New Faculty Checklist

The following suggestions are provided to help new faculty acclimate to campus.

**Getting Started**
- Attend New Faculty Orientation
- Attend Early Career Faculty Forums

- How to get settled on campus
  - Get ID card at Centennial 107
  - Get email account set up – IT Help Desk

- Accounts and Passwords
  - Register laptop, tablet, phone – IT Help Desk
  - Find S Drive
  - Keys to office – Department Admin
  - Parking – Department Admin

**Teaching Information**
- Order books for class – check with Department Admin and then work with the bookstore
  - S&T Store Resources

- Complete FERPA Training – gains you access to Joe’sSS and Blackboard – Registrar
Training for JoeSS

- Learn the classroom location for your classes – Registrar
  - All Things Registrar Video Resources

- Complete classroom walk-through – contact Angie Hammons for all of the following needs (hammons@comst.edu)
  - Work with EdTech to understand what classroom technology is available and how best to use it.

  - Request specialized software for course – EdTech

  - Learning Technologies that are available for use – EdTech
    - LMS
      - How to post your material online
    - Panopto – Lecture capture tool
    - Respondus
    - Clickers – TurningPoint
    - Google Apps
    - Turnitin
    - Qualtrics
    - FlipSnack
    - Scoop.It

- Office of Academic Support

  - Syllabus information

  - Academic Integrity resources
Advising Resources

- End of Course Evaluations
  - FAQs
  - How to get the results

Student Success

- Student Success
  - LEAD Sessions
  - Student Success Center
  - Writing Center

Faculty Information

- Library resources
  - Meet with your library liaison
- **Faculty Governance**

- **Work Authorization**
  - H1-B Visa Petitions
  - Permanent Residence