



Title: ONBOARDING FACULTY

Code: CC1202

Policy Reference: Wisconsin Administrative Code Chapter TCS 3; The Approved
MATC District Plan

ONBOARDING FACULTY

In an effort to ensure quality education in the Wisconsin Technical College System (WTCS), the WTCS has established standards and procedures for the approval of minimum requirements for district educational personnel who provide instruction in courses that apply to a degree or adult basic education through a program of continuous participation in activities that will contribute to the professional growth of employees within the system. The Faculty Quality Assurance System (FQAS) is the system used by the WTCS to ensure compliance.

According to the Wisconsin Administrative Code [Chapter TCS 3](#), the FQAS is composed of multiple steps, with multiple departments responsible for different parts, one of which is Onboarding, a procedure with shared responsibilities between Human Resources (HR) and the Center for Teaching Excellence (CTE).

A. Human Resources Role in Onboarding:

- Prior to position offer, each candidate for a faculty role has their application credentials reviewed by the Coordinator, Credentialing & Certification.
- In the offer letter faculty are provided information about FQAS and the requirements they will need to meet in order to stay eligible to teach at MATC.
- Once a position is offered and accepted, the new employee receives a request for formal verification of degrees and credits obtained through official transcripts, verification of employment, and copies of certifications and certificates. This documentation must be provided within their first semester of teaching, or they will be placed into a suspended status.
- HR provides basic access information to college systems and tools that will make them successful in their new role.
 - Access to the employee learning management system (SumTotal)
 - Information to activate and change their password in the MATC Google account
 - New Hire Paperwork and payroll documents
- HR provides access to important resources in SumTotal.
 - MATC Mission, Vision & Values
 - Employee Handbook and Faculty Appendix
 - Organizational charts
 - Parking, Public Safety and campus resources
 - Benefits overview and enrollment
 - Required compliance and new employee courses
 - Direct links to Blackboard support tutorials and the Faculty Support page



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- Overview of MATC initiatives
- The Manager of Talent Acquisition provides a list of new faculty to the CTE at least one month prior to the start of the semester and rolling up through the start of each new semester
- Faculty start dates are two weeks prior to the start of the semester

B. The Role of the Center for Teaching Excellence in Onboarding:

- The Peer Support Coordinator, as part of the CTE, sends a letter to all new faculty hires prior to the start of the semester inviting them to New Faculty Orientation
- New Faculty Orientation is offered after the new faculty start date and prior the start of each new semester
 - Faculty are introduced to their probationary requirements during orientation and are pointed resources towards resources that discuss post-probationary requirements
- A Faculty Development Coach is assigned to every new faculty member to provide an overview and guidance on the FQAS Probationary requirements

Office of Responsibility: Human Resources
Last reviewed on April 14, 2021