



Office of the Vice Provost
Lucas Administrative Center 834
Nunn Drive
Highland Heights, KY 41099

July 29, 2008

Dear New Full-Time Faculty Member:

I am writing to welcome you to Northern Kentucky University and to invite you to the New Faculty Orientation Program on Wednesday, August 20.

The New Faculty Orientation Program provides an introduction to academic life at Northern and an opportunity to meet other faculty who are new to the institution. The program is designed to give you an overview of the University and its culture, to offer suggestions for professional development and to describe resources available to you.

You will have an opportunity to meet Gail Wells, Vice President for Academic Affairs and Provost, as well as other key faculty leaders and administrators. You also will have a chance to take care of several human resources matters – e.g., parking permit and All-Card. Following lunch, you will tour Steely Library and the New Student Union. We also will provide further direction on materials needed for SACS accreditation (see below).

The orientation program will begin at 8:15 a.m. with a breakfast in the University Center Ballroom. A map of the campus may be download at: <http://www.nku.edu/campusmaps>.

Please mark Wednesday, August 20, 2008, on your calendar and confirm your attendance by calling our office at (859) 572-5379 or sending an electronic message to burginn@nku.edu.

Please visit our website <http://www.nku.edu/~viceprovost/> for more information. The orientation agenda will be posted soon.

I am looking forward to meeting you.

Sincerely

A handwritten signature in cursive script that reads 'J. Patrick Moynahan'.

J. Patrick Moynahan
Vice Provost

cc: Academic Deans, Chairs, and Directors

IMPORTANT NOTICE!!!

SACS Accreditation Requirements – All Faculty

In keeping with the standards for accreditation of the Southern Association of Colleges and Universities (SACS), NKU requires all faculty to submit transcripts of their postgraduate work/degrees and copies of their course syllabi.

NKU is currently in a reaffirmation cycle, and the deadlines for submission of documents to SACS are extremely tight for the Fall 2008 semester. **It is imperative that you provide the following materials in a timely fashion:**

- A. TRANSCRIPTS** – Please request official transcripts from the institutions granting your degrees immediately, if you have not already done so or NKU does not have one on file. We must have the transcripts in hand **no later than August 25** to prepare our SACS compliance reports by the deadline.
 - a. Full-Time Faculty – Request that official transcripts be sent to Mary Ryan in the Office of the Provost.
 - b. Part-Time Faculty – Request that official transcripts be sent to your department chair.

- B. SYLLABI** – Please post your syllabi in Digital Measures (content management software) and/or submit copies to your department as directed by your department chair. All syllabi must be in Digital Measures **no later than September 1** to facilitate completion of SACS compliance reports by the deadlines.

(We will demonstrate the features and uses of Digital Measures at all new faculty orientation sessions. For information on individual training, contact the SACS Office at 572-1993.)

We must have 100% participation to be in compliance with our accrediting body. We appreciate your cooperation and timely response to these requests.

If you have questions or concerns, please contact Vice Provost J. Patrick Moynahan at X-5379) or moynahan@nku.edu.