South Dakota State University

Faculty Onboarding Checklist

This checklist is designed to assist with the orientation process. Onboarding is a long-term for at least six months. This checklist is organized chronologically and is intended to help prepare for the arrival of the new employee. Once an employee begins employment, she/he shall work with the hiring manager and an assigned mentor* to complete the checklist. The hiring manager may add rea. Those hired internally may omit items that are not applicable. All new employees needing additional information or wanting to add items to the checklist should make the request of the hiring manager.

A mentor is a colleague of the new employee assigned to aid the new employee in transitioning to his/her new position, the department, college and university. This individual is -person for questions and advice. The hiring manager assigns and introduces the mentor to the new employee.

Employee Name:	
Position Title:	**Hire Date:**
Mentor:	
Department Head/Assistant Department Head:	

Prior to Start Date		
Task	**Completed by**	**Date Completed and Initials**
Initiate Request to Hire Business Process Create a letter of offer using the approved template and send along with household moving information and Agreement to Assign Intellectual Property Rights to successful candidate. Notify search committee of decision. E-mail announcement to the department. Create a Professional Action Request (PAR) and route internal form Call/email to officially welcome the new employee to SDSU and provide critical first day information: when to arrive (date/time), where to park and report, what documents to bring, what the schedule will be. Identify mentor for new faculty. Send new faculty information to Kevin Sackreiter (kevin.sackreiter@sdstate.edu)	**Department Head & Secretary/ support staff**	

Task	Completed by	Date Completed and initials
Ensure all information and paperwork (signed letter of offer/PAR) is completed and submitted to HR Arrange for temporary parking, set-up office space, e-mail/internet account, activate D2L account, port activation, phone set-up, keys, business cards, and other necessary supplies and materials.	**Secretary/ support staff; work with HR**	
Create an onboarding schedule. Schedule meeting with new faculty for first day of employment or earlier depending on arrival date of faculty member.	**Department Head**	

During the 1st week of employment		
Task	**Completed by**	**Date Completed and initials**
Meet with Department Head (or designee) to review onboarding schedule and to review research, teaching and service expectations for the faculty role. Complete the W-4 and I-9 forms in the Payroll Office (Morrill Hall 306) and provides appropriate and certified birth certificate) Send official transcript to HR Curriculum Vitae - update and send an electronic copy to supervisor and HR as soon as possible (including new local address and telephone number). Go to card services to obtain the SDSU photo ID card. Obtain a permanent parking permit from Parking Services. Employee will need to be hired in Banner before permit is available for purchase. Temporary parking permits are issued by Parking Services. Schedule a Benefits Orientation by calling 688-4128.	**Employee**	
Update organizational charts and faculty websites as applicable.	**Secretary/ support staff**	

New Faculty Orientation		
Task	**Completed by**	**Date Completed and initials**

*RSVP and attend NFO, below is a list of a few topics that will be covered. You will also have the opportunity to connect with other new faculty, learn about SDSU traditions and campus culture, and the Brookings community.

    Discuss SDSU Policies and Procedures on the SDSU Website at https://www.sdstate.edu/policies-and-

Review the Academic Calendar and Academic Administrative Events Calendars found on InsideState https://insidestate.sdstate.edu/academics/Pages/calendars.aspx

D2L and course set-

Consider scheduling a teaching observation by peer or Center for the Enhancement of Teaching and Learning (CETL). (optional) Learn about research facilities and equipment in the department, college, on campus or the state. Learn about funding agents, potential grant programs, and funding history in the department, research areas and college. Network with collaborators in the department, college and campus. Attend grant proposal writing workshops.		

Second Semester

Task	Completed by

Year 3		
Task	**Completed by**	**Date Completed and initials**
During fall semester of the third year of tenure track, either the department head or an assigned faculty mentor will work with the candidate to prepare the third-year review materials, typically called a dossier. The mentor should be a tenured faculty member who has successfully achieved tenure, and who can provide helpful suggestions and feedback on the process and preparation of materials. Participate in professional development opportunities as provided by CETL, IDS or other office as appropriate	**Employee with the assistance of the department head and mentor if applicable**	