

### New Employee Orientation Schedule

**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:	_____

**Supervisor: In addition to the contacts already checked below, check the contacts with whom you would like for the employee to meet. Return completed and signed form to the Office of Human Resources.**

In order to provide knowledge of the Institution and personally introduce college department contacts, the departments checked below are key to your position. It is expected that that you will initiate contact and arrange times and dates to meet with those indicated during your first two weeks of employment. The contact listed may schedule the meeting with a different department representative or refer you to others after the initial conference. After completing the conference, note the completed date on the form. After all conferences are completed, return the form to your immediate supervisor who will sign and forward it to the Office of Human Resources. It is expected that all new employees will meet with the President and those marked with an "X" below.

Date & Time of Appointment	Department	Title	Name	Location	Phone (use last 4 digits for internal calls)	Completed Date
<input checked="" type="checkbox"/>	Office of the President	President	Dr. Janet Smith	Pryor Administration	(931) 540-2510	
<input checked="" type="checkbox"/>	Office of the Executive VP & Provost	Executive VP & Provost	Dr. Margaret Smith	Pryor Administration	(931) 540-2517	
<input checked="" type="checkbox"/>	Financial & Administrative Services	Vice President	Ken Horner	Pryor Administration	(931) 540-2533	
<input type="checkbox"/>	Business Services	Associate VP	Elaine Curtis	Pryor Administration	(931) 540-2534	
<input checked="" type="checkbox"/>	Public Relations & Marketing	Director	Amy Spears-Boyd	Pryor Administration	(931) 540-2509	
<input type="checkbox"/>	Human Resources	Director	Christie Miller	Pryor Administration	(931) 540-2521	
<input type="checkbox"/>	Advancement	Executive Assistant	Bethany Lay	Pryor Administration	(931) 540-2837	
<input checked="" type="checkbox"/>	Information Technology	Associate VP	Dr. Emily Siciensky	Library Basement	(931) 540- 2704	
<input type="checkbox"/>	Institutional Effectiveness & Planning	Director	Tammy Borren	Warf	(931) 540-2697	
<input type="checkbox"/>	Access & Diversity	Executive Assistant	Dr. Christa Martin	Warf	(931) 540-2644	
<input type="checkbox"/>	Faculty, Curriculum & Programs	Associate VP	Joni Lenig	Warf	(931) 540-2752	

### New Employee Orientation Schedule

Date & Time of Appointment	Department	Title	Name	Location	Phone (use last 4 digits for internal calls)	Completed Date
<input type="checkbox"/>	Extended Services & Williamson Co Campus	Dean	Dr. Shanna Jackson	Franklin, TN	(931) 790-4419	
<input type="checkbox"/>	Student Services	Associate VP	Cecelia Johnson	Jones Student Center	(931) 540-2762	
<input type="checkbox"/>	Enrollment Services & Admissions	Chief Officer	Jill Riley	Jones Student Center	(931) 540-2573	
<input type="checkbox"/>	Financial Aid	Director	Cherry Johnson	Jones Student Center	(931) 540-2587	
<input type="checkbox"/>	Health Sciences	Dean	Dr. Kae Fleming	Walter	(931) 540-2595	
<input type="checkbox"/>	Science, Technology and Math	Dean	Dearl Lampley	Warf	(931) 540-2678	
<input type="checkbox"/>	Humanities & Social Sciences	Dean	Victoria Gay	Clement	(931) 540-2859	
<input type="checkbox"/>	Lewisburg Campus	Director	Elizabeth McDow	Lewisburg, TN	(931) 270-0119	
<input type="checkbox"/>	Lawrence County Campus	Director	Ruth Ann Holt	Lawrenceburg, TN	(931) 766-1603	
<input type="checkbox"/>	Clifton Campus	Director	Ruth Ann Holt	Clifton, TN	(931) 766-1603	
<input type="checkbox"/>	Williamson County Campus	Director	Ralph Walker	Franklin, TN	(615) 790-4403	
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

***Return the completed form to your immediate supervisor.***

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by Human Resources \_\_\_\_\_ Date \_\_\_\_\_