



Department Chair/Head: Onboarding Checklist Semester 1

Upon Arrival

- Confirm Welcoming Team appointments (appoint if not yet done so)
 - Use the Welcoming Team Appointment Letter (appendix B)
 - Share the new faculty and their team members with the [Bridge Program](#)
- Share pertinent information with the new faculty, e.g.:
 - Provide access to shared drives/repositories
 - How to update website Info
 - Official pictures
 - Important websites/resources (New faculty resources (Appendix E))
- Share Personnel/Evaluation Documents by Sept 21st
 - See [Academic Policy 1405.101](#) for timeline and key dates
- Encourage the Faculty to sign up for Bridge Program Mentee Workshop (Fall Semester)
- Tour of Campus and Introductions (Can be done by Welcoming Team members)

1-2 Months post arrival

- Meet with the new faculty member
 - Check in on needs
 - See discussion topic list (Appendix D)
- Check on Faculty's Aspirations & Timelines
 - Discuss first draft of the Success Plan (Appendix F-a)
 - Discuss Annual Review schedules and procedures

End of Semester

- Schedule an informal meeting (coffee/lunch) to check in
 - Ask about experiences
 - Ask about needs