New Faculty Orientation: Frequently Asked Questions

Am I required to attend?
Attendance is not required, but is highly recommended. New Faculty Orientation is an opportunity to meet with other new faculty members, as well as with senior administrators. Panel discussions, break-out sessions and a resource fair will provide you with the tools to have a successful first year.

Can anyone attend?
The program is specifically for all new tenured, tenure-eligible, and term faculty (assistant, associate, or full professors, lecturers, clinical, and adjunct faculty hired since September 2017).

I have also received information about the University Human Resources Orientation. Is this a duplication of that session?
No. University Human Resources has two sessions that are entirely separate from New Faculty Orientation:

- “University Orientation” provides an overview of ISU’s culture and history; addresses policies and legal requirements to be aware of; and shares various resources available to employees.
- “Benefits Sessions” are also held to help you choose the best benefit options for yourself and your family. Time will be available at the session for specific questions you may have.

How can I find out more about the orientations offered by University Human Resources?
Refer to the “Onboarding and New Employee Checklist” on the University Human Resources website.

I am a new faculty member, but I did not receive an invitation. Can I still attend?
Yes, please read the invitation and register.

I can’t attend because of another commitment. What should I do?
There will be another New Faculty Orientation before classes begin in January. Please plan to attend that session.

I have already registered, but an emergency has come up, so I will not be able to attend. Do I need to do anything?
Please email khensley@iastate.edu regarding your change of plans. Plan to attend the January session.

I am not new, but I did not attend last year. Should I attend?
Our list of invitees included anyone hired since September 2017. Although you may not feel “new,” we think you will still find value in the program. Please view the agenda (to be announced) and register, if interested.
My colleague is new to the university, but didn’t get an invitation. Please direct your colleague to the [New Faculty Orientation webpage](#), for information and the registration link.

What is the dress code for New Faculty Orientation? Business casual dress is most common.

How do I sign up for payroll? Refer to [Payroll Sign-up](#) on the UHR website.

How do I obtain an ISU card and find out what it is used for? Please refer to [ISU Card](#) on the UHR website to learn how, where and when to obtain the card (including identification materials you need to bring with you). Learn how important this card is [here](#).

I have some questions about benefits. Is there a web site or phone number to contact? Plan to attend a Group Benefit Session, where there will be plenty of time for questions. For questions about these sessions, contact [UHR Service Center](#) or UHR Benefits at benefits@iastate.edu.

Is there a Human Resources contact person on the ISU campus? Your first source is your college Human Resources Coordinator:

- Agriculture and Life Sciences: Kathey Schuckert, kathey@iastate.edu, (515) 294-2517
- Business: Jenn Wiederin, wiederin@iastate.edu, (515) 294-5703
- Design: Jenn Wiederin, wiederin@iastate.edu, (515) 294-5703
- Engineering: Heidi Eichorn, hbe@iastate.edu, (515) 294-7000
- Human Sciences: Marla Crum, mkcrum@iastate.edu, (515) 294-8721
- Liberal Arts and Sciences: Stacy Kilstofte, stacyk@iastate.edu, (515) 294-7744
- Veterinary Medicine: Brad Kerr, bkerr@iastate.edu, (515) 294-8084

How do I get a NetID and user name and password? Please refer to “[Register for a Net-ID](#)” on the UHR website.

How do I access the internet at ISU? The Information Technology website has a helpful “[Ten Steps to get you started with IT](#)” page. For questions, contact the Solution Center, (515) 294-4000.

When can I move into my office? Please check with your department office. They will assist in obtaining keys/key cards you may need.

Is smoking permitted on campus? Iowa State is a [smoke-free campus](#).
Does ISU have a child care center?
There are three child care sites on the ISU campus. Visit Child Care and Family Resource Services for information on child care services and resources available to help families.

How can I find out about child care options in Ames?
Refer to Child Care and Family Resource Services for a list of websites that will aid in your search for child care options. For questions call (515) 294-4111.

How do I locate lactation spaces?
A list of lactation spaces on campus and other resources available for nursing mothers is located here.

What are my parking options?
Visit the Commuting and Parking information on the UHR website to read about your options. The Parking Division website has more specific information, including current pricing for the various types of permits.

Can I ride the bus to work?
Definitely! Visit Cy-Ride for maps, routes, fare information and bus pass options. If you live outside of Ames, you may choose to park for free at The Commuter Lot at Iowa State Center and take the free circulator Orange Route into campus.

Are there gender inclusive restrooms on campus?
Yes, gender inclusive restrooms are located on campus.

Do ISU employees enjoy any discounts in the community?
Visit Vendor Discounts for information.