Faculty Onboarding Checklist

The Center for the Advancement of Faculty Excellence welcomes you as a valued member of the Queens community! To help you get off to a strong start, we've created this checklist to guide you to the university-level resources and policies that you should be familiar with. Your college and department will also introduce you to complementary resources, services, and policies at those two levels. Please keep this chronological checklist handy and use it throughout your first year.

I. First Steps

☐ Queens Username and Password: After you have accepted your offer of faculty employment through both Academic Affairs and Human Resources, look for an email message with the subject “Your New Queens Account.” This message will be sent to the email address that you submitted with your job application. This message contains your Queens username and initial password, which you will need to complete many of the steps below. Your username and password will be needed to access and sign in to various university websites, such as Human Resources and Academic Affairs. Follow the instructions in the email to change the initial password to a password of your choice.

☐ New Hire Checklist: Promptly complete the steps listed under the appropriate New Hire Checklist (click Full-Time faculty or Adjunct Instructor). Please note that you must bring the original of the document(s) you select from the I-9 table “List of Acceptable Documents” when you turn in your new hire paperwork. If you have questions about these steps, please contact Human Resources at hr@queens.edu or (704) 337-2385.

☐ Relocating? If your offer of employment included relocation reimbursement, retain all receipts and complete a Check Request Form. Work with your college staff as you have questions about this form.

☐ Orientation: Orientation for all new full-time faculty is normally held in August on the first contractual day of faculty employment. During the summer, new full-time faculty will receive an email from the Director of the Center for the Advancement of Faculty Excellence (CAFÉ) with details about the orientation date, time, and location on campus. Factor this event into any relocation or other summer arrangements. For new adjunct faculty and any faculty starting at other times of the year, online orientation resources and in-person support will be provided by CAFÉ and announced through email. All new faculty are encouraged to explore the robust resources available on CAFÉ’s website before beginning employment.

☐ Benefits: New full-time faculty receive an overview of benefits at Faculty Orientation. Benefits-eligible faculty can also review the current benefits guide through the New Hires website (see lefthand navigation links). Please see the Employee Handbook for details about benefits eligibility.

☐ Q-Card: You’ll use your Queens identification card for printing; accessing certain buildings, rooms, and parking areas; checking out library books; and getting on-campus dining and...
bookstore discounts. Get your Q-Card through Campus Police in Watkins after turning in your new hire paperwork.

- **Email, calendar, and Office 365 Apps:** Start to use your Queens email, Outlook calendar, and other Office 365 apps, such as Word, Excel, PowerPoint, OneNote, OneDrive, Stream, and more. Begin at http://mail.queens.edu/ to access your email and Outlook calendar. Then click the cluster of small tiles in the upper left to access other Office 365 web apps immediately. University- and college-level meetings will often be handled through Outlook calendar invitations, so be in the habit of using your Outlook calendar. This is also a good time to download and install Office 365 apps on your devices.

- **Parking, Transit, and Navigating Campus:** If you’ll be parking on campus, go to http://www.queens.edu/parking/ to register your vehicle and review parking policies and areas for faculty. Then visit Campus Police in Watkins to get a parking decal. Parking may be paid for each academic year online or via payroll deduction. Transit users should explore the Charlotte Area Transit System (CATS). CATS bus passes are available for purchase in the service center in the basement of Morrison Hall. Keep a convenient copy of the current campus map.

- **Handbooks:** Review and bookmark two handbooks: the Faculty Handbook and the Employee Handbook. The Faculty Handbook contains policies pertaining to curriculum, syllabi, faculty employment, faculty governance, and faculty evaluation and promotion. The Employee Handbook contains policies pertaining to all employees, policies specific to staff, and some policies that are specific to faculty.

- **Other policies:** Important university-level policies are highlighted on the Policies and Procedures webpage and in the Honor Code. Carefully review college-level and department-level policies as well.

- **Department and College Onboarding:** Check with your department colleagues and your college’s staff. Common questions include:
  - What am I teaching? When will I get my exact teaching schedule?
  - Where is my office or faculty work area?
  - What spaces will I need keys to access?
  - How do I get access to computing equipment and software?
  - What meetings or other department or college events must or can I attend?
  - Are there standards or protocols for grading, dress, handling class when I am sick, etc.?
  - Where will I find the most current list of the members of our department?
  - What department and college policies should I be most familiar with as I begin?
  - Is there a Program Director or course coordinator who oversees any of my courses?
  - Are there any expectations regarding shared textbooks, tests, or other assessments?

### II. Prepare for the Semester

- **Classroom Keys:** Pick up your keys at Campus Police in Watkins. Adjunct faculty should obtain key access to the Faculty Work Room McEwen 107, which contains a copier/printer.

- **Syllabus:** CAFÉ has created an accessible syllabus template to save you time. Review Section VI of the Faculty Handbook to ensure that your syllabi contain all required information; also review the policy on University-Recognized Absences from Class in the Academic Catalog. Final exam schedules and academic calendars are available on the registrar’s website. For the Fall
2020 semester, pay particular attention to the different academic calendars established for undergraduate and graduate programs, including different start dates.

- **Academic Calendars, Catalogs, and Class Schedules** are on the registrar’s website. Note add/drop deadlines and the date when final grades are due. Also look for a meeting schedule on the Academic Affairs website (see folder dedicated to current Academic Year Materials).

- **Learning Management System**: Queens is transitioning from Moodle to Canvas. In Fall 2020, online graduate courses will use the Canvas learning management system, while undergraduate courses will continue to use Moodle, which we call MyCourses (another name you’ll see is “Engage”). You can log into MyCourses (the login prompt is in the upper right corner) using your Queens username and password. CAFE’s website contains online help for MyCourses in a faculty-friendly sequence. As we transition to Canvas, you can find FAQs and links to helpful resources at the Canvas implementation page. Note that access to MyCourses will end in December 2020 and all courses will use Canvas from January 2021.

- **Class Rosters**: Available through myaccount.queens.edu (login in the upper left corner).

- **Library Resources**: The Queens Everett Library has print books, databases, ebook collections, interlibrary loan, library instruction for students, study and maker space reservations, and course reserves. One good starting point is the library’s faculty resource page.

**III. At Least a Week before the Semester Starts**

- **Learn about the Campus**: Review the campus map and take a virtual tour (x-out the pop-up window to begin). Please note that some buildings are changing due to in-progress construction.

- **Get Ready to Work**:
  - Create your email signature using the email signature template.
  - Download the RingCentral app for phone service and accessing voice mail, and the RingCentral Meetings app for video conferencing through the ITS RingCentral portal.
  - Make sure that your computer is set up to use Follow-Me Printing on campus. On your computer, print your file to the Follow-Me Printer. Then walk to a printer, tap your Q-card, and follow the instructions posted at the printer.
  - Contact college staff for information about business cards and computer equipment.
  - If requested, give college staff a biography, photo, and CV for the online faculty directory.
  - Review emails from department, college, and university staff for start-of-semester procedures.
  - Get familiar with classroom technology and available software, such as Office 365.

- **Technology Issues**: If you’re having technology issues, check the online technology help center. You can place a technology service request by emailing helpdesk@queens.edu.

**IV. First Weeks of the Semester**

- **Safety First!** Make sure you’re familiar with important safety services.
  - Campus police can be reached at (704) 337-2306. Program this number into your cell phone in case of emergency or lock out.
  - In an emergency, dial x2911 from a campus phone or (704) 337-2911 from a cell phone.
Look out for QAlerts in case of emergency, inclement weather, or campus closures. Check and update your contact information online to ensure that you will receive QAlerts.

Safety videos, policies, and the trip form are on the Public Safety and Campus Police site. You may report non-emergency incidents anonymously or non-anonymously through the PAVE system. This system is also used to report Honor Code violations.

- **Benefits Elections**: Benefits-eligible faculty should complete all desired benefits elections.
- **Questions?** Check the Faculty Handbook, or talk with your chair, a colleague, or college staff.
- **Campus Conveniences**: Take advantage of the Levine Center, on-campus dining options, and the mail center in the basement of Morrison Hall for postal supplies and mail services.
- **Training**: Attend to email prompts to complete training on topics like sexual harassment.
- **Common Student Issues**: Be prepared to support and follow the Queens Honor Code and accommodations procedures for students with disabilities. For answers to Frequently Asked Questions about accommodations, review the Appendices of the current Faculty Handbook or the Student Accessibility Services website. Learn more about services for students at Academic Support.
- **Attendance verification and midterm grades**: Look for emails from the registrar containing dates during which you need to report issues with student attendance, performance, and midterm grades. For all students whose grade at midterm is D or F, submit grades at myaccount.queens.edu.
- **Textbook orders for Spring**: In late September, look for an email prompt with the form used to place textbook orders for the spring semester.

**V. First Months of the Semester**

- **Faculty Development**: Look out for weekly CAFÉ emails sent to full-time faculty and adjunct instructors on Mondays. These highlight upcoming in-person and online support organized through the Center for the Advancement of Faculty Excellence (CAFÉ). Support spans wide-ranging topics such as teaching, research, and how to organize materials for promotion and tenure processes. Join a Printing Press faculty writing support group to maintain an active writing schedule during the semester. Learn more about forming an effective mentoring network.
- **Campus Events**: Look out for daily QNews emails and Outlook calendar items regarding Faculty/Staff coffees and Campus Updates. The coffees and updates are great ways to meet people and learn about important university developments. QNews emails also highlight cultural and other campus events.
- **Doing Research**: Familiarize yourself with Queens IRB Institutional Review Board procedures and deadlines and the resources available through the Office of Sponsored Research. Research posters can be printed in the Faculty Work Room McEwen 107.
- **VPN**: If you intend to work frequently off-campus, set up remote access to have access to your office computer files and software when you are away from the office.
- **Faculty Evaluations**: Consult the Faculty Handbook to begin to get familiar with the processes and policies for the annual evaluation of faculty and for later promotion and tenure reviews. In particular, note the timing and schedule of annual evaluations in the spring semester. Take
advantage of workshop and online resources offered by the Center for the Advancement of Faculty Excellence to strengthen your teaching and prepare for these processes.

- **Deductions**: Check your paystub online and review the deductions in relation to your benefits elections. When prompted to enter a registration code, use QUEENSUNIV-adpnet. If you have questions, please contact Human Resources at hr@queens.edu or (704) 337-2385.

- **Class observations**: Be aware that you may be contacted to identify a suitable date and time for a class observation by another faculty member, consistent with the Faculty Handbook. You can also participate in voluntary programs for peer observation of instruction.

- **Discounts**: Review off-campus discounts available to you.

- **Make Your Benefits Elections during November Open Enrollment**: Queens uses an active enrollment, which means your benefits choices do not automatically roll over from year to year. So even if you do not intend to make changes in your benefits elections, you must log in during Open Enrollment and make your elections for the next year. You can also make changes during the year with a qualifying life event. Learn more at the Human Resources Benefits page.

- **Submitting final grades**: Go to myaccount.queens.edu (login is in the upper right corner).

**VI. Settling in during Your First Year**

- **Reserving Rooms**: If you need to reserve space on campus, use the Astra room scheduling software to review room calendars, determine availability, and request to reserve a space. Use the posted contact information and complete Astra training to make a reservation.

- **University structure**: Organizational charts will help you understand the university's structure.

- **Annual Faculty Evaluations**: Consult the Faculty Handbook to review the details and timing of this process. Forms, including the faculty self-evaluation form, are housed on the Academic Affairs website. Take advantage of workshop and online resources offered by the Center for the Advancement of Faculty Excellence to strengthen your teaching and prepare for this process.

- **Short-Term Study Abroad**: Faculty can apply to lead short-term study abroad trips. If you might be interested in such a trip in a future year, you can begin to learn more about past trips and the application process through the Myrta Pulliam Center for International Education.

- **Service**: When talking with colleagues, listen for opportunities to engage in service to the university or community, such as university-level committees, working groups, or community outreach projects. Consult the Faculty Handbook’s description of the Standards of Faculty Performance and review the various types of service and the activities that constitute each type.

- **Your mentor network**: Invite a colleague out for coffee and build your mentoring network.

- **Professional counseling services**: Queens provides employees, and all who live in their household, access to free, confidential professional counseling through the Employee Assistance Program (EAP). Contact EAP directly at 704-529-1428 or 800-633-3353.

- **Textbook orders for Summer and Fall**: In spring semester, look for an email prompt with the form used to place textbook orders for the summer and fall semesters. Be prepared to submit textbooks by mid-March for summer and by mid-April for fall.

- **Suggestions for this checklist**: Let us know at lohmanl@queens.edu!
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<thead>
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<th>For help with. . .</th>
<th>Call. . .</th>
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<tr>
<td>Bookstore &amp; Textbook Orders</td>
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<td>Course Content</td>
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https://my.queens.edu/cafe/SitePages/Home.aspx