

New Faculty Checklist 2023

This checklist is intended to help you prepare for New Faculty Orientation (NFO) and your first weeks at USI. Please view the [New Faculty](#) webpage to find information related to NFO.

If you have questions, please contact Amy Chan Hilton at amy.chanhilton@usi.edu or 812.461.5476

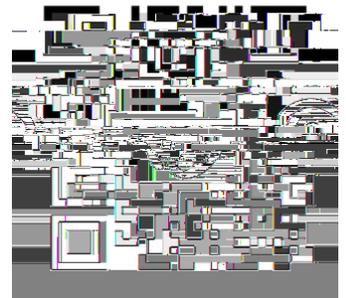
Prior to New Faculty and HR Orientation

- [Register](#) for New Faculty Orientation by August 2
- Complete the New Faculty [Biography form](#) by August 7
- Complete and submit Human Resources (HR) payroll forms (tax packet, I-9 documents, and payroll information) and gather necessary documents in advance (*strongly recommended*)
Questions? Please contact Human Resources at 812.464.1815 or Maggie Weinzapfel at mcweinzapf@usi.edu
- Review USI [Strategic Plan](#) for 2021-2025
- Watch the [50th anniversary documentary](#)

Preparing for Your First 1 Week of the Classes

Course design and planning

- Develop the course goals and learning [objectives](#) for the course
- Identify types of assessments for students to demonstrate
- Identify [activities](#) and resources to help student learn, engage in, and practice the ideas, concepts, and skills
- Develop the course [syllabus](#) and schedule
 - Refer to USI [Syllabus Template](#)
 - Develop the course schedule. Check the [University calendar](#) and [Final Exam](#) schedule
 - Set your student drop-in hours (office hours)
 - Request a [Zoom Pro](#) account (*recommended*)
- Add the syllabus and schedule to the course Blackboard site. When ready, [make the Bb Course available](#) to students
- View and download/print your Class Lists from myUSI:
Best for online viewing: Quick Links Faculty > USI Class List
Best for downloading: Self-Service > Faculty and Advisors > USI Class List (with photos)
- Send a [welcome message](#) to your students a few days before the first class (*recommended*)
Use Bb announcements and select the option to also email the message.
- Plan for an awesome [First Day](#) of class
- Use the New Faculty Orientation materials as a guide bit.ly/NFOdocs2023
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During the First 2 Weeks of the Semester

- Get to know the faculty and staff in your department/program. Ask questions!
- Start getting to [know your students](#)
Use Icebreaker activities (see the link above and here [more ideas](#)) and a survey in Bb or Microsoft Forms
- Review the Faculty Planning Calendar
- Attend New Faculty Academy during week 2 (schedule