

## 2018 New Faculty Checklist

ITEM	TIME FRAME	INSTRUCTIONS	CONTACT	COMPLETED
Complete new hire paperwork	Must be received by HR prior to July 15	Office of Human Resources: <a href="http://hr.nd.edu/nd-faculty-staff/toolkits/faculty-human-resource-orientation/">http://hr.nd.edu/nd-faculty-staff/toolkits/faculty-human-resource-orientation/</a>	AskHR (HR hotline)  877-631-5900	
Non-U.S. Citizens: Contact General Counsel's Office	As soon as possible	Please contact Deborah Gabaree in the Office of General Counsel to ensure that any immigration matter requiring attention is being addressed.	Deborah Gabaree  <a href="mailto:Gabaree.1@nd.edu">Gabaree.1@nd.edu</a>  574-631-6411	
Obtain and activate NetID in order to gain access to the campus computer network	Prior to arrival	<a href="https://accounts.nd.edu/activation">https://accounts.nd.edu/activation</a>  To activate your account, you will need your ndID number, which is located on your initial welcome letter. If you have misplaced your ndID number, the Office of the Provost will be able to provide it to you.	Office of Information Technologies Help Desk  574-631-8111	
Contact department chair	Prior to arrival	Discuss with your department chair office space, access to facilities, college-specific procedures and policies, information on any courses you are teaching, scheduling of any college- or department-specific events/orientations, etc. If you need contact information for your department chair, you may contact the Office of the Provost.	Office of the Provost  574-631-9488	
Procure textbooks for courses	Prior to July 1	You should order the textbooks that will be necessary for the courses you are teaching in the fall as soon as possible. Contact your department chair to confirm the course title, course number, and section number. Then, contact Bob Thomson, textbook manager at the Hammes Bookstore, by email ( <a href="mailto:rthomson@nd.edu">rthomson@nd.edu</a> ; <b>NOTE:</b> No "p" in Thomson) or by phone (574-631-8235). Provide Bob with: the name of your department; the course name; the course number; the course section; and— for each textbook—the author, the title, and the ISBN number, if available.	Bob Thomson  <a href="mailto:rthomson@nd.edu">rthomson@nd.edu</a>  574-631-8235	

Submit information for publication in campus newspaper	By the first week in August	<a href="http://provost.nd.edu/information-for-faculty/new-faculty-resources/new-faculty-information/">http://provost.nd.edu/information-for-faculty/new-faculty-resources/new-faculty-information/</a>  Submit to <i>ND Works</i> , via the web address above, a description of academic focus, a list of the first classes you will be teaching, and a personal comment on why you chose to come to Notre Dame for publication in the newspaper. Photo for publication will be taken either Friday, August 10, or Thursday, August 16.	Carol Bradley  574-631-0445  <a href="mailto:bradley.7@nd.edu">bradley.7@nd.edu</a>	
Obtain University identification card	Prior to August 20	<ol style="list-style-type: none"> <li>1. Go to HR to confirm all paperwork has been completed (200 Grace Hall).</li> <li>2. Visit the Campus Card Office at 423 Grace Hall to have photo taken and ID card printed. Please bring with you a valid form of identification (e.g., driver's license or passport) and the slip of paper that HR will provide after it has confirmed the paperwork has been completed.</li> </ol>	AskHR (HR Hotline)  877-631-5900	
Obtain temporary and regular parking passes	After obtaining University ID card	Please go to the Parking Office in Hammes Mowbray Hall and note that you are a new faculty member. You will need to bring with you: (1) your faculty identification card and (2) the license plate number and a complete description of the vehicle you wish to register.	Parking Office  574-631-5053	
Attend New Faculty Orientation	August 8-10, August 13-14	Topics of discussion will include the scholarship, research, and teaching environment of the University; the University's Catholic mission and identity; some of the challenges presented by the demands of research and teaching; various aspects of student life at Notre Dame; and effective teaching.	Office of the Provost  574-631-9488	
Attend opening Mass	August 21; Location: South Quad	Opening Mass is a University-wide event that officially opens the academic year.	Office of the Provost  574-631-9488	