

Department Checklist for New Faculty Members

This checklist is a guideline to help chairs, staff, and other colleagues make a new faculty member's first few days positive and productive.

Before Your New Faculty Member Arrives:

- Before a faculty member begins, they must complete all necessary employment paperwork with Human Resources, including presenting **in-person** proof of eligibility to work in the U.S. (I-9 Form). The Recruitment Coordinator in HR should have reached out to make this appointment after their appointment letter was signed. A new faculty member can not get an ID or keys without this being completed.
- Put in a service ticket with Tech Services by emailing servicedesk@pugetsound.edu with the following information:
 - The name & department of the new faculty member.
 - An approximate date when the new faculty member will arrive.
 - The type of computer the faculty member will be using: PC or MAC. *(If Mac, the department may need to pay extra, with approval from the department chair. You will be sent information on the cost.)*
- Contact the Academic Deans' office at academicdeans@pugetsound.edu to identify and confirm a vacant office.
 - Prepare the clean office, ensuring that the room is empty and making arrangements with Facilities for a deep clean..
 - If your building uses name plaques, order one from Facilities (Wyatt signs are ordered from the bookstore).
- Email [Security Services](#) at security@pugetsound.edu to request office keys to be issued to the faculty member.
 - Note: Faculty must have an ID card in order to pick up their keys.
- Ensure that the faculty member attends the university's New Faculty Orientation in August. They will receive information from the Faculty Development Center about the dates.

Department Orientation with New Faculty Member:

- Faculty need to get an [Identification Card](#) from Wheelock 240.
- Introduce the new faculty member to people in the department.
- Give a tour of the campus and buildings they may visit frequently.
- If relevant, work with them to submit receipts for [reimbursement for moving expenses](#).
- Show them how to use important features of myPugetSound. Here are some you may want to highlight briefly (they will have an opportunity to talk with TS at the New Faculty Orientation, as well, but it may be useful to show them in advance):
 - The faculty and staff directory
 - How to register their car for an on-campus parking permit (in the MyPugetSound portal in "Campus Resources for Staff/Faculty" under "Vehicle Registration."

Once they submit their request, a parking permit will be mailed to them at their on-campus mailbox #.)

- How to see their class lists (it may be helpful to double check in advance that the faculty member is assigned as instructor of record of their courses in PeopleSoft. If there are problems, contact registrar@pugetsound.edu.)
- How to use the class search function
- Make time to meet with the new faculty member at least every day for the first week—perhaps for fifteen minutes at the end of the day. Make sure they are settling in and answer questions.
- Let the faculty member know about the [University's academic calendar](#) for semester dates, holidays, course deadlines, and other important events.
- Inform the new faculty member about departmental meetings.
- Provide instructions to the new faculty member about how to request supplies or equipment.
- Ensure the faculty member is set up in Canvas. This should happen automatically once they are the instructor of record of courses in PeopleSoft, but if there are problems, email edtech@pugetsound.edu.
- If the faculty member will be responsible for financial transactions, they should meet with a Finance liaison and participate in specialized orientations offered through Finance.
- New faculty members will be registered for online courses for harassment prevention and eliminating campus sexual violence (Title IX) and data security and privacy. They can access these tutorials through myPugetSound. To see their assigned courses, have them navigate to [HR-Self Service and then Compliance Training](#). Completion is required within 30 days of starting work. Ask the new faculty member to confirm their completion by printing the certificate for your records.
 - Provide the new faculty member with the Federal Education Rights and Privacy Act (FERPA) tutorial URL if they will have access to student information. The URL is: <https://www.pugetsound.edu/ferpa-tutorial>
 - Review departmental safety practices with the new faculty member and show them the location of the university's Workplace Safety information, the Emergency Response Management Plan, the university's policy, and the Safety and Health Manual in the department.
 - Inform the new faculty member about the University Emergency Mass Notification System. faculty receive emergency Security Alerts via a text message to their personal cell phone and/or university email. faculty can provide or update their cell phone number through the portal myPugetSound. Visit for more information.
- Provide the new faculty member with information about the location of the faculty [Policies and Procedures](#) and university-wide policies.