

# New Faculty Checklist

## Upon Hiring:

- Order new computer – coordinate with your [Academic Technology Director](#)
- 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 the HELP desk (ext. 4357) with new faculty information for telephone.
- Decide on office space.
- Put in a [work order](#) for cleaning and any other housekeeping needs.
- Put in a [work order](#) with the physical plant for a nameplate. In the work order, indicate 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 CoA in the notes.
- Order [keys](#).
- Make sure basic furniture and supplies are in place.
- Make sure building access is in place for those who require access during non-office hours.

## When they get here:

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

## Training:

- [Ignite](#)
- For purchasing card authorization, travel policies/procedures refer to the [Procurement and Payment Services](#) website.
- [Canvas](#) training and information.

New faculty should check with the chair of the department for any additional training and information for systems used in the department.