New Faculty Checklist

YOUR TOP PRIORITIES

- Sign-on packet
  If you have not already done so, submit the online sign-on packet.

- Supplemental documentation
  Complete the I-9, W-4, Loyalty Oath and Outside Activities forms (when applicable) to your department’s support staff or HR. What to bring with you:
  - Picture identification card
  - Social Security card
  - Visa documentation (when applicable)

Once the online sign-on packet and any necessary supplemental documentation has been submitted your employee ID (Panther ID) and FIU e-mail will be created and you can begin to access systems, e-mails, resources, and request services.

- Orientation
  Register for New Faculty Orientation Day scheduled for August 16, 2016 and also for the New Faculty & Families BBQ on August 20, 2016 at newfaculty.fiu.edu

- Course Design Institute for New Faculty
  Wednesday, August 17, 2016 10:00-4:00 (lunch provided)
  The Center for the Advancement of Teaching invites new faculty to a comprehensive, hands-on institute designed to help participants design courses that promote long-term learning. Whether you are retooling a course, revising a colleague’s syllabus, or developing a course from scratch, the session will help you to engineer a powerful learning experience for your students. Please RSVP to teach@fiu.edu by August 10.

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 and lab access when required, PC/phone set up, textbook adoptions, instructional materials, classroom/teaching resources and a warm welcome into the department!

Unit/service will be available at New Faculty Orientation
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 30-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

Parking
Register your vehicle for a virtual parking permit at parking.fiu.edu

University ID Card
Learn about the benefits of the FIU OneCard at https://shop.fiu.edu/onecard/faculty-staff/index.html

Keys/access
Submit key/access request forms at facilities.fiu.edu/keyrequest.asp (full-time faculty only)

Photograph
Take your official FIU portrait

PERSONAL

Full-Time Faculty 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

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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

- Adjunct Faculty Benefits
  For determination of eligibility as an Adjunct faculty member, please verify directly with People First at 1-866-663-4735

- 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 classifiedsfu.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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