FACULTY ON-BOARDING CHECKLIST

☐ VIEW NEW FACULTY INFORMATION ONLINE (BEFORE AUG 15)
Visit http://academicaffairs.cofc.edu/newfaculty for information about New Faculty Orientation, required online training, access to faculty resources, and other important matters. Our faculty orientation team has made a strong commitment to making sessions as interactive as possible. To assist us in that endeavor, we ask that you familiarize yourself with our agenda, particularly the sessions titled: Important Policies & Questions, Academic Standards & Student Support Services, and Course Administration & Academic Resources.

☐ 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)*
In addition to your e-verification, 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.

  - 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)
  - Background Check (please complete only if you have not previously submitted one)

☐ NEW FACULTY ORIENTATION IS AUGUST 15-17 (RSVP BY JUL 30)
Please complete the Faculty Onboarding RSVP form by July 30 or sooner. Orientation details are online at http://academicaffairs.cofc.edu/newfaculty/orientation.php. Also, you will receive an outlook calendar invitation in August for orientation. Faculty who forget to RSVP are still welcome to attend.
SUBMIT YOUR ACADEMIC CREDENTIALS (DUE: AUG 10 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, 2018, please have an official letter from your granting institution sent by August 10 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 credentials must be received before we can enable your computer account and provide you access to faculty information, including your class rosters and access to OAKS, our learning management system.

JOIN SLIDO.COM #NFO (AUG 15)
Prior to and during orientation, we welcome you to join our interactive Q&A site at slido.com #NFO. You are welcome to submit questions online in advance, and we will ask and answer questions during orientation.

ATTEND CONVOCATION (AUG 20)
New Student Convocation will be held in the Cistern Yard on August 20, 2018. 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 21)

ATTEND THE NEW FACULTY RECEPTION (AUG 24)
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 it.cofc.edu/security/phishing for 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 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 unlawfully 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 linked above are PDF files. 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.