Department Chair/Head: Preboarding Checklist

Pre-Boarding Step 1: after offer letter is signed and ideally at least 30 days before arrival

- ☐ Schedule Pre-arrival meeting with new faculty (phone, virtual or in person)
  - ☐ Determine needs for welcoming team
  - ☐ Course assignments
  - ☐ Other job duties
  - ☐ Moving Expense Policy
- ☐ Create Welcoming Team & Designate its Chair
  - ☐ Share team information with the Bridge Program
  - ☐ Sign and send Welcoming Team appointment Letters (Appendix B)

Pre-Boarding Step 2: Once in workday and UARK email address has been assigned

- ☐ Send welcome email with departmental resources
- ☐ Connect faculty to relevant Unit Leaders
- ☐ Add new faculty to
  - ☐ Course schedule
  - ☐ Email distribution lists
  - ☐ Faculty information systems (FIS)
  - ☐ Website
  - ☐ Unit Faculty meetings
- ☐ Start Graduate Faculty Status Request