

New Faculty Checklist 2022

This checklist is intended to help you prepare for New Faculty Orientation (NFO) and your first weeks at USI. Please view the [New Faculty](#) webpage to find information related to NFO.

Prior to New Faculty Orientation

- [Register](#) for New Faculty Orientation by August 3
- Complete the New Faculty [Biography form](#) by August 5
- Complete and submit Human Resources (HR) tax paperwork (tax packet, I-9 documents, and payroll information) and gather necessary documents in advance (*strongly recommended*)
Questions? Please contact Human Resources at 812.464.1815 or Kate Rotramel at kerotramel@usi.edu
- Review USI's [COVID-19 Information](#) and Resources. Face coverings are welcome but not required.
- Review USI's [Strategic Plan](#) for 2021-2025
- Watch the [50th anniversary documentary](#), *Shaping the Future: The University of Southern Indiana* (2015) to learn about USI's history (*recommended*)

During New Faculty Orientation

- Review Human Resources and [Benefits](#) information
- Complete and submit Human Resources benefits and tax forms
- Activate your [myUSI](#) online account. Your HR tax forms need to be submitted first.
- Learn about USI, meet members of the USI community, and become familiar with information and tools to prepare you for the start of the academic year.
- Visit the [Photography Studio](#) to have your professional headshot photo taken.
Stop by on Wed, August 10 (12-12:45 pm) or Thurs, August 11 (2:45-3:30 pm), or schedule an [appointment](#).
- Get your [Eagle Access Card](#) (university ID) in University Center West, lower level (8:30 am-12 pm)
Please contact 812.464.1859 or foodmealplans@usi.edu

During Your First 1-2 Weeks on Campus and Prior to the Start of the Semester (August 22)

- Pick up keys to your office. Contact your department's administrative assistant
- [Set up](#) email, Wi-Fi, and IT security on your devices. Need help? Contact the [IT Help Desk](#).
- Confirm your teaching schedule and locations using the [Class Schedule Search](#).
Please contact your Chair if you have questions.
- Visit the classrooms where you will be teaching (for in-person classes) - [Building maps](#)
- Attend the Fall University Meeting on Tuesday, August 16
- Attend [Get Ready! Drop-in Sessions](#) on August 17 (1-3 pm) or 18 (10 am-12 pm) (*recommended*)
Stop by Rice Library (4th floor) to learn quick tips for teaching strategies, tools, and resources and get your questions answered as you prepare for the first week of class.

Preparing for Your First 1 Week of the Classes

- Course design and planning
 - Develop the course goals and learning [objectives](#) for the course
 - Identify types of assessments for students to demonstrate
 - Identify [activities](#) and resources to help student learn, engage in, and practice the ideas, concepts, and skills
- Develop the [syllabus](#) and schedule
 - Refer to the [Syllabus Template](#)
 - Check the [University calendar](#) and [Final Exam](#) schedule
 - Set your office hours
- Add the syllabus and schedule to the course Blackboard site. Then, make the Bb [Course available](#) to students.
- Print the Course Rosters (take attendance and seating location each class)
- Send a welcome email or Bb announcement to your students a few days before the first class (*recommended*)
- Plan for an awesome [First Day](#) of class
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During the First 2 Weeks of the Semester

- Get to know the faculty and staff in your department/program. Ask questions!
- Get to know your students
- Review the Faculty Planning Calendar
- Attend New Faculty Academy during week 2 (schedule will be emailed soon)
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