**Immediate Attention Checklist for:**
**New MSU Fixed Term Faculty and Academic Staff**

Welcome to Michigan State University! Below you will find a checklist of tasks to complete as you begin your appointment at MSU. Please review the full list ASAP. This list is designed to help prepare you for your first semester and provide you with relevant resources.

## ADMINISTRATIVE

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<tr>
<td>Complete New Hire Paperwork</td>
<td>Check with Department/School Chairperson/Director</td>
<td>Please work with your department chair to complete new hire paperwork as soon as possible after acceptance of the offer letter. The timely filing of this paperwork will permit you to gain access to many MSU systems, including the NetID system (below), for example.</td>
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| Contact Department/ School Chairperson/ Director | Prior to Arrival | Discuss with your department chairperson, school director or designee:  
- Office Protocol: location, keys, support staff, supplies, etc.  
- Scheduled faculty meetings (department or college) and expectations for attendance  
- College- and Department-specific procedures and policies  
- Teaching Assignments for upcoming year |      |
| Obtain and Activate NetID                 | Prior to Arrival | Your MSU NetID will grant you login access to MSU email, library resources, online HR systems and many other campus electronic services. To activate your NetID you will require a 4-digit one-time use PIN. To request a pin go to https://netid.msu.edu and select “New Faculty/Staff.” Then choose “Request a PIN” and fill out the PIN Request form. Please include the department which is employing you, your contact information for any necessary follow-up, and a note in the Comments section indicating that you are new, incoming faculty. 

*Please note: Your NetID is assigned after your new hire paperwork has been processed by HR. Please check with your department chairperson, school director or department HR administrator on the status of your paperwork if you have questions about the status of your NetID.* |      |
| Relationship Violence and Sexual Misconduct Education | Prior to Arrival | Around August 16th, you should receive an email to participate in the mandatory Responsible Employees e-Learning (REEl) about Relationship Violence and Sexual Misconduct Education. Please ensure that you complete this training prior to your arrival on campus. This eLearning should not take longer than 30-45 minutes to complete. 

Visit [http://inclusion.msu.edu/equity/SexualHarassmentAssault.html](http://inclusion.msu.edu/equity/SexualHarassmentAssault.html) for additional information. |      |
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| International Faculty: Check in with OISS| ASAP after arriving in the US | Office of International Students and Scholars: 103 International Center  
http://oiss.isp.msu.edu/scholars/arrival.htm |
| Explore Campus Transportation Options     | Prior to Arrival | Car: Purchase a parking pass here: https://permits.police.msu.edu  
Bike: MSU requires that bicycles be registered with campus police (no fees are assessed):  
http://police.msu.edu/management-services-bureau/parking-office/bicycle-information/  
Bus: The Capital Area Transit Authority provides service to, from, and around campus. Information about costs and routes can be found here: http://www.cata.org/  
Foot: Review the campus map here: http://maps.msu.edu/interactive/index.php |
| Register Your Two-Factor Authentication  | Before Classes Start | In order to safeguard personal and institutional data, Michigan State University has added two-factor authentication. It provides added protection for both employees and the MSU community by requiring a security code in addition to your NetID and password.  
Additional information about two-factor authentication and instructions to register can be found at: https://secureit.msu.edu/two-factor/register.html  
Please note: You will need to set up two-factor authentication after obtaining your NetID but prior to setting up payroll option. |
| Get your MSU ID Card                      | Before Classes Start | Room 170 in the International Center.  
http://idcard.msu.edu/requirements.html#facultyandstaff |
| Emergency Alerts                          | Before Classes Start | The Michigan State University Police Department is responsible for developing and distributing Timely Warning and Emergency Notification messages. These messages are intended to warn the community about certain crimes and notify it of potentially dangerous situations on or near campus. These messages inform community members about incidents that may pose an ongoing threat and provide information to promote safety and prevent similar crimes.  
Sign up and get additional information at: http://alert.msu.edu/ |
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<td>Occupational Health Requirements</td>
<td>First Day of Hire (if Required)</td>
<td>The MSU Occupational Health Clinic is available to provide necessary medical monitoring/immunizations related to occupational health risks. MSU employees working in specific environments and/or performing specific duties must comply with medical surveillance and training program requirements as mandated by Federal and State laws, regulations and/or accreditation statutes. If you are uncertain about whether or not you have any occupational health requirements, please contact MSU Occupational Health (353-9137 or <a href="mailto:occhealth@hc.msu.edu">occhealth@hc.msu.edu</a>) and they will determine if any job related risks apply. If you know for sure that you do have occupational health requirements, please call and make an appointment to come in on the first day of work. All costs associated with employee health monitoring are covered by central administration and are not charged to the department. However, any fines for non-compliance will be charged to the departments.</td>
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| Sign up for New Faculty Orientation Activities | Respond by August 10, 2015 | New Faculty Orientation, August 25, 2015 from 2:30 p.m.-5:00 p.m. (Highly Recommended)
Getting Started at MSU: Syllabus Design and Regulations to Protect Student Information Dates: August 19th, 1:30-3:00 p.m.; August 27th, 9:30-11:00 a.m. (see website for program location)
Effective Teaching and Learning Bootcamp Dates: August 19th, 9:00 a.m.-4:00 p.m.; August 20th, 9:00 a.m.-4:00 p.m.; August 21st, 9:00 a.m.-4:00 p.m.
Location: 310 Ernst Bessey Hall
Technology Orientation for New Faculty and Academic Staff Date: TBA (see website for program times)
Active Shooter Training Date: TBA (see website for program times)
For more details and to register for any of these programs, visit: http://fod.msu.edu/orientations |
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### Human Resources

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<td>Payroll</td>
<td>Before Classes Start</td>
<td>Payroll forms including W-4 and direct deposit: Use the <a href="http://www.hr.msu.edu/documents/facadhandbooks/facultyhandbook/codeofteaching.htm">Employee Self-Service (ESS) tab</a> after your MSU NetID is activated and you have registered your two-factor credential.</td>
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| Benefits                  | Before Classes Start | The [Toolkits for New Employees website](http://www.hr.msu.edu/toolkits/newemployees.htm) will provide access to enroll in selected benefits on the web (requires activated MSU Net ID). Note that you may not enroll in benefit programs until your appointment beginning date and that you must enroll within 60 days of the appointment effective date. This website will also:  
  - provide an introduction to the University  
  - provide an overview of important policies and procedures  
  - summarize benefit programs  
  - serve as a reference when questions arise at a later date  
Please contact Human Resource Benefits (517-353-4434 or 1-800-353-4434) with any questions regarding your benefits. |      |

### Teaching

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<tr>
<td>Read the MSU Code of Teaching Responsibility</td>
<td>Before Designing Your Course(s) for Fall</td>
<td>This document outlines policies and information regarding your teaching responsibilities at MSU. <a href="http://www.hr.msu.edu/documents/facadhandbooks/facultyhandbook/codeofteaching.htm">http://www.hr.msu.edu/documents/facadhandbooks/facultyhandbook/codeofteaching.htm</a></td>
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| Review the Academic Calendar              | Before Designing Your Course(s) for Fall | Review the academic calendar and the final examination policy and schedules for important dates. Academic Policy: [http://www.reg.msu.edu/ROInfo/Calendar/academic.aspx](http://www.reg.msu.edu/ROInfo/Calendar/academic.aspx)  
Final Examination Policy and Schedules: [http://www.reg.msu.edu/ROInfo/Calendar/FinalExam.aspx](http://www.reg.msu.edu/ROInfo/Calendar/FinalExam.aspx) |      |
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### Order Course Materials for Fall Courses

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| Order Course Materials for Fall Courses | July 1, 2015 (Check with Department/School Chairperson/Director) | MSU Course Materials Program: [http://lib.msu.edu/about/coursemat/](http://lib.msu.edu/about/coursemat/)  
Note: There are several other local bookstores, but these are two of the biggest. Check with departmental colleagues about their preferred vendors. |

### RESEARCH

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<td>Contract &amp; Grant Administration</td>
<td>Prior to Arrival</td>
<td>Initiate the process to transfer existing research grants from other institutions. <a href="https://www.cga.msu.edu/Default.aspx">https://www.cga.msu.edu/Default.aspx</a></td>
</tr>
<tr>
<td>Export Control &amp; Trade Sanctions</td>
<td>Prior to Inception of Research or First MSU Foreign Travel</td>
<td>Please visit: <a href="http://exportcontrols.msu.edu">http://exportcontrols.msu.edu</a> for resources and information on MSU policy.</td>
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| Regulatory Compliance | Prior to Inception of Research Set-Up | All faculty should read MSU Conflict of Interest guidelines at: [https://coi.msu.edu](https://coi.msu.edu)  
As applicable, please read:  
Human Subjects: [http://hrpp.msu.edu](http://hrpp.msu.edu)  
Laboratory Animals: [http://animalcare.msu.edu](http://animalcare.msu.edu)  
Biosafety: [http://www.ehs.msu.edu/biological/bio_toc.htm](http://www.ehs.msu.edu/biological/bio_toc.htm)  
Radiation Safety: [http://www.ehs.msu.edu/radiation/rad_toc.htm](http://www.ehs.msu.edu/radiation/rad_toc.htm)  
Chemical Safety: [http://www.ehs.msu.edu/chemical/chem_toc.htm](http://www.ehs.msu.edu/chemical/chem_toc.htm) |
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<td>Take a Self-Guided Walking Tour of Campus</td>
<td>Before Classes</td>
<td>Finally, enjoy MSU’s gorgeous campus and take a self-guided walking tour! The walking tour will identify important buildings and structures all while providing some rich Spartan history! Map and script provided at: <a href="http://admissions.msu.edu/visitcampus/dailyprograms.asp">http://admissions.msu.edu/visitcampus/dailyprograms.asp</a></td>
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