



NEW FACULTY CHECKLIST



REVIEW NEW FACULTY INFORMATION ONLINE (BEFORE AUG 14)

Visit <http://academicaffairs.cofc.edu/newfaculty> for updated information about New Faculty Orientation, required online training, access to faculty resources, and other important matters. Please familiarize yourself with the orientation agenda, particularly the sessions entitled: *Important Policies & Questions*, *Academic Standards & Student Support Services*, and *Course Administration & Academic Resources*.

COMPLETE E-VERIFICATION (I-9) (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](#). (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). 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 below and 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 bring the forms to the HR session during orientation. Details and questions will be addressed during your orientation.

- [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](#)
- [Notice of Non-Discrimination](#)
- [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 submit **prior to orientation** if you have not already done so)
- [Personal Data Sheet](#) (please submit **prior to orientation** if you have not already done so)
- [I-9](#) (please submit to HR **in person** on or before your first day, if you have not already done so)

***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.

☐ **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) your academic credentials are based upon). If your highest degree will not be *conferred by August 15*, please also 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 showing the awarded degree. All credentials must be received before we enable your account and provide you access to faculty information, including your class rosters and access to OAKS, our learning management system.

☐ **RSVP AND ATTEND NEW FACULTY ORIENTATION (AUG 14-16)**

Please RSVP at the link provided on <http://academicaffairs.cofc.edu/newfaculty/orientation.php>. You will be asked to provide the following in a paragraph form as a mini-bio for our new faculty campus announcements:

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)

Attendance at orientation is expected. RSVPs are important for our headcounts, but faculty who forget to RSVP are still welcome to attend. If you cannot attend, please let us know in advance and review the new faculty website and agenda in detail, paying special attention to the following sessions: "Important Policies and Questions," "Academic Standards and Student Support Services," and "Course Administration and Academic Resources."

☐ **JOIN SLIDO.COM #COFC (AUG 14)**

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, 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. 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 19)**

New Student Convocation will be held in the Cistern Yard at 66 George Strett on August 19, 2019. 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 20)**

☐ **ATTEND THE NEW FACULTY RECEPTION (AUG 23)**

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

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

You are required to complete all of the online trainings and assessments listed online at <http://academicaffairs.cofc.edu/newfaculty/training.php>. Completion of mandatory trainings is expected prior to your first day of class.