



## NEW FACULTY ARRIVAL CHECKLIST

### Welcome to CASE!

As a new Faculty Member, the following checklist has been designed to guide you through the employment process and help you complete the necessary tasks and paperwork when joining our campus. Faculty establishing a laboratory must complete DOES training, and faculty with grants and/or contracts will find an additional checklist for Research Administration in the document.

#### CHECK-IN WITH YOUR DEPARTMENT ADMINISTRATOR (DA)

The Department Administrator (DA) should cover the following with you:

- **Payroll Authorization:** A Personal Data Salary Authorization Form must be filled out and turned in to Human Resources (or SOM Admin Services, or Dental Medicine HR), for you to be put on payroll at Case. Please check with your Department Administrator/Business Manager as to how this is submitted in your school/college.
- **Keys and Building Access:** A Key Request Form must be filled out and sent to Access Services (Crawford Hall, Room 18) to obtain your key(s). Please check with your Department Administrator/Business Manager as to how this is submitted in your school/college. You will be notified by email that your keys are ready to be picked up at Access Services (or at the BRB for SOM and Dental Medicine.)

#### FOREIGN FACULTY: REPORT TO THE OFFICE OF FOREIGN FACULTY & SCHOLARS

- 212 Sears Building (8 a.m. to 4:30 p.m.) or call 216-368-4289 for more information.
- Bring H1B, passport, and letter of appointment. <http://www.cwru.edu/finadmin/humres/ffs/>

#### COMPLETE REQUIRED FORMS AT HUMAN RESOURCES INFORMATION MANAGEMENT OFFICE (220 Crawford Hall):

- All of your records information will be handled here: Conflict of Interest Form, federal and state tax forms, I-9, direct deposit, your photo I.D./Parking Authorization Form, and so on. It can be useful to bring your appointment letter and a form of ID such as a driver's license or passport. Be prepared to have your picture taken for your ID. [www.case.edu/finadmin/humres/](http://www.case.edu/finadmin/humres/)

#### OBTAIN CASE ID, PARKING TAG, KEYS AND BUILDING/LAB/OFFICE ACCESS

- Once you have the authorization form (from Human Resources Information Management), take it to Access Services (Crawford Hall, Room 18) to get your picture I.D. and to purchase a parking tag (if applicable). <http://parking.case.edu/>
- If your school/department has submitted your Key Request Form, you will be notified by email that your keys are ready to be picked up at Access Services (or at the BRB for SOM and Dental Medicine.) Your department should set up building/lab/office access for you on your Case I.D. card. (*This applies to Case campus only*) [www.case.edu/finadmin/security/keyshop/index.html](http://www.case.edu/finadmin/security/keyshop/index.html)

#### ATTEND FACULTY BENEFITS ORIENTATION

The orientation is held twice a month at Crawford Hall 209. To schedule the orientation please contact Benefits Specialist Sharon Fleischer at (216) 368-3926. The orientation will cover enrollment in medical, dental, vision, prescription plans, as well as retirement plan enrollment and automatic salary deductions. [www.case.edu/finadmin/humres/benefits/](http://www.case.edu/finadmin/humres/benefits/)

#### ACTIVATE EMAIL ACCOUNT

- When you are appointed as a new Case faculty, your email account is automatically created but must be activated by you online at <http://www.case.edu/projects/erp>. If you need assistance contact the Help Desk at 368-HELP (x4357).
- For People Soft assistance, contact [ERPTraining@case.edu](mailto:ERPTraining@case.edu) or call 368-0094.

**ATTEND FACULTY DIVERSITY TRAINING**

- All new faculty are required to attend a diversity training session within the first semester following their hire date. The diversity training is conducted in Crawford Hall every Monday from 12:30 – 2:00pm. To schedule your attendance contact Human Resources at 368-4504.
- Links to the Faculty Handbook and other resources [www.cwru.edu/president/aaction/aaeco.html](http://www.cwru.edu/president/aaction/aaeco.html)

**ATTEND MANDATORY SAFETY TRAINING**

- The Department of Occupational & Environmental Safety provides training for: OSHA Lab Standards, Bloodborne Pathogens, Respirator, Hazard Communication, Vehicle Safety, X-Ray, Laser, and Radiation Training. To schedule your training contact the department at 368-2907. <http://does.case.edu/>
- All Dental School Faculty are required to attend Hazard Communication and Bloodborne Pathogen Training with Safety Services & HIPAA Training at the Dental School with the HIPAA Officer.

**CONTACT HEALTH SERVICES** to 368-2745 to discuss the appropriate screenings needed for the exposures that have been identified. Baseline screenings are required for those that are working in the laboratory.

**ATTEND FACULTY ORIENTATION**

A half-day New Faculty Orientation is held each fall on the Wednesday before the start of classes. On the next five Fridays following the start of classes, a shorter format covers special topics such as grant writing, supervising graduate students and so on. The orientation is coordinated through the office of the Provost and UCITE. To schedule for this orientation contact the UCITE department at 368-1224. [www.case.edu/provost/UCITE/](http://www.case.edu/provost/UCITE/)

**RESEARCH ADMINISTRATION INFORMATION**

All new faculty who have grants and/or contracts will need to contact Case's Research Administration. If conducting research, please contact the following departments and contact personnel for research and grant/contract information:

- **School of Medicine, Office of Grants and Contracts** at 216-368-4432 or [medres@case.edu](mailto:medres@case.edu) for all School of Medicine grant and contract information;
- **Office of Sponsored Projects Administration** at 216-368-4510 or [resadm@case.edu](mailto:resadm@case.edu) for all grant and contract information for schools and colleges other than the School of Medicine;
- **Office of Research Compliance** at 216-368-6925 or [mxd4@case.edu](mailto:mxd4@case.edu) for all research related compliance information, e.g., human subjects protection, research misconduct, conflict of interest, recombinant DNA research experiments;
- **The Institutional Animal Care and Use Committee Office** at 216-368-3815 or [djp@case.edu](mailto:djp@case.edu) or the Animal Resource Center at 216-368-3490 or [jwd7@case.edu](mailto:jwd7@case.edu) for information regarding the use of animals in research.

**CONTACT NEWCOMERS COMMITTEE:**

In addition to completing the formal requirements listed above, you may be interested in contacting the Case Newcomers Committee. This is a group of volunteers (faculty and faculty spouses), which welcomes new members of the faculty and administration, and their families, to Case Western Reserve University and to the wider Cleveland community. They hold a number of events during the year, including Potluck Dinners for new faculty and their companions, a Campus Walking Tour in September, and Morning Coffees for new faculty spouses and partners, at which young children are welcome. Their first event in the academic year is the Family Picnic, following New Faculty Orientation, in August. Their web site is at <http://ising.phys.cwru.edu/welcome.html>, and is available from 'Work at Case' on the University's home page.

**CASE BENEFITS EMPLOYEE DISCOUNT PROGRAM**

Discover the many discounts available [www.cwru.edu/finadmin/humres/benefits/discount.html](http://www.cwru.edu/finadmin/humres/benefits/discount.html)

**CASE INFORMATION TECHNOLOGY SERVICES**

For registering laptop computers or getting phone service check the ITS web site at <http://www.case.edu/dir/computing.htm/>