



PROFESSIONAL STAFF
New Employee Orientation Conferences

Orientation Conference Schedule for: _____ **ID#** A

Start Date	Job Title	Department	Campus
Your office is located: _____	_____	_____	Your Telephone # is: _____
Your Supervisor is: _____	_____	_____	Supervisor's Title: _____

- Directions:
- To provide you with knowledge of the institution and the opportunity to personally be introduced to key personnel, as a new employee you are to schedule an orientation conference as follows:
- Review this list with your supervisor for determination of timeline to complete meetings (complete either by two, four, or six weeks of employment. Meetings may be scheduled and completed earlier than six weeks. Early completion is encouraged.)
 - Initiate contact and arrange a time and date to meet with the personnel listed below.
 - Schedule and meet with the President within the first two weeks of employment.

Once you have completed the Orientation Conferences, return your form to your immediate supervisor.

Supervisor: In addition to the contacts indicated below, space has been provided for additional contacts you wish to add. Return completed and signed form to the Office of Human Resources.

Complete Orientation Conference by the end of:			Date & Time of Appointment	Department	Title	Name	Location	Phone <small>(use last 4 digits for internal calls)</small>	Completed Date
2 weeks	4 weeks	6 weeks							
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Office of the President	President	Dr. Janet F. Smith	Pryor 103	(931) 540-2510	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Academic Affairs	Interim Vice President	Joni Lenig	Pryor 109	(931) 540-2520	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Financial & Administrative Affairs	Vice President	Elaine Curtis	Pryor 102	(931) 540-2534	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Student Enrollment, Engagement and Services	Interim Vice President	Ruth Ann (Cissy) Holt	Jones Student Center 147	(931) 540-2570	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Human Resources	Director	Christie Miller	Pryor 108	(931) 540-2521	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Advancement	Vice President	Bethany Lay	Pryor 113	(931) 540-2837	



Policies and Procedures Manual
Faculty and Staff Orientation
Policy No. 05:04:00
Appendix D
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Complete Orientation Conference by the end of:			Date & Time of Appointment	Department	Title	Name	Location	Phone <small>(use last 4 digits for internal calls)</small>	Completed Date
2 weeks	4 weeks	6 weeks							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Planning, Effectiveness & Retention	Associate Vice President	Tammy Borren	Warf 229A	(931) 540-2697	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Information Technology	Associate Vice President	Dr. Emily Siciensky	Library L02	(931) 540-2704	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Access & Diversity	Assistant to the President	Dr. Christa Martin	Warf 240	(931) 540-2644	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Economic & Workforce Development	Director	LK Browning	Hickman 107	(931) 540-1121	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Williamson Campus	Associate Vice President	Dr. Shanna Jackson	Williamson Admin. 206	(931) 790-4419	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Enrollment Services & Admissions	Chief Officer	Jill Riley	Jones Student Center 125	(931) 540-2573	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Financial Aid	Director	John Cage	Jones Student Center 119	(931) 540-2587	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Health Sciences Division	Dean	Dr. Kae Fleming	Walter 112	(931) 540-2595	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Science, Technology and Math Division	Dean	Dr. Dearl Lampley	Warf 111	(931) 540-2678	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Humanities & Social Sciences Division	Dean	Victoria Gay	Clement 102	(931) 540-2859	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Student Engagement & Services	Director	Vacant	Jones Student Center		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Clifton Campus	Coordinator	Sidonna Foust	Clifton, TN	(931) 979-3000	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lawrence Campus	Coordinator	Matt McLean	Lawrenceburg, TN	(931) 766-1603	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lewisburg Campus	Coordinator	Matt Lewis	Lewisburg, TN	(931) 270-0119	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Your supervisor (if not listed)					



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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

New Employee: Sign, date, and forward the completed form to your immediate supervisor.

Employee Signature: _____ **Date:** _____

Supervisor: Sign, date, and forward the completed form to the Director of Human Resources.

Supervisor Signature: _____ **Date:** _____

Human Resources Signature: _____ **Date:** _____