



New Faculty Checklist

Welcome to the FIU Family!

As a member of the nation's fourth largest university, you are now a part of the over 1,675 faculty responsible for creating and disseminating knowledge to our over 56,000 students. We are Miami's premier public research university and a Carnegie - R1- Highest Research Activity University. We are thrilled that you have chosen FIU as your home!

Please utilize this checklist to ensure all necessary tasks are completed.

Top Priorities

Ensure sign-on packet is completed

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

- 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:

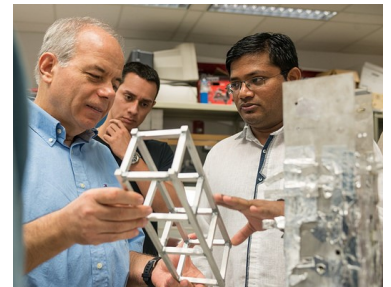
- ⇒ Picture identification card
- ⇒ Social Security card
- ⇒ Visa documentation (when applicable)

Once the online sign-on packet 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.

Attend Orientation

Register for New Faculty Orientation scheduled for Tuesday, August 14th and New Faculty BBQ on Saturday, August 18th

[Click here to RSVP.](#)





New Faculty Syllabus Clinic/Open House

Monday, 8/13 or Thursday, 8/16 from 2:00-4:00p.m. in PC 237

& Friday, 8/17 from 11:30a.m.-1:30p.m. in HL 311 at BBC

The Center for the Advancement of Teaching invites new faculty to stop by and receive peer feedback on this all-important document. We can help you determine what your syllabus says about you and your course; fine tune your learning objectives, grading scheme, or assignments; or review any other part of your syllabus. Space is limited- please [RSVP](#) here to join us!

Professional & Academic

New Faculty Guide

A guide for you regarding campus, academic, and employee resources. This guide will be provided at New Faculty Orientation and will be available at newfaculty.fiu.edu

Faculty Handbook

An invaluable resource at facultyhandbook.fiu.edu

Panther180

The central online record for faculty achievements, CVs, assignments, evaluations, promotions and more. As a faculty member you should always keep this file up-to-date. Visit provost.fiu.edu/panther180 or call 305-348-2169 for additional information.

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!

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

Educational Technology ☺

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



To Do Items



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

University ID Card 🔄
Learn about the benefits of the FIU OneCard <https://shop.fiu.edu/onecard/faculty-staff/>



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

Photograph 🔄
Take your official FIU portrait at Orientation

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 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](#).

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 on campus Children's Creative Learning Center by [clicking here](#). 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 www.careiseverywhere.com.

