



New Faculty Checklist

FACULTY MEMBER INFORMATION

Name:		Start date:	
Position:		Netid:	

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.
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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	<input type="checkbox"/> Office/desk/work station <input type="checkbox"/> Keys (if applicable) <input type="checkbox"/> Building access/security <input type="checkbox"/> ID card <input type="checkbox"/> Conference/meeting rooms scheduling <input type="checkbox"/> Copying and printing <input type="checkbox"/> Office supplies <input type="checkbox"/> Requirements for Syllabi <input type="checkbox"/> Canvas access <input type="checkbox"/> CTL Training <input type="checkbox"/> Requesting a Mentor/attending New Faculty Transitions	<input type="checkbox"/> Handling confidential information <input type="checkbox"/> Important telephone numbers, including new faculty member's <input type="checkbox"/> Mail (incoming and outgoing) <input type="checkbox"/> Expense reports/Travel <input type="checkbox"/> Purchase requests/P-Card <input type="checkbox"/> Shipping (FedEx, DHL, and UPS) <input type="checkbox"/> Kronos, if supervising non-exempt staff <input type="checkbox"/> Mentor? (unit and ADVANCE FADO program) <input type="checkbox"/> Encourage them to attend New Faculty Learning Community Meetings <input type="checkbox"/> Encourage them to participate in the New Faculty Learning Academy
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Provide them with link to New Faculty Resources	https://advance.charlotte.edu/programming/programs/resources/new-faculty	
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COMPUTERS AND TELEPHONE

Hardware and software reviews, including:	<input type="checkbox"/> E-mail <input type="checkbox"/> Calendar	<input type="checkbox"/> Shared server, if applicable <input type="checkbox"/> How to setup voicemail <input type="checkbox"/> How to use zoom telephone system
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CHECK-IN AFTER 30 DAYS

Email new faculty member at the end of first 30 days to:	<input type="checkbox"/> Review observations, issues and priorities <input type="checkbox"/> Ensure mandatory training has been completed, such as the New Faculty Onboarding course, EHS training, etc. <input type="checkbox"/> Ensure they understand FERPA information. <input type="checkbox"/> Ensure they understand how their courses fit into the curriculum <input type="checkbox"/> Make sure they have done or know to complete COI and ROI forms <input type="checkbox"/> Make sure understand expectations of new faculty regarding office hours, attendance at faculty meetings etc. <input type="checkbox"/> 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. <input type="checkbox"/> Make sure they understand peer review system identify their assigned peer reviewer
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