

NEW FACULTY ARRIVAL CHECKLIST

The Office of Inclusion, Diversity and Equal Opportunity would like to welcome you to Case Western Reserve University!

To complete the necessary tasks and paperwork when joining our campus we have provided a checklist to guide you through the employment process. While it is not an exhaustive list, it will help you get started. Faculty establishing a lab must complete DOES training, and faculty with grants and/or contracts will find an additional checklist for Research Administration at the end of the document.

Check-in with your Department Administrator

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

- **Payroll Authorization:** A personal Data Salary Authorization Form must be filled out and turned into Human Resources (or SOM Admin Services, or Dental Medicine HR), for you to be put on payroll at Case Western Reserve. 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 Immigration and Human Resource Service

- If you have not already been in contact, please report to 215 Crawford Hall (8:00 a.m. to 4:30 p.m.) or call (216) 368-4289 for more information. Please visit: www.case.edu/finadmin/humres/ffs/

Attend Faculty Benefits Orientation and Complete Forms

- Faculty orientation is scheduled as required in Crawford Hall on the first and third Wednesday of each month. To schedule the orientation, please contact Benefits Administration at (216) 368-6781. The orientation will cover enrollment in medical, dental, vision, prescription plans, as well as retirement plan enrollment. It can be useful to bring your appointment letter. www.case.edu/finadmin/humres/benefits/
- **Complete I-9 and Employment Forms:** Please report to Records Administration in 220 Crawford Hall (8:30 a.m. to 5:00 p.m.) to complete required employment forms. You should bring your appointment letter and ID for the I-9 form (see <http://www.uscis.gov/files/form/i-9.pdf> for a listing of acceptable forms of ID). Please note that the I-9 form must be completed within three days of commencement of employment and must be completed in person.

Attend Faculty Diversity and Inclusion Session

All new faculty are required to attend a Diversity and Inclusion Session within the first year following their hire date. The faculty session is offered on Friday, August 26, 2011 at 12:00 p.m. to 1:30 p.m. and again at the start of Spring semester. To attend the Diversity and Inclusion Session, contact the Manager of Faculty Diversity and Development at tenille.kaus@case.edu.

Obtain Case I.D., Parking Tags, Keys and Building Access

- Once you have the authorization form (from Human Resources Information Management), take the authorization for to Access Services (Crawford Hall, Room 18) to receive 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 the SOM and Dental Medicine). Your department should set up building/lab/office access for you on your Case I.D. card. www.case.edu/finadmin/security/keyshop/index.html.

Activate Your Email Account

When you are appointed as Case Western Reserve faculty your email account is automatically created but must be activated by you online. <https://its-services.case.edu/my-case-identity/activate/>. If you need assistance contact the Help Desk at help@case.edu or (216) 368-4357.

Attend Faculty Orientation

A half-day New Faculty Orientation is held each fall on the Wednesday before undergraduate classes begin. On the next five Fridays following the start of classes, a shorter format covers special topics such as promotion and tenure, grant issues, climate and communication, library resources and so on. To schedule your attendance at the orientation contact UCITE (the University Center for Innovation in Teaching and Education) at ucite@case.edu. Details about the New Faculty Orientation can also be found on the department website at www.case.edu/provost/UCITE.

Attend Mandatory Safety Training

The Department of Occupational and Environmental Safety provides training for OSHA lab standards, bloodborne pathogens, respirator, HazCom, laser, and radiation training. *Check with your department and/or school/college for additional mandatory requirements*, e.g. Dental Medicine requires HIPAA training with the HIPAA Officer in their school. To schedule your training contact the department at (216) 368-2907. www.case.edu/finadmin/does/.

ADA Accommodations

Faculty members interested in discussing ADA Accommodations should contact the Faculty Diversity Officer at (216) 368-4299.

Additional Resources

Newcomers Committee

The Newcomers Committee is a group of volunteers (faculty and faculty spouses), which welcome new members of the faculty and administration and their families to Case Western Reserve University and the wider Cleveland community. They hold a number of events during the year including a campus walking tour, potlucks and morning coffees (for partners/spouses, at which children are welcomed). Their first event in the academic year is the Family Picnic following the Faculty Orientation in August.

Case Benefits Employee Discount Program

Discover the many discounts available www.case.edu/finadmin/humres/benefits/discount.html.

Office of Faculty Diversity

Information for faculty regarding child-care, campus dining, work/life balance, policies, the Faculty Handbook and other resources are available at: www.cwru.edu/president/aaction/aaeeo.html.

Research Administration Information

All new faculty who have grants and/or contracts will need to contact Case Western Reserve's Research Administration. If conduct research and grant/contract information:

- **School of Medicine, Office of Grants and Contracts** at (216) 368-4432 or 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 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 for all research related compliance information, e.g. human subjects protection, research misconduct, conflict of interest, recombinant DNA research experiments; and
- **The Institutional Animal Care and Use Committee Office** at (216) 368-3815 or djp@case.edu or the Animal Resources Center at (216) 368-3490 or jwd7@case.edu for information regarding the use of animals in research.