

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 cannot get an ID or keys without this being completed.

Once the faculty member is hired, a ticket is automatically generated with TS to get them set up with a computer, if applicable. TS will reach out to the faculty member regarding their tech needs and preferences.

Contact the Associate Provosts' office at associateprovosts@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 myPugetSound, 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 the Compliance Training tile on the login.pugetsound.edu landing page. 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 [campus emergency information](#) and talk with your new colleague about emergency preparedness practices in your department, including the evacuation gathering space(s) for your building.
- ✓ Faculty can receive emergency alerts via a text message to their personal cell phone and/or university email. Please provide your cell phone number for alerts through myPugetSound (under the "HR Salary and Benefits" tile, use "Personal Details" option at the left).
- ✓ Ask the new faculty member to review the [university-wide policies](#) for employees.