



SOUTH DAKOTA STATE UNIVERSITY

Center for the Enhancement of Teaching and Learning

Faculty Onboarding Checklist

This checklist is designed to assist with the orientation process. Onboarding is a long-term process that should begin before an employee's start date and continues for at least six months. This checklist is organized chronologically and is intended to help prepare for the arrival of the new employee. Once an employee begins employment, she/he shall work with the hiring manager and an assigned mentor* to complete the checklist. The hiring manager may add additional activities that are relevant to the new employee's area. Those hired internally may omit items that are not applicable. All new employees needing additional information or wanting to add items to the checklist should make the request of the hiring manager.

**A mentor is a colleague of the new employee assigned to aid the new employee in transitioning to his/her new position, the department, college and university. This individual is a "go-to" person for questions and advice. The hiring manager assigns and introduces the mentor to the new employee.*

Employee Name:	
Position Title:	Hire Date:
Mentor:	
Department Head/Assistant Department Head:	

Prior to Start Date		
Task	Completed by	Date Completed and Initials
<input type="checkbox"/> Initiate Request to Hire Business Process <input type="checkbox"/> Create a letter of offer using the approved template and send along with household moving information and Agreement to Assign Intellectual Property Rights to successful candidate. <input type="checkbox"/> Notify search committee of decision. <input type="checkbox"/> E-mail announcement to the department. <input type="checkbox"/> Create a Professional Action Request (PAR) and route – internal form <input type="checkbox"/> Call/email to officially welcome the new employee to SDSU and provide critical first day information: when to arrive (date/time), where to park and report, what documents to bring, what the schedule will be. <input type="checkbox"/> Identify mentor for new faculty. <input type="checkbox"/> Send new faculty information to Kevin Sackreiter (kevin.sackreiter@sdstate.edu)	Department Head & Secretary/ support staff	

<input type="checkbox"/> Ensure all information and paperwork (signed letter of offer/PAR) is completed and submitted to HR <input type="checkbox"/> Arrange for temporary parking, set-up office space, e-mail/internet account, activate D2L account, port activation, phone set-up, keys, business cards, and other necessary supplies and materials.	Secretary/ support staff; work with HR	
<input type="checkbox"/> Create an onboarding schedule. <input type="checkbox"/> Schedule meeting with new faculty for first day of employment or earlier depending on arrival date of faculty member.	Department Head	
During the 1st week of employment		
Task	Completed by	Date Completed and initials
<input type="checkbox"/> Meet with Department Head (or designee) to review onboarding schedule and to review research, teaching and service expectations for the faculty role. <input type="checkbox"/> Complete the W-4 and I-9 forms in the Payroll Office (Morrill Hall 306) and provides appropriate documentation (examples: passport or driver's license and certified birth certificate) <input type="checkbox"/> Send official transcript to HR <input type="checkbox"/> Curriculum Vitae - update and send an electronic copy to supervisor and HR as soon as possible (including new local address and telephone number). <input type="checkbox"/> Go to card services to obtain the SDSU photo ID card. <input type="checkbox"/> Obtain a permanent parking permit from Parking Services. Employee will need to be hired in Banner before permit is available for purchase. Temporary parking permits are issued by Parking Services. <input type="checkbox"/> Schedule a Benefits Orientation by calling 688-4128.	Employee	
<input type="checkbox"/> Update organizational charts and faculty websites as applicable.	Secretary/ support staff	
New Faculty Orientation		
Task	Completed by	Date Completed and initials
<p>*RSVP and attend NFO, below is a list of a few topics that will be covered. You will also have the opportunity to connect with other new faculty, learn about SDSU traditions and campus culture, and the Brookings community.</p> <input type="checkbox"/> Discuss SDSU Policies and Procedures on the SDSU Website at https://www.sdstate.edu/policies-and-procedures <input type="checkbox"/> Review Faculty Handbook which is maintained on the InsideState website at https://insidestate.sdstate.edu/academics/FacultyHandbook/Pages/Main.aspx	Employee	

<input type="checkbox"/> Review the Academic Calendar and Academic Administrative Events Calendars found on InsideState https://insidestate.sdstate.edu/academics/Pages/calendars.aspx <input type="checkbox"/> D2L and course set-up tasks. <input type="checkbox"/> Identify campus resources to support your successful transition into your faculty role. <input type="checkbox"/> Attend mentor/mentee reception.		
Human Resources Benefits Orientation		
Task	Completed by	Date Completed and initials
<input type="checkbox"/> Review SNAP and Leave Approval Processes for self and/or supervisor of employees (Graduate students or Lab technicians). <input type="checkbox"/> Other topics to cover: retirement, health insurance, payroll (and direct deposit), etc.	HR & Orientation	
<input type="checkbox"/> Complete Title IX training – will receive an email from Administration to complete. <input type="checkbox"/> Complete Technology security training – will receive an email from Administration to complete.	Employee	
After First Day of Classes & Within First Semester		
Task	Completed by	Date Completed and initials
<input type="checkbox"/> Schedule meetings with mentor. <input type="checkbox"/> Review with Department Head relevant SD Board of Regents, SDSU and College programs, policies and standards specific to your faculty role. <input type="checkbox"/> Review faculty role performance, including Faculty Annual Review (FAR). *Due by Jan. 15 th . <input type="checkbox"/> Review course grading and syllabus requirements. <input type="checkbox"/> Review evaluation of students (exams, final exam). <input type="checkbox"/> Review appropriate interactions/guidance of students. <input type="checkbox"/> Develop goals for role transition to SDSU faculty position. <input type="checkbox"/> Begin training with advising software (for faculty who have advising responsibilities). <input type="checkbox"/> Review the governance structure of the department, college, and campus. <input type="checkbox"/> Review web-based instructional resources and professional development opportunities. <input type="checkbox"/> Accompany mentor to faculty meetings and events specific to your area of teaching. Include events in the community. <input type="checkbox"/> Connect with subject librarian to become oriented to library resources and other site-specific facilities as needed (i.e. testing center).	Employee with assistance from Mentor as needed.	

<input type="checkbox"/> Consider scheduling a teaching observation by peer or Center for the Enhancement of Teaching and Learning (CETL). (optional) <input type="checkbox"/> Learn about research facilities and equipment in the department, college, on campus or the state. <input type="checkbox"/> Learn about funding agents, potential grant programs, and funding history in the department, research areas and college. <input type="checkbox"/> Network with collaborators in the department, college and campus. <input type="checkbox"/> Attend grant proposal writing workshops.		
Second Semester		
Task	Completed by	Date Completed and initials
<input type="checkbox"/> Submit FAR by Jan. 15 th . <input type="checkbox"/> Meet with Department Head to discuss evaluation by Feb. 15 th . <input type="checkbox"/> Evaluate mentorship experience. <input type="checkbox"/> Share role transition goals. <input type="checkbox"/> Communicate on regular basis with mentor to facilitate transition to teaching, service roles and related teams. <input type="checkbox"/> Seek opportunities to participate in meetings or events within the College, SDSU, and the greater professional communities. <input type="checkbox"/> Develop a plan to track improvements of teaching, and advising undergraduate and graduate students. <input type="checkbox"/> Develop a plan to track grant proposal submission, awards, projects, publications, advising undergraduate and graduate student research.	Employee with assistance from Mentor as needed.	
Year 2		
Task	Completed by	Date Completed and initials
<input type="checkbox"/> Complete FAR and submit by Oct. 15 th . <input type="checkbox"/> Meet with Department Head to discuss FAR evaluation by Nov. 15 th . <input type="checkbox"/> Submit initial PDP no later than the first day in the third semester of employment <input type="checkbox"/> Attend Fall Faculty Development Conference (if applicable) <input type="checkbox"/> Read Third Year Review section of Faculty Handbook <input type="checkbox"/> Attend at least one University event (lecture, theater, athletic, etc.) <input type="checkbox"/> Participate in professional development opportunities as provided by CETL, IDS or other office as appropriate	Employee with assistance of department head and mentor if applicable	

Year 3		
Task	Completed by	Date Completed and initials
<input type="checkbox"/> During fall semester of the third year of tenure track, either the department head or an assigned faculty mentor will work with the candidate to prepare the third-year review materials, typically called a dossier. The mentor should be a tenured faculty member who has successfully achieved tenure, and who can provide helpful suggestions and feedback on the process and preparation of materials. <input type="checkbox"/> Participate in professional development opportunities as provided by CETL, IDS or other office as appropriate	Employee with the assistance of the department head and mentor if applicable	

