The Office of Faculty Affairs (OFA) welcomes you as a valued member of the Georgia State community! To help you get off to a strong start, we’ve prepared an introduction to the university-level resources, services, and policies that new faculty members should be familiar with to succeed. Your college and department will also introduce you to complementary resources, services, and policies that exist at those two levels. Use this chronological checklist as a guide throughout your first year.

**STEP BY STEP**

I. First Steps 2

II. Prepare for the Semester 4

III. At Least a Week Before the Semester Starts 5

IV. First Weeks of the Semester 6

V. First Months of the Semester 7

VI. Settling in During Your First Year 8

I. First Steps

☐ **New Hire Packet:** Your department will initiate a hiring request with OneUSG (the Georgia State HR system) and you will receive an email from preemployment@equifax.com with a temporary login and password. Please log in at your earliest convenience and fill out your pre-hire paperwork in the Equifax Employment Center.

☐ **Relocating?** Review the [Relocation and Moving Expense Policy](#) and contact your department staff if you have questions about this policy.

☐ **Orientation:** Plan to attend the university-level faculty orientation appropriate to your faculty position:

  - Orientation for **new full-time faculty working at the Downtown Campus** is held in mid-August; see the [New Faculty](#) page of the OFA for details updated throughout summer. Look for an email from the Office of Faculty Affairs with dates and times of the Provost’s New Faculty Orientation and Teaching Orientation sessions offered by the Center for Excellence in Teaching and Learning.

  - **New full-time faculty working at the Perimeter campuses** should look for an email with details of the Perimeter New Faculty Academy, which is also held in August.

  - **New part-time instructors** should look for an email from their department with dates and times of PTI orientation sessions.

☐ **Benefits Orientation:** First, review your [benefits eligibility](#). If you are benefits-eligible, sign-up for and attend a [Benefits Orientation](#) offered by Human Resources. Prior to the benefits orientation, you can also see an [overview of faculty benefits](#) with links to more details about current benefit plans. Note that you will have 30 days from your hire date to make your health and wealth benefit selections online and 60 days from your hire date to make an irrevocable choice between two mandatory retirement plan options.
Electronic ID and password: Activate your CampusID and set up your password. Your CampusID is the account name that you will use to sign on to most systems at Georgia State, including your email. Note that full access to electronic systems may take up to 10 business days after your new hire packet has been processed.

ID Card: Once you have your 9-digit PantherID, get your PantherCard (university identification card) and set up biometric access to the library at the PantherCard Office (see all PantherCard Office locations and hours). PantherCards can be obtained about 2 business days after all Human Resources paperwork has been processed.

Email: Start to use your Office 365 Employee email account. Besides Outlook, this login provides access to Word, Excel, PowerPoint, OneNote, OneDrive, and other Office 365 apps.

Duo, 2-factor authentication: In order to get access to GSU’s LMS and similar secure systems, you will need to set up 2-factor authentication using the DUO app.

Parking and Transit: Go to Faculty and Staff Parking Permits to learn how to register for employee parking and set up deductions for a monthly parking permit. When planning your commute, visit GSU’s parking website to learn about parking locations, including the deck/lot assigned to you based on your office location, discounts and deductions for MARTA, and other transit options. Perimeter College Parking and Maps are also online.

Faculty Handbook: Locate the Faculty Handbook – it introduces you to helpful resources and important university policies that you’ll need to follow in your teaching, research, and service at Georgia State.

Department and College Onboarding: Each department and college may have a different way of orienting you to their specific procedures, so check with your department’s administrative staff. If your department does not have an onboarding document for new faculty, here are the top 10 questions to ask, depending on whether you are teaching, conducting research, or both:

1. What am I teaching? When will I get my exact teaching schedule?
2. Where is my office?
3. How do I get keys to offices and/or labs that I will need to access?
4. How do I get access to computing equipment, lab equipment, and software?
5. How are textbooks ordered?
6. What are the faculty meetings and/or other department events that I must attend or can attend?
7. How can I learn about specific department standards and protocols (such as typical course grade distributions, assignment of GRAs/GSAs, photocopying, dress code, etc.)?
8. May I have the contact information for any graduate assistants who will be supporting my work? What department and college policies should I be most familiar with as I begin?
9. Is there a program director or course coordinator who oversees any courses that I am teaching? Are there any guidelines that I need to follow regarding things like course materials, tests, or assessment?
II. Prepare for the Semester

- **Classroom Keys:** If your PantherCard says “Faculty,” “Staff,” or “PTI,” stop by Key Control with a list of your classes and locations, show your PantherCard, and pick up the classroom keys you need. Note that other keys require pre-authorization. Key Control is located in the Office of Emergency Management at 15 Edgewood Avenue SE. Their phone number is available at the Office’s website.

- **Syllabus:** Prepare your syllabi consistent with Georgia State’s Course Syllabus Policy. The Center for Excellence in Teaching, Learning, & Online Education (CETLOE) provides the university required language, university recommended language, CETLOE recommended language, and additional information on modality-specific language. Note that this policy requires the inclusion of specific language in all syllabi. Your college or department may have other recommended or required syllabus language; ask your department’s administrative staff. Review the Policy on Class Attendance and Grading Policy and any college or department policies on such topics when constructing your syllabi. CETLOE has prepared an optional syllabus template that you can use, as well as a template for an online course.

- **Academic Calendars:** Access academic year calendars, semester calendars, and final exam schedules from the Office of the Registrar’s website. These will help you when preparing syllabi and planning travel.

- **LMS:** Start to use Georgia State’s learning management system called iCollege. Get online assistance with iCollege and sign up for workshops through CETLOE once you have your Campus ID and have set up Duo dual-factor authentication.

- **Accessing Course Information:** You can access essential course information, such as official Class Rolls and a photo roster, through Panther Access to Web Services (PAWS). PAWS also offers access to personalized announcements and resources. Students use PAWS to register for classes, pay tuition, and view financial aid information.

- **Library Resources:** Get familiar with library services for faculty, including subject area and Perimeter librarians, interlibrary loan, course reserves, data analysis & visualization support, citation software, special collections & archives, and other services useful for teaching and research.
III. At Least a Week Before the Semester Starts

- **Photo Roster:** You can print a photo roster of the students in your class(es) from PAWS, which contains official Class Rolls; students listed in iCollege may differ temporarily but are updated from official Class Rolls.

- **Learn the Campus:** You can review the downtown and Perimeter College campus maps or take a virtual tour. Introduce yourself to staff, student assistants, and faculty as you begin to visit the campus.

- **Get Ready to Work:**
  - Set up your office voicemail. You can find phone support online, including how to forward voicemail to email and dialing instructions for all campuses.
  - Create your email signature.
  - Work with your department's office manager on supplies, such as business cards.
  - If requested, give your department staff a biography, photo and CV for the department website. Sign up for a professional headshot through the Department of Public Relations & Marketing Communications. Portraits are taken at the Downtown Atlanta and Clarkston campuses and are typically quick (5-10 minutes).
  - Review emails from department, college, and university staff regarding start-of-semester procedures.

- **Edit Your Panther Profile:** Your Panther Profile lets you edit the information that is listed for you in the Campus Directory. You can enter your office phone number and a preferred name.

- **Technology Issues:** Bookmark the Technology Services HelpDesk, which provides multiple forms of assistance for a variety of technology issues. When issues arise, email help@gsu.edu.

- **To Get Your First Paycheck:** Update your home address in OneUSG. Your first paycheck will be mailed to you using this address. After that, the direct deposit instructions that you provided in your new hire paperwork will be followed. For questions about this process, contact Human Resources at (404) 413-3302.
IV. First Weeks of the Semester

☐ Safety First! Make sure you’re familiar with important safety procedures and services.
  - Campus police can be reached at (404) 413-3333 (3-3333 from an internal line). The police office location and other phone numbers can be accessed from the Campus Police website.
  - Print this quick guide to emergency procedures to be prepared to help your students. Access more information at the Office of Emergency Management’s webpage.
  - Sign up to get campus alerts via email, text message, and/or voice mail.
  - At the downtown campus, the safety escort service can be used from GSU buildings; the Georgia State, Peachtree Center and Five Points MARTA Stations; and commercial parking lots near campus. Request a safety escort at (404) 413-2100. Campus Police offer vehicle assists as well. Check the website for applicable hours.

☐ Benefits Elections: Benefits-eligible faculty have 30 days from their hire date to make health insurance selections online and 60 days from their hire date to make an irrevocable choice between two mandatory retirement plan options. Indicate whether you are selecting the defined benefit (TRS) or defined contribution (ORP) mandatory retirement plan and indicate your other benefits elections.

☐ Free Technology:
  - See what free software has been licensed to assist students, faculty, and staff with essential academic, research, business and other tasks on their personal devices. To have software installed on your workstation, submit a help request.
  - Learn about wireless networks, Microsoft Collaboration tools, the university’s encrypted Send-a-File service for sending very large attachments (up to 2 GB), free cloud storage, and free networked file storage.

☐ Training: Attend to email prompts to complete required training on topics like ethics and sexual harassment.

☐ Mail: Questions about campus mail? Review this guide to department and inter-departmental mail.

☐ Common Student Issues: Be prepared to address academic dishonesty, accommodations requests by students with disabilities, and requests for accommodation for religious holidays. These resources will help you:
  - Excellent resources are provided by the Dean of Students. These include step-by-step guides to addressing disruptive student conduct, students of concern, and resolving matters of academic honesty.
  - The Access & Accommodations Center (AACE) determines disability-related academic accommodations, and an instructor cannot deny approved accommodations to a student who has registered with AACE. See AACE’s webpage, which includes a Faculty Resources section.
  - Refer students in distress to the Counseling & Testing Center.

☐ Enter Your Time: If you take sick, jury duty, or another type of leave, be sure to enter your time into OneUSG.
V. First Months of the Semester

- **Faculty Development:**
  - Sign up for sessions organized by the Office of Faculty Affairs for new faculty on topics such as Promotion and Tenure and Non-Tenure Track Faculty promotion.
  - Create an account with the National Center for Faculty Development & Diversity through GSU’s institutional membership to access resources such as workshops, professional development training, and mentorship programs that pay special attention to the challenges faced by underrepresented faculty.

- **Campus Cultural Events:** Cultural, entertainment, and athletic events abound and are a great way to meet faculty and staff. Check the university calendar, the Rialto Center for the Arts, or athletics for upcoming events.

- **Research Help:** If you’ll be doing research, get familiar with University Research Services & Administration (URSA) and the resources, policies, and procedures relating to research. Another good starting point is section 400 of the Faculty Handbook, which orients you to a broad range of resources, including IRB, animal research, institutional data, and sources of external funding.

- **Teaching Help:** If you’re teaching, draw on the help of the Center for Excellence in Teaching, Learning & Online Education (CETLOE). CETLOE’s services span pedagogy, instructional technology, and the scholarship of teaching and learning. With locations on all GSU campuses, in-person workshops, consultations, online training, grants, and awards, CETLOE supports all GSU instructors.

- **VPN:** If you intend to work frequently off-campus, set up the university’s VPN (virtual private network) to have access to your office computer files and software when you are away from the office.

- **Outside Work:** Review section 600 of the Faculty Handbook to understand the policies and procedures that govern faculty taking on outside work (such as consulting).

- **Key Staff:** Identify the IT staff member in your college/department and with whom you should share your accomplishments (e.g., college Director of Communications & Marketing - click here for a directory).

- **Faculty Evaluations:** Begin to get familiar with the processes and policies used for the annual evaluation of faculty and for promotion and tenure reviews through the section 200 of the Faculty Handbook. Take advantage of informational sessions offered by the Office of Faculty Affairs and your college or department to learn more about faculty tenure and promotion processes and how they are implemented in your field.

- **Deductions:** Check your paystub in OneUSG and review the deductions in relation to your benefits elections.

- **Discounts and Services:** Are using taking advantage of discounts on transportation, food, and entertainment services? See our overview of faculty benefits for more information.

- **End of Semester Procedures:** Refer to section 300 of the Faculty Handbook for end of semester procedures, like submitting final grades.
VI. Settling in During Your First Year

- **Centers and Partnerships:** Explore GSU’s university-level centers and ask colleagues in your college and department about partnerships with corporations, community organizations, or nearby educational institutions that may enhance your research, teaching, or service activities.

- **Healthy Lifestyle:** Review the overview of faculty benefits to learn more about Worksite Wellness Programs, the Recreation Center, and healthy meal discounts. Join department colleagues and compete in Desire2Move.

- **Training and Development Opportunities:** In addition to CETLOE, URSA, and OFA, explore in-person and online training opportunities provided by Technology Services and Human Resources. Workshops from all these units will help you expand your network, gain new skills, and succeed at Georgia State.

- **Internal Grants:** Explore internal grant programs that may support your research or scholarly activity.

- **Review Your Benefits Elections.** You can make changes in the middle of every fall semester during the open enrollment period. You can also make changes during the year with a qualifying life event.

**Questions?**
Consult the Faculty Handbook, which will orient you to helpful resources and important university policies.

Also reach out to your department chair, a faculty colleague, and/or department administrative staff.

**Suggestions?**
Do you have any suggestions for this checklist? Let us know at AssocProvFA@gsu.edu!