

New Faculty Checklist 2020

This checklist is intended to help you prepare for New Faculty Orientation (NFO) and your first week 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 7
- Review USI's [Safe Return to Campus Plan](#)
- Complete Human Resources (HR) tax paperwork (*strongly recommended*)
You should have received an email on July 21, 2020, from Stephanie Brown in Human Resources with new hire tax paperwork and instructions.
- Schedule an appointment to submit your HR 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
- 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 will 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.
- Get your Eagle Access Card (university ID) in University Center West, lower level
Appointment is recommended; please contact 812.464.1859, eaglecrd@usi.edu
- Review the [Safe Return to Campus Plan](#). Face coverings are required while on campus. (*new*)
- Complete COVID-19 safety online training prior to coming to campus (*new*)
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 Week on Campus

- Pick up keys to your office. Contact your department's administrative assistant.
- 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)
- Attend the Fall University Meeting on Tuesday, August 18 (information to be announced)
- Attend [Teaching & Learning workshops](#): Offered via Zoom in August to help you become familiar with teaching tools, resources, and strategies (*recommended*)
- Schedule an appointment with Photography Services to take your professional headshot. (*new*)
You will be receiving an email with details and the schedule during late August.