

New Faculty Arrival Checklist for Department/Faculty

One of the most critical factors supporting the career development of new faculty is a smooth and positive transition to a new university. Effective transitions are dependent upon thoughtful planning by the home department/faculty since it has the most significant contact with a new faculty member from the time of recruitment. Here are some steps the department/faculty can take to support new faculty:

Prior to arrival at UVic

- Ensure that a recommendation for appointment has been submitted to VPAC for approval. This will initiate their pay and employee number to ensure that they are able to create a Netlink ID for email etc.
- Designate one faculty member (preferably the mentor or department chair) to be in periodic informal contact
- Determine approximate arrival date on campus.
- Ensure new hire is registered for the New Faculty Orientation
- Provide new hire with link to [relocation information](#).
- Ensure that office space and office equipment including phone, furniture, basic supplies, keys, etc. are ready.

First day at UVic

- Chair meets briefly with new faculty member upon arrival. Mentor or other designated faculty member meets with new hire to make introductions around the department.
- Designated staff member meets with new hire to explain roles of administrative staff in the office and outline basic processes that the faculty member will need to know in the first few weeks such as:
 - Obtaining a [Netlink ID](#)
 - Obtaining a UVic employee [OneCard](#) (and library privileges)
 - [Purchasing a computer](#)
 - Ordering textbooks through the [bookstore](#)
 - [Parking permit or bus pass](#)
 - Accessing services in the department office such as photocopier and office supplies
 - [Emergency preparedness](#) procedures in the department
 - [Mandatory Occupational Health, Safety & Environment](#) training for all new faculty in the department
 - [Additional Occupational Health, Safety & Environment](#) training
 - Complimentary one year membership to the [University Club](#).
- Contact [Benefits Office](#) complete benefits paperwork

First Two Weeks

Chair or designate discusses access to and use of:

- Start up funds
- Departmental policies
- Course development
- Discuss services and resources on campus to support teaching and research such as the [Centre for Learning, Teaching, Support and Innovation](#) (LTSI) and [Research Services](#).
- Designated staff member provides an orientation to how administrative and financial processes are handled by faculty in the unit.
- Meeting with subject area librarian for orientation to [library](#) resources.
- Mentor and or designated junior faculty member arranges for at least one more social interaction (lunch, coffee, after work) with the new faculty member.

First Month

- Chair discusses expectations and evaluation as per the [Collective Agreement](#).



University
of Victoria