

SURVIVAL CHECKLIST FOR NEW FACULTY

Office Supplies and Equipment

- _____ Phone Connected
- _____ Computer with connection to server, printer
- _____ Desk supplies (paper, pens, paper clips, tape in dispenser, stapler, etc.)
- _____ Department stationery
- _____ File cabinet (empty) and filing supplies (folder, hanging dividers, etc.)
- _____ Name plate, office hours for office door

Access to Facilities

- _____ Office keys
- _____ Keys to desk, filing cabinet
- _____ Keys to teaching rooms, laboratory
- _____ Key to Department offices, mailboxes, as allowed
- _____ Building entry procedure during off-hours

Generic Information

- _____ Parking areas with likely available spaces during semester
- _____ Copier/Fax: instructions, access code, trouble shooting, restriction
- _____ Telephone system: local use, long-distance dialing, registration
- _____ Academic Calendar
- _____ Weather-related cancellation sources
- _____ Schedule for Department meetings
- _____ Department policies, procedures, resources, emergency contact phone list
- _____ Schedule for ordering textbooks
- _____ Academic Advising: advisee procedures, advising sheets, handbooks
- _____ Security concerns

Integration into Department

- _____ Add new faculty name to Department faculty listings (e.g., catalogs, directories)
- _____ Add new faculty information to Department website
- _____ Add new faculty e-mail address to Department distribution list
- _____ Prepare business cards, as needed
- _____ Introduction to support staff, review duties commonly provided