of teaching.
        b.   FlexPath faculty must complete FD5501 - FlexPath Faculty Orientation prior to teaching.
        c.   Dissertation and Capstone mentors must complete FD1900 - GuidedPath Faculty Orientation prior to mentoring; they must also complete FD2000 - Mentoring at Capella University in their first quarter of mentoring.
     2.   The courseroom instruction orientation and onboarding process is managed by human resources in collaboration with the Center for Faculty Excellence and the academic leadership.

III. Professional Development
   A. Faculty Expectations
      1. All faculty are expected to remain current in their professions/disciplines, appropriate research, and higher learning trends.
      2. All faculty are expected to participate quarterly in professional development activities directly related to teaching and mentoring at Capella and offered through the Capella Center for Faculty Excellence.
   B. Resources
      1. All full-time faculty and academic directors are eligible to participate in the Faculty Professional Support Allowance managed by Academic Operations.
      2. All faculty will be required to participate in professional development activities, and to remain engaged with the university, human resources, training and development department, and/or schools and departments to maintain currency in their professions/disciplines, appropriate research, and higher learning trends as described in procedure III.A.

IV. Performance Management
   A. Performance Expectations and Criteria
      All faculty are expected to meet performance expectations and criteria as well as Capella expectations for courseroom teaching and mentoring.
   B. Performance Review
      1. Performance reviews for all faculty (full time, part time, and adjunct) occur on a prescribed schedule, dependent on the faculty member's employment status, pursuant to SEI's human resources performance management program.
      2. All full-time faculty are subject to performance reviews based on the expectations and criteria established in procedure IV.A, the faculty development framework, and any relevant requirements for full-time faculty established by specialized programmatic accreditors or approval bodies.

POLICY OWNER
Academic Owner: President
Operations Owner: Provost, Center for Faculty Excellence, Human Resources

RELATED DOCUMENTS
None

REVISION HISTORY
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