College of Agriculture and Life Sciences  
**FY18-19 New Faculty Orientation Schedule** (some dates yet to be determined)  
for **Faculty (T/TE/Adjunct Faculty)** and **Lecturers**

CALS blend of activities in new faculty orientation, peer mentoring, promotion and tenure, and ADVANCE attempt to ensure the success of all new faculty/lecturer hires.

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**August 31, 2018, 11:30 a.m. – 1:00 p.m.** in 142 Curtiss Hall for **Faculty and Lecturers**  
- **Meet the Dean**

**September 13, 2018, 12:30 – 2:00 p.m.** in 142 Curtiss Hall for **Faculty and Lecturers**  
- **ADVANCE, Diversity, and Student Services**
  - Student Services – Howard Tyler (Best Practices in advising students)
  - ADVANCE – Dr. Susan Lamont
  - Diversity – Dr. Theressa Cooper and Elizabeth Martinez

**September 24, 2018, 3:00 – 4:00 p.m.** in 142 Curtiss Hall for **Faculty**  
- **Procurement (formerly Purchasing) and Kuali**
  - Procurement process, bidding and contract, CyBuy – Yi Wu
  - e-Data, account balances and fee for service – Alicia Duncan

**October 16, 2018, 12:00 – 1:30 p.m.** in 0008 Curtiss Hall for **Faculty and Lecturers**  
- **Human Resources**
  - Kathey Schuckert, Kyla Kaetzel, Ashley Meyer

**October 30, 2018, 1:30 – 3:00 p.m.** in 142 Curtiss Hall for **Faculty**  
- **Research Pre-Award Support**
  - OSPA at a Glance – Andrea Rich and Nichole Richter
  - Gold Sheets, Budget Justification & Scope of Work-Janet Brodie, Michele Rogers, Lori Oh, Kim Vo, CALS Budget and Finance

**November 28, 2018, 1:00 – 2:30 p.m.** in 142 Curtiss Hall for **Faculty**  
- **Iowa Agriculture & Home Economics Experiment Station and Office of Responsible Research**
  - Office of Responsible Research – Kerry Agnitsch
  - IAHEES/Iowa Research Projects – Lynn Laws and Ruth MacDonald

**December 2018**  
- **Post-Award Session – CALS Budget & Finance staff**
  - Advanced Account numbers, Subrecipient Request Form, No Cost Extension
  - Incentive Accounts, Rebudget Request Form, and EASE Forms
  - Allowable/Unallowable Costs

**January 2019**  
- **Date, time and location TBD for Faculty and Lecturers**  
- **Formal Cooperative Learning** – Dr. Janette Thompson

**April/May 2019**  
- **CALS P&T Workshop for Assistant Professors**
  - with CALS Interim Dean and Associate Deans and select recently promoted faculty

**April/May 2019**  
- **Date, time and location TBD for Faculty**  
- **Promotion and Tenure: Post P&T Mirroring Workshop**
  - with David Acker, Ruth MacDonald, Gwyn Beattie, and Sue Lamont

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For more information contact Carla Persaud (cpersaud@iastate.edu) 294-1823  
[http://www.cals.iastate.edu/faculty-staff/new-faculty-orientation](http://www.cals.iastate.edu/faculty-staff/new-faculty-orientation)