

## Checklist for New Hires in the College

*Department Heads who are preparing for the arrival of new colleagues might find this checklist useful. Department Heads with questions about procedures for welcoming new faculty should contact the Associate Dean of the College for Faculty and Program Support. The Associate Dean available to help with all questions and requests regarding new faculty. Early requests are much appreciated so that everything is ready for new faculty when they arrive.*

\_\_\_\_\_ 1. Allocate office space and let the AD know as early as possible which office the new person will have. If you are not sure what space is available, please check with the AD. Make sure that you have a key ready for the new faculty member. **The office space allocated for \_\_\_\_\_ (name of new hire) is \_\_\_\_\_ (building and room number).**

\_\_\_\_\_ 2. If the office space needs to be altered in any way (e.g. paint), make the request as early as possible. Department Heads can make Physical Plant requests directly via the Physical Plant homepage (<http://physicalplant.wlu.edu>) or can ask the AD to make and follow up on requests.

\_\_\_\_\_ 3. Make sure there are adequate furnishings (desk, desk chair; if possible, extra chairs and a table for conferences with students) for the office space. Again, if in doubt, contact the AD, who can check on surplus furnishings in the Barn and around campus, or order new furniture, if appropriate.

\_\_\_\_\_ 4. Be prepared to discuss potential start-up needs and amounts with the Dean of the College.

*For your information. Don't hesitate to call the AD with questions.:*

- The AD will contact University Computing to make sure that there is an adequate computer for the new person and that the person has access to a networked printer. The AD will ask UC to create W&L account ID's for all new faculty as early as possible. This will help us to communicate with new faculty sooner via GroupWise and Blackboard and will facilitate their immediate access to Novell once they are on campus.
- New faculty members will be included in a Blackboard "course" for new faculty orientation. The AD will be in direct touch with new faculty about GroupWise and Blackboard accounts. Last year's new faculty orientation information is available from this URL: <http://thecollege.wlu.edu/administration/orientation.htm>.
- The home department will ask Telecommunications to set up telephone service in the office and to provide telecommunications user information for the new person. If you know the new person's telephone extension already, please let the AD know.
- The AD will be in touch with all new hires to find out when they expect to arrive in Lexington. If there is no one in your department at the time of your new colleague's arrival, the AD will likely be available to get the new department member situated (office key, telephone, information about Novell login, etc.).
- New tenure-track hires will be set up with a faculty mentor from outside the home department. There will be a reception for new faculty and their mentors in early September.