



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 1,700 full-time faculty responsible for creating and disseminating knowledge to our over 58,000 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!

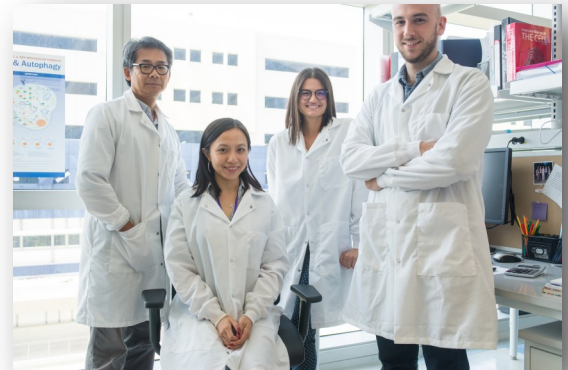
Below is a checklist to help you complete all necessary tasks.

Top Priorities

Complete sign-on packet prior to registering for New Faculty Orientation

Complete the I-9, W-4, Loyalty Oath and Outside Activities forms (when applicable) to your department's support staff or HR. What to have available when completing sign-on process:

- ⇒ 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. Contact your HR liaison if you have not yet received your sign-on email.

Attend Orientation

Register for New Faculty Orientation scheduled for Thursday, August 12th from 8:00am - 5:00 p.m.

[Click here to RSVP.](#)

To-Do Items on Orientation Day

Photograph 🔄

Take your official FIU portrait at Orientation

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)



New Faculty Syllabus Virtual Workshops & Clinics

The Center for the Advancement of Teaching (CAT) invites new faculty to a syllabus workshop and clinic. During the Workshops, we will discuss this all-important document, what your syllabus says about you and your course, and explore ways to make your syllabus more inclusive and motivating. In the Clinics, you will have an opportunity to ask your teaching & learning questions and receive feedback on your syllabi. Register at [new faculty syllabus workshop](#) and send your questions about the sessions or other teaching needs to teach@fiu.edu

August 16th 10:00am - 11:00am Workshop
August 16th 2:00pm - 3:00pm Workshop
August 16th 3:00pm - 4:00pm Clinic
August 19th 10:00am - 11:00am Clinic

Professional & Academic

New Faculty Guide - Canvas Course

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 and Resources

An invaluable resource which can be found at facultyhandbook.fiu.edu, it provides a broad array of information, including policies that principally affect faculty. The Office of the Provost [website](#) also provides a detailed page regarding additional faculty policies and procedures.

FIU—United Faculty of Florida Collective Bargaining Agreement

This is the collective bargaining agreement that details the terms and conditions of employment for in-unit faculty members. The current agreement can be found on the [Office of the Provost website](#).

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, and much more. Call 305-348-4214 or email teach@fiu.edu

IT Security

Complete 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





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.