New Faculty Arrival Checklist for Department/Faculty

One of the most critical factors supporting the career development of new faculty is a smooth and positive transition to a new university. Effective transitions are dependent upon thoughtful planning by the home department/faculty since it has the most significant contact with a new faculty member from the time of recruitment. Based on conversations with recent hires at UVic, here are some of the most important steps the department/faculty can take to support new faculty.

Prior to arrival at UVic

☐ Designate one faculty member (preferably the mentor or department chair) to be in periodic informal contact with the new hire.
☐ Determine approximate arrival date on campus and confirm exact time closer to the date.
☐ Ensure new hire is registered for Essentials for Career Success (new faculty orientation) and advise them of workshops in summer for new faculty members.
☐ Provide new hire with link to relocation information on Opportunities website (www.opportunities.uvic.ca) and discuss relocation expense reimbursement.
☐ Ensure that a recommendation for appointment has been submitted to VPAC for approval. This will initiate their pay and employee number to ensure that they are able to create a Netlink ID for email etc.
☐ Ensure that office space and office equipment including phone, furniture, basic supplies, keys, etc. are ready.

First day at UVic

☐ Chair meets briefly with new faculty member upon arrival. Mentor or other designated faculty member meets with new hire for an hour on the first day to make introductions around the department and eat lunch together.
☐ Designated staff member meets with new hire to explain roles of administrative staff in the office and outline basic processes that the faculty member will need to know in the first few weeks such as arranging an email account, purchasing a computer, obtaining a UVic employee ID card (and library privileges), ordering textbooks through the bookstore, obtaining a parking permit or bus pass, accessing services in the department office such as photocopier and office supplies, emergency preparedness and health and safety procedures in the department, obtaining a complimentary one year membership to the University Club.
☐ Book meeting with Benefits Office to determine benefit options.

First Two Weeks

☐ Chair or designate discusses access to and use of start up funds, departmental policies, course development, policies relating to teaching and research, teaching and research support available to faculty members.
☐ Designated staff member provides an orientation to how administrative and financial processes are handled by faculty in the unit.
☐ Meeting with subject area librarian for orientation to library resources.
☐ Health and safety training for new and younger workers (automatic; based on netlink ID)
☐ Mentor and or designated junior faculty member arranges for at least one more social interaction (lunch, coffee, after work) with the new faculty member.

First Month

☐ Chair discusses expectations and evaluation as per Sections 13 and 14 of the Framework Agreement.