

## Texas Tech University New Faculty Checklist

This checklist is intended to assist you in your transition to a teaching position at Texas Tech University. While the list is not exhaustive, it will help you acclimate to your new role. Information on department, school, or college-specific requirements should be available through your supervisor, department head, and/or office manager.

### Complete Your Hiring Paperwork & Attend Orientations

Texas Tech University has a central Human Resources office (<https://www.depts.ttu.edu/hr/>) that is a great resource for all employees. Both Human Resources and your hiring department play an important role in supporting Texas Tech University (TTU) employees.

Texas Tech University's Human Resource Department has many mechanisms in place to help you. Please access the following link to find out more about the HR process for New TTU Employees:

<https://www.depts.ttu.edu/hr/EmployeeResources/NewEmp.php>

Be sure to complete the New Employee Packet. <https://www.depts.ttu.edu/hr/EmployeeResources/NewEmpI-9.php>

Full-time faculty should attend New Faculty Orientation offered in August and January each year.

<http://www.depts.ttu.edu/tlpc/Resources/NewFacultyResources/>

### Getting Settled in Your Department

Prior to the start of your first semester you should schedule an appointment with your department head, supervisor and/or office manager to clarify the following:

- \_\_\_\_\_ Whether you should attend New Employee Orientation (<https://www.depts.ttu.edu/hr/EmployeeResources/NewEmpTraining.php>).
- \_\_\_\_\_ If you have 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.*)
- \_\_\_\_\_ Guidelines for talking to the media <https://www.depts.ttu.edu/opmanual/op68.01.php>
- \_\_\_\_\_ Travel Policies and Procedures <http://www.depts.ttu.edu/opmanual/contents.php#travel>
- \_\_\_\_\_ Purchase Requests/P-card Operating Policies <http://www.depts.ttu.edu/opmanual/contents.php#purchasing>
- \_\_\_\_\_ Purchasing Resources <http://www.depts.ttu.edu/procurement/>
- \_\_\_\_\_ Uploading your course syllabus/syllabi into Digital Measures by the 10<sup>th</sup> official day of class and using Digital Measures for faculty credentialing purposes <https://www.depts.ttu.edu/opa/dmsr.php>
- \_\_\_\_\_ Have your official transcripts been submitted to the Office of the Provost and any other required departments
- \_\_\_\_\_ 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
- \_\_\_\_\_ Departmental/college contact information
- \_\_\_\_\_ 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
- \_\_\_\_\_ Other