



TEXAS TECH UNIVERSITY
Office of the Provost

Teaching, Learning & Professional Development Center

New Faculty Tips

This list is intended to assist you with the transition into your new teaching position at Texas Tech University and becoming a part of a new community. While the list is not comprehensive, it will help you and provide helpful reference points. Specific information on department, school, or college-specific requirements should be available through your department chair, department business manager and college Dean's Office.

What to look for first:

1. **Email:** Information will be emailed directly to you during the summer - This information will include information regarding eRaider set up, how to obtain the University ID and parking, as well as information on Blackboard access, creating a syllabus and more!
2. **Online Resources:** We have asked several of the departments who generally present within a 10-minute time frame on the day of New Faculty Orientation to create online resources instead. These will be added to our current [New Faculty page](#) for you to access based on your needs and convenience.
3. **Compliance Training through Cornerstone:** There are several training modules that are standard requirements for all new faculty. These self-paced, online modules will be the compliance related training generally included in NFO, such as EEO, Title IX, Ethics, NCAA Compliance, and FERPA. Information on how to access these will be sent out by [Kerri Pike](#) during the summer.

Preparing for New Faculty Orientation:

4. **Face-to-Face Workshops the week of NFO:** These optional workshops are designed to provide you with important information that you will need in the first 30 days of your employment and prior to the start of classes, including sessions about employee benefits. Please note that there will be a video about benefits that you will need to view prior to attending the Q & A session. A Blackboard Q & A with one on one assistance from an instructional designer will also be available. A session on what to do the first day of class, on transparent assignment design and rubric development will also be offered. It is strongly recommended that you attend the sessions most tailored to your needs. Please remember that your benefits must be set up in the first 30 days of your employment.
5. **Required NFO Session:** (August 22nd from 8:00-12:30 at the Museum of Texas Tech) Mandatory face-to-face morning session focused on meeting and welcoming you to Texas Tech. In addition to hearing from the President and Provost, we will also hold a resource fair to allow you time to speak with various departments across campus. *A virtual option for those assigned to campuses/sites outside of the city of Lubbock will be available.
6. **Fall Workshop Series for New Faculty** – This workshop series will offer topics of interest to new faculty representing resources and departments from around the university. **New faculty will need to attend a minimum of 3 workshops (3 required hours total for fall).** There will be virtual, face-to-face, and hybrid options. [Click here](#) to view the current list of fall workshops and register.

Tips for Getting Started in Your Department

Prior to the start of your first semester you may wish to schedule an appointment with your department chair and department business manager to clarify the following:

- _____ Completed all required training sessions for TTU Faculty/Employees.
- _____ Pay dates, when/how to receive your first paycheck, direct deposit set-up, etc. *(FYI - Once you have your [eRaider username and login](#), you can access a lot of this information through the Employee tab in [Raiderlink](#).)*
- _____ [Information about parking on campus](#)—Please note, your [TTU ePAF](#) and [R number](#) will have to be set up and complete in order to gain access to parking, get your [university ID badge](#), gain access to [eRaider](#), etc. If you have any questions or need assistance with any of this your department chair person or business manager should be able to help. If you need assistance determining who the correct contact person is in your department, please contact [Kerri Pike at the TLPDC](#)
- _____ [How Do I Create An Effective Syllabus?](#)
- _____ [Travel Policies and Procedures](#)
- _____ [Purchasing Tools and Resources](#)
- _____ [House Bill 2504 Requirements and uploading your syllabus to TTU Digital Measures](#)
- _____ [Matador Information Portal](#)- Maps to navigate buildings and classrooms on all TTU campuses
- _____ Information about your teaching schedule, class locations, etc.
- _____ Office/desk/work station/office supplies/access to copiers/printers
- _____ Building access/security/keys/access codes
- _____ Conference/meeting rooms scheduling process
- _____ Provide emergency contact information to departmental office/college
- _____ Department or college-specific policies, handling of confidential information, orientations, meetings, etc.
- _____ Mail (incoming and outgoing) and Shipping (FedEx, UPS) procedures
- _____ Lab Space/RAs/TAs/GAs
- _____ [Getting Settled in a New Community](#)