# New Faculty Checklist

## FACULTY MEMBER INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
<th>Start date:</th>
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<tr>
<td>Position:</td>
<td>Netid:</td>
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## UPON CONTRACT SIGNING

Let the faculty member know they have a charlotte.edu email account and should begin checking it for information they will need, immediately.

## PRIOR TO FACULTY MEMBER’S FIRST DAY

- Set up new faculty member’s computer and printer.
- Take a supply order and order supplies, e.g. paper, pens, privacy screens, locking cables, etc.
- Provide access, card or key(s): Building, Office, Lab
- Prepare the new faculty member’s office/work space by making sure that the furniture is adequate and that it is clean and ready. If needed have the office painted and carpet/floor cleaned.
- Send an informal announcement (via e-mail) to the department announcing the new faculty member and when they will be on campus.
- Add the faculty member to the school or department website and/or directory.
- Schedule uninterrupted time to meet with new faculty member and orient her or him to your department and UNC Charlotte.
- Order business cards and make sure office signage is in place when they arrive.
- Direct the faculty member to the ID Center to obtain a UNC Charlotte ID card and/or mobile ID link.

## FACULTY MEMBER’S FIRST DAY MEETING WITH CHAIR

**INTRODUCTION TO DEPARTMENT**

Orientation to:

- Building including such items as access times, common spaces and meeting rooms, restrooms, and emergency exits.
- Staff in the department including roles and responsibilities.
- Surrounding area including eateries, supplies, and local idiosyncrasies.

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### Review general information as applicable to the department or the individual

- Office/desk/work station
- Keys (if applicable)
- Building access/security
- ID card
- Conference/meeting rooms scheduling
- Copying and printing
- Office supplies
- Requirements for Syllabi
- Canvas access
- CTL Training
- Requesting a Mentor/attending New Faculty Transitions

- Handling confidential information
- Important telephone numbers, including new faculty member’s
- Mail (incoming and outgoing)
- Expense reports/Travel
- Purchase requests/P-Card
- Shipping (FedEx, DHL, and UPS)
- Kronos, if supervising non-exempt staff
- Mentor? (unit and ADVANCE FADO program)
- Encourage them to attend New Faculty Learning Community Meetings
- Encourage them to participate in the New Faculty Learning Academy

### Provide them with link to New Faculty Resources

https://advance.charlotte.edu/programming/programs/resources-new-faculty

### COMPUTERS AND TELEPHONE

**Hardware and software reviews, including:**

- E-mail
- Calendar

- Shared server, if applicable
- How to setup voicemail
- How to use zoom telephone system

### CHECK-IN AFTER 30 DAYS

Email new faculty member at the end of first 30 days to:

- Review observations, issues and priorities
- Ensure mandatory training has been completed, such as the New Faculty Onboarding course, EHS training, etc.
- Ensure they understand FERPA information.
- Ensure they understand how their courses fit into the curriculum
- Make sure they have done or know to complete COI and ROI forms
- Make sure understand expectations of new faculty regarding office hours, attendance at faculty meetings etc.
- Determine if they have a mentor(s), have or are completing a development plan and are attending New Faculty Learning Community and New Faculty Learning Academy meetings.
- Make sure they understand peer review system identify their assigned peer reviewer