

2020 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: http://hr.nd.edu/nd-faculty-staff/toolkits/faculty-human-resource-orientation/	AskHR (HR hotline) 574-631-5900	
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 Gabaree.1@nd.edu 574-631-6411	
Activate and manage your NetID in order to gain access to the campus computer network	Prior to arrival	https://oit.nd.edu/services/accounts/#netid To activate and manage your NetID you should have received an email to your personal email address with a link and instructions on how to activate your new account. You will be required to set a password, a security question and enroll at least one device for two step authentication. We recommend you complete the activation from a computer. If you did not receive the activation email or you experience problems, contact the OIT Help Desk.	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, go to inside.nd.edu and search the app "Discover." The courses you will be teaching should auto-populate and you can click on their titles to add them to the textbook order. You can also contact Becky Edelhauser, course materials manager at the Hammes Bookstore, by email (redelhau@nd.edu) or by phone (574-631-8235). Provide Becky 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.	Becky Edelhauser redelhau@nd.edu 574-631-8235	

Obtain University identification card	Prior to August 10	<ol style="list-style-type: none"> 1. Go to HR to confirm all paperwork has been completed (200 Grace Hall). 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. 	AskHR (HR Hotline) 877-631-5900	
Obtain temporary and regular parking passes	After obtaining University ID card	Please go to the Parking Services 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 Services Office 574-631-5053	
Attend New Faculty Orientation & New Faculty Teaching Workshop	August 3 & August 4	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	