



WELCOMING NEW FACULTY-CHECKLIST FOR DEPARTMENT CHAIRS

Your unit hired a new faculty member, congratulations!
Onboarding new faculty is a critical component of welcoming and inclusive departments.
This is a set of suggestions through the first 30 days; settling in takes longer.

NEW FACULTY INFORMATION

NAME: _____ PRONOUNS: _____
POSITION: _____ START DATE: _____
LEHIGH ID & EMAIL _____

UPON CONTRACT SIGNING

- Tell new faculty member they have a lehigh.edu email account and to begin checking it
- Review with Faculty Affairs team and college pre-arrival plans, expectations, responsibilities
 - For international faculty, connect with Office of International Students and Scholars
 - Review space needs and any steps for revising and finalizing
- Be in touch with new faculty member about relocation

PREPARE YOUR DEPARTMENT BEFORE NEW FACULTY'S FIRST DAY

Some actions will be completed by the chair and others by the department staff person.

- Add faculty member to the department website/directory
- Make certain office and research spaces as well as routine supplies are ready for their arrival
 - Computer, printer
 - Paper, pens, locking cabinets
 - Clean office, paint if necessary
 - Office furniture (clean, adequate for needs)
 - Lab, equipment
 - Office/hallway signage and placards
- Request or arrange access to the following so they are organized and ready to "go":
 - LUID card and keys
 - building(s)
 - office
 - lab
 - other _____
 - Parking permit
 - OneCard for purchasing and establish start up accounts
 - If business cards are the norm, design them in consultation with new faculty and order
- Arrange for the whole department to meet, possibly with the dean or associate dean, to discuss how to welcome and support the new faculty member(s)
 - Ensure members can pronounce the new faculty member's name and use correct pronouns
 - Identify how everyone will play a role in welcoming and supporting your new colleague
 - Brainstorm how your new colleague will be introduced to useful networks and key players
 - Lead a conversation about how your new hire enhances departmental excellence
 - If the new colleague is of an identity historically underrepresented in your discipline, note that they must not be devalued, belittled, excluded, called a 'diversity hire' or 'othered' - The chair is responsible for preempting and correcting such mindsets
 - Take care to review with the whole department your commitment to diversity, inclusion, equity and belonging for everyone's success

CONNECT WITH NEW FACULTY PRIOR TO THEIR FIRST DAY

- Remind the new faculty to attend New Faculty Orientation- University and College
- Discuss over email or phone/zoom things like mentors and professional development plans and scholarly/creative works resources- can be high level, demonstrate support before arrival
- Schedule uninterrupted time to meet with the new faculty member and orient them to your department operations, facilities, and campus; discuss advising, teaching, etc.
- Prepare them for their first week on campus, offer to reconnect with offices or people they met at their interview
- Assign courses carefully to the new hire, share past syllabi, discuss class sizes, etc.
- For those arriving a semester or more after signing the contract, invite them to department meetings and keep them regularly connected with department and campus activities

DURING FIRST MEETING OF DEPARTMENT CHAIR AND NEW FACULTY

- Provide an orientation to
 - Building- including access times, common spaces, restrooms, emergency exits, etc.
 - Staff in the department and building- including roles and responsibilities
 - Surrounding area- including supplies, eateries, idiosyncrasies
 - Department and College (do you have a handbook? Meetings? Etc.)
 - Principles of our Equitable Community
- Review the following (as applicable):
 - Office/desk/work areas
 - Keys
 - Building access/security
 - ID card
 - Web/IT services/Voicemail
 - Conference/meeting room scheduling
 - Copying, Printing
 - CITL Programs
 - Mentoring: INC, NCFDD
 - Follow up with New Faculty Orientation questions
 - Handling confidential information
 - Important offices, phone numbers, emails, new faculty resources
 - Mail room, Shipping
 - Purchasing, expense reporting, OneCard
 - CourseSite
 - Required Trainings
 - Libraries, research librarian
 - Grant opportunities
 - Supports for developing scholarship

FIRST 30-DAYS

- Reiterate new faculty's qualifications and scholarly interests to students, staff, and faculty alike.
- Ask each newcomer if and how they'd like to be introduced to students they will teach. If they wish, for example, you could visit their classes on the first day to briefly and enthusiastically explain why the department is so pleased about your new addition.
- Email new faculty member at the end of the first 30 days (consider a meeting) to:
 - Review observations, issues, priorities
 - Ensure any required training and forms have been completed
 - Ensure they understand FERPA information
 - Make sure they understand expectations for office hours, attending faculty meetings, etc.
 - Do they need support to set up their website?
 - Review how their mentoring relationships are going
 - Have they started an individual development plan? Considering any professional development?
 - What scholarly/creative works support and opportunities are useful right now?
 - Discuss how to document activities for review cycles
 - Determine how else you can support them and follow up
- Plan department social events and connect new faculty to other campus or community groups

Notes and References

This check list is one component of harmonizing the onboarding process and creating a welcoming department.

Numerous offices are involved in onboarding faculty- whether establishing employee benefits, taking care of compulsory background checks or trainings about harassment or IRB, and acquiring a OneCard, the chair cannot literally do it all, yet they can review that the processes are going along smoothly and that nothing gets left out.

Chapter 5, Faculty Retention: Replacing Dysfunctional Practices with Good Practices, in the book Faculty Diversity: Removing the Barriers, by JoAnn Moody, PhD. First Published 2012, by Routledge, 711 Third Avenue, New York, NY 10017.

UNCC FADO : [Checklist for chairs upon hiring a new faculty member](#)