1. BEFORE THE NEW FACULTY MEMBER ARRIVES ON CAMPUS

On or around June 1:

☐ Confirm that the Dean has received a signed offer letter. Once the offer letter is received, it is forwarded to Human Resource Services (HRS), where a background check and degree verification are completed. Once the background checks are completed, the Search Chair and Hiring Official will receive an email from HRS with instructions on how to close the search. Once the search is closed, the Dean’s Assistants receive an email from HR. If you are the Search Chair/Hiring Official, please make sure that the department secretary (or person creating the new faculty member’s PAF) is notified that the search is closed.

☐ Once the search is closed, submit a NEW PAF and attach the signed offer letter to the PAF. Refer to the PAF System Support web page for additional resources.

☐ Confirm that you have the new faculty member’s summer contact (email/phone) information. Forward that information to Krista Herrera in the Provost’s Office.

☐ You may want to review the supervisor resources for new employees at http://hrs.uni.edu/supervisors

☐ Request early email account setup, along with Blackboard, and early library access, with the JW14 transaction (listed under “My Administrative Access” in MyUNIverse). You must know the new hire’s start date and UID number to complete this request. To request access to JW14, use the Security Request System, Request Role, System Web Custom, using JW14 as the Source System Identifier. Contact HRS at 3-2422 with questions.

☐ Forward the new faculty member the email from IT Client Services containing email set-up completion instructions.

☐ Attach new faculty name to courses being taught in the SIS. Please inform the new faculty member when this has occurred so that s/he can access courses in Blackboard.

☐ Order computer, phone, etc. for new faculty office.

☐ Check office and furniture; get appropriate office supplies.

☐ Put together appropriate documentation for new faculty:

   ☐ List of colleagues, office numbers, e-mails, PAC documents, departmental strategic plan/mission statement/by-laws, departmental expectations (office hours, common departmental practices, any unwritten rules).

   ☐ Directions on how to use copy services (course packets, etc.), and/or the copy machine and any other departmental machinery.

   ☐ How to report absences for illness, conference travel, etc. Covering classes during absences.

   ☐ Who to contact for computer/tech assistance.

   ☐ Who to contact for assistance with eLearning/Blackboard.
☐ Sample syllabi for previous iterations of the courses being taught (if helpful), departmental expectations for student work load; information about the LAC (especially if the faculty member will be teaching an LAC course), ways to communicate electronically with students (email lists, SIS system, Blackboard, etc.).

☐ How to access/print class lists on the SIS system.

☐ Order office signage, business cards (or have a proof copy ready), and a UNI name tag for the new employee.

2. **ONCE YOU KNOW WHEN THE NEW FACULTY MEMBER WILL ARRIVE ON CAMPUS:**

☐ Order office keys and any other needed keys, like keys to classrooms, if needed. Completing their key/access request ahead of time will ensure the request is approved and ready for the faculty when they arrive. Remember to add electronic access for interior or exterior doors on the same access request form as keys. When submitting a key/access request, use their legal name, not nickname. Please double check with the new faculty member the date on which they will arrive on campus and want access to their office; for safety/security reasons, the key shop needs to know the date that the new faculty member will want to pick up their keys. If you have any questions, please contact the Facilities Access office at 319-273-2648, 7:30 a.m. to 4:30 p.m. Monday through Friday.

☐ Confirm with the new faculty member the date and time of the New Faculty Orientation. If they have not received information about New Faculty Orientation, contact Center for Excellence in Teaching and Learning Director, Susan Hill, susan.hill@uni.edu

☐ Inform departmental faculty and encourage them to reach out to the new faculty member(s) and welcome them.

☐ Prepare a first day and first week orientation agenda with first week important information: department meetings, New Faculty Orientation, Fall Faculty Workshop, etc.

3. **ON THE DAY THE NEW FACULTY MEMBER COMES TO CAMPUS:**

If the new faculty member has not already done so:

☐ Direct or accompany the new faculty member to HRS (Glichrist 027) to complete their new hire paperwork, if this hasn’t been completed. Please note that the employee’s record cannot be set up until these forms are completed and returned to HRS and federal regulations require new hires to complete section 1 of Form I-9 on or before their first day of employment. They must present documents to HRS in person proving identity and eligibility to work in the United States, no later than their third day of employment. See https://hrs.uni.edu/newemployees/getting-started for more information.

☐ Direct or accompany the new faculty member to the Department of Public Safety (Glichrist 30) to get their parking pass. Identify the available parking lots near your location.

☐ Direct or accompany the new faculty member to the Department of Residence Office in Redeker (010) to get their UNI ID card. A UNI ID card must be obtained before electronic access to a building will be granted. To expedite requested electronic building access, once the UNI ID card has been obtained call 3-4400 and notify them that the new employee has obtained their card and needs electronic access added.
☐ Direct or accompany the new faculty member to the Facilities Access Office in the Physical Plant to pick up keys. Review procedures for entering or locking the work area, if appropriate.

☐ Show new faculty member to their office. Show them the location of restrooms, equipment, dining options, emergency shelter/evacuation plans.

☐ Show new faculty member their departmental mailbox and explain incoming/outgoing mail procedures.

☐ When the new faculty member has access to their office, encourage them to create their voice mail message.

☐ Confirm with the new faculty member their teaching schedule, and make sure they know where they are teaching.

☐ Provide the new faculty member(s) an agenda with important first week information: New Faculty Orientation, Fall Faculty Workshop, any departmental meetings, etc.

4. WITHIN THE FIRST MONTH OF THE SEMESTER:

☐ If they haven’t already, encourage the new faculty member to add their contact information to the UNI Alert system. The UNI Alert system notifies the campus community of emergencies and threats to physical safety in emergency situations such as tornados, acts of violence, canceled classes, university closure, etc. To add contact information, the employee needs to log in to My Universe and click on “Manage My UNI Alert Contacts” in the Emergency Preparedness section.

☐ Ensure they have completed the Harassment & Discrimination Prevention online training.

☐ Ensure they have added their emergency contact information to the UNI system so that, in the event they are injured or experience a sudden illness or other emergency while at work, their contacts can be notified. See https://hrs.uni.edu/sites/default/files/documents/emergency_contacts.pdf for more information.

☐ Show the new faculty member how to log into e-Business Suite and provide an overview of UNI Employee SelfService.

☐ Check with the new faculty member(s) to make sure that they are on all of the appropriate campus e-mail lists.

5. DURING THE FIRST SEMESTER:

☐ Check in periodically with new faculty member to answer questions and make sure that they are being acclimated to the department, their position, etc.

☐ Encourage employee to attend Violent Incident Defense Strategies (VIDS) training offered by the Department of Public Safety. VIDS is a specific training that provides strategies or “tools” to help in the event an employee is confronted with an armed violent encounter. Instructors will teach strategies introduced from the A.L.I.C.E program to empower employees by creating options, including escape routes, countering techniques and additional plans to increase chances of survival in the event of an active shooter.

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