

New Faculty – Department Checklist

The chair and the departmental office staff play an important role in welcoming new Clemson University faculty to campus and assisting in a new faculty member’s adjustment to their new workplace. Use the New Faculty Checklist to help ensure that you have everything in place for the new faculty in your department.

Name: _____

Position Number: _____ Title: _____

I. Following items should be completed prior to entering new hire into CUBS		
	Class and Comp approval for hire and salary	HR Partner
	Signed I-9 forms and documents	*HR Partner
	Signed Offer Letter	Dept. Admin prepares--provides to HR Partner
	Request to hire with curriculum vita	Dept. Admin prepares--provides to HR Partner
	Tenure Agreement	Dept. Admin prepares--provides to HR Partner
	PDE from department for new hire	Dept. Admin prepares--provides to HR Partner
	Certification of credentials form	Dept. Admin prepares--provides to HR Partner
	Gather transcripts	Dept. Admin prepares--provides to HR Partner
	Initiate the background check	Dept. Admin prepares--provides to HR Partner
II. Once the faculty member is hired (offer letter signed)		
	Complete I-9 paperwork. (I-9 must be completed within three business days of the date of hire.)	HR Partner*
	The department should decide how the new faculty member will be welcomed, as well as introduced to networks and key players.	Lead by Dept. Chair
	Announce arrival in college or department listserv of the new faculty member (include day and office number).	Dept. Chair
	Determine who will mentor the new faculty member and what assistance will be provided.	Dept. Chair
	Contact HR Partner to obtain resources to provide the faculty member prior to coming to Clemson.	Dept. Admin or Dept. Chair

*For International Faculty I9 is conducted by the International Employment Unit.

For International Faculty, complete Section III. For U.S. faculty, skip to Section IV.

III. International Faculty (Foreign National employee- Non U.S. citizen or Green Card holders)		
	Once the hiring department has made an offer to an international candidate (see definition above), the hiring department must submit the International Hire Request in People Soft.	HR Partner or Dept. Admin
	The department is encouraged to schedule an appointment with an Employment Visa Specialist within the Office of International Services to determine the appropriate visa category and process for the incoming faculty member contact (864) 656-3614 or is@clermson.edu to request a convenient time.	Dept. Admin
	The hiring department and new faculty member must complete all required paperwork as determined by the Employment Visa Specialist within the recommended time outlined in the process instructions available online: http://www.clemson.edu/campus-life/campus-services/international/	Dept. Admin & New Faculty Member
	The Employment Visa Specialist will prepare and file paperwork required for the visa process and notify the hiring department and new faculty member of any responsibilities or process updates.	International Services
	The hiring department and new faculty member must notify the Employment Visa Specialist of any delays in visa issuance. The employment visa specialist will assist with coordinating visa compliance and communication with government agencies.	Dept. Admin & New Faculty Member
	In cases where the university is the sponsor of an employment-based visa, the Employment Visa Specialist will notify the employee of approval and provide all relevant documentation to complete the next step of the hiring process with Human Resources.	International Services
	International scholars participating in the J-1 Exchange Visitor program are required to complete the exchange visitor check-in process with the office of International Services immediately after arriving at the university and prior to beginning work or exchange visitor program. Instructions are available online: http://www.clemson.edu/campus-life/campus-services/international/visiting-scholars.html	J Exchange Visitor Visa Holders
	Once the international faculty arrives and has completed all international services' processes, the faculty member must meet with International Employment in the Office of Human Resources within the Administrative Services Building to complete all new hire paperwork. Employee will not be able to begin employment until the International Hire Request is approved by Human Resources.	Dept. Admin & International Employment (HR)

Continue to Section IV

IV. Prior to Arrival (All faculty)		
	Contact the new faculty member and communicate that they will be receiving communication with regards to benefits; provide them contact information for a benefits counselor. Encourage the new faculty member to sign up for a benefits overview session.	HR Partner
	Verify I-9 paperwork has been completed.	HR Partner
	Encourage the new faculty member to attend the faculty orientation hosted by the Provost Office in August. Share that many vendors and HR partners will be present with goodies and resources.	Dept. Admin and Dept. Chair
	If the new faculty member is unable to attend the August Faculty Orientation, encourage the new faculty member to register and attend the HR onboarding session. Communicate the dates and resources that will be covered: Clemson ID, parking decals, campus tour, benefits overview, library services, as well as many other campus resources. Vivian Morris (vivian@clemson.edu) is the HR contact for HR On-boarding. Ensure Vivian has the faculty member's correct email address.	Dept. Admin or Dept. Chair
	Assess office space and furniture. Ensure office is furnished: desk, chair, file cabinet, bookcase, trash can, phone line, office supplies, etc. If applicable surplus old furniture and paint office.	Dept. Admin
	Prepare an outline of the new faculty member's first day.	Dept. Chair
	Alert college IT to set up computer and phone lines.	Dept. Admin
	Prepare a packet for the new faculty member to include: department directory, campus map, emergency contact information, inclement weather guidelines, academic calendar, ordering textbooks, etc. *Determine if the information will be provided by the Dept. Chair or selected mentor.	Dept. Admin
	Communicate with the faculty member where they should report to on their first day (building, room etc.)	Dept. Admin

V. Day of Arrival		
	Greet the new faculty member. Examples: Have a welcome breakfast or drop in planned. Arrange to take the new faculty member to lunch. Present new faculty member with a bag of Clemson goodies.	Dept. Chair
	Key distribution - personal office and any other needed keys.	Dept. Admin
	Parking- communicate best places to park or bus routes.	Dept. Admin
	Telephone and voicemail installation instructions. Provide long distance code.	Dept. Admin
	Email instructions.	Dept. Admin
	Show mailbox location and protocol.	Dept. Admin
	Copier/fax access code (if applicable).	Dept. Admin
	Appropriate access given to Banner, Blackboard and other computer systems.	Dept. Admin
	Show the new faculty member how to set up for CU alerts.	Dept. Admin
	If the new faculty member has not yet obtained an ID card, walk them over to the Tiger One center.	Dept. Admin / HR Partner

VI. First Week on Campus		
	Add contact information to department and faculty listservs.	Dept. Admin
	Provide a copy of the department directory (include new faculty).	Dept. Admin
	*Arrange with Human Resources for a headshot for the website (no cost).	Dept. Admin
	Add relevant shared computer drives or share point.	Dept. Admin
	Discuss ordering supplies and special items (business cards).	Dept. Admin
	Share expectations and instructions on travel request forms.	Dept. Admin
	Provide the new faculty member a packet that includes a department directory, campus map, emergency contact information, inclement weather guidelines, academic calendar, ordering textbooks etc.	Dept. Chair or Mentor

*Headshots will be available at the Faculty Orientation in April.

VII. Introductions and Tours (should be conducted within the first week)		
	Introductions: Dean of the College and Support Staff	Dept. Chair or Mentor
	Introductions: Department Chair Support Staff	Dept. Chair or Mentor
	Introductions: Faculty members within the college	Dept. Chair or Mentor
	Introductions: College HR partner	Dept. Chair or Mentor
	Tour of the college (classrooms and lab space)	Dept. Chair or Mentor
	Tour of the buildings/offices that the new faculty member may frequent (ex: library)	Dept. Chair or Mentor
	Provide a campus map and walking or driving tour.	Dept. Chair or Mentor
	Additional introductions and tours if applicable.	Dept. Chair or Mentor

VII. Meet with the new faculty member: Review Important Documents and Resources		
	Discuss the University's <i>ClemsonForward</i> strategic plan.	Dept. Chair
	Provide a copy of the <i>College Handbook</i> .	Dept. Chair
	Review meetings that need to be attended (regular department, college, committee meetings etc.)	Dept. Chair
	Share a copy of the College Faculty Bylaws (Department bylaws).	Dept. Chair
	Provide the faculty member the college and department organization chart.	Dept. Chair
	Share the department strategic plans.	Dept. Chair
	Provide a copy of the academic calendar - including commencement expectations.	Dept. Chair
	Share with the new faculty helpful information to be successful:	Dept. Chair
	<ul style="list-style-type: none"> • Class attendance • Course evaluations • Grading / submitting grades 	

	<ul style="list-style-type: none"> • Classroom expectations and policies • Teaching schedule • Office hours 	<ul style="list-style-type: none"> • Attendance verification • Classroom behavior • Resources when students are disruptive • Ordering textbooks 	
	Provide necessary syllabus information and resources.		Dept. Chair or Mentor
	Discuss evaluations and research efforts and expectations.		Dept. Chair
	Share expected department, college, and/or university training that is required or recommended.		Dept. Chair
	Provide a copy of the Undergraduate Class regulation letter https://www.clemson.edu/administration/ugs/faculty/		Dept. Chair
	Provide a copy of the Graduate Class regulation Letter http://www.clemson.edu/graduate/faculty-staff/resources.html		Dept. Chair
	Share the name of the college's faculty senator and a link to the Faculty Senate website.		Dept. Chair or Mentor
	Share the appropriate resources for the new faculty member to contact if questions arise.		Dept. Chair or Mentor

Each department is different and may assign additional tasks to various individuals during the orientation phase. Remember, the key is to help make the new faculty member feel welcomed and excited to be at Clemson University. If you have any questions, please contact your HR Partner.