New Faculty Onboarding Checklist

Prepared by The Center for Teaching and Learning

The Center for Teaching and Learning welcomes you as a valued member of the Georgia College & State University Community (GCSU)! To help you get off to a strong start, we have prepared an introduction to the university-level resources, services, and policies that new faculty members should know to be successful. Your college and department will also introduce you to complementary resources, services, and policies that exist at those two levels. Use this chronological checklist as a guide throughout your first year. Feel free to move about within the checklist; it is not necessary to complete the tasks in the order provided. Some items will, however, necessarily depend on the completion of other tasks (e.g., getting a MyGCSU account).

I. First Steps

❑ **New Hire Packet**: Your department will initiate a hiring request with OneUSG (the Georgia College HR system).
  - ○ You will receive an e-mail from careers@gcsu.edu to initiate your onboarding process. Be sure to submit your I-9 documents for verification.
  - ○ The next e-mails will come from donotreply@equifax.com with a temporary login and password. Be sure to check your Spam folder for these e-mails. Please log in at your earliest convenience and fill out your pre-hire paperwork in the Equifax Employment Center.
  - ○ You will also get one e-mail from customer_service@accurate.com asking you to initiate the background check. Please click on the link and complete the New Hire Process. If you don't receive this e-mail, please check your Spam folder.

❑ **MyGCSU Login:** Be sure to log into our Single-Sign-On system. From this system, you can access most other systems needed for the university. To verify your credentials and access available network tools, please visit MyGCSU website.

❑ **DUO Enrollment:** Be sure to enroll your electronic device in DUO by clicking on the DUO icon in MyGCSU and setting up your device. You must be enrolled in DUO before you can start using systems at GCSU. DUO is a multi-factor identification system that provides an extra layer of security to your online accounts.

❑ **E-mail:** Start using your employee e-mail. You can access your e-mail by going to MyGCSU and clicking on the Campus E-mail tile. Once you are logged into your e-mail, you will have access to Microsoft Office applications- Outlook, One Drive, Word, Excel, PowerPoint, etc.

- ❑ **Orientation:** Plan to attend the university-level New Faculty Orientation. You should receive an invitation from the Georgia College Center for Teaching and Learning. If you have not yet received an invitation, reach out to them by e-mailing them at ctl@gcsu.edu.
- ❑ **Parking**: Be sure to arrange your parking permit. You can connect with Parking and Transportation by visiting their website.
- ❑ **GCSU Identification:** You can arrange to have your ID made at the Bobcat ID office. First, you will need to create an account by visiting the Bobcat Card Website. Follow the instructions there, create an account and upload a photo. If you would like to have a photo taken by the university, we will have a photographer at the New Faculty Orientation, or you can arrange with them to come by their office for a photograph.
- ❑ **OneUSG Connect:** Connect to OneUSG Connect to access employee self-service to update personal details, degrees & certificates, forms, time and absence, and payroll.
- ❑ **Policies, Procedures, and Practices Manual**: Access the policy manual to learn about important policies, procedures, and contact information for each major division at Georgia College.
- ❑ **Unify:** Access the GC Signatures Forms to locate important GC links to policy statements and employee forms.
- ❑ **Benefits Selection:** Benefits-eligible faculty should go to OneUSG Connect and click on Employee Self Service, then click on Benefits to manage your benefits.

II. Prepare for the Semester

- ❑ **Bookstore:** You may adopt your books for your classes with the Georgia College Bookstore, provided through a partnership with Barnes and Noble. To reserve your books, please visit the Barnes and Noble Bookstore and scroll to the bottom of the page for instructions for adopting textbooks. We will also have the bookstore representative at the New Faculty Orientation.
- ❑ **Library Reserves:** You may place items on reserve with the GCSU Library by providing materials to the library through the E-reserve Request form.
- ❑ **Personal Office:** If you have been provided with a personal office, be sure to visit and begin the process of arranging it as needed.
- ❑ **Nametag**: Each instructor will be provided with a Georgia College & State University Nametag. Be sure to work with your department's office admin to place an order for your name tag.
- ❑ **Business Cards:** You are being provided with business cards; be sure to work with your office admin to create and order them.
- ❑ **GeorgiaVIEW/D2L:** Once you have been provided with your MyGSU credentials and assigned courses, you can log into our learning management system, GeorgiaVIEW/D2L. As soon as you have access to those courses, you can begin working to set them up. You are encouraged to work with the Center for Teaching and Learning to design and populate your courses.
- ❑ **Syllabus:** As you prepare for the start of the semester, now is a good time to begin putting together your syllabus. If you are taking over an existing course, you will want to work with your department chair to understand student learning outcomes, connections

with other courses, mandatory assignments, etc. It will also be important that you include required syllabus statements which can be found on the GCSU Registrar's website.

- ❑ **Academic Calendars**: Access your academic year calendars, semester calendars, and final exam schedules from the Academic Calendars page on the Georgia College website.
- ❑ **Accessing Course Information**: You can access essential course information, such as official Class Rolls and a photo roster through PAWS. PAWS also offers faculty services, midterm grades, and final grades. Students use PAWS to register for classes, view financial information, and pay tuition.
- ❑ **Faculty Information Manual** – The Faculty Information Manual(FIM) contains several important pieces of information that can be useful as you make your way into the semester. In addition to the links and information found in this document, there are lots more included in the FIM (Faculty Information Manual).

III. At Least a Week Before the Semester Starts

- ❑ **Classroom Location:** Upon learning which classrooms you will be using, it will be helpful to locate them to gain a better sense of the layout of the furniture, whiteboards, technology, etc. Spend a few moments exploring each of your classrooms.
- ❑ **Learn the Campus:** You can review the interactive campus map and a printable map to learn more about where everything is located on campus.
- ❑ **Edit Your Bobcat Profile:** Your Profile in the employee/campus directory lists your e-mail address, office phone, and building address. You can input this information in the campus directory.
- ❑ **University Branding Resources**: Check out the GCSU Brand Resources to access logos, trademarks, email signatures, virtual backgrounds, and PowerPoint presentation templates.
- ❑ **Department Website:** Check with your department to ensure that your information is listed/updated on your departmental website.
- ❑ **Technology Issues/Support:** Save/Bookmark the IT Help Desk, which will provide multiple forms of assistance for a variety of technical support needs. When issues arrive, e-mail askit@gcsu.edu for support.
- ❑ **Get Ready to Work:** Set up your office voicemail, create e-mail signature, review e-mails from department, college, and university staff regarding the start of the semester protocol.
- ❑ **Establish Your VPN (Virtual Private Network):** VPN is the traditional security solution for reestablishing a secure network connection. It is important to establish a solid connection and secure network when teleworking. A VPN is highly recommended and can be downloaded from the GC Software link in Unify.
- ❑ **Welcome Letter and Video:** Students will feel more comfortable if they can get to know you upfront. You can help them with this process by creating a Welcome Letter and a brief video introducing yourself to them and laying out some of the expectations of the class. If you would like help with either of these, please be sure to reach out to the Center for Teaching and Learning.
- ❑ **Share Your Syllabus:** While the courses in the learning management system are not available to students until the first day of class, you can share your syllabus with them

beforehand. Along with the Welcome Letter and Video, you can include your syllabus for them to read, begin ordering books, and arranging their schedule of assignments.

IV.   First Weeks of the Semester

❏ **Safety First!** Make sure your information is accurate in the GCSU ALERT system. All faculty, staff, and students are automatically enrolled. The GC ALERT system is a free service that alerts the campus community whenever there are emergencies and school closures. Campus police can be reached at (non-emergency) 478-445-4054, (emergency) 478-445-4400.

❏ **Free Technology:** Check out Faculty and Staff Resources to access and download campus software and campus site licenses- Adobe, Solo, Microsoft Teams, Jabber, SPSS, Respondus, and Virtual Private Network (VPN) instructions.

❏ **Service Apps:** Check out the Service Apps page to access the service apps that are available for download.

❏ **Training**: Attend to e-mail prompts to complete required employment training.

❏ **Common Student Information**: It is important to get familiar with the Student Handbook to get familiar with information regarding academic requirements, responsibilities, policies, etc.

❏ **Student Accommodations/Disability Services:** It is important to get familiar with Disability Services to learn the different student accommodations and services that GCSU provides, so that are you prepared to move forward with accommodations when you get requests.

V. First Months of the Semester

❏ **Faculty Development:** Sign up for workshop/training sessions organized by the Center for Teaching and Learning for new faculty on teaching and learning topics.

❏ **Center for Teaching and Learning**: It is recommended that you visit the Center for Teaching and Learning site to learn more about what the CTL (Center for Teaching and Learning) provides to the university as well as upcoming CTL events. The CTL can help with the following needs: instructional technology, scholarship of teaching and learning, learning management system, and active learning strategies.

❏ **Campus Resources:** Visit the Campus Resources page to learn more about employee resources as well as commonly requested offices and services on campus. This page also has important links such as human resources, academic calendar, unify, and news & events.

VI. Settling in During Your First Year

❏ **Campus Resources:** Visit the Campus Resources page to learn more about employee resources as well as commonly requested offices and services on campus. This page also has important links such as human resources, academic calendar, Unify, and news & events.

- ❑ **Research Help**: If you are looking to conduct research. Check out the [Galileo](#) link to explore databases and journals to find scholarly articles.
- ❑ **Academic Affairs Small Grants:** Review the [Academic Small Grants](#) page to learn more about submitting a faculty internal research grant proposal.
- ❑ **Grants**: Review the [Grants](#) page to learn more about external grant opportunities and sponsored projects.
- ❑ **Thundercloud**: Visit [Thundercloud](#) to connect to your desktop and applications by using the VMware Horizon Client or through your browser.
- ❑ **LinkedinLearning**: Visit [LinkedInLearning](#) to view the entire learning library of videos to help you build technology skills needed to use software.
- ❑ **Watermark Faculty Success**: Visit the [Watermark Faculty Success](#) page, formally known as Digital Measures, to upload and organize your scholarly work. You will want to use this online portfolio to keep track of your accomplishments, awards, grants, publications, etc. Watermark Faculty Success is used during annual evaluations and submitting your Individual Faculty Report (IFR).

Additional Information

Follow us on social media

Facebook: Center for Teaching and Learning at Georgia College

Instagram: gcsu.ctl

X: @gcsu_ctl

GCSU social media

Be sure to check out and follow other social media accounts associated with Georgia College.

Check out our website for resources, information, and CTL events.

CTL Website: https://www.gcsu.edu/ctl

Notes from the CTL and Monthly Newsletter

Stay tuned to see notes from the CTL department and the monthly newsletter. The CTL notes and monthly Newsletters will be sent to your GC email address.

Front Page

This is a communication platform that pushes to your email every day at 11 am, that gives you news events and updates about what is happening at Georgia College.

Questions?

Consult the [Faculty Handbook](#) or [Faculty Information Manual](#), which will orient you to helpful resources and important university policies. If you have any questions, reach out to your department chair, colleague, and/or administrative staff.

Suggestions?

Do you have any suggestions for this checklist? Let us know at ctl@gcsu.edu!