

July 18, 2017

Dear New Faculty Member,

Welcome to Hampshire! We are looking forward to meeting you and to working with you during New Faculty Orientation, Monday August 28<sup>th</sup> to Wednesday August 30<sup>th</sup>. In the meantime, since you are likely preparing to teach at Hampshire, we are sending you a *Quick Guide* (attached) to ensure that you have basic information about teaching at Hampshire and course development long before the orientation days. In addition, you can find a fuller *Guide to Teaching at Hampshire College* on the Center for Teaching and Learning website (under teaching resources, general). It will provide you with a broad array of information about the campus and course development.

You'll note that engaged teaching and participatory learning are cornerstones of the Hampshire curriculum. Please give consideration to how you will support students to be engaged learners as you craft your syllabus and course design. To that end, we will provide you with a copy of *The Discussion Book: 50 Great Ways to Get People Talking* by Stephen Brookfield and Stephen Preskill. It will be available at new faculty orientation, but if you are in town, you can sign for your copy any weekday in the Dean of Faculty Office in Cole Science Center. We invite you to peruse the book and consider trying out a few new teaching techniques with the goal of inspiring meaningful discussion and robust student participation.

In addition to the guides, there are a variety of resources available to you at the College throughout the semester to support teaching. These include:

- Programing sponsored by the Hampshire College Center for Teaching and Learning (CTL).
- The Center for Teaching and Learning website, which contains many resources and updates – Visit it at <https://sites.hampshire.edu/ctl/>
- The [Hampshire College Center for Teaching and Learning](#) on Facebook. Please “Like” and “Follow” to receive updates and news about teaching at Hampshire.
- Staff, including the Dean of Curriculum and Assessment and the Dean of Multicultural Education and Inclusion, Center for Academic Support and Advising staff, librarians, Instructional Technology staff, the community engaged learning staff, the grants office, and many other involved staff who you will meet over the coming weeks.
- The “[For Faculty](#)” page on the Hampshire website. Note that you may need to use your Hampshire username (e.g. dnlCS) and password to access some of this information.

The “Quick Guide” to teaching at Hampshire includes some advice on course planning and some background information on Hampshire that is intended to help you understand the institution and how your course might fit into our larger mission. We are also attaching a Word document that can act as a template for crafting your syllabus. You do not have to use this template, but please note the

required sections are marked with an asterisk. We will spend time at new faculty orientation addressing your specific questions and ideas about teaching at Hampshire. In the meantime, if you have any questions, please do not hesitate to contact either of us. We welcome any and all inquiries.

Finally, a word about the structure of orientation. The entire program will happen over three days, but you should plan to attend only those days that are relevant to your new position at Hampshire. The first day will cover the basics of the academic program and teaching at Hampshire. All adjunct, visiting, and new full-time faculty should plan to attend. Tuesday's program will address advising at Hampshire and working with students across the divisional system. All visiting and new faculty should attend as they will be advising students and adjunct faculty have the option of attending any session on Tuesday, but it is not required for them. The final day is designed for new full-time faculty to discuss broader professional issues such as reappointment and promotion and mentorship, etc. Only new full-time faculty should plan to attend on Wednesday.

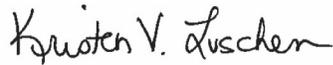
Looking forward to meeting you. Warm

Regards,



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