Welcome to WPI! This “To-Do” list for new faculty has been developed with input from previous new faculty members. It 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 Provost at 508-831-5222.

# Before Arrival

- **Forward signed acceptance letter, Personal Data Card, criminal background documents, and a copy of your driver’s license to the Provost’s Office.** If you do not have a driver’s license, a copy of your passport will suffice.

- **Contact your department to inform them of your "start date"** (the first day you will arrive on campus).

- **Verify that email and intranet access has been submitted on your behalf.**
  IT Computer Account and Data Access Request must be completed by your department at least two weeks prior to your start date. Once processed, you will have access to e-mail, licensed software, printers, and other accounts from on or off campus. For tenured/tenure-track faculty, Deb Graves in the Provost’s Office will have submitted the IT form upon receiving your signed acceptance letter. Shortly thereafter, you will receive an email from the department administrative assistant providing you with your Identification Number. If you wish to have access to your computer accounts prior to your start date, call the Helpdesk (508-831-5888 or email its-neo@wpi.edu) and provide them with your ID.

- **Ask your department when your office, keys, and building card access will be available.**
  If you already have an office assigned, your department may be able to tell you your telephone number and office address. For Smart Card Access, (which provides you with access to the academic building you’ll be housed in), your supervisor needs to notify campuscardaccess@wpi.edu.

- **If a new office computer is to be purchased, per discussions with your 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. For research related software, hardware, data storage and other resources please contact Sia Najafi (508-831-5752, snajafi@wpi.edu).

- **If you need to access the Campus Directory or the Faculty Handbook:**
  Use the box in the upper right corner of WPI’s home page to search the online campus directory. It can also be found directly at [http://www.wpi.edu/Campus/whitepages.html](http://www.wpi.edu/Campus/whitepages.html). The Faculty Handbook can be found at [http://www.wpi.edu/Images/CMS/FacultyGov/Faculty_Handbook_5-8-12.pdf](http://www.wpi.edu/Images/CMS/FacultyGov/Faculty_Handbook_5-8-12.pdf).

- **Obtain, complete, and return required employment forms to Human Resources.**
  Please contact Human Resources at 508-831-5470 or human-resources@wpi.edu to obtain
these necessary employment 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)

You will also need to bring Human Resources a copy of your signed offer letter (proof of employment) and proof of identity and citizenship status. Refer to the list on the I-9 form to learn what’s required (e.g., some combination of passport, license, social security card, other). Once this paperwork is completed, you will receive your Identification Number (ID#).

- **Plan to attend a Human Resources/ Benefits Orientation for New Faculty on Monday, August 10th or Monday, August 17th from 8:30-10:00 a.m.**
  
  While benefits orientation sessions are offered weekly for new employees by the Human Resources (HR) division, these sessions will be designed specifically for new faculty members. If you cannot attend either session, please make an appointment for an alternative session by contacting HR at 508-831-5470 or human-resources@wpi.edu. When attending a Benefits Orientation, you may bring your employment forms listed above at that time.

- **Schedule and attend a New Employee Technology Orientation.**
  
  Password distribution and computer accounts orientation is held every Monday from 10:00 to 11:30 a.m. in Anderson Lab B on the first floor of Gordon Library. An additional session will be offered on Tuesday, August 18 from 3:30-5:00 p.m. At this orientation you will be introduced to IT services and use your WPI account to access several resources. Please inform the Technology Orientation team in advance of the date you plan to attend, by sending a message to its-neo@wpi.edu or calling 508-831-5888, so that your personalized information is available at the session.

- **Plan to attend New Faculty Orientation (NFO) beginning August 17, 2015.**
  
  NFO offers a series of sessions related to teaching, scholarship, and service at WPI and aims to help new faculty establish connections in the WPI community. Details will be sent to you by email so please inform the Office of the Dean of Undergraduate Studies (508-831-5784) of an email address that you will check regularly throughout the summer. Please also see an online list of Resources for New Faculty at http://www.wpi.edu/academics/morgan/resources.html A binder with these and additional resources will be distributed at NFO.

- **Obtain a parking permit.**
  
  If you wish to obtain a parking permit before your arrival, download the application form at http://www.wpi.edu/offices/police/parking.html. The completed form can be mailed to campus police and they will send the permit to your mailing address. Alternatively, the permit can be obtained in person at the police station in the basement of Founders Hall. You will need your vehicle license plate number.

- **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/faculty-profile-form082312.docx. Please make sure you have your 3 digit faculty code from your department Administrative Assistant, you will need this faculty code when filling out this form. Once this form is completed, you may forward your information directly to cmshelp@wpi.edu. (CMS is the acronym for “Content Management System,” and the CMS Web Team will be happy to create these pages for you. You will be informed when your information has been added to
the directory.

- **Set up your personal home page, if desired.**

  Many faculty choose to have a “Personal Page” in addition to the standard WPI web pages. 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 is the file "index.html" by default. Instructions can be found at http://www.wpi.edu/Academics/CCC/Help/Unix/Webdev/creating.html. If you have any questions, contact the Helpdesk (helpdesk@wpi.edu or x5888).

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

  Maps can be downloaded from http://www.wpi.edu/about/visitors/campusmap.html.

### On Your Start Date

- **Greet office personnel! An office and office keys will likely be available for you at that time.**

  Your department administrative assistant(s) are often your best source of information regarding logistical questions such as copying and printing arrangements, office supplies and furniture, and more.

- **Obtain your WPI photo ID card.**

  An ID card is required for most campus services and some building access. The ID Office is located in East Hall, Room 102, and hours are generally Monday through Friday from 8-5. During the summer, however, it’s best to contact Amy Beth Laythe in Residential Services at 508-831-5130 or alaythe@wpi.edu to arrange an appointment. More information about ID Services and Card Access Policy can be found at http://www.wpi.edu/offices/rso/idservices.html.

- **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.

- **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 online at** http://www.wpi.edu/Academics/CCC/Telecom/services.html.

  Please request a new phone number through your department. All new numbers will come with voice mail. WPI also uses a speech activated campus directory. If you are a permanent, full time employee, you may dial the internal campus directory at ext. 6000 and speak your name to see if you have been added to the system. 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 open a ticket with the Helpdesk (x5888 or helpdesk@wpi.edu).

### Shortly After Your Start Date

- **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 news
releases. Faculty may request their photo for use in journal articles, books and so on. A photo session is routinely scheduled during New Faculty Orientation; look for it when the detailed agenda is distributed. To inquire about other options for having your photo taken, please contact Michael Dorsey, Director of Research Communications, at x5609 or mwdorsey@wpi.edu.

- **Arrange to use the Sports & Recreation Center.**
  All students, faculty, and staff must complete the WPI Sports & Recreation Center Liability Waiver before using the facility. The waiver can be downloaded from the Rec Center website (http://wp.wpi.edu/reccenter/rules-and-regulations/) and brought with you on your first visit. Entry to the facility will only be permitted with a current WPI ID card. The Rec Center website also contains a facility tour, information about renting a locker, the membership handbook, and a membership application for spouses and partners.

- **Explore WPI’s Wellness offerings.**
  Information about WPI fitness and wellness programs, both on and off campus, can be found at http://www.wpi.edu/offices/hr/wellness.html.

- **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 (contact the Bursar’s office at x5203) to transact this deposit.

- **WPI has a mentoring program available to new faculty.**
  Information about the program can be found on the Morgan Teaching and Learning Center’s website at http://www.wpi.edu/academics/morgan/mentoring.html. If you are interested or have questions, complete the form on the website or contact Professor Chrys Demetry, Director of the Morgan Center, at cdemetry@wpi.edu or x5195.

- **Complete the online Harassment Prevention course.**
  WPI has contracted with The Wellness Corporation for campus-wide harassment prevention training. All new faculty and staff members are asked to complete this tutorial within 30 days of hire, and current employees are asked to re-certify every two years. The course takes approximately one hour and fifteen minutes to complete. It’s an interactive program that can be accessed 24 hours a day, seven days a week, from any computer with internet access. It is set up to allow for breaks as needed, keeping track of where you are in the course. A link to the program can be found on the Office of Human Resources website: http://www.wpi.edu/offices/hr/sexual-harassment.html. **Note that you must create a username and password at this site; your WPI username and password are not transferred to or known by this training program.**

- **Log on to Banner Web (SelfService) 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 powered by Blackboard.**
  Many instructors use myWPI for posting their course documents, tracking grades, communicating with students, and more. To learn more about myWPI, visit http://www.wpi.edu/+myhelp. Training sessions are scheduled periodically throughout the year; the schedule for August will be available at New Faculty Orientation. For assistance with myWPI before that time, contact Lindsey Van Gieson (ext. 6723), lftapper@wpi.edu or myhelp@wpi.edu.
Frequently Used Contacts

Accounting/Business Affairs Office  5754
Benefits/Health Insurance - Eric Chojnowski  6677/echojnowski@wpi.edu
Bookstore  5247
Campus Police (non-emergency)  5433
Computers/HelpDesk (computer issues, campus network)  5888/helpdesk@wpi.edu
Computer Purchasing - Mary Beth Harrity  5810/mharrity@wpi.edu

**EMERGENCY***  5555 (instead of 911)

Environmental & Safety Office  5216
Events Coordinator (to reserve conference rooms)  5613
Facilities  5500
Gordon Library  5410
Graduate Admissions  5301
Grants/Proposals (Office of Sponsored Programs)  5359
Human Resources  5470
Interlibrary Loan and Copyright Questions- Lynne Riley  5468/lriley@wpi.edu
Library Book Ordering – Karen Bohrer  6671/kmbohrer@wpi.edu
Library Class Reserves - Ginny Julian  5410/gjulian@wpi.edu
Mentoring Program - Chrys Demetry  5195/cdemetry@wpi.edu
MyWPI/Blackboard - Lindsey Van Gieson  6723/lftapper@wpi.edu
Ombuds Office  5454
Physical Education and Athletics Office  5243
Provost’s Office  5222/provost@wpi.edu
Registrar’s Office  5211
Research Hardware/Software - Sia Najafi  5752/snajafi@wpi.edu
Software Instruction - Debra Dexter  5197/debra@wpi.edu
Sponsored Research Grant/Contract Accts - Heather Bilotta  5422/hbilotta@wpi.edu
Classroom Technology Instruction/Support - Kate Beverage  6012/kwrigley@wpi.edu
Telecommunications (phones)  5210/telecom@wpi.edu

See also the Campus Directory at: [http://www.wpi.edu/Campus/whitepages.html](http://www.wpi.edu/Campus/whitepages.html)