NEW FACULTY CHECKLIST

1. BEFORE YOU ARRIVE ON CAMPUS

☐ Return your signed offer letter to your department head and/or Dean. In your offer letter you will be asked to create your University ID and your CAT ID (user name).

☐ Contact your department head and/or department secretary to
   ☐ tell them your UID and CAT ID, and ask that they request early access for you to email, Blackboard, and Rod Library, and that your name has been assigned to the courses you’ll be teaching in the Student Information System (SIS).
   ☐ make sure that your department head and departmental secretary have your summer contact (email/phone) information.
   ☐ confirm that the department has requested your keys.

☐ Your department head/secretary should forward you information you will need in order to complete email setup. Once you have your email account, you can access email and MyUniverse (look for the tabs at the top of the UNI homepage). When you create your UID and CAT ID, there will also be information on your initial passphrase for MyUNIverse. You will be prompted to reset your passphrase the first time you log into MyUNIverse. MyUNIverse is a portal for accessing email, pay slips, class lists, and using many other online tools. MyUNIverse can be reached any time from the UNI webpage: look for the “MyUNIverse” tab at the top of any page. (Some applications will not be available until after your new hire paperwork has been processed.) Please note that you can synchronize your passphrases in MyUniverse under Passphrase Central.

☐ Please confirm with your department head/secretary the date of your arrival on campus so that your office keys can be ordered and will be ready for you to pick up. For safety/security reasons, the key shop needs to know the likely date that you will want to pick up your keys. Make sure that someone in your department will be available to assist you when you arrive.

☐ Review the information on the New Faculty Orientation website: https://provost.uni.edu/new-faculty-orientation.

2. WHEN YOU ARRIVE ON CAMPUS:

Campus offices are open M-F, 8:00-4:30, unless otherwise specified.

Where should I park? You can pay to park in the metered areas to the east and west of Gilchrist Hall or park in the lot for which you intend to buy a parking pass. Please review the parking permit policies and parking map before arriving on campus (https://publicsafety.uni.edu/parking-division-vehicle-permits). Note: If you receive a ticket for not having a parking permit on the same day you buy a parking pass for that specific lot, your ticket could be voided. Please read the ticket envelope for further directions. You may need to bring your ticket to Parking Services for verification of your purchase.

☐ Go to Human Resource Services (027 Gilchrist Hall) to complete your new hire paperwork, if you have not already done so. Federal regulations require new hires to complete section 1 of Form I-9 on or before your first day of employment. You must present documents to HRS in person, proving identity and eligibility to work in the United States, no later than your third day of employment. See https://hrs.uni.edu/newemployees/getting-started for more information.
Once you have your employment verification letter, you can get your parking pass in Public Safety (Gilchrist 30), if you need one. You will also need to know your license plate number to do this. (Parking passes for the next academic year go on sale August 1.) The cost of the parking permit can be deducted from your future payroll or you can pay with cash or check.

Go to the Department of Residence Office in Redeker (Room 010) to get your UNI ID card. A UNI ID card must be obtained before electronic access to a building will be granted.

Go to the Physical Plant (1801 W. 31st Street, Cedar Falls) and pick up your keys. Please confirm with your department head/secretary the date of your arrival on campus so that the appropriate keys can be ordered and will be ready for you to pick up. For safety/security reasons, the key shop needs to know the date that you will pick up your keys. You must present your driver's license or UNI ID to be able to pick up university keys. If you have any questions, please feel free to reach out to the Facilities Access office at 319-273-2648, 7:30 a.m. to 4:30 p.m. Monday through Friday.

Go to your department and find out where your office is, and make sure that you have a computer, office supplies, etc.

Confirm that you know your teaching schedule, where you are teaching (and do you need a key to get into the room?).

Confirm dates, times and locations for New Faculty Orientation, the Fall Faculty Workshop, and other departmental meetings. If you have not received information about New Faculty Orientation by July 23, 2018, please contact Susan Hill, Director, Center for Excellence in Teaching and Learning, susan.hill@uni.edu.

3. **WITHIN THE FIRST MONTH OF THE SEMESTER:**

- Post your office hours outside of your office door.
- Create your voice mail message on your phone.
- If you haven’t already, add your 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, cancelled classes, university closure, etc. To add contact information, log in to MyUniverse and click on “Manage My UNI Alert Contacts” in the Emergency Preparedness section.
- In the event you are injured or experience a sudden illness or other emergency while at work, it is important to have accurate, up-to-date Emergency Contact Information available so contacts can be notified. See [https://hrs.uni.edu/sites/default/files/documents/emergency_contacts.pdf](https://hrs.uni.edu/sites/default/files/documents/emergency_contacts.pdf) for more information.
- Ensure completion of the Harassment & Discrimination Prevention online training. You will receive an e-mail upon hire with instructions on how to complete the training.

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