

## New Faculty Checklist 2021

This checklist is intended to help you prepare for New Faculty Orientation (NFO) and your first weeks at USI. Please view the [New Faculty](#) webpage to find information related to NFO.

### Prior to New Faculty Orientation

- [Register](#) for New Faculty Orientation by August 5
- Complete the New Faculty [Biography form](#) by August 5
- Review USI's [COVID-19 Information](#) and Resources. Face coverings are required while indoors.
- Review USI's [Strategic Plan](#) for 2021-2025  
This will help you be informed for Provost Khayum's opening session.
- Complete and submit Human Resources (HR) tax paperwork (tax packet, I-9 documents, and payroll information) and gather necessary documents in advance (*strongly recommended*)  
Questions? Please contact Human Resources at 812.464.1815 or Shelby Jackson at [snjackson1@usi.edu](mailto:snjackson1@usi.edu)
- Watch the [50th anniversary documentary](#), *Shaping the Future: The University of Southern Indiana* (2015) to learn about USI's history (*recommended*)

### During New Faculty Orientation

- Review Human Resources and [Benefits](#) information
- Complete and submit Human Resources benefits and tax forms
- Activate your [myUSI](#) online account. Your HR tax forms need to be submitted first.
- Learn about USI, meet members of the USI community, and become familiar with information and tools to prepare you for the start of the academic year.
- Schedule an appointment with [Photography Studio](#) to have your professional headshot taken.  
Drop in during 9 am-3:30 pm on August 11 or schedule an [appointment](#) for August 4, 5, 11, or 12.
- Get your Eagle Access Card (university ID) in University Center West, lower level  
Please contact 812.464.1859 or [foodmealplans@usi.edu](mailto:foodmealplans@usi.edu)
- Complete COVID-19 safety online training prior to coming to campus (*to be confirmed*)  
Check your USI email for a message with the link to the training module, which takes about 15 minutes and should be completed before you participate in on-campus activities.

### During Your First 1-2 Weeks on Campus and Prior to the Start of the Semester (August 23)

- Pick up keys to your office. Contact your department's administrative assistant.
- [Set up](#) email, Wi-Fi, and IT security on your devices. Need help? Contact the [IT Help Desk](#).
- Confirm your teaching schedule and locations using the [Class Schedule Search](#)  
Please contact your Chair if you have questions.
- Visit the classrooms in which you will be teaching (if you will be teaching in-person). [Building maps](#)
- Attend the Fall University Meeting on Tuesday, August 17 ([RSVP here](#))
- Attend [Get Ready! Teaching Resource Fair](#) on August 18 or 19 (*recommended*)  
Stop by to learn quick tips for teaching strategies, tools, and resources and get your questions answered.

### Preparing for Your First 1 Week of the Classes

- Course planning:
  - Develop the course goals and learning [objectives](#) for the course.
  - Identify types of assessments for students to demonstrate
  - Identify [activities](#) and resources to help student learn, engage in, and practice the ideas, concepts, and skills
- Develop the [syllabus](#) and schedule
  - Refer to the [Syllabus Template](#)
  - Check the [University calendar](#) and [Final Exam](#) schedule
  - Set your office hours
- Add the syllabus and schedule to the course Blackboard site. Then, make the Bb [Course available](#) to students.
- Print the Course Rosters (take attendance and seating location each class)
- Send a welcome email or Bb announcement to your students a few days before the first class (*recommended*)
- Plan for an awesome [First Day](#) of class
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### During the First 2 Weeks of the Semester

- Get to know the faculty and staff in your department/program. Ask questions!
- Get to know your students
- Review the Faculty Planning Calendar
- Attend New Faculty Academy during week 2 (schedule will be emailed soon)
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