

WPI New Faculty To-Do List

Welcome to WPI!

This new faculty "To-Do" list has been developed with input from previous new faculty members. This list outlines initial tasks so that future faculty joining the University can transition to WPI in a more timely and organized fashion. We hope you find this list helpful.

If there are additional "to do" items that you feel should be shared with new faculty, please call the Office of the Dean of Undergraduate Studies at (508) 831-5397.

Before Arrival

- Forward signed acceptance letter, Personal Data Card and any other requested enclosures to the Provost's Office.**

Contact Your Department

- Inform them of your "start date" (the first day you will arrive on campus).**
- Verify that a "Request for CCC Computer Accounts" has been submitted to Human Resources (HR) on your behalf.**

This form, available at <http://www.wpi.edu/Admin/HR/employee-forms.html>, must be completed at least two weeks prior to your start date. Once this form is processed, you'll have access to e-mail, licensed software, printers and other accounts from on or off campus. If you wish to have access to your computer accounts prior to your start date, the department head must request advance access on your behalf.

To inquire if your accounts are ready, contact the Computing and Communications Center (CCC) Helpdesk Staff at 508-831-5888 or send e-mail to ccc-neo@wpi.edu.

- Ask when your office and keys will be available.**

If you already have an office assigned, your department may be able to tell you your telephone number and office address.

Plan Ahead

- If a new office computer is to be purchased, per discussions with the Provost and Department Head, contact Information Technology (IT) to initiate the purchase.**

By ordering a computer with sufficient lead time through Mary Beth Harrity (508-831-5810, mharrity@wpi.edu), it may be available to you upon arrival or shortly thereafter.

If you need to purchase any computer hardware or software relating to your research or would like to know what resources are available, please contact Sia Najafi (508-831-5752, snajafi@wpi.edu).

- Some faculty find it helpful to obtain, in advance, copies of the campus directory and the faculty handbook.**

A 2008-2009 Campus Directory may be obtained by contacting your department office. The online campus directory is linked from WPI's home page, or can be found directly at <http://www.wpi.edu/Campus/whitepages.html>. The Faculty Handbook can be found on the web at <http://www.wpi.edu/Campus/Faculty/>.

- Plan to attend the New Faculty and Administrative Staff Orientation on Wednesday, August 19 and Thursday, August 20.** Details will be sent to you by email or regular mail.

❑ **Schedule HR Benefits overview**

Every Monday from 8:30 to 10:00 a.m. HR conducts a benefits overview for new employees. To arrange an appointment contact HR at 508-831-5470 or human-resources@wpi.edu.

At time of appointment, bring applicable identification documentation plus proof of employment (e.g. copy of signed offer letter), and you will be asked to complete the following forms:

- The U.S. I-9 (must be completed within 3 days of start day)
- The M4 and W4 (State and Federal Tax Forms)
- Direct Deposit Authorization Form (required for all employees, you will need a voided check from each respective account)

****Even if you do not plan on taking advantage of WPI's health insurance, you must contact Eric Chojnowski, the Benefits Administrator, at extension 5470 to provide critical information for other benefits you are eligible for!!****

❑ **Schedule a New Employee Technology Orientation**

Password distribution and computer accounts orientation is held every Monday from 10:00 to 11:30 a.m. following the HR benefits overview from 8:30-10:00 a.m. Additional technology orientations are scheduled at alternate times at the start of each term. To register for a session contact CCC Staff at 508-831-5888 or ccc-neo@wpi.edu.

❑ **After meeting with HR and CCC, get your WPI photo ID card (required for many things on campus) at Administrative Services, which is located in the basement of Founders Hall.**

Contact Administrative Services at ext. 5150.

❑ **Obtain your 2 or 3-letter faculty code from HR**

All faculty need this code to access the Banner Web Information System to verify enrollment, enter grades, for billing purposes, and other administrative tasks.

❑ **Set up your personal home page, if desired**

Your CCC UNIX account will permit you to set up a home page at "http://users.wpi.edu/~xxxxxx", where "xxxxxx" is your user name. The actual home page sits in your home directory in the subdirectory "public_html". Within this subdirectory, the root home page, by default, is the file "index.html". Instructions can be found at <http://www.wpi.edu/Academics/CCC/Help/Unix/Webdev/creating.html>. If you have any questions, you can contact the Helpdesk (helpdesk@wpi.edu or x5888).

❑ **Full-time WPI faculty members are required to have two Web pages: a "professional page" that is housed in the appropriate department site, and a "directory page" that is housed in the main WPI faculty directory.**

Both of these pages pull in information that you provide when you fill out the form at <http://www.wpi.edu/Images/CMS/FacultyDir/FacultyUpdateForm.doc>. Once this form is completed, you may forward your information directly to either your department's CMS editors, or directly to webmaster@wpi.edu. (CMS is the acronym for "Content Management System," and typically one or more administrative assistants in each department serve as the editors.) You will be informed when your information has been added to the directory. *Please note: Because of a major web redevelopment project taking place during the early summer months, new pages will not be set up until after the launch of WPI's new website on July 20, 2009.*

On Your Start Date

At Your Department

- ❑ **Greet office personnel! An office and office keys will likely be available for you at that time.**
- ❑ **After you have your computer accounts (i.e., your email address and home page) and telephone number, see your department office to have business cards made up for you, if you want them.**
- ❑ **Detailed instructions for using the campus telephones and voice-mail system can be found on pages 2 & 3 of the campus directory.**

Occasionally, a phone's voice-mailbox will need resetting to delete a previous user's messages or passwords. If this is the case, either notify your department administrator or call the Telecommunications office at ext. 5210. WPI also uses a speech activated campus directory. If you are a permanent, full time employee, you may dial ext. 6000 and speak your name to see if you have been added to the system. If you choose to record your name in your voice, you may do so by dialing ext. 6000, then 1 2 3 to access that portion of the menu. Your password is your extension number. Any requests for moves, additions or changes to your telephone service should be placed through your department administrator. If you have any questions, please feel free to call the Telecommunications office at ext. 5210. Information about the phone system can also be found online at <http://www.wpi.edu/Academics/CCC/Telecom/>.

- ❑ **Inquire if any relevant department forms such as an "Emergency Contact" form, etc. must be completed.**

It is also helpful to ask for your mailing address, telephone number and fax number at this time.

- ❑ **Obtain a copy of the campus map.**

One is also available on the Web at <http://www.wpi.edu/About/Visitors/campusmap.html>.

- ❑ **Obtain a WPI parking sticker.**

You are not permitted to use campus parking until you have a WPI parking sticker affixed to your car window.

To obtain a parking sticker application via campus mail, contact campus police (508-831-5433, or just ext. 5433 from a campus telephone). The completed form can be mailed to campus police and they will send your sticker to your mailing address.

Alternatively, the sticker can be obtained in person at the police station in Founders Hall.

Soon Thereafter

- ❑ **Some departments have their own net domain (e.g., "ece.wpi.edu") and mail server. If so, you'll likely want to set up mail forwarding from your CCC account (domain "wpi.edu"). See your department computer administrator for help.**
- ❑ **Marketing and Communications** endeavors to maintain a file photo of each faculty member. The photos are used on faculty Web pages, in publications, and with new releases. Faculty may request their photo for use in journal articles, books and so on. To inquire about options for having your photo taken, please contact Michael Dorsey, director of research communications, at ext. 5609 or mwdorsey@wpi.edu.
- ❑ **If you want to use the gym, ask for a locker at the Athletics Department.**
Limited supply, first come first served. Gym use is free for members of the WPI community (faculty, students, staff).
- ❑ **Consider having electronic "money" deposited onto your WPI ID card for use at all WPI on-campus dining facilities (some discounts apply).**
Contact the Accounting Department (second floor of Boynton Hall) to transact this deposit.
- ❑ **WPI has a mentoring program available to new faculty.**
If you are interested, contact Professor Chrys Demetry, ext. 5195. Descriptions of the program can also be found on the Center for Educational Development and Assessment website at <http://www.wpi.edu/Academics/CEDA/>; follow links for new faculty.
- ❑ **Complete New Media Learning Sexual Harassment Tutorial.**
WPI has contracted with New Media Learning for campus-wide sexual harassment training. The program consists of a web-based tutorial and a mastery test that can be taken in approximately an hour to an hour and a half from any computer that has internet access. All WPI employees are required to take this tutorial. It can be accessed directly from the Human Resources web site: <http://training.newmedialearning.com/psh/worcesterpi/>
- ❑ **Log on to Banner Web (Self Service) and register your crisis contact information with the WPI Connect-Ed system at:**
<http://www.admin.wpi.edu>.
- ❑ **Learn about myWPI, WPI's course management system which is powered by Blackboard.** Many instructors use myWPI for posting their syllabus and course documents, assignment submission, quizzes and tests, tracking grades, and communicating with students. To learn more about myWPI, visit <http://www.wpi.edu/+Collaboratory/HowTo/MyWPI/facultytoc.html>. For assistance with myWPI, contact Jes Caron (508-831-6422, jes@wpi.edu or myhelp@wpi.edu).

Quick Reference For New Faculty

Accounting/Business Affairs Office	5754
Admissions Offices:	
Undergraduate Admissions	5286
Graduate Admissions	5301
Campus Police (parking sticker)	5433
Events Coordinator (to reserve conference rooms)	5613
Financial Aid	5469
Help Desk (for help with any computer-related problems on the campus network)	5888/helpdesk@wpi.edu
Human Resources	5470
Gordon Library	5410
Administrative Services (copy projects, binding, mail, I.D. badge)	5150
Ombuds Office	5454
Physical Education and Athletics Office	5243
Facilities	5500
Provost's Office	5222/provost@wpi.edu
Registrar's Office	5211
Telecommunications (phones)	5210
Environmental & Safety Office	5216
EMERGENCY	5555

Other

Laura Hanlan (interlibrary loan)	5414/lrob@wpi.edu
Lora Brueck (library book ordering)	6039/lbrueck@wpi.edu
Jes Caron (myWPI)	6422/jes@wpi.edu
Debra Dexter (software applications instruction)	5197/debra@wpi.edu
Kate Beverage (instructional technology support)	6012/kwrigley@wpi.edu
Ginny Julian (library class reserves)	5410/gjulian@wpi.edu
Tracey Leger-Hornby (library information)	5410/tlh@wpi.edu
Mary Beth Harrity (computer purchases)	5810/mharrity@wpi.edu
Eric Chojnowski (benefits, i.e. health insurance)	6677/echojnowski@wpi.edu
Franc Lemire (grants, proposals, awards)	5359/flemire@wpi.edu
Sia Najafi (research hardware and software)	5752/snajafi@wpi.edu
Maria Mike-Mayer (gifts from and proposals to corporations and foundations)	4185/mmikemayer@wpi.edu
Karen Chrobak (gift and other restricted "non-research" accounts)	5141/kchrobak@wpi.edu
Heather Bilotta (sponsored research grant & contract accounts)	5422/hbilotta@wpi.edu
Chrys Demetry (mentoring program)	5195/cdemetry@wpi.edu

A Few WPI Acronyms/Terms with Definitions to Make You Part of the "In" Crowd

ADLN

"Advanced Distance Learning Network"

ATC

"Academic Technology Center". This group provides a wide variety of technology-based services and equipment in support of the teaching, learning, presentation, and communication needs of students, faculty and staff.

CCC

"Computing & Communications Center". This center provides the communications, computing, and storage infrastructure, as well as the software utilities and applications to support the academic, research and administrative activities at WPI.

FACULTY ELECTED COMMITTEES

CHB Campus Hearing Board

CAO Committee on Academic Operations

CAP Committee on Academic Policy

FAP Committee on Administrative and Financial Policy

COAP Committee on Appointments and Promotions

CGSR Committee on Graduate Studies and Research

COG Committee on Governance

CASL Committee on Advising and Student Life

CTAF Committee on Tenure and Academic Freedom

See Faculty Handbook, <http://www.wpi.edu/Campus/Faculty/>, for descriptions of these faculty governance committees.

IQP

"Interactive Qualifying Project". This undergraduate degree requirement is a project which relates technology to society. The projects are usually done in teams during the junior year. Many of these projects are now performed off campus. An IQP is the equivalent of three or more courses.

MQP

"Major Qualifying Project". This undergraduate degree requirement is a project in the student's major academic area. The projects are usually done in teams during the senior year. Some of these projects are performed off campus. An MQP is the equivalent of three or more courses.

NR

"No Record". See "Punting".

"Punting"

For WPI undergraduates, the grading system does not include a failing grade (actually neither an "F" nor a "D" exist) for regular classes. (A "Not Acceptable" grade, essentially a failing grade, does exist for projects.) Rather, students who fail a course have an "NR" (no record) reported to the registrar. Formally on their transcript, there will be no record of having taken the course. As a term progresses, some students recognize that they will not pass a course. Some will simply stop attending the course. These students have "punted" the course.

The "Quad"

The "Quad" (short for quadrangle) is the grassy open space between Harrington gymnasium and Daniels Hall. The space serves as a common social area, particularly during nice weather and during major school events (e.g., homecoming weekend).

Snowflake, or "Snowflaking"

Because of the grading system at WPI (see NR and "Punting"), an undergraduate failing all regular courses in a term will receive a report card that is empty. That's right! The report card will list their name, but will not list any courses. You receive a blank, historically *white*, piece of paper. You got a snowflake.