





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'SS 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 (hammonsa@mst.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