

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

New Faculty Checklist

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](#).



Crawford Hall

New Faculty Checklist

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