



NEW FACULTY CHECKLIST



VIEW NEW FACULTY INFORMATION ONLINE (BEFORE AUG 16)

Visit <http://academicaffairs.cofc.edu/newfaculty> for updated information about New Faculty Orientation agendas, required online training, access to faculty resources, and other important matters.

The Fall 2017 orientation agendas may be found directly at <http://academicaffairs.cofc.edu/documents/newfaculty/NFOagenda.pdf>.

COMPLETE E-VERIFICATION (ON OR BEFORE YOUR FIRST DAY)

Please appear in person in the Human Resources Office (Lightsey Center, Basement Room 036-B) to complete your [USCIS Form I-9 Employment Eligibility Verification - Fillable PDF Version](#). (If you experience difficulty downloading this form, you may alternatively use the [USCIS Form I-9 Employment Eligibility Verification - Paper PDF Version](#)).

Please read the instructions carefully and **bring the required documentation** (e.g., your passport OR both your driver's license AND social security card). Please note that if you need assistance obtaining a new social security card, [Social Security On-Line](#) may be helpful.

SUBMIT NEW EMPLOYEE PAPERWORK TO HR (ON OR BEFORE YOUR FIRST DAY)

Below is a checklist of new employee paperwork that you may complete prior to your first day. These forms are also available on the Human Resources website at <http://hr.cofc.edu/new-employees/paperwork.php> and in the Human Resources Office (Lightsey Center, Basement Room 036-B). Please complete and print each form.

Bring the completed packet with you to Human Resources prior to orientation or to Orientation Session C on August 17, 2017. Details and questions will be addressed during orientation.

- [Personal Data Sheet](#)
- [W-4](#)
- [Student Loans Certification](#)
- [Voluntary Self-Identification of Disability](#)
- [Employee Self-Identification Form](#)
- [Confidentiality Statement](#)
- [Employee's Certification Unclassified Employees](#)
- [Payroll Direct Deposit Form \(Instructions and frequently asked questions\)](#)
- [Policy Acknowledgement Form](#)
- [Health Insurance Marketplace Coverage Options](#) (for regular and visiting faculty)
- [Health Insurance Marketplace Coverage Options](#) (for **adjunct** faculty only)
- [Election of Non-Membership](#) (for **adjunct** faculty only)
- [Adjunct Employee Notification of Retirement Benefits](#) (for **adjunct** faculty only)
- [SRI Background Check](#) (please complete if you have not previously submitted one)

SUBMIT YOUR ACADEMIC CREDENTIALS (DUE: AUG 11 OR SOONER)

Provide your CV and an **official transcript** sent *directly* from the granting institution to your department chair or program director indicating receipt of your highest degree (and/or the degree(s) that your academic credentials are based upon). If your highest degree will not be *conferred by August 16, 2017*, please have an official letter or documentation from your granting institution sent by August 11 confirming that you have completed all of the requirements for your degree and later provide a final official transcript upon receipt of the posted degree. All academic credentials must be received before Academic Affairs can enable your computer account and provide you access to faculty information, including your class rosters and access to OAKS, our learning management system.

EMAIL YOUR PHOTO AND ACADEMIC INFORMATION (DUE: AUG 15)

Please email the following to Claire Fund (fundc@cofc.edu) by August 15, 2017 for use in the New Faculty Reception program:

1. Your name
2. Your academic department/program affiliations at the College of Charleston
3. Where you earned your bachelors, masters, and/or doctoral degrees
4. Your areas of specialization or research interests
5. A photograph (digital version, e.g. JPEG)

RSVP AND ATTEND NEW FACULTY ORIENTATION (AUG 15-17)

You will receive an outlook calendar invitation in August for orientation. Please accept this outlook invitation or RSVP via email to RSVPtoProvost@cofc.edu. Faculty who forget to RSVP are still welcome to attend. Please review the agenda online at <http://academicaffairs.cofc.edu/documents/newfaculty/NFOagenda.pdf>. If you cannot attend, please review the online information, paying special attention to the "Teaching" link.

JOIN SLIDO.COM #NFO (AUG 16)

Prior to and during orientation, we welcome you to join our interactive Q&A site at [slido.com](https://www.slido.com) #NFO. You are welcome to submit questions online in advance, and we will ask and answer questions during orientation.

ATTEND TECHNOLOGY TRAINING (SEE OPTIONS LISTED BELOW)

A technology training class will be offered by Teaching, Learning, and Technology (TLT) to new faculty during Orientation Session A from 2:00 - 4:00 PM on Tuesday, August 15, 2017. Faculty can also register to attend future classes offered by TLT. View the TLT Training calendar at <http://tlt.eventbrite.com>. Alternatively, faculty video and text-based tutorials are available online on the OAKS blog at TLT OAKS Support, and you can also email tlt@cofc.edu to set up a one-on-one consultation with your instructional technologist.

ATTEND CONVOCATION (AUG 21)

New Student Convocation will be held in the Cistern Yard on August 21, 2017. You are strongly encouraged to participate and wear your academic regalia. If you no longer have your regalia, we welcome you to borrow a set; they will be available for pick up from Room 110 in Randolph Hall prior to Convocation. More information will be given during orientation and online (www.cofc.edu/convocation).

PREPARE FOR YOUR FIRST DAY OF CLASSES (TERM STARTS AUG 22)

ATTEND THE NEW FACULTY RECEPTION (AUG 25)

You are invited to join us for the New Faculty Reception held in your honor starting at 5pm in the Addlestone Library. Details on online at <http://academicaffairs.cofc.edu/newfaculty>.

PASS THE COFC PHISHING QUIZ (DUE: AUG 31)

In order to minimize the likelihood of disruption to College email services due to phishing, all employees are required to take a "Phishing Quiz." You may find it helpful to visit the IT webpage (it.cofc.edu/security/phishing) for samples and information about phishing before taking the quiz. If you start the quiz, but do not complete it, you will need to contact Helpdesk at helpdesk@cofc.edu or call 953-3375 to request that your quiz be reset. **To access the online Phishing quiz, please visit <https://phishingquiz.it.cofc.edu>. Use your COUGARS login and password to log in.**

☐ **COMPLETE THE ONLINE FERPA TRAINING AND QUIZ (DUE: AUG 31)**

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law that protects the privacy of student education records. The Act applies to all institutions that are the recipients of federal aid administered by the Secretary of Education. Under this Act, students have specific, protected rights regarding the release of such records. FERPA requires that institutions adhere strictly to these guidelines. It is imperative that faculty and staff have a working knowledge of FERPA guidelines before releasing educational records. **To access the online FERPA quiz, log in to MyCharleston (<https://my.cofc.edu/>), click on the Home tab, and look for the FERPA Quiz channel.** Before taking the quiz, please review the FERPA Overview and Quick Tips documents. When you click the quiz link you will be prompted to sign in to the FERPA Quiz. **Use your COUGARS login and password to log in.** This quiz takes approximately 5-10 minutes to complete. You may take the quiz more than once. A score of 10 or better is considered passing. Additional information and forms regarding FERPA are available on the Office of the Registrar's website: <http://registrar.cofc.edu/ferpa/index.php>.

☐ **COMPLETE THE ONLINE DISCRIMINATION & HARASSMENT PREVENTION TRAINING (DUE: AUG 31)**

This mandatory training program will provide you with crucial information about federal laws, state laws, and our obligations as College employees to help us avoid and report potentially unlawful conduct. This session will discuss your legal obligations to ensure compliance with laws prohibiting sexual harassment/assault and other forms of discrimination and harassment, including retaliation. In addition, the training will inform you of your rights and the resources that are available to you if you experience discrimination or harassment on campus. **To start your training, go to <http://dhpt.faculty.legalaffairs.cofc.edu/>. Use your COUGARS login and password to log in.**

Important Note: Most of the forms above are in Portable Document Format (PDF). The forms have fields to be filled out on-line using [Adobe Acrobat Reader](#) version 4.0 or later. PDF forms should then be printed using the printer icon near the upper-left corner of the form. PDF forms with data cannot be saved or e-mailed unless "Save with 7.0+" is in the description.