CSUF Faculty Onboarding Checklist

This checklist has been created by the Faculty Development Center (FDC) to support you with your onboarding experience at California State University Fullerton. We hope this helps you become a connected, productive, and thriving member of the Titan community!

I. Start Strong!

☐ Complete required new hire paperwork and make sure you are prepared to provide important hire documentation, including proof of eligibility to work in the U.S.

☐ If you need to file for a work visa, contact Human Resources, Diversity and Inclusion at 657-278-2255. Ideally this should happen as soon as you accept the position.

☐ Plan to attend orientation (foundations) for new full-time or part-time faculty – look for an email with dates and times.

☐ Download and review the university Faculty Handbook – it introduces you to everything from the mission and strategic plan of the university to payroll procedures.

☐ Purchase your parking permit online or get paid for using alternative transportation. If you would like your parking deducted from your paycheck you will need to visit the office of Parking and Transportation Services.

☐ Get your CSUF TitanCard (university identification card).

☐ Each department may have a different way of orienting you to their specific procedures, so check with your chair and/or department office staff.
Here are the top 10 questions:
1. When will I get my teaching schedule?
2. Where is my office?
3. What time should I report to my department on my first day?
4. What is the dress code for this role/the department?
5. Where can I access a department directory?
6. How do I get keys to classrooms, offices and classroom computer equipment?
7. How do I get computer access, email account, laptop/iPad, desktop?
8. Are there faculty meetings or department events that I must attend or can attend?
9. How can I learn about the specific department standards and protocols (such as adding/dropping students from classes, photocopying, typical course grade distributions, emergency procedures, etc.)?
10. What University Policy Statements (UPS) should I be familiar with before teaching?

☐ Prepare your syllabi, consistent with UPS 300.004. If you are scheduled to teach an online or hybrid class, you will want to also add requirements put forth in UPS 411.104 The FDC has provided an accessible syllabus template, plus other basic teaching resources to help you.

   ☐ Provide office hours to your department as required by UPS 230.020.
   ☐ Ensure your office hours are posted outside your office.

☐ Begin to become familiar with our learning management system called Titanium. You can access Titanium help guides 24/7 online, visit the Academic Technology Center to meet with an instructional designer, and sign up for workshops to support your online teaching via Online Education and Training.

☐ If you'd like to have student attendance taken automatically through iBeacon by using the iFullerton app visit OET's website to get instructions on how to add this to your course:

☐ http://titaniumhelp.fullerton.edu/m/FAQ/l/778858-how-do-i-link-the-ifullerton-student-attendance-to-my-course-in-titanium

☐ Students must have the iFullerton app on their phone to be able to "check in". You can share the directions below with students on how to add the iFullerton app:

☐ http://www.fullerton.edu/it/_resources/images/atc/iBeaconVideo_StudentInstructions.pdf

☐ Plan your commute. Note that some parking lots fill quickly during certain days/times.

II. Before the Start of the Semester

☐ As the campus becomes more active in preparation for the new semester, walk around and introduce yourself to office staff, student assistants and teaching colleagues.

☐ If you'll be accessing your email or other campus computer systems with your home laptop or mobile device, you can get help with the settings from Academic Technology Center (ATC) staff in the Faculty Commons in Pollak Library South (PLS) Room 237.

☐ Fill out your forms, such as W-4 and sign up for direct deposit. If you have any questions, contact your department coordinator or the Payroll Office at x2521.

☐ If you qualify for benefits, attend a Benefits Orientation offered by Payroll, Benefits and Retirement Services and sign up for your benefits by early September to be enrolled on October 1st. Log in to the Faculty Portal, click, "Titan Online", and then click, "My Benefits Information".

☐ Review all emails from your department and university administrators regarding beginning of the semester procedures such as getting access to class rosters, how to add/drop students at specific time points, etc.

☐ Get settled in your workspace/office:

☐ Set up office voicemail - you can find voicemail support online
☐ Create your campus email signature using your outlook account . You may also want to create an email signature for when you correspond with students through Titanium.
☐ Work with your department's office manager or coordinator on supplies you need to get started and order your business cards if needed

- ☐ Get more familiar with campus and its resources:
  - ☐ Take a virtual tour
  - ☐ Learn about eateries on campus and note their hours of operation
  - ☐ Learn about the Employee Wellness Program (EWP) and Recreation Center (workout facilities)
  - ☐ Explore the bookstore, the Arboretum, the Clayes Performing Arts Center, the Titan Student Union, the Pollak library, the Quad, and Titan Walkway (see campus maps)

- ☐ Schedule time to complete compliance trainings – you will receive emails about accessing online training pertaining to important matters such as general campus safety, sexual harassment, and FERPA. To complete this training, log in to the Faculty Portal and use the search box on the left-hand side to search for the Employee Training Center. Click, "ETC Login" and then, "Assigned Learning". Your required online training sessions will be listed.

- ☐ Submit required information (professional profile/bio/photo) to your department staff.

- ☐ Learn how to view your class rosters.

- ☐ Explore the Faculty Commons in Pollak Library South 2nd Floor – here you will find services provided by the Academic Technology Center (ATC), Faculty Development Center (FDC), Online Education and Training (OET) and Faculty Affairs and Records (FAR).

- ☐ Log-on to Titanium by logging into the portal and selecting, "Titanium Faculty" to ensure that you can view your courses. If you can't see your courses, contact your Department Chair.

- ☐ Get campus alerts via email/text message. Log in to the Faculty Portal, click Titan Online, and under My Personal Profile, update your emergency contact information. CSUF uses this system to notify employees and students of closures and emergencies.

III. First Weeks of the Semester

- ☐ As you have questions, remember that the Faculty Handbook is a great reference. You may also want to reach out to your chair, a teaching colleague, and/or department staff.

- ☐ You may start thinking about how to grow as an educator or use technology effectively in your teaching. There are a range of resources at the Faculty Development Center (FDC) and through Online Education and Training (OET), including online resources and workshops.

- ☐ Learn more about CSUF, your students, and colleagues through the daily emails titled *CSUF News Update* and the free *Daily Titan* newspaper at newsstands across campus.

- ☐ Begin to get familiar with the faculty evaluation processes used for tenure-track faculty and lecturers through the Faculty Affairs and Records website.

- ☐ You may encounter students in distress – so review the Red Folder guide sheet to understand how you can best help them.

- ☐ Continue to review all emails from your department and university administrators regarding procedures such as how to add/drop students at specific time points.

IV. First Few Months of the Semester

☐ Check your paystub online. Log in to the Faculty Portal, click Titan Online, and under My Payroll and Compensation, view your paystub. If you have any questions contact your department coordinator or the Payroll Office at x2521. Please note: Faculty employees will not be able to view their first paycheck until after September 30th.

☐ Try to attend social, entertainment, and athletic events on campus. This is a great way to meet and network with faculty and staff. These dates are listed on the Events Calendar and reminders go out via *CSUF News Update* emails.

☐ Explore employee discounts for local entertainment and attractions (scroll to the bottom of the page).

☐ If you'll be doing research, take IRB Training through the Research Compliance Office.

☐ Start to think about your broader professional development. Visit the Faculty Development Website for upcoming workshops. Learn about the Multicultural Speech Clinic Services services available to help those for whom English is not the first language.

☐ During this time, your department will plan future course schedules. You may want to discuss future teaching interests and opportunities with your department chair.

V. Plan Ahead: Your First Year

☐ If you qualify for benefits, now is a good time to do a review and make sure they are working for you. Every fall you have the opportunity to make changes to your benefits during open enrollment. These changes take effect on January 1. You can also make changes to your benefits during the year with a qualifying life event.

☐ Become more informed about the faculty evaluation processes used for tenure-track faculty and lecturers through the Faculty Affairs and Records website. Consult with your department chair or colleagues for advice, training or other resources to help you.

☐ Take advantage of Health and Wellness discounts and programs for CSUF employees.