



**FIRST SEMESTER CHECKLIST FOR NEW FACULTY \***

Faculty Member’s Name: \_\_\_\_\_

Department Chair/Supervisor: \_\_\_\_\_

**Faculty.**

We are excited that you have joined us! To help with the transition to your new faculty role at UMKC, we have prepared a checklist of some of the major tasks that will help you get off to a good start. As you work through the items on this checklist, you will become more familiar with some of the activities, policies, and procedures that will help you make the most of your experience at UMKC.

**Early to Mid-August**

<i>All Faculty: New Faculty Orientation and Activities</i>	
	<b>Secure UMKC ID Card.</b> If you have not already taken your photo for your ID, please go to the UMKC One Card Office: Student Union (Room 410).
	<b>Purchase Parking Pass.</b> For parking options, you may contact the Parking Office: 221 Administrative Center ( <a href="https://www.umkc.edu/finadmin/parking/">https://www.umkc.edu/finadmin/parking/</a> ), phone: 235-5256
	<b>All benefit eligible faculty-sign up for benefits:</b> If you have not already completed your employment benefits documentation, please do so immediately. Ted Stahl, Senior HR Specialist can help: <a href="mailto:stahl@umkc.edu">stahl@umkc.edu</a> or <a href="mailto:benefits@umkc.edu">benefits@umkc.edu</a> or 816-235-5818.
	<b>Complete all required onboarding employment paperwork</b> prior to the New Faculty Orientation (or as soon as possible if not done already). If you have questions regarding employment onboarding documentation, please contact Cory Kinder in Human Resources (816-235-5991 or <a href="mailto:kinder@umkc.edu">kinder@umkc.edu</a> ).
<i>Faculty who will be Teaching:</i>	
	<b>If you are responsible for teaching courses,</b> contact your department or division chair for help in completing the following tasks:
	Secure sample or model syllabi
	Secure desk copies of textbooks
	Order course textbooks if needed
	Access class rosters in Pathway <a href="https://umkc.umsystem.edu/psp/csprdk/?cmd=login&amp;languageCd=ENG&amp;">https://umkc.umsystem.edu/psp/csprdk/?cmd=login&amp;languageCd=ENG&amp;</a> -Enter your username and password -From ‘Menu,’ select ‘Self Service’ -Under ‘Faculty Center’ select ‘My Schedule’ & ‘Class Roster’ for the appropriate term
	Ensure access to Canvas and review Canvas Orientation for Faculty <a href="https://online.umkc.edu/lms/">https://online.umkc.edu/lms/</a>
	Complete FERPA Training <a href="https://www.umkc.edu/registrar/records/ferpa-course.asp">https://www.umkc.edu/registrar/records/ferpa-course.asp</a>

	Upload course syllabus and welcome message in Canvas for each course
	Locate and review a copy of your unit's mandatory teaching evaluation
	Sign up for UMKC Online certificate training for fall semester (if teaching an online fall course, or by May if not currently teaching an online course)
	Faculty certification: <a href="http://online.umkc.edu/faculty/#facultycert">http://online.umkc.edu/faculty/#facultycert</a>
	Course certification: <a href="http://online.umkc.edu/faculty/#coursecertification">http://online.umkc.edu/faculty/#coursecertification</a>

### August 31

#### All Faculty

	Read Faculty Conduct Policy <a href="https://www.umsystem.edu/ums/rules/collected_rules/personnel/ch330/330.110_standards_of_faculty_conduct">https://www.umsystem.edu/ums/rules/collected_rules/personnel/ch330/330.110_standards_of_faculty_conduct</a>
	Read UMKC Diversity Strategic Plan <a href="https://info.umkc.edu/diversity/chancellors-diversity-council/strategic-plan/">https://info.umkc.edu/diversity/chancellors-diversity-council/strategic-plan/</a>
	Locate unit-specific location where info is housed (e.g., SharePoint, BOX, M Drive, etc.)
	Check your faculty information on your unit's webpage to ensure accuracy and update vita, if applicable
	Locate policy and procedure for requesting travel support from your unit, if applicable
	Work with division administrative assistant to order business cards, if needed
	Accept e-mail invitation to New Faculty Institute and review the New Faculty Institute Canvas site (Be sure to register for the October 9 FaCET Conference!)

### September 30

#### All Faculty

	Locate copy of unit workload policy and effort allocation
	Locate copy of unit P&T policy, 3 <sup>rd</sup> year & post-tenure review policies, NTT promotion policies, as appropriate
	Review unit handbook, bylaws, strategic plan, as applicable
	Sign in to myVITA and check profile information; make corrections as necessary <a href="https://www.umsystem.edu/ums/aa/faculty/myvita">https://www.umsystem.edu/ums/aa/faculty/myvita</a>
	Locate system and unit Requests for Proposals: UMKC's Funding for Excellence: <a href="http://ors.umkc.edu/pre-award/funding-opportunities/funding-for-excellence">http://ors.umkc.edu/pre-award/funding-opportunities/funding-for-excellence</a>  University of Missouri Research Board (2 application deadlines per year): <a href="http://ors.umkc.edu/pre-award/funding-opportunities/umrb">http://ors.umkc.edu/pre-award/funding-opportunities/umrb</a>  Unit-specific funding opportunities, if applicable

**October 30**

*Faculty supervising student research*

	Submit application for Graduate / Doctoral Faculty <a href="https://sgs.umkc.edu/for-faculty-and-staff/applying-and-reapplying-for-graduatedoctoral-faculty-status/">https://sgs.umkc.edu/for-faculty-and-staff/applying-and-reapplying-for-graduatedoctoral-faculty-status/</a>
	<i>Faculty conducting research or serving on grants</i> Complete research ethics and compliance training (CITI Training) <a href="https://about.citiprogram.org/en/homepage/">https://about.citiprogram.org/en/homepage/</a>
	<i>Faculty conducting research</i> Register with the Institutional Review Board e-Compliance System <a href="https://umkc.ecompliance.umsystem.edu/login">https://umkc.ecompliance.umsystem.edu/login</a>
	Log in to <a href="#">myVITA</a> and update faculty activities in research, creative works, and service

**November 30**

*All faculty*

	Locate unit policy and procedure for annual faculty evaluation
	Have a conversation with your chair or program director about:
	Program, unit, campus service expectations
	Annual evaluations, Promotion & Tenure evaluations, five-year post-tenure reviews, NTT promotion guidelines, etc.
	Highs and lows of your first semester and plans for next semester

**Varies** *(the dates that these trainings will become available and due vary; please watch for notifications)*

*All faculty*

	<b>Complete Mandatory Online Trainings</b>
	Sexual Harassment
	Mandated Reporter
	IS Security

*\*Some units may have their own checklists that should be used in place of this one.*