



# New Faculty Onboarding Checklist

Prepared by the Office of Faculty Affairs

The Office of Faculty Affairs 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.

## I. First Steps

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- New Hire Packet:** Promptly complete the Faculty New Hire Packet or Part-Time Instructor New Hire Packet available through the [Human Resources website](#) and follow the instructions to submit it in person or by mail. This packet includes direct deposit instructions, Form W-4, a Personal Data Form, and the Security Questionnaire/Loyalty Oath required by state law. Provide proof of your eligibility to work in the U.S. on or before your first day of work.
- 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 <http://faculty.gsu.edu/for-new-faculty/> 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 in 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.

- **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 <http://parking.gsu.edu> 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 and research 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 that I will need to access?
  4. How do I get access to computing 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. Where will I find the most current department directory?
  9. What department and college policies should I be most familiar with as I begin?
  10. 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

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- **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.
- **Syllabus:** Prepare your syllabi, consistent with Georgia State’s [Course Syllabus Policy](#). 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 policies](#) and any college or department policies on such topics when constructing your syllabi. The Center for Excellence in Teaching and Learning has prepared an [optional syllabus template](#) that you can use.
- **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 the [Center for Excellence in Teaching and Learning](#).
- **Accessing Course Information:** You can access essential course information, such as official Class Rolls and a photo roster, through [GoSOLAR](#) or [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 librarians, Interlibrary Loan, reserves, citation software, and other services useful for teaching and research.

### III. At Least a Week before the Semester Starts

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- Photo Roster:** You can print a photo roster of the students in your class(es) from [GoSOLAR](#), which contains official Class Rolls; students listed in iCollege may differ temporarily but are updated from official Class Rolls.
- Learn about the Campus:** You can review the [downtown campus map](#), access the [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.
  - 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](mailto:help@gsu.edu).
- Update Your Home Address:** Update your home address in [OneUSGConnect](#).

### III. First Weeks of the Semester

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- Safety First!** Make sure you're familiar with important safety procedures and services.
  - Campus police can be reached at 404-413-3333. 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 <http://safety.gsu.edu/emergency-management/>. The campus emergency information line is 404-413-EMER (3637).
  - [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. 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.
- 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.
- 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](#), free [cloud storage](#), and free [networked file storage](#)
- **Campus Conveniences:** Take advantage of [ATMs](#), the [GSU Post Office](#), and GSU's [on-campus eateries](#).
- **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 disabled students, 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 and resolving matters of academic honesty.
  - Disability Services determines disability-related academic accommodations, and an instructor cannot deny approved accommodations to a student who has registered with Disability Services. See [Disability Services Faculty webpage](#), which includes a Responding to a Student's Disability Reference Guide and helpful list of Faculty Do's and Don'ts.
  - Review the [Policy on Class Attendance](#).
  - Refer students in distress to the [Counseling & Testing Center](#) or [Perimeter College Counseling Services](#).
- **Enter Your Time:** If you take sick, jury duty, or another type of leave, be sure to [enter your time online](#).

## IV. First Months of the Semester

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- **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. Consider joining a [Writing Accountability Group](#) to maintain an active writing schedule during the semester. Learn more about forming an effective [mentoring network](#).
- **Campus 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 [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](#).
- **Research Training:** Be sure to complete required research training:
  - Conflicts of Interest (COI) online CITI training required of all researchers. Register at <http://www.citiprogram.org>, access the GSU Courses, and select the Conflict of Interest course.
  - Responsible Conduct of Research (RCR) online CITI training required of all researchers. Register at <http://www.citiprogram.org>, access the GSU Courses, and select the appropriate RCR course: Physical Science, Social & Behavioral Science, Biomedical Science, or Humanities.
  - [Human Subjects Research Basic online CITI training](#) for Biomedical or Social & Behavioral Researchers.
  - [Biosafety online CITI training](#) for researchers working with biohazards.
  - Researchers working in laboratory settings with chemicals are required to take GSU Lab Safety Training, and Hazardous Waste Training. Both are offered in person or in iCollege (GSU's online system). Contact [eprograms@gsu.edu](mailto:eprograms@gsu.edu) to request access to these programs.

- Researchers working in laboratories with radiation or lasers are required to take the GSU Radiation Safety Training, and may be required to have radiation monitoring depending on the nature of the radiation. Contact [eprograms@gsu.edu](mailto:eprograms@gsu.edu) to request access to these programs.
- **Teaching Help:** If you're teaching, draw on the help of the [Center for Excellence in Teaching and Learning](#). CETL'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, CETL supports all GSU instructors.
- **VPN:** If you intend to work frequently off-campus, [set up 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:** Find out who is the IT staff member in your college/department and who you should share your accomplishments with (e.g., college Director of Communications & Marketing).
- **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 [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 online](#) and review the deductions in relation to your benefits elections.
- **Discounts and Services:** Are you taking advantage of discounts on transportation, food, and entertainment services? See our [overview of faculty benefits](#) for more information.
- Refer to [section 300 of the Faculty Handbook](#) for end of semester procedures, like submitting final grades.

## V. Settling in during Your First Year

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- **Centers and Partnerships:** Explore GSU's [university- and college-level centers](#) and ask colleagues in your 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 CETL, 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.
- **Georgia Legalities:** If you're from outside Georgia, note that state laws may differ. When conducting meetings, note that Georgia is a [one-party consent state for audio recording](#). You may also wish to review the [Georgia Open Records Act](#) and be familiar with how to report requests to the [Office of Legal Affairs](#).
- **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](#).
- **Suggestions:** Do you have any suggestions for this checklist? Let us know at [AssocProvFA@gsu.edu](mailto:AssocProvFA@gsu.edu)!