New Faculty Checklist

Welcome to Case Western Reserve University! This checklist contains the resources and information you need to get started as a new faculty member here at CWRU.

Before your first day:

☐ Relocation required?
   Visit the HR relocation resources site for more information.

☐ Where to park?
   Contact Access Services for more information and apply for a parking pass so you will know where to park when you arrive on campus.

☐ Tech setup
   Start with the New to CWRU Technology Guide available from University Technology to get started. Be sure to activate your Network ID. Become familiar with the faculty tech resources including Gmail / Google apps, Human Capital Management, Canvas, and more.

☐ Explore campus ahead of time
   You will have the opportunity to take a tour of campus during your first few days, however the Virtual Tour is a great introduction.

Adelbert Hall

Office of Faculty Development
216.368.2464 | facdev@case.edu
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Your first day:

☐ Attend HR Orientation

For information on benefits, policies, procedures, pay, sick & vacation time, and more

☐ Visit Access Services

Acquire your CWRU ID and parking permit. Your CWRU ID will grant building access, library circulation privileges, and access to assigned parking facilities. You may either have your photo taken at Access Services, or submit a front view, full face photo to be used on your ID.

☐ Check in with your department administrator

Receive your keys, tour the work area, and receive job/department specific onboarding instructions. Verify that you have the hardware and software that your new job requires, and learn about the resources available to you (department-specific or university-wide), should you need them in the future.

☐ Safety first

Review the Emergency Response Plans from the division of public safety and understand how to report an incident.
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Your first month:

☐ Learn about available resources
   Check out this Faculty Resources page to identify useful resources to you as a new faculty member.

☐ Get Involved
   View the University Events Calendar. Join CampusGroups to learn more about what is happening around campus for faculty.

☐ Develop your career
   Take advantage of programming offered by the Office of Faculty Development.

☐ Review University Policies
   Download the Faculty Handbook and your school’s by-laws.

☐ Establishing a lab?
   Faculty establishing a lab must complete Environmental Health and Safety training.

Kelvin Smith Library