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From: Mylea Christensen
Sent: Tuesday, January 15, 2019 3:38 PM
To: Casey Blair
Cc: Margie Allred
Subject: New Part Time Faculty Orientation
Attachments: Directions_to_PDC_3100 interior map.pdf; SLO_campus_to_PDC_F18.pdf; New_Faculty_Checklist.pdf

Dear New Part-Time Faculty,

Congratulations on your appointment as a part-time faculty member at Cuesta College. I am pleased to welcome you to the Cuesta family! Before you begin instruction at Cuesta, we would like you to be informed of the following:

Academic Affairs Orientation:

In an effort to familiarize you with Cuesta College and give you an overview of campus policies and procedures, we would like to invite you to an orientation conducted by Cuesta's administrators, deans, faculty leadership, and staff.

The orientation will provide you with essential information including the "nuts and bolts" for new faculty, as well as an opportunity for you to meet and connect with other new faculty. This orientation is separate and covers different topics than the orientation you have scheduled with Human Resources. We strongly encourage you to attend both orientations.

Date	Time	Topics/Scope	Location
Wednesday, January 16, 2019	5:00 – 8:30 p.m.	Orientation: Nuts and Bolts (Dinner provided)	3142 (PDC)

In preparation for the Orientation please visit the [Academic Affairs website](#) and [Faculty Orientation Materials](#) page containing important information and resources for new faculty.

I have attached the [New Faculty Checklist](#) to assist you in preparing for your first semester teaching at Cuesta College. You will also find two maps attached. These will help direct you to the location of the orientation, 3142 (PDC).

Please RSVP to the above orientation to Mylea at 805-546-3122 or mylea_christensen@cuesta.edu by January 15, 2019, and indicate if you have any dietary restrictions, as dinner will be provided.

Again, welcome to Cuesta College!



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