

COLLEGE of CHARLESTON

NEW FACULTY CHECKLIST



- VIEW NEW FACULTY INFORMATION ONLINE (BEFORE JAN 7)**

Visit the New Faculty Website at <http://academicaffairs.cofc.edu/newfaculty> for updated information about New Faculty Orientation, agendas, required online training, access to faculty resources, and other information. Our orientation team has made a commitment to making our sessions interactive. To assist us in that endeavor, we ask that you familiarize yourself with our agenda, particularly the three sessions titled: *Important Policies and Questions*, *Academic Standards and Student Support Services*, and *Course Administration and Academic Resources*.
- COMPLETE E-VERIFICATION (ON OR BEFORE YOUR FIRST DAY)***

Please appear in person in the Human Resources Office (Lightsey Center Basement 036B) 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 - Paper PDF Version](#)). Please read the I-9 instructions carefully and **bring the required identification documents to HR** (e.g., your passport OR both your driver's license AND social security card). If you need assistance obtaining a new social security card, [Social Security Online](#) may be helpful. E-verification and background checks are required before faculty begin work.
- SUBMIT NEW EMPLOYEE PAPERWORK TO HR (ON OR BEFORE YOUR FIRST DAY)***

Below is a checklist of new employee paperwork that you should complete prior to your first day, in addition to your e-verification. Forms are also available on the [HR website](#) and in the Human Resources Office (Lightsey Center, Basement Room 036-B). Please complete and print each form. When directed by your department/program, please bring the completed packet with you to HR prior to orientation or bring them to orientation on January 7, 2019. Details about benefits and questions will be addressed during orientation.

 - [Background Check](#) (if you have not already done so, please submit this form to HR as soon as possible to allow us time to complete a background check prior to your start date)
 - [IRS Form W-4](#)
 - [Personal Data Sheet](#)
 - [Student Loans Certification](#)
 - [Voluntary Self-Identification of Disability](#)
 - [Employee Self-Identification Form](#)
 - [CofC Confidentiality Statement](#)
 - [Employee's Certification Unclassified Employees](#)
 - [Payroll Direct Deposit Form](#) (View [Instructions and frequently asked questions](#))
 - [Policy Acknowledgement Form](#)
 - [Health Insurance Marketplace Coverage Options I](#) (for regular and visiting faculty)
 - [Health Insurance Marketplace Coverage Options II](#) (for eligible **adjunct** faculty only)
 - [Election of Non-Membership](#) (for **adjunct** faculty only)
 - [Adjunct Employee Notification of Retirement Benefits](#) (for **adjunct** faculty only)
 - [Policy Acknowledgement Form](#)
 - [Notice of Non-Discrimination](#)

***Important Note:** Most of the forms above are in Portable Document Format (PDF). The forms have fields to be filled out online 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.
- SUBMIT YOUR ACADEMIC CREDENTIALS (DUE: DEC 15 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 January 2, 2019*, please have an official letter or documentation from your granting institution sent by December 15 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. Academic credentials must be received before Academic Affairs can enable your access to faculty information, including your class rosters and access to OAKS, our learning management system.

RSVP AND ATTEND NEW FACULTY ORIENTATION (JAN 4)

Please submit an [RSVP online](#) by January 4, 2019. If you cannot attend, please review New Faculty website and orientation agenda, paying special attention: "Important Policies and Questions," "Academic Standards and Student Support Services," and "Course Administration and Academic Resources."

JOIN [SLIDO.COM](#) #COFC (optional)

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

ATTEND ADDITIONAL TECHNOLOGY TRAINING (SEE OPTIONS LISTED BELOW)

Faculty can register to attend a technology training class offered by Teaching, Learning, and Technology (TLT) to new faculty. 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.

COMPLETE THE ONLINE FERPA TRAINING AND QUIZ (DUE: JAN 15)

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. Please feel free to reference the [Department of Education](#) webpage and [PowerPoint on FERPA basics](#), as well as the FERPA Overview and Quick Tips documents provided on MyCharleston. Additional information and forms regarding FERPA are available on the Registrar's website: <http://registrar.cofc.edu/ferpa/index.php>.

To access the online FERPA quiz, log in to [MyCharleston \(https://my.cofc.edu/\)](https://my.cofc.edu/), click on the *Home* tab, and look for the *FERPA Quiz* channel. Use your COUGARS login and password to log in.

COMPLETE THE ONLINE TRAINING (DUE: JAN 15)

Please complete the following online training sessions on your own before your first week of class. You will receive an email to your CofC email account with an invitation to complete this module via Cougar Ed at <https://cofc.myabsorb.com>. This training is required for all faculty and staff. You will also be required to sign HR's Notice of Non-Discrimination.

- "Discrimination, Harassment, and Retaliation: Rights and Responsibilities" Training and Assessment
- "IT Security Awareness" Training and Assessment

COMPLETE THE ONLINE TRAINING (DUE: JAN 15)

You are asked to review and become familiar with the campus wide policies contained in our [Faculty/Administration Manual](#) and on our website at policy.cofc.edu, Policy List, particularly those in Section 7: Faculty and Unclassified Administrators. You will be asked to acknowledge your compliance to all Federal, State, local, and College policies on HR's Policy Acknowledgement Form. Also, all College employees should read and understand the [College of Charleston Privacy Policy](#). If you have any questions, please contact the Office of Academic Affairs.

In accordance with the laws of South Carolina, you are considered a "public employee" of the State. In that capacity, you are subject to the State's Rules of Conduct for public employees and others who serve the interests of the public. A copy of the Rules of Conduct and information about the Rules can be found on the website of the South Carolina Ethics Commission at ethics.sc.gov/rulesofconduct. If you have any questions about these ethical standards, or related conflicts of interests, please feel free to submit your inquiry to the College or to the State of South Carolina Ethics Commission.

PREPARE FOR YOUR FIRST DAY OF CLASSES (TERM STARTS JAN 8)

We wish you the best of luck with your first week of classes!