

Faculty Member Information

Name:		Start Date:	
Position:		UFID:	

Prior to First Day:

Phase	Action Item	Sample Activities
Prepare faculty member for First day	<ul style="list-style-type: none"> • Create a roadmap for a new faculty member 	<ul style="list-style-type: none"> • Completes administrative forms. • Review information about Benefits. • Provide information for University-wide orientation. • Receives welcome call from department chair.

Navigating the Campus: What do I need to Know?

Phase	Action Item	Sample Activities
First Day	<ul style="list-style-type: none"> • Welcome the employee! A day of discovery, administration and introductions. 	<ul style="list-style-type: none"> • Meets with department chair. • Meets with Business Office to complete new hire paperwork. • Meets peer mentor. • Tour department and workspace.

My Department: Meeting Colleagues

Phase	Action Item	Sample Activities
First Week	<ul style="list-style-type: none"> • Help the employee get acquainted with the University and 	<ul style="list-style-type: none"> • Meets peer mentor. • Attends any formal training needed to

	with his or her new role.	access university systems.
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Developing Campus Connections

Phase	Action Item	Sample Activities
First Month	<ul style="list-style-type: none"> Help the employee get acquainted with the University and with his or her new role. 	<ul style="list-style-type: none"> Meets with other departments to learn their functions. Learns more about University services and benefits. Immerses in University culture. Meets with chair and creates development plan.

Planning for the Future

Phase	Action Item	Sample Activities
First 3 months - year	<ul style="list-style-type: none"> The faculty member continues his or her orientation. Onboarding is an ongoing learning process. 	<ul style="list-style-type: none"> Hold check-in meeting with peer mentor. 90 - day check-in with department chair.