

## Onboarding - New Instructor Checklist

### Four - five months before First Day of Classes:

- Send C.V. to Lance Yonkos, Director of Undergraduate Studies, [lyonkos@umd.edu](mailto:lyonkos@umd.edu) for faculty review

### Two months before First Day of Classes:

- New Employment Forms – obtain forms and submit any questions to Ruth Koster, [rkoster@umd.edu](mailto:rkoster@umd.edu)
- Fill out New Employment Forms in **black ink** and mail/deliver to Ruth Koster, HR Coordinator, ENST, UMD, 1430 An. Sci./Ag. Eng. Bldg., College Park, MD 20742
  - W-4 Employee Withholding Allowance Certificate Form
  - I-9 Employee Eligibility Verification Form
  - Direct Deposit Form
  - ENST Personnel Action Request Form
  - Exempt & Nonexempt Business Rules
  - Employee Health Benefits & Retirement Information
  - Driver's Acknowledgement Form
- Parking Permit Information – Tina Scites, [tscites@umd.edu](mailto:tscites@umd.edu)
- Set Up Email Account - <https://identity.umd.edu/id/newuser>
- Set up Directory ID/Password - <https://identity.umd.edu/>
- IT Needs (Computer/Scanner/Printer Access, etc.) – Alex Bondar, [ENSTiT@umd.edu](mailto:ENSTiT@umd.edu)
- Complete FERPA online training [here](#)

### One month before First Day of Classes:

- Have your UMD email added to the Faculty & Staff listservs - Maria Liberati, [mllib@umd.edu](mailto:mllib@umd.edu)
- Review Campus Map – [maps.umd.edu](http://maps.umd.edu)
- Obtain ID/Room Swipe Access Card – 1<sup>st</sup> Floor Mitchell Building
- Review Academic Calendar - <http://www.provost.umd.edu/calendar/>
- Review Holiday Schedule – <https://phr-app6.umd.edu/holidays/>
- Review UMD teaching faculty resources - <https://faculty.umd.edu/new-faculty-resources>
- Review faculty handbook about teaching policies - <https://faculty.umd.edu/teaching-policies-guidelines>
- Create class syllabus according to UMD TLTC template guidelines – <https://tltc.umd.edu/instructors/resources/syllabus-guidance-template>
- Learn your assigned office space and phone number – Tina Scites, [tscites@umd.edu](mailto:tscites@umd.edu)
- Learn your assigned classroom - <https://app.testudo.umd.edu/soc/>
- Secure your ID Card Swipe Access to your classroom/building: Use the Building/Room Access Form – Tina Scites, [tscites@umd.edu](mailto:tscites@umd.edu)
- Update your class syllabus with your office hours, office location and phone number, course building and room number
- Create your course's ELMS/Canvas page – [elms@umd.edu](mailto:elms@umd.edu)
- Review course roster – [umeg@umd.edu](mailto:umeg@umd.edu)
- Order required or recommended course textbooks for students to purchase – Paul Keen, [pkeen@umd.edu](mailto:pkeen@umd.edu)
- Reserve one copy of required or recommended course textbooks at UMD library <https://www.lib.umd.edu/access/reserves-faculty>
- Check enrollment to see if you are on track to meet threshold student numbers (10 for undergraduate courses, 5 for graduate courses). If not, advertise your class around colleagues.

#### One week before First Day of Classes:

- Test course room computer, projector, and other room equipment if applicable
- Test UMD email access, office swipe access, classroom swipe access, campus wifi, duo authentication preferred method
- Test ENST printer, copier, & scanner
- Test ELMS/Canvas page by sending communication to your class about syllabus and any required/recommended textbooks
- Create and publish your course's ELMS/Canvas page – [elms@umd.edu](mailto:elms@umd.edu)
- Check enrollment to see if it has met threshold student numbers (10 for undergraduate courses, 5 for graduate courses). If not, it may be canceled (see Director of Undergraduate Studies, [lyonkos@umd.edu](mailto:lyonkos@umd.edu))

#### Within the First Two Weeks:

New faculty members are required to complete the University Orientation & Trainings below.

- **New Faculty Orientation.** Each academic year, in August, new faculty are required to participate in New Faculty Orientation offered by UMD's Office of Faculty Affairs. This orientation is designed to integrate them into campus culture, and provide an overview of the policies, procedures, resources, and services available to them. LINK to Register: <https://faculty.umd.edu/orientation>  
Please note that there is an additional Faculty Orientation provided by the College of Agriculture which will orient the new faculty member to the College. This training will be conveyed separately.
- **New Employee Orientation (NEO).** New faculty are also required to take NEO which orients them to the campus, reviews benefits in more depth, etc. New employees should register for orientation as soon as possible as sessions fill up quickly. LINK To Register for NEO: <https://uhr.umd.edu/employee-resources/new-employee/new-employee-orientation>
- **Terrapin Strong:** The Terrapin Strong training will orient new employees to the University and go over some key core values of our community. LINK to take online Terrapin Strong training: <https://umd-terrapistrong.catalog.instructure.com/courses/staff-terrapistrong-onboarding-2023-2024>
- **Defend Your Shell (IT Training):** This is IT security awareness training that will need to be renewed each year. LINK to take training: <https://umd-dys.catalog.instructure.com/courses/defend-your-shell-2024>
- **Preventing Harassment & Discrimination Training (OCRSM):** This is a required training for new employees. Please submit an online training request form via the following link to take the training. LINK: <https://ocrsm.umd.edu/new-employee>