

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 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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