

**University Policy 5.01.04****Faculty Orientation and Onboarding,  
Professional Development, and  
Performance Management****Policy Revision Approval Date: November 18, 2011****Policy Revision Effective Date: January 1, 2011****Procedure Approval Date: November 18, 2011****Procedure Effective Date: January 1, 2011****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 learner 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:

Core Faculty

Core faculty are full-time, 12-month, exempted-salary positions. A full-time workload generally equates to a 40–50 hour work week, and primary responsibilities include teaching, mentoring, curriculum, and committee work.

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 less than 36 hours per work week. Part-time faculty are paid on a variable, activity-based model. Primary responsibilities include teaching, mentoring, 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.

### Provisional Faculty

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 work on 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 his or her 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 Teaching and Learning 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 Capella employee orientation.
2. The employee orientation covers topics such as Capella University 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. Courseroom instructors must complete FD1801 Faculty Candidate Orientation or FD1900 Faculty Candidate Orientation.
  - b. Dissertation mentors must complete FD2000 Mentoring and Tutoring.
2. The courseroom instruction orientation and onboarding process is managed by human resources in collaboration with the Center for Teaching and Learning 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 Teaching and Learning Excellence.

B. Resources

1. All core faculty and faculty chairs are eligible to participate in the Faculty Professional Support Allowance managed by Faculty & School Support.
2. All employee 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. All core faculty are subject to performance reviews based on the expectations and criteria established in procedure IV.A.
2. Performance reviews occur on a prescribed schedule, dependent on the faculty member's employment status, pursuant to Capella University's human resources performance management program.

**POLICY OWNER**

Academic Owner: President

Operations Owner: Human Resources, Center for Teaching and Learning Excellence

**RELATED DOCUMENTS**

None

**REVISION HISTORY**

Original Policy Approval Date: 7-27-02

Revision Dates: 2-22-10; 11-18-2011

Administrative edits as a result of ongoing review: 4-1-07; 1-14-08; 6-5-08; 8-6-12