Getting Started
New Faculty Checklist

YOUR TOP PRIORITIES

- Sign on
  Once you submit your online sign-on packet your employee ID (Panther ID) will be created and you can begin to access systems, e-mails, resources, and request services.

- Supplemental documentation
  Complete the I-9, W-4, Loyalty Oath and Outside Activities forms (when applicable).

- Orientation
  Register for New Faculty Orientation Day scheduled for August 19, 2015 and also for the New Faculty & Families BBQ on August 22, 2015) at newfaculty.fiu.edu

- New Faculty Pedagogy Orientation (mandatory)
  Thursday, August 20, 2015 10:00-noon AHC5 212, Modesto Maidique Campus (MMC)
  This session will pick up where we left off on Wednesday during New Faculty Orientation, sharing research-based principles about learning and information about the FIU student population; and reflecting on the implications of each for maximizing the effectiveness of your teaching. Please register here by using the password “teach”.

PROFESSIONAL AND ACADEMIC

- Staff support
  Get to know your departmental support staff either virtually or in-person. To find the contact information you can go to phonebook.fiu.edu

- Ask for help
  Contact your departmental staff for help with office access, PC/phone set up, textbook adoptions, instructional materials, classroom/teaching resources and a warm welcome into the department!

- Teaching support 🌟
  The Center for the Advancement of Teaching can help you design your courses, hone a syllabus, develop assignments, write good exams, and much more. Call 305-348-4214 or email teach@fiu.edu

- Policies
  Review university policies (we suggest FERPA, Syllabus Requirements, ADA Compliance, Academic Integrity) at policies.fiu.edu

- IT Security
  Complete the required 20-minute IT Security Awareness Training at it.fiu.edu/security

- Faculty handbook
  An invaluable resource at facultyhandbook.fiu.edu

- New faculty help
  Find more tips and useful resources at newfaculty.fiu.edu

- Educational Technology 🌟
  Learn about media and educational technology services. Visit the Division of IT online at it.fiu.edu

🌟 Unit/service will be available at New Faculty Orientation
Parking
Register your vehicle for a virtual parking permit - parking.fiu.edu

University ID Card
Get your FIU One Card

Keys/access
Submit key/access request forms at facilities.fiu.edu/keyrequest.asp

Photograph
Take your official FIU portrait

PERSONAL

Benefits
Visit People First website: peoplefirst.myflorida.com (1-866-663-4735) OR email benefits@fiu.edu to schedule an appointment with a HR Benefits Representative to select benefit options (You have 60 calendar days from your effective hired date to enroll in health and supplemental insurance plans and 90 days to select retirement plans and options)
Health and retirement benefits for eligible faculty can be viewed here:
http://hr.fiu.edu/index.php?name=insurance

Health care
Learn about/register for health care services through FIU Health’s Faculty Group Practice or visit hcn.fiu.edu

Housing
Check out housing offers by FIU faculty/staff/students classifieds.fiu.edu
Want to see where other FIU faculty reside? Visit newfaculty.fiu.edu

Child care
Learn about our Children’s Creative Learning Center children.fiu.edu. FIU faculty receive tuition discounts at KinderCare® Learning Centers, Champions® Before and After-School Programs and participating CCLC® Child Care Centers. For more information about centers and sites near you call 877-914-7683 or visit http://www.careiseverywhere.com.

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