

NEW FACULTY & STAFF UPON ARRIVAL CHECKLIST

Prior to Orientation

- ❑ Complete any paperwork related to your appointment i.e. transcripts sent to [Academic Planning and Faculty Development](#) Martin Hall Room 239: P.O. box 41812, Lafayette, LA 70504.
- ❑ Go to [Human Resources Office](#) in Martin Hall Room 170 and fill out a **Personnel Packet**. This may be done beginning August 1 for new faculty starting in the fall semester, and January 2 for new faculty starting in the spring semester
- ❑ Upon return of the **Personnel Packet**, the next day complete the following in order:
 - Go to [Cajun Card Services](#) in Vermilion Hall to obtain a UL Lafayette Cajun Card ID.
 - Go to [Parking and Transit Office](#) in Oliver Tower Suite 100 to secure a parking permit– requires letter from department head specifying parking zone, valid driver’s license, automobile registration, and proof of insurance.
 - Go to the [IT Help Desk](#) in Stephens Hall Room 201 to set up a UCS e-mail account; note you must have a UL Lafayette Cajun Card ID or drivers license.
 - Bring key request form for office keys to [Physical Plant](#) in Parker Hall and pay key deposit (requires Department Head signature) to obtain keys to the office, lab and building. Understand rules regarding building access after business hours and on weekends.
- ❑ Complete any to-dos from the pre-arrival checklist prior to attending orientation.

At Orientation

- ❑ Attend New Faculty and Staff Orientation for information on the University, policies, services, benefits, teaching and research resources, and discussion of relevant topics.
- ❑ Select health care provider by date determined by Human Resource Office for coverage to be effective September 1.
- ❑ Select retirement plan, employees are automatically enrolled in Teachers Retirement System of Louisiana (TRSL). Those who enroll in the Optional Retirement Plan (ORP) within 60 days of hire will receive employer contributions to ORP from date of hire.
- ❑ Attend the reception for new faculty and staff at the President’s House.

Know Your Department

- ❑ Setup a time to meet with the Department Head in your department to familiarize yourself with the processes and expectations related to students and courses, research and scholarship.

- ❑ Understand the protocols regarding getting administrative support: who to call; for what purpose; where to direct questions when you are not sure.
- ❑ Log into Ulink to confirm the listing of your classes you are teaching, Faculty tab, click on Class Rosters. Download your class roster. Ensure you have access to your courses in the learning management system Moodle, accessible through ULink. Contact your department head and/or administrative assistant with questions regarding the listing of classes in Ulink or Moodle.
- ❑ For information regarding your departmental mailbox, long-distance phone charges/practices, copying practices, office location, equipment and supplies, grade books, etc., see your department head and/or administrative assistant.
- ❑ Get on department, school and group mailing lists.
- ❑ Provide local address and phone number to department administrative assistant.

To Do's Across Campus

- ❑ Set up your voicemail. Record the greeting for your voice mail (see Blue Key phone book instructions).
- ❑ Register your portable devices for campus Wi-Fi.
- ❑ Attend driver safety class (obtain a copy of the CD-ROM-based Driver Safety Course from your department head).

Familiarize Yourself With Campus

- ❑ Familiarize yourself with Campus Activities: calendars, arts and entertainment, athletics and recreation, dining on campus and the University Bookstore.
- ❑ If you haven't done so already, take a campus tour!

Optional

- ❑ Reserve library carrel at Dupré Library.
- ❑ Buy athletic tickets at Cajundome Ticket Office (faculty and staff season tickets are half price).
- ❑ Sign up for intramurals and/or use of the health & recreation facilities at Bourgeois Hall (requires UL Lafayette ID).
- ❑ Rent P. O. Box at postal Contract Station in Bittle Hall if a personal on-campus box is desired.
- ❑ Open Credit Union account at UL Lafayette Federal Credit Union office on McKinley Street.

Notes: