

New Faculty Checklist 2025

This checklist is intended to help you prepare for New Faculty Orientation (NFO) and your first few 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 30
- ☐ Complete the New Faculty [Biography form](#) by August 4
- ☐ 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 Kaylee Simmons at ksimmons1@usi.edu.
- ☐ Browse USI's [Strategic Plan](#) for 2021-2026
- ☐ 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) [Benefits](#) and [Payroll](#) 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 receive your Employee ID number.
- ☐ [Set up](#) email, Wi-Fi, and IT security on your devices. Need help? Contact the [IT Help Desk](#).
- ☐ Visit the [Photography Studio](#) to have your professional headshot photo taken on August 4, 6-8.
Drop-in times: Monday at 1-3:30 pm, Wednesday at 9am-12 pm, Thursday at 2:30-4:30 pm, and Friday 2-4:30 pm. The studio is 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](#).
- ☐ 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.
- ☐ 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.

During Your First 1-2 Weeks on Campus and Prior to the Start of the Semester (August 18)

- ☐ Pick up keys to your office. Contact your department's administrative assistant/associate.
- ☐ Confirm your teaching schedule and locations using the [Class Schedule Search](#).
Please contact your Chair if you have questions.
- ☐ Visit your classrooms (for in-person classes): [Campus map](#) & [Building plans](#)
- ☐ Attend the Fall University Meeting on Tuesday, August 12
- ☐ Attend [Blackboard Ultra training and drop-in sessions](#) during August 12-15 (*recommended*)

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 their progress
- ☐ 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 [USI academic calendar](#) and [Final Exam](#) schedule
 - ☐ Set your [office hours](#) ; consider reframing them as [student drop-in hours](#)
 - ☐ Request a [Zoom Pro](#) account (*recommended*)
- ☐ Add the syllabus and schedule to the course Blackboard Ultra site. When ready, go to Course Settings to [open the Course](#) to students.
- ☐ View and download/print your Class Lists from myUSI:
Go to: Faculty Apps > Self-Service > Faculty > Class List
- ☐ 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/NFOdocs2025
- ☐ _____
- ☐ _____



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](#) and creating a class community by using [icebreaker activities](#) and creating [class norms/expectations](#)
- ☐ Review the Faculty Planning Calendar
- ☐ Attend New Faculty Academy during week 2 (schedule will be emailed soon)
- ☐ _____
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