

New Faculty Checklist

Upon Hiring:

- Order new computer -- coordinate with your [Academic Technology Director \(ATD\)](#)
- If not ordering a new computer, contact HELP desk (ext. 4357) to clean files from old computer. (Allow two weeks for this process.)
- If the new faculty will be using research-related computers, have him/her contact their Academic Technology Director (ATD).

Before they arrive:

- Contact HELP (ext. 4357) with new faculty info for telephone/voicemail/long distance code.
- Decide on office space.
- Make sure basic furniture and supplies are in place.
- Put in a [work order](#) for a nameplate with the physical plant. In the work order, indicate that you have a new faculty person starting and include the name and room number exactly as you would like for them to appear on the nameplate. You will also need to include the department number and account number in the notes. • Order [keys](#).

When they get there:

- Order [business cards and/or stationery](#).
- Assign a mail/in box in appropriate location.
- Give them the copier code and copier orientation (for departments who assign individual codes).
- Show them classroom/facility alarm/entry access code (if required).
- Set up approval for web-time entry (if he/she will have a student worker).

Training:

- [Purchasing card](#) (if applicable)
- [Travel policies/procedures](#)
- [Web-time entry](#) (if applicable)
- [Canvas training](#) (class roll)