I. First Steps

☐ New Hire Contract: Promptly sign and return your appointment contract. Your appointment letter has important information for getting started. Please read it carefully and follow the instructions. Complete Form I-9 online and provide proof of your eligibility to work in the U.S. on or before your first day of work.

☐ Relocating? The Coldwell Banker Kittitas Valley Realty has useful information.

☐ Orientation: Plan to attend the university-level New Faculty Welcome held in mid-September. If you are joining the faculty at another time of the year, please contact the Associate Provost for Undergraduate and Faculty Affairs.

☐ Professional CWU Headshot: Plan to have this taken at the New Faculty Welcome or contact David Dick.

☐ Benefits Orientation: First, review your benefits eligibility. If you are benefits-eligible, attend a Benefits Orientation offered by Human Resources (HR) in September. The dates are included in your appointment letter package. If you are joining the faculty at a different time of the year, contact HR. Prior to the benefits orientation, you can see an overview of faculty benefits with links to more details about current benefit plans. Note that you will have 31 days from your hire date to make your benefit and retirement selections online including an irrevocable choice between two mandatory retirement plan options: the hybrid (TRS) or defined contribution (CWURP).

☐ Electronic ID and password: Activate your CWUID and set up your password. Your CWUID is the account name that you will use to sign into most systems at CWU (MyCWU, CWU Outlook email, Canvas accounts, and WiFi Access across campus). Note that full access to electronic systems may take up to 10 business days after your new hire packet has been processed. You can change your electronic password at any time but it will automatically expire every 180 days/6 months.

☐ Connection Card: As soon as you receive your 8-digit CWUID and access to MyCWU, you can get your Connection Card (official university identification card) by visiting the office located in Bouillon 104. In addition to university identification, you can apply money to your Connection Card (Wildcat Bucks) providing you the convenience of paying for food/coffee with your card and receiving a 10% savings. Your Connection Card might also be used for electronic key access to your building. If you have any questions, call 509-963-2711 or email the Connection Card Office.
• **Computer/Email:** Start to use your CWU Office 365 Employee account. In addition to Outlook, this login provides access to Word, Excel, PowerPoint, OneNote, OneDrive, SharePoint and other Office 365 apps. [Help guides](#) are available online.

• **MyCWU:** MyCWU is a portal to many systems that you will use in your job at CWU. Find the link at the top of the CWU homepage and log in with your CWU username and password. You can access information relevant to you as a CWU employee on the Employee tab and information relevant to your role as a faculty member under the Faculty tab. Guides for using MyCWU can be found on the [HR website](#).

• **Technology Issues:** Read the [Acceptable and Ethical Use of University Information Technology](#) policy. Bookmark the [CWU Service Desk](#), which provides multiple forms of assistance for a variety of technology issues. When issues arise, email the [Service Desk](#) or call 509-963-2001.

• **Parking and Transit:** Go to [Faculty and Staff Parking Permits](#) to learn how to register for employee parking and set up deductions for a monthly parking permit. Before commuting, learn about [parking at CWU](#) and [Central Transit](#).

• **Faculty Resource Toolkit:** This set of webpages introduces you to helpful resources and important university policies that you'll need to follow in your teaching and research at CWU.

• **Initial Training:** There are several documents you should read and several required trainings that you should complete as soon as possible.
  - **Read:**
    - CWU’s policy on [Ethics, Health and Safety, and Compliance](#). Read more about interpreting ethics policies [here](#).
    - CWU’s policy on [Alcohol and Other Drugs](#)
    - CWU faculty belong to the United Faculty of Central and faculty work is governed by the [Faculty Collective Bargaining Agreement](#). Read this document carefully.
    - [Faculty Code](#). Read this document carefully.
    - Your college’s Faculty Performance Evaluation Criteria and Guidelines for reappointment, tenure, promotion, and post-tenure Review. Access these from your college website or under Faculty Resources on the [Provost’s](#) website.
    - Your department’s Faculty Performance Evaluation Criteria and Guidelines (available from your department chair or administrative staff).
  - **HR Required Trainings:**
    - DiversityEdu (within 6 months of hire)
    - FERPA (every year)
    - Emergency Preparedness (every 2 years)
    - Treating People with Dignity and Respect (every 3 years)
Department and College Onboarding: Each department and college may have a different way of orienting you to their specific procedures, so check with your department’s administrative staff. If your department does not have an onboarding document for new faculty, here are the top 10 questions to ask:

1. Where is my office? What is the policy regarding office hours?
2. How do I get keys to offices and other spaces that I will need to access?
3. How do I get access to computing equipment and software?
4. What classes am I teaching? When will I get my exact teaching schedule?
5. How are textbooks ordered?
6. How can I learn about specific department standards and protocols (such as assignment of TAs/GAs, photocopying, dress code, final exams, submission of grades, etc.)?
7. Is there a Program Director or course coordinator who oversees any courses that I am teaching? Are there any guidelines and/or examples that I need to follow regarding things like course materials, tests, or assessment?
8. What and when are the faculty meetings and/or other department events that I must attend or can attend?
9. Where will I find the most current department/college directory?
10. What department and college policies should I be most familiar with as I begin?

II. Preparation for the Quarter

Classroom Keys: If you are teaching in a building for which you do not have classroom keys, you will need to get a Key Authorization Card signed by your department chair. Take the signed card and picture identification to the Lock Shop in Jongeward (on the corner of 11th & Wildcat Way) to get the access you need.

Syllabus: Prepare your syllabi consistent with CWU’s Course Syllabus Policy. Note that this policy requires the inclusion of specific language in all syllabi. Here is some suggested language related to Title IX. Your department or college may have additional recommended or required syllabus language; ask your department’s administrative staff. Review the policies on Class Attendance and Participation, Grading Policies and Regulations, Last Week of Classroom Instruction and Final Exams, and any department or college policies on such topics when constructing your syllabi.

Academic Calendars: Access Academic Life calendars (topical and chronological), University Academic Calendar, and Final Exam Schedule from the Provost’s website. These will help you when preparing syllabi and planning travel.

Canvas: Start to use CWU’s learning management system (Canvas). The link to Canvas is on your MyCWU Faculty Dashboard. Get online assistance with Canvas and sign up for workshops through the Office of Multimodal Learning.
Accessing Course Information: You can access essential course information, such as official Class Rosters, through your Faculty tab in MyCWU. Guides for using MyCWU can be found on the HR website.

Library Resources: Get familiar with library services for faculty, including the Library Faculty Liaison for your department, Research Guides, Interlibrary Loan, reserves, citation software, and other services useful for teaching and research.

III. At Least a Week before the Quarter Starts

Learn about the Campus: You can review the Ellensburg campus map. Check out the interactive map. Introduce yourself to staff, student assistants, and faculty as you begin to visit the campus.

Get Ready to Work:
- Set up your office voicemail. You can find phone support online, including how to forward voicemail to email and dialing instructions for all campuses.
- Create your email signature.
- Work with your department’s administrative staff on supplies, such as business cards.
- If requested, give your department’s administrative staff a biography, Professional CWU headshot, and CV for the department website.
- Review emails from department, college, and university staff regarding start-of-quarter procedures.

Edit Your MyCWU Personal Details: Your MyCWU Personal Details lets you edit your information listed in the CWU system. You can enter your office phone number and a preferred name from the Employee tab click on Personal on the left hand menu. Be sure to update your home address and notify your College Administrative Specialist.

IV. First Weeks of the Quarter

Safety First! Make sure you’re familiar with important safety procedures and services.
- In case of emergency, dial 911. For non-emergencies, University Police can be reached at 509-963-2959 (after hours non-emergency, 509-925-8534). The University Police office location and other phone numbers can be accessed from the University Police & Public Safety website. CWU’s Public Safety building is located at 1211 Wildcat Way in the O-5 parking lot.
- Learn about the CWU Emergency Notification System. You will automatically receive campus alerts on your desktop computer, office phone, cell phone (if you add it to your Personal Details in MyCWU), and via text message.
- Benefits Elections: Make sure you have made your health insurance and retirement plan selections.

- Payroll: Paychecks are issued on the 10th and 25th of each month; work completed between the first and 15th of the month is paid on the 25th of that month; work completed between the 16th and end of the month is paid out on the 10th of the following month. You can view your paystub online in MyCWU. Be sure to review the deductions in relation to your benefits elections. If something looks incorrect on any paycheck, contact your college Administrative Specialist first before reaching out to the Payroll Office.

- Drop for Non-Attendance: It is CWU’s policy to drop students after the third day of classes if they haven’t yet attended class (or logged in for online classes). This ensures accurate accounting both for the student’s financial aid and for the University when reporting numbers. Please follow this policy by notifying reg@cwu.edu with the student name and CWUID number.

- Common Student Issues: Be prepared to address academic dishonesty, accommodation requests by disabled students, and requests for accommodation for religious holidays. These resources will help you:
  - Review the Policy on Class Attendance and Participation.
  - Student Success provides multiple student resources including a list of Where to Go for support. Here is a printable comprehensive list of resources for you and students.
  - Disability Services determines disability-related academic accommodations. An instructor cannot deny approved accommodations to a student who has registered with Disability Services. See Disability Services Faculty webpage, which includes an example syllabus statement, Faculty Tip Sheet, and a helpful list of FAQs.
  - Refer students in distress to Student Success, the Student Medical and Counseling Center or fill out a Behaviors of Concern form in MyCWU or on the Student Success website.

- Academic Early Alert: If you notice a student struggling or not attending class, please flag them in your MyCWU Class Roster with an Academic Early Alert. You will be prompted to do this about three weeks in to the quarter via an email from Student Success. The alert will notify Student Success staff who will follow up with the student.

- Free Technology:
  - See what free software has been licensed to assist students, faculty, and staff with essential academic, research, business and other tasks on their personal devices. To have software installed on your workstation, submit a Service Desk request.
  - Learn about wireless networks and free networked file storage.

- Campus Conveniences: Take advantage of on-campus eateries. Add Wildcat Bucks to your Connection Card to get a discount at CWU Dining facilities.

Last updated 7/25/2019
Mail: Questions about campus mail? Review the Campus Mail website to learn about department and inter-departmental mail.

Report Your Time: If you take sick leave, jury duty, or another type of leave, be sure to fill out a Faculty Absence Form.

Questions? Consult the Faculty Resource Toolkit, which will orient you to helpful resources and important university policies. Also reach out to your department chair, a faculty colleague, and/or department/college administrative staff.

V. First Few Months

Advising: Ask your department chair what your role in advising should be this year. If you are asked to begin advising students right away be sure to check out the Faculty Advising page under Faculty Resources.

Faculty Development: Sign up for sessions organized by the Associate Provost for Undergraduate and Faculty Affairs and the Faculty Professional Development Coordinator. The fall Faculty Professional Development Day is the Monday of the week classes start. Consider taking workshops from the Multimodal Education Center or the Research and Sponsored Programs.

Campus Events: Cultural, entertainment, and athletic events abound and are a great way to meet faculty and staff. Check CentralToday and the university Event Calendar.

Community Events: Connect with the local community through these great avenues.

Research Help: If you'll be doing research, get familiar with Research and Sponsored Programs housed in the School of Graduate Studies and Research, and the resources, policies, and procedures relating to research. Another good starting point is the Scholarship page under Faculty Resources in the Faculty Resource Toolkit, which orients you to a broad range of resources, including IRB, animal research, institutional data, and sources of external funding.

Research Training: Be sure to complete:
  - Required research training:
    - Human Subjects Research Basic online CITI training for all researchers doing studies with human subjects.
    - IACUC online CITI training for all researchers doing studies involving animals.
  - Recommended research training:
    - Review CWU Conflict of Interest (COI) policy and CBA - Article 14 – Conflicts of Interest (Researchers submitting NSF proposals are required to sign a CWU COI form prior to submission).
    - Responsible Conduct of Research (RCR) online CITI training is required of students involved in research as part of an NSF or NIH grant. Review the RCR procedures.
• Researchers working in laboratory settings with chemicals should take relevant trainings housed on the Environmental Health and Safety website and review the Laboratory & Research Safety page. Some departments have department specific safety training so check with your department administrative staff for required and recommended training.

□ Teaching Help: If you are teaching, draw on the help of the Multimodal Education Center, the Associate Provost for Undergraduate and Faculty Affairs and the Faculty Professional Development Coordinator. These resources span pedagogy, instructional technology, and the scholarship of teaching and learning.

□ VPN: If you intend to work frequently off-campus, set up a VPN (virtual private network) to have access to your office computer files and software when you are away from the office.

□ Outside Work: Refer to CBA Article 14 – Conflicts of Interest to understand the policies and procedures that govern faculty taking on outside work (such as consulting).

□ Key Staff: Find out who the staff members are that support your college/department and who you should share your accomplishments with.

□ Faculty Evaluations: Begin to get familiar with the processes and policies used for the evaluation of faculty and for promotion and tenure reviews. Take advantage of informational sessions offered by your department or college to learn more about faculty tenure and promotion processes and how they are implemented in your field. Become familiar with Faculty 180 and what you need to upload regularly to document your teaching, scholarship, and service by reviewing the Faculty 180 Guidelines.

□ Discounts and Services: Are you taking advantage of discounts on tuition, food, and transportation services? See HR’s list of additional benefits for more information.

□ End of Quarter: Review end of quarter procedures, like Student Evaluation of Instruction (SEOI), final exam week policies and schedule, submitting final grades in MyCWU, and closing out your Canvas course.

VI. Settling in during Your First Year

□ Centers, Institutes, and Partnerships: Explore CWU’s college- and university-level institutes and centers and ask colleagues in your department about partnerships with nearby educational institutions, community organizations, or corporations that may enhance your research, teaching, or service activities.

□ Healthy Lifestyle: Review the Employee Wellness programs and information, especially the SmartHealth incentive. Check out the opportunities for faculty at the Recreation Center, Outdoor Pursuits and Rentals (OPR), and Wellness
Hour. Join department colleagues and compete in wellness challenges periodically sponsored by Human Resources.

- **Training and Development Opportunities:** In addition to the Associate Provost for Undergraduate and Faculty Affairs, the Faculty Professional Development Coordinator, and the Multimodal Education Center, explore options for development through Central Learning Academy. Workshops from all these units will help you expand your network, gain new skills, and succeed at CWU. Also, now that you have some experience at CWU it is a good idea to go back and re-read some of the documents critical to your success:
  - Faculty Collective Bargaining Agreement
  - Faculty Code
  - Your college’s Faculty Performance Evaluation Criteria and Guidelines for reappointment, tenure, promotion, and post-tenure Review. Access these from your college website or under Faculty Resources on the Provost’s website.
  - Your department’s Faculty Performance Evaluation Criteria and Guidelines.

Be sure to ask your faculty mentor, department chair, or personnel committee any question you have about these documents and the processes they describe.

- **Records Retention:** Before throwing out any written or online documents, familiarize yourself with CWU’s Records Retention Schedule or participate in Records Management training modules. Be sure to give a copy of all of your syllabi each quarter to your departmental administrator. If you are leaving CWU after the end of the quarter, please leave all gradebooks and student information with your department’s administrative staff.

- **Internal Grants:** Explore internal grant programs through the School of Graduate Studies and Research that may support your research/scholarly activity or travel. Also, be sure to ask if there are department or college funds available for professional development or to support your teaching or research/scholarly activity.

- **Review Your Benefits:** You can make changes in November during the open enrollment period. You can also make changes during the year with a qualifying life event. Consult HR for more information.

- **Service:** Ask the senior faculty in your department or your department chair about service opportunities in the department or at the University that align with your interests and skills.

- **Suggestions:** Do you have any suggestions for this checklist? Let us know at AssociateProvosts@cwu.edu!