

New Tenure-Track Faculty -- Departmental Logistics Checklist

This document provides a checklist of tasks to review and accomplish to welcome a new faculty member. Some of the items are relevant to all faculty members (tenure-track and visiting faculty), while some are more pertinent for tenure-track faculty.

(Last updated June 29, 2024)

Spring semester (after new hire has accepted offer)

- If the new faculty's office and/or lab require(s) renovation, painting, furnishing, contact Facilities Services to discuss the needs, timeline of work and expenses. Contact Administrative Services purchasing@coloradocollege.edu for approved furniture purchases. The general departmental plan for renovation should have already been previously worked out and approved by the Dean of the Faculty.
- Find out when the new faculty may be searching for housing, and subsequently moving from their current location. Make sure someone can provide information about housing, child care, etc
 - A realtor regularly used by new hires at the college is Gina Arms, Gina@TheArmsTeam.com .
- **For faculty transferring in sponsored research**
 - Contact Tess Powers to provide support to transfer grants and sub-awards
 - Review equipment transfer needs, moving, buyouts/transfers, and accommodation of equipment upon arrival at CC
 - If new staff/post-docs will be hired from the grant, begin processing their paperwork with HR
- **International Faculty:**
 - If the college needs to sponsor work and immigration visas for the new faculty member, ask to be informed about the progress of the visa applications and make adjustments to the faculty member's teaching schedule if visa approval is delayed.
 - Travel outside the US sometimes impact visa processing and approval. The college's legal counsel will have discussed these details with the new hire. However, sometimes emergencies happen or details get forgotten. Be aware that sometimes travel impact visa processing, and ask questions if they arise.

- If new faculty are arriving internationally or have not lived previously and extensively in the US, be sure that they pay attention to important practical matters such as obtaining an international driver's license, bringing schooling, health, and personal records for themselves and family members, understanding US tax obligations and health insurance policies.
- EAP (Employee Assistance Program) is a part of our employee benefits, and they have advice for relocation. They have a hotline – encourage new faculty (once benefits start on July 1) to make use of EAP confidential resources.

Provider: Guidance Resources

Member Service: (800) 272-7255

Website: <http://www.guidanceresources.com>

Company Name: Colorado College

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June-July

General

- Review the information provided to new faculty members in the New Faculty Guidebook (sent in June) and answer any questions that may arise.

Workspace

- Confirm with new faculty when the office and/or lab will be ready for move in. This date typically occurs in the week before Fall Conference week, which is also when New Faculty Orientation takes place. A department can agree with the new faculty member on an earlier move-in date in the summer if that is convenient and feasible for the department.

- If another faculty member needs to move out of the office/lab to make space for the new faculty, work with the former to finalize a move-out date that will leave enough time for the department to prepare the vacated office for the new faculty.
 - If there are items (e.g., books, documents, office decoration, equipment) left behind in the office from the previous occupant, please check with the previous occupant and/or chair before throwing and repurposing them.
- Request office cleaning and maintenance repairs if needed.
- Arrange for a clean work area and desk.
- Update office nameplate and other way-finding signs.
- Order keys and card access for the office and other rooms.

Employment logistics

- Confirm faculty member's teaching schedule. Share the academic calendar with the new faculty. Preview Banner enrollment data for courses.
- Check to see if the faculty member has questions about parking, dress code (daily and for special events), start of academic year events (new faculty orientation, fall conference, faculty forum, opening convocation, faculty meeting, and departmental meeting and events).
- Refer benefits questions to HR.
- Find out the faculty member's research account number from the Dean's Office.
- Update departmental webpage in general and to include new faculty.

August through to the end of Fall Conference/NSO week

General

- Schedule uninterrupted time to meet with the new faculty member to welcome and orient them to CC, your department, and colleagues. Include roles and responsibilities of colleagues.
- Arrange opportunities for the new faculty member to meet departmental colleagues. Ensure departmental colleagues have a plan to reach out and make regular contact at work, but also coordinate with departmental colleagues to avoid overwhelming a new person within the first few weeks of the block.
- All new faculty members attend New Faculty Orientation and HR onboarding events.
- The chair should become the new faculty's departmental orientation point-person, but they could alternatively identify a departmental colleague to serve in this role, as long as there is one person responsible for ensuring that onboarding tasks are carried out and for proactively and regularly reaching out to the new hire.
- Arrange for a campus tour with a departmental colleague if the new faculty member has not already toured the campus during the hiring visit or orientation) and wants one.
- Order name badge and business cards if desired.
- Remind the new faculty to get their Gold Card.

Final Check on Technology Matters

- Make sure someone contacts ITS to order and set-up new faculty's computer.
- Ensure phone is set up. Point out how to find voicemail set-up information on the ITS website.
- Supervisor will receive an email from ITS, usually on the day following the employee's start date. Contact HR if an account needs immediate set-up.
- Ensure the new hire has department drive access, Banner access, and access to other programs, email.
- Refer new faculty member to online resources about printing and other departmental printing and administrative resources.

Block 1

- Officially welcome the new faculty member to the full department if not already done.
- Especially in the first week, check in as frequently as needed to make sure the faculty member is not experiencing challenges and frustrations that can be easily remedied and need to be remedied to get off to a good start.
- Take new faculty to lunch; if possible, include other faculty and staff members.
- Preparation for teaching:
 - Orient new faculty to key student support resources such as the Colket Center (Writing Center, Quantitative Reasoning Center), research librarians, Honor Council, registrar, ITS, Advising Hub, Student Life Office, Counseling Center, Sexual Assault Response Coordinator.
 - See if they have questions about ordering textbooks, using Canvas, Office 365, and CC's online student course evaluations.
 - Provide sample syllabi and assignments.
 - Make sure they have a classroom assignment for their block(s) of teaching and that the classroom meets their needs.
- New faculty member will join the Mentoring Alliance Program (MAP) and be a part of the college-wide mentoring program.
- Logistical matters:
 - Review access to rooms and buildings.
 - Show location of office supplies and how to order.
 - Discuss what the Administrative Assistant, paraprofessionals and/or student worker are expected and not expected to do. Explain any departmental procedures by which faculty make requests of the Administrative Assistant and other staff.
 - Ensure faculty member knows how to use the Banner tab for employment information and to update banner personal information if relevant.
 - Provide other budget/finance information to faculty (e.g., whom to ask for funds for class snacks and field trips, how to request conference funds, how to apply

for summer funds, departmental process for funding guest speakers and events, record keeping expectations, P-card, etc.)

- Assist with hiring student and purchasing research equipment/supplies, if either or both are needed and supported by a budget.
- Policy matters:
 - Review relevant academic and department policies and procedures.
 - Discuss handling of confidential information.
 - Explain departmental social media practices, if any.
 - Explain how to keep track of expenses and apply for a p-card, if necessary.

Block 1-Block 3

- Introduce the new faculty member to the personnel process, with a focus on annual salary review and 3rd year review processes. Refer to the faculty handbook as a resource. Communicate unambiguous departmental expectations for professional success.
- Create a supportive environment to ask questions and share feedback.
- Share department's cultural nuances, traditions, and norms regarding office hours, presence, division of labor, how members communicate, when the department meets and how often, how to be included on an agenda; what kinds of issues are discussed, how decisions are made.
- Plan some classroom observation opportunities for new faculty so they can see how other faculty members make use of the block plan for impactful teaching.
- Begin providing informal feedback:
 - Continue to check-in weekly, more frequently if the new faculty is teaching.
 - Review teaching evaluations and engage in conversations on teaching.
 - Review issues, goals, and priorities. Identify how to resolve challenges.
 - Review departmental scholarship statement/expectations.
- Introduce new faculty to outside-of-department staff and faculty colleagues with whom they are likely to work or share common interest.
- Logistical matters:
 - Ensure faculty member knows how to access and read research account information on Banner.

- Explain conference/meeting room, equipment, and other shared resource reservation process.

Towards the end of the first semester

- Engage in substantive end of semester discussion to discuss goals, progress, challenges, new ideas, and questions.
- Explain expectations of the content and process for annual salary review.