Onboarding and Orientation Checklist for Term and Tenure-Eligible (Tenure-Track and Tenured) Faculty

IOWA STATE UNIVERSITY

Faculty Core Value: Shared Governance

- Review posted materials in the New Faculty Orientation CANVAS Course
- Read the strategic plans for your department, college, university, and the Board of Regents
- Familiarize yourself with the Morrill Act, which established the land grant university system
- Familiarize yourself with the Smith Lever Act, which established the cooperative extension system
- Know where to find information about advancement in your department, in your college, and in the university
- Understand your Position Responsibility Statement (PRS)
  - Request your department’s annual review template so that you know how to prepare for this review
  - Identify research, teaching, extension and outreach, and service activities to advance your PRS
  - Keep careful records of these scholarly activities
  - Be selective about service activities. Engage in service that aligns with your PRS, meets your short- and long-term goals, and advances your professional development plan
  - Know which leadership roles to pursue to advance your career
  - Scrutinize your scholarly record at six-month intervals. Re-align priorities to continue on a successful career path
  - Discuss with your department chair plans for giving/receiving ongoing feedback
  - Seek information and advice in developing your career strategy. Do not make major decisions without consulting with your department chair
  - Set goals to achieve in 5 years
  - If you have a joint appointment, know how you will be evaluated, understand the priorities of both units, and find out how the units will conduct the review process
  - Read your mentor(s)’ CV(s). Familiarize yourself with their scholarship. Meet/communicate with your mentor regularly
  - Actively seek feedback from faculty colleagues (at ISU and other institutions)
  - Belong to organizations important to your scholarly development

Faculty Core Value: Academic Freedom

- Review posted materials in the New Faculty Orientation CANVAS Course
- Read about Iowa State University’s American Association of University Professors chapter

- Select conferences to attend that will facilitate your scholarly work
- Know what a PI incentive account is and how the funds can be used
- Review the Office of Sponsored Programs Administration (OSPA) website:
  - Know about OSPA resources
  - Create a login and password for Liquid Office
  - Understand the purpose of a GoldSheet
- Review the Office of the Vice President for Research (VPR) website:
  - Learn about the Grants Hub
  - Attend grant writing workshops
  - Read about the Office of Research Ethics and research approval

Faculty Core Value: Ethical Conduct of Research (includes Extension and Outreach)

- Review posted materials in the New Faculty Orientation CANVAS Course
- Have dedicated time in your schedule each week to spend on research
- Visit research centers and institutes at ISU that relate to your interests and provide auxiliary services that could strengthen a research project you are leading
- Build relationships with internal and external stakeholders (e.g., alumni, businesses, clients) related to your research/extension/outreach area, programs, marketing and advertising, budget and financial management, reaching underserved groups, impact and assessment, and dissemination.
- Create 3-5 research idea papers (white papers) that are ready to send to sponsored program officers and developed into grant applications.
- Understand how to write grants and plan supplements to fit soft money/grant/funding realities
- Read successful grant proposals in your research area
- Know where to look for external funding opportunities
- Create a profile and setup searches for funding in Pivot
- Make contact with other faculty members to collaborate on research
- Talk to a program officer (e.g., federal, state, foundation) about your research
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Faculty Core Value: Academic and Personal Integrity
- Review posted materials in the New Faculty Orientation CANVAS Course
- Read and discuss with your department chair Conflicts of Interest.

Faculty Core Value: Respect for All Members of the Community
- Review posted materials in the New Faculty Orientation CANVAS Course
- Read about the Principles of Community

Faculty Core Value: Diversity and Inclusion
- Review posted materials in the New Faculty Orientation CANVAS Course
- Read about the Office of the Vice President for Diversity and Inclusion (VPDI)

Faculty Core Value: Safe and Welcoming Environment
- Review posted materials in the New Faculty Orientation CANVAS Course
- Understand your role and resources related to emergency preparedness and response
- Take required Environmental Health and Safety (EH&S) trainings based on your job responsibilities.
- Register for ISU Alert
- Read more about ISU WellBeing, ISU Police, and the Dean of Students

Faculty Core Value: Responsibility to Manage the Curriculum
- Review posted materials in the New Faculty Orientation CANVAS Course
- Understand how your courses fit the departmental and college curricula
- Familiarize yourself with department, college, and university, teaching requirements (e.g., ordering texts, requesting classrooms)
- Be aware of the resources for professional development to support your teaching and scholarship of teaching and learning
- Know how to access instructional support technology and resources
- Familiarize yourself with the CELT website and resources
- Know how to use CANVAS and other instructional support software
- Know how to use AccessPlus to support your teaching
- Familiarize yourself with library services to support your teaching and scholarship. Contact your subject librarian for specialized assistance

- Understand required syllabus statements
- Learn more about Student Accessibility Resources
- Read the Faculty Handbook about working with teaching assistants
- Know about methods and resources to measure the quality and impact of your teaching
- Know where to share the scholarship of your teaching

Faculty Core Value: Responsibility to Mentor Students
- Review posted materials in the New Faculty Orientation CANVAS Course
- Read about mentoring graduate students

Faculty Development and Employee Resources
- Review posted materials in the New Faculty Orientation CANVAS Course
- Setup/update your college and department faculty directory profile
- Understand administrative staff roles in your department and college
- Learn about university rituals and your role in them (e.g., convocation, graduation)
- Be nominated for awards and recognition in your department, college, and the broader university
- Be knowledgeable about your role with alumni, foundation, and other stakeholders
- Understand your role and available resources related to media, legislature, and other external stakeholders
- Develop a network of faculty colleagues and others in your field
- Balance your faculty life with your personal life and create a plan maintain this balance by reviewing the Faculty Work-Life Integration Resources site
- Know where to find department, college, university, and other resources to achieve work/life integration (e.g., Flexible Faculty Policies, Faculty Work-Life Integration Resources, ISU WellBeing, University Human Resources)
- Utilize university resources to advance your scholarship and training