New Faculty Start-of-the-Semester Checklist

**General**

- Visit the CTE’s [New Faculty Orientation (NFO)](#).
- Register for New Faculty Orientation via the NFO webpage or directly by accessing the [registration form](#).
- Claim your network ID as soon as possible.
- Review the [SIU Mission and Imagine 2030 Strategic Plan](#); consider how your teaching, research, and service will assist SIU in achieving our goals.
- Review and bookmark [SIU System’s ADEI Webpage](#) and [SIUC’s Multicultural Resource Center](#).
- Review and bookmark [Saluki Cares website](#) and the [Saluki Cares Care Report form](#).
- Speak with your program about logistics and request a copy of the Operating Papers.
  - Will you be provided with an office, unit mailbox? Where should you park? When is the building/program’s office open?
  - Will you have Phone, Computer, and Printer access?
  - Ask about available startup funds and technology (e.g., will you be provided a computer)
    - CTE recommends a laptop because most general access classrooms at SIUC are “Bring Your Own Device” (BYOD). Details about CTE managed [technology enhanced classrooms](#).
  - Will you be provided with a faculty mentor?
- Speak with your program about program culture.
  - What are common practices for workload assignments?
  - What are expectations related to undergraduate and graduate advising, office hours, teaching and grading practices?
  - What are common practices and protocols for tenure and promotion?
  - Expectations and practices around teaching evaluation?
- Become familiar with the [software available to you](#) on a University and Program level.
- Review Office of Information Technology’s [IT for New Employees’ webpage](#)
- Identify whether your laptop (personal/SIU) is equipped with an HDMI port (the AV standard in all classrooms). If no HDMI port, contact your program for an adapter or [purchase one](#).
- Review information on commuting and parking on campus: [Parking Division webpage](#).
As You Prepare for Your Courses

☐ Speak with your program about the courses you will be teaching.
  ☐ Are they pre-developed or are you responsible for developing the course content?
  ☐ Is there a common textbook used in the courses you will be teaching?
  ☐ What are the general student expectations?
  ☐ What teaching support does the program provide (e.g., inter-program brown bags)?

☐ If desired, see about requesting early access to the course development shell from CTE.

☐ Review Educational Technology available at SIU via CTE website
  ☐ Request access to commonly used tools (if needed); e.g., Respondus, Lockdown Browser
  ☐ Review and bookmark SIU’s Disability Support Services.

☐ Submit textbook information to the bookstore (if your program hasn’t already done so) by completing the adoptions order form.

☐ Review SIU’s Academic Calendar.

☐ Create or update the course syllabus. CTE Syllabus Template is available.

☐ Create or update course expectations or course netiquette. CTE Course Expectations and Course Netiquette examples are available.

☐ Create or update course technology requirements statement. CTE Tech Requirements examples are available.

☐ Set up course gradebook in D2L.

☐ Set up Instructor Profile on D2L with contact and office hour information.

☐ Discuss instructional support options with your program. Will you be provided a GTA?

Upon Arrival to SIU

☐ Claim your network ID (if you haven’t done so), get your parking pass and ID card.

☐ Check your schedule for teaching and classroom assignments; you can find classroom locations by searching Schedule of Classes.

☐ Confirm access to D2L MyCourses via SalukiNet.

☐ Sign up for SIU’s Emergency Notifications.

☐ Obtain keys to Office, Building, Classroom, Podium keys (if applicable).

☐ Visit classroom rooms to verify technology, classroom size, and so on, are suitable.
  ☐ If you need access to podia drawers, stop by the CTE to get a podium key.
  ☐ If you need to request a classroom change, work with your unit to complete the necessary forms. You can visit Scheduling’s website to learn more.

☐ Request additional audio/visual equipment, if needed, for accessibility.
On the First Day of Class (Important Checklist)

☐ Welcome students, share your story and journey.

☐ Do an icebreaker with your students.

☐ Walk students through the course outline, syllabus, classroom expectations.

☐ Walk students through D2L/Brightspace course page (explain how you will use D2L and where you will place items for easy location)

☐ Before class ends: if convenient walk students to your office. Show them where it is and invite them to attend office hours.

Within the First Few Months

☐ Complete SIU Annual Ethics Training, visit the Southern Illinois University System Ethics Office website.

☐ Complete SIU Annual Sexual Harassment Training. For any questions regarding the training please contact the Office of Equity and Compliance.

☐ Complete SIU Export Controls Training, visit the Southern Illinois University System Export Controls website for additional information.

☐ Attend at least three Center for Teaching Excellence workshops, micro-training, or training events. To ensure you never miss an event, subscribe to CTE’s Calendar of Events.

A Few Other Notes

☐ If you’re coming from another university and have course content you can bring with you, export the course package from your former institution’s LMS for import into D2L.

☐ If you teach on Tuesdays at 10 a.m., note that SIU and Carbondale tests the tornado sirens on the first Tuesday of every month.