**New Employees Orientation Program SS/PPS No. 04.01**

**Issue No. 5**

**Effective Date: 02/15/2020**

**Next Review Date: 02/01/2023 (E3Y)**

**Sr. Reviewer: Executive Assistant, Vice President for Student Success**

**01. POLICY STATEMENTS**

01.01 The Student Success (SS) Division is committed to the efficient and effective fulfillment of Texas State University’s mission. To this end, the management of the SS Division through its various departments, staff offices, and recognized student groups and organizations, will be carried out in accordance with the specific direction of the president of the university and as promulgated by and through authorized administrative channels and the university's policy and procedure statements (UPPS). The SS policy and procedure statements (PPS) are intended to compliment the UPPSs. The following procedures contribute to the implementation of this policy.

01.02 This PPS establishes guidelines and procedures for the orientation of new SS employees.

**02. PROCEDURES**

02.01 Each Division Student Success (DSS) Leadership Team member will be responsible to ensure that all new employees within their area accomplish the following:

1. attend the university's New Employee Welcome I & II provided by the Human Resources Professional Development office, beginning on the first date of hire (for additional information, please see [New Employee Welcome I & II](https://www.hr.txstate.edu/New-Employee-Welcome/orientation-training.html)).
2. attend the SS orientation session, which is provided once each long semester and once during the summer. This includes a two-hour program provided by executive staff.

02.02 Each new employee's orientation program should be completed within four months of employment within the SS Division.

**03. REVIEWER OF THIS PPS**

03.01 Reviewer of this PPS includes the following:

Position Date

Executive Assistant, Vice President February 1 E3Y

for Student Success

**04. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Student Success policy and procedure from the date of this document until superseded.

Executive Assistant, Vice President for Student Success; senior reviewer of this PPS

Vice President for Student Success