



Faculty Excellence Curriculum

Dear Colleague,

Welcome to Chamberlain University.

Faculty Excellence Curriculum is a comprehensive, structured faculty development plan to successfully transition new faculty across their first year of teaching at Chamberlain. Included are the *Onboarding Resource*, an overview of skills and resources required for the academic role, and *Teaching Excellence Foundations*, an index of required and recommended faculty development courses and resources. Timeframes for completion of required components are established to support you, our valued colleague, through a positive orientation experience. Joining a large institution such as Chamberlain can be a challenging experience, but it is also a highly rewarding one. During your first year of teaching, there will be skills to learn, colleagues to meet, and a new environment to explore. Faculty Excellence Onboarding Curriculum was designed to make this process easier for you.

Please use this resource to establish regular and ongoing discussions with your campus leader, who will guide and support your successful transition to the College.

Thank you for your commitment to graduating extraordinary nurses! Again, welcome!

Sherrie Palmieri, DNP, MBA, RN, CNE, CPHQ

National Dean of Faculty

Center for Faculty Excellence

Chamberlain University



Onboarding Resources

Faculty Name: _____

Systems and applications training—1 st 30 days					
Activity	Initial/date	Activity	Initial/date	Activity	Initial/date
Canvas		OKTA		DocuSign	
DSAMS		Respondus		Voicemail	
Salesforce		Expensewire		VPN	
Shared Drive Access		Badge		Email signature	
Academic calendar		Accessing EOC Surveys		Creating an ATI account	
SharePoint		Navigating Outlook & WebEx		Forward email to personal phone	
Adtalem Commons Navigation—1 st 30 Days					
Activity	Initial/date	Activity	Initial/date	Activity	Initial/date
Use the OKTA login screen		IT Resources: Service Now		<ul style="list-style-type: none"> • Task box • ASK HR • Thanks a Million 	
My Self Service: <ul style="list-style-type: none"> • UltiPro (Paycheck info) • Benefits • Replicon (time requests) • MAP • IDP • Personal profile • Talent profile 		Career Development <ul style="list-style-type: none"> • Leadership center • Referral and bonus • Internal opportunities 		Home Office <ul style="list-style-type: none"> • Support • Ethics & Compliance • Travel • Setting up SIREN 	



Handbooks—1st 30 Days

Activity	Initial/date	Activity	Initial/date	Activity	Initial/date
Faculty Handbook					
Clinical Handbook					
Student Handbook					

Master Instruction — 1st 30 days

Activity	Initial/date	Activity	Initial/date	Activity	Initial/date
Overview of Teaching Excellence Foundations		Learning Environment		Introduction to the Chamberlain Library.	
Introduction to the Faculty Portal		Master Instructor Distinction		Writing information center at the CU library.	
Grading Essentials Academic Alignment		Master Instructor Observations		Faculty will be observed once in the first 30 days by ADOF/DAA using the Master Instruction Faculty Observation.	



Faculty Orientation—1 st 30 Days					
Activity	Initial/date	Activity	Initial/date	Activity	Initial/date
Shadow a faculty member and observe effectiveness of use of MI concepts: <ul style="list-style-type: none"> • live lectures with at least 2 different faculty members • at a minimum 1 live lab • at a minimum 1 live simulation and de-briefing in the SimCare Center • at a minimum 1 CAS workshop or tutoring 		Spend time with the course coordinator and faculty of assigned course to: <ul style="list-style-type: none"> • prepare the course shell • obtain course exams • obtain course items (i.e. calendar) • discuss assigned clinical rotation 		Service to University (expectations) <ul style="list-style-type: none"> • Open Houses • Graduation Faculty and student satisfaction surveys Successful completion of the new faculty orientation (NFO) for online faculty.	
Faculty Support					
Activity	Initial/date	Activity	Initial/date	Activity	Initial/date
Course preparation completed. Refer to the Course Readiness Checklist job aid in Canvas.		Resources for ongoing faculty support: <ul style="list-style-type: none"> • Team leadership • CFE • CID • Course Collaborative shells • AST • MI champions 			



Miscellaneous

Activity	Initial/date	Activity	Initial/date	Activity	Initial/date



Teaching Excellence Foundation

Faculty Name: _____

Access the required courses online. Instructions are available on the CFE Faculty Portal.

Required Courses Developed by the Center for Faculty Excellence						
Orientation		Master Instructor Level I (complete first year)			Master Instructor Level II	
Complete in first 14 days	Complete in first 30 days	Complete in first 60 days	Complete in first 120 days	Complete in first 365 days		
Verified and reviewed: Date:____/Initials: _____	Verified and reviewed: Date:____/Initials: _____	Verified and reviewed: Date:____/Initials: _____	Verified and reviewed: Date:____/Initials: _____	Verified and reviewed: Date:____/Initials: _____	Verified and reviewed: Date:____/Initials: _____	Verified and reviewed: Date:____/Initials: _____
CU101 –2 hrs Essential Guide for New Faculty Success	CU102–5 hrs Essential Guide for Clinical Faculty Success	CU110 – 3 hrs Master Instruction: Chamberlain Care in Action	CU115 – 2 hrs Master Instruction: Evidence-Based Teaching	CCN 120 – 2 hrs Essential Guide for Scholarship	CU130 – 6 hrs Essential Guide for Advancing Faculty Success	CU315 – 5 hrs. Leading Teaching Excellence



Recommended Resources for Faculty Development

Webinars are available at <http://www.nursetim.com>
For directions on how to set up an account on [NurseTim.com](http://www.nursetim.com) and the current access code, visit the Faculty Portal.

Complete in first 120 days [NurseTim.Inc.](http://www.nursetim.com) Resources

Succeeding as a Nurse Educator	Promoting Academic Integrity	Preventing Incivility: Proactive Solutions for the Classroom and Beyond	Lesson Planning: Creating Classes that Foster Student Learning	Looking at Evidence-based Nursing Education	NCLEX® Across the Curriculum Parts 1 & 2
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Complete in first 365 days

[NurseTim.Inc.](http://www.nursetim.com) Resources

Concept Maps in Nursing Education	Delegation and Prioritization Classroom and Clinical	Clinical Reasoning Case Studies Across the Curriculum for NCLEX® Success	Item Analysis Made Easy	QSEN in Your Curriculum: Assumptions, Active Learning and Assessments	Assessing and Promoting Students' Clinical Performance.
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