

New Faculty Checklist 2024

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.

If you have questions, please contact Amy Chan Hilton at amy.chanhilton@usi.edu or 812.461.5476

Prior to New Faculty and HR Orientation

- [Register](#) for New Faculty Orientation by July 31
- Complete the New Faculty [Biography form](#) by August 5
- Complete and submit Human Resources (HR) payroll forms (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 Maggie Weinzapfel at mcweinzapf@usi.edu
- Browse USI's [Strategic Plan](#) for 2021-2025
- Watch the [50th anniversary documentary](#), *Shaping the Future: The University of Southern Indiana* (2015) to learn about USI's history and [The College Tour USI episode](#) (2022) to learn about campus life. (*recommended*)

During New Faculty and HR Orientation

- Review Human Resources (HR) and [Benefits](#) information
- Gather required HR documentation and submit HR benefits and payroll forms (as needed)
- [Activate](#) your [myUSI](#) online account.
Your HR forms need to be submitted first to be assigned an Employee ID number.
- [Set up](#) email, Wi-Fi, and IT security on your devices. Need help? Contact the [IT Help Desk](#).
- 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.
- Visit the [Photography Studio](#) to have your professional headshot photo taken.
Drop in on **August 7, 8, or 9 (Wed-Fri) during 3-4:30 pm**, located on the 2nd floor of the [Recreation, Fitness and Wellness Center](#). Questions? Contact 812.465.7130 or photos@usi.edu; or schedule an [appointment](#). You'll likely meet Barbara Goodwin - check out her terrific article on USI's [Bluebird Trail!](#)
- Get your [Eagle Access Card](#) (university ID) in University Center West, lower level (8:30 am-3 pm)
Please contact 812.464.1859 or foodmealplans@usi.edu

During Your First 1-2 Weeks on Campus and Prior to the Start of the Semester (August 19)

- 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 where you will be teaching (for in-person classes): [Campus map](#) | [Building maps](#)
- Attend the Fall University Meeting on Tuesday, August 13

- Attend [Get Ready! Drop-in Sessions](#) on August 14-18 (*recommended*). Learn quick tips for teaching, and get your Syllabus reviewed and questions answered as you prepare for the first week of class.

Preparing for Your First 1 Week of the Classes

Course design and 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 course [syllabus](#) and schedule
 - Refer to USI's [Syllabus Template](#)
 - Develop the course schedule. Check the [University calendar](#) and [Final Exam](#) schedule
 - Set your student drop-in hours (office hours)
 - Request a [Zoom Pro](#) account (*recommended*)
- Add the syllabus and schedule to the course Blackboard site. When ready, [make the Bb Course available](#) to students
- View and download/print your Class Lists from myUSI:
Best for online viewing: Quick Links Faculty > USI Class List
Best for downloading: Self-Service > Faculty and Advisors > USI Class List (with photos)
- Send a [welcome message](#) to your students a few days before the first class (*recommended*)
Use Bb announcements and select the option to also email the message.
- Plan for an awesome [First Day](#) of class
- Use the New Faculty Orientation materials as a guide bit.ly/NFOdocs2023
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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!
- Start getting to [know your students](#)
Use Icebreaker activities (see the link above and here's [more ideas](#)) and a survey in Bb or Microsoft Forms
- Review the Faculty Planning Calendar
- Attend New Faculty Academy during week 2 (schedule will be emailed soon)
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