

New Faculty Checklist

Here is a list of questions to ask your unit head (or their designee) when you meet. Not all of these questions will apply to your individual situation, so select as appropriate.

- What are the important unit policies that you should know?
- Ask whom to contact for information about benefits and leave.
- Ask whom to contact for technical/IT questions. Is it the same person for both classroom and individual use?
- Find out whom to contact about assigned parking
- Find out who you should contact for help with student emergencies and challenges
- What are the unit's practices around missing classes or meetings due to illness, family emergency, or travel?
- Find out who handles conference room reservations.
- Ask for a unit organization chart. If the chart does not include staff, ask for information about which staff members assist with which tasks.
- Find out where the office supplies are located and how to request them.
- Locate the unit's copiers, determine who can assist you with making copies, and familiarize yourself with how to use the machines.
- Every unit is required to have a document that lists the criteria for tenure and promotion (APT and AEP). Ask for yours.
- Ask about the department/unit's mentoring practice. Note that the assignment of a mentor is required for assistant professors and strongly encouraged for all other faculty members.

New Faculty Checklist *(cont.)*

- Whom do you contact for questions about classroom technology?
- Is there someone in the department who helps instructors with ELMS/Canvas (including with online and hybrid teaching?)
- Does the department or the college have a syllabus template?
- How is lab space assigned and whom do you see about this?
- Does the unit have someone to help with grant submission and/or fellowship applications?
- Find out how committees are assigned and ask what would be a reasonable amount of service for you (if service is part of your position).
- Find out the senator(s) who represent(s) you in the University Senate and whom you can approach with ideas.
- Does your college have a group of faculty members that advises the Dean? If so, who are they and how do you contact them with ideas?
- How does your unit promote equity, diversity, and inclusion?
- Who is your library subject specialist?
- Does your unit have a way to apply for (1) research money; (2) travel to conferences or research sites; (3) money to bring in a speaker or organize a conference?