

# NEW FACULTY & STAFF PRE ARRIVAL CHECKLIST

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The following suggestions are for new faculty who are expected to arrive on campus soon. Some preparation could be done ahead of time to facilitate a smooth transition to your new role as faculty, researcher and advisor.

## Lafayette and Acadiana

- ☐ Familiarize yourself with the Acadiana region.
- ☐ Lafayette Economic Development Authority
- ☐ Lafayette Consolidated Government
- ☐ Lafayette Chamber of Commerce
- ☐ Lafayette Travel
- ☐ Lafayette Parish School System

## Administrative Setup

- ☐ Once you know your arrival date, email your department head.
- ☐ Set up an appointment to meet them. See list of *talking points/items* to take care of in the Upon Arrival Checklist section.
- ☐ Have a campus map. Check the Parking and Transportation website for information on how to purchase any required parking permits.
- ☐ Familiarize yourself with the HelpDesk for Computing Support Services. *Get Help for Faculty and Staff* is a great place to start locating the University's computing and communication resources.
- ☐ If you have pre-school-age children, familiarize yourself with the services and programs available to faculty through the Child Development Center.

## Academic Resources

- ☐ Plan to attend New Faculty & Staff Orientation and review the orientation website.
- ☐ Review your Benefits (sign-up for benefits within 30 days of your official start date).
- ☐ Get started with online seminars for effective teaching and research through Academic Programs and Faculty Affairs.