

## New Faculty Orientation Schedule

Faculty:	Title:
Arrival Date:	Airport Pickup:
Faculty Mentor:	Office:

### ADMINISTRATIVE ORIENTATION

Date	Details	Department	Date Completed
(1 <sup>st</sup> floor Meeting Room, etc.)	Introduction to President and Staff	Office of the Dean	
	Living in Miyazaki	alien registration (may need to take photos at Miyazaki Camera or in front of Yamasaki Store)	General Affairs
		inkan/attendance book/stamping in	
		procedures banking	
		traffic laws	
	Housing	finding residence	General Affairs
		contract terms, payment of rent and utilities, etc.,	
		repayment of housing deposit to MEI	
		shopping for food, etc.	
		use of International Center accommodations	
	Facilities	office space, copy room (copy card), other facilities	General Affairs
		stationery	General Affairs
		computer setup (password from Passos)	Academic Computing
		library introduction	Library
	Salary	payment date, pay slips	General Affairs Office of the Dean
IDA	use of research funds (IDA allotment: ¥300,000/year; ¥150,000/semester) (forms)		

	Tax issues	explanation of tax convention	General Affairs	
		federal/local taxing system		
		paying federal/local taxes at end of a contract (prior to leaving Japan)		
	Introduction to MAA	health insurance	General Affairs Office of the Dean	
		pension		

### ACADEMIC ORIENTATION

(3 <sup>rd</sup> floor Meeting Room)	Contractual Issues and Academic Policies	contract terms	Office of the Dean (General Affairs)	
		Faculty Handbook		
		reporting to work		
		course schedule		
		teaching/student expectations		
		introduction to team teaching		
		Academic Advising/AA System <ul style="list-style-type: none"> <li>● Getting to know advisees</li> <li>● Learning the structure of the academic program</li> <li>● Using the DB and Bulletin forms to track student progress</li> <li>● Advising students on course selection in each year</li> <li>● Midterm reports</li> <li>● Other reports</li> <li>● Working with Counselor</li> <li>● Coordinating with student and academic affairs</li> </ul>		
		Senior Thesis Tutoring <ul style="list-style-type: none"> <li>● Selection process</li> </ul>		

		<ul style="list-style-type: none"> <li>● thesis writing schedule</li> <li>● student responsibilities</li> <li>● tutor responsibilities</li> <li>● second reader responsibilities</li> <li>● submission schedule</li> <li>● submission forms</li> <li>● grade submission procedures and forms (consultation between tutor and second reader)</li> <li>● oral defense for highest honors</li> </ul>		
		use of research funds (IDA allotment) (forms)		
		COAS (forms)		
		applying for grants (forms)		
		official/research travel (forms)		
		vacation (forms)		
		home leave (forms)		
		winter break duties		