New Faculty Checklist

HERE IS A LIST OF QUESTIONS TO ASK YOUR UNIT HEAD WHEN YOU MEET:

☐ Ask for a unit organization chart [Please note that we use the word “unit” because not all colleges are departmentalized].

☐ Find out where the office supplies are located and how to request them.

☐ Locate the unit’s copiers, determine who can assist you with making copies, and familiarize yourself with how to use the machines.

☐ Find out who handles conference room reservations (contact to reserve space for lab meetings).

☐ Every unit is required to have a document that lists the criteria for tenure and promotion. Ask for yours.

☐ Ask about the department/unit’s mentoring practice. Note that the assignment of a mentor is required for assistant professors and optional for associate professors.

☐ Whom do you contact for questions about classroom technology?

☐ Is there someone in the department who helps instructors with ELMS (including with online and hybrid teaching?)

☐ Does the department or the college have a syllabus template?

☐ How is lab space assigned and whom do you see about this?
Does the unit have someone to help with grant submission?

Ask whom to contact for information about benefits and leave.

Ask whom to contact for technical/IT questions. Is it the same person for both classroom and individual use?

Find out the senator who represents you in the University Senate and whom you can approach with ideas.

Who is your library area specialist?

What are some important unit policies?

Does your unit have a way to apply for (1) research money; (2) travel to conferences or research sites; (3) money to bring in a speaker or organize a conference?

What are the unit's practices around missing classes or meetings due to illness or travel?