



WPI

New Faculty To-Do List

Updated May 2018

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 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 to the Provost's Office.**
- ☐ **Contact your department to inform them of your "start date"** (the first day you will arrive on campus).
- ☐ **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.
- ☐ **Verify that your WPI account and access have been requested.**
Account access must be processed by your department in order to utilize services such as the learning management system (Canvas), file storage, access to software and more. If you wish to access these services prior to your start date, contact the ITS Service Desk (508-831-5888 or email its@wpi.edu) and provide them with your WPI ID number which can be obtained from your department.
- ☐ **Contact the Information Technology Service Desk, 508-831-5888 or its@wpi.edu if you have not received an email with email account information.**
- ☐ **Review University Policies, including the Acceptable Use Policy, online at: <https://www.wpi.edu/about/policies>**
- ☐ **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 Scott Streeter (508-831-6027, ss@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>. A link to the most recently updated version of the Faculty Handbook can always be found at the bottom of the Faculty Governance home page: <https://www.wpi.edu/offices/faculty-governance>.
- ☐ **Complete and return required employment hiring forms through your Human Resources on-boarding portal.**
If you have not done so already, please log into your employee onboarding and complete all hiring paperwork. An email was sent to your personal email address upon receiving

your signed offer letter. If you are having troubles please contact Human Resources at 508-831-5470 or human-resources@wpi.edu for assistance:

The U.S. I-9 must be completed within 3 days of your start day. You will need to bring 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).

❑ **Plan to attend the Division for Talent and Inclusion's Benefits Orientation for New Faculty on Monday, August 13th from 8:30-10:00 a.m.**

The location at time of printing is Salisbury Labs 305, but please confirm when you are sent the final agenda for New Faculty Orientation in August. While benefits orientation sessions are offered weekly for new employees by the Human Resources (HR) division, this session will be designed specifically for new *faculty* members. If you cannot attend this 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 your Technology Orientation.**

During Technology Orientation, the services that Information Technology provides are introduced, assistance is provided to establish a secure password, and the ability to login to multiple systems is ensured. Technology Orientation sessions are usually held every Monday from 10:30 a.m. to noon in Anderson Lab B (first floor of Gordon Library), but please note that the orientation on Monday, August 13 will be held in Salisbury Labs 123 instead. Please inform the Technology Orientation team in advance of the date you plan to attend, by sending a message to its@wpi.edu or calling 508-831-5888, so that your personalized information is available at the session.

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

Maps can be downloaded from <https://www.wpi.edu/about/visitors/campusmap.html>

❑ **Plan to attend New Faculty Orientation (NFO), August 13-17 (partial days).**

NFO offers a series of sessions related to teaching, scholarship, and service at WPI and helps new faculty establish connections in the WPI community. Details will be sent to you by email so please inform the Office of the Provost at provost@wpi.edu of an email address that you will check regularly throughout the summer. An online collection of resources for new faculty will also be made available to you immediately in advance of NFO.

❑ **Obtain a parking permit.**

If you wish to obtain a parking permit before your arrival, complete the online application form linked at <http://www.wpi.edu/offices/police/parking-traffic>. If you need to obtain the permit in person, go to the campus 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 database form at <http://www.wpi.edu/+facultyprofile>.

This will bring you to a quick tips page on using the database with a log-in to Faculty Profile link on the left menu. Log in there using your WPI username and password. Once the form is completed, it will take about an hour for the updates to appear on the public page.

❑ **Learn about the New Faculty Mentoring Program.**

Information about the program can be found on the Morgan Teaching and Learning Center's website at <https://www.wpi.edu/academics/faculty/morgan-teaching-learning-center/professional-development/new-faculty/mentoring-program>. Please complete the

form linked on the website so that an appropriate mentor(s) can be recruited for you during the summer. Questions can be addressed to Professor Chrys Demetry, Director of the Morgan Center, at cdemetry@wpi.edu or x5195.

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 Residential Services at 508-831-5645 or res-services@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 and telephone 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 <https://it.wpi.edu/service/Telephones>**

Please request a phone number through your department. All numbers come with voice mail. WPI 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 ITS Service Desk (508-831-5888 or email its@wpi.edu).

Shortly After Your Start Date

- ❑ **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 Jacleen Becker, Marketing Digital Manager, at x5043 or jaci@wpi.edu.

- ❑ **Arrange to use the Sports & Recreation Center.**

Entry to the facility is only permitted with a current WPI ID card. All students, faculty, and staff must complete the WPI Sports & Recreation Center Liability Waiver before using the facility; this can be completed at the reception desk on your first visit. Information about renting a locker, memberships for spouses and partners, and more can be found in the Membership Handbook linked at the bottom of the Rec Center website (<http://www.wpi.edu/student-experience/sports-recreation/sports-recreation-center>).

❑ **Explore WPI's Wellness offerings.**

Information about WPI fitness and wellness programs, both on and off campus, can be found at <https://www.wpi.edu/offices/talent/culture/wellness-programs>

❑ **Consider putting Goatbucks on your WPI ID card.**

Goatbucks are a convenient way to pay for food, services, and bookstore purchases using your WPI ID card. A 10% discount is given when you use Goatbucks at many on-campus dining venues. Goatbucks are also accepted at some nearby off-campus locations including The Fix Burger Bar, Lucky's Café, the Boynton, Panera, and more. For details and to purchase Goatbucks with a credit card or to download the Get Goatbucks app, go to the following website: <https://www.wpi.edu/student-experience/resources/goat-bucks>.

❑ **Register your contact information in WPI Alert, the university's emergency notification system.**

WPI uses this system to provide information and instructions through multiple channels within minutes of an emergency or crisis. Log on to Banner Web (Self Service) at <http://bannerweb.wpi.edu> using your WPI credentials. Go to the Personal Info menu and select "WPI Alerts".

❑ **Learn about Canvas, WPI's course management system.**

Many instructors use Canvas for posting their course documents, tracking grades, communicating with students, and more. To learn more, visit <http://wp.wpi.edu/canvas/>. Workshops are offered periodically throughout the year, and one-on-one training can also be arranged by contacting Lindsey Van Gieson (ext. 6723 or lftapper@wpi.edu) or canvashelp@wpi.edu.

Frequently Used Contacts

If calling from a non-campus phone, dial 508-831-xxxx.

Accounting/Business Affairs Office	5754
Benefits/Health Insurance - Eric Chojnowski	6677/echojnowski@wpi.edu
Bookstore	5247
Campus Police (non-emergency)	5433
Computer Purchasing – Scott Streeter	6027/ss@wpi.edu
Division for Talent & Inclusion	5470
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
Information Technology Service Desk (computer issues/campus network)	5888/its@wpi.edu
Interlibrary Loan – Judy Fallon	6499/jf@wpi.edu
Copyright Questions – Jessica O'Toole	4960/jrotoole@wpi.edu
Library Book Ordering – Teresa Negrucci	5331/tnegrucci@wpi.edu
Library Class Reserves – Amy Lawton	5101/aslawton@wpi.edu
Mentoring Program - Chrys Demetry	5195/cdemetry@wpi.edu
Canvas/myWPI - 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
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>