

ADA Checklist for Orienting New Faculty/Staff to the Department

ADA Preparatory Tasks

1. Work with new faculty member and dept. chair to order textbooks for their classes. Order desk copies of all textbooks for the new faculty member.
2. Order/set up computer with access to the standard configurations with access to department drives and printers/copiers. Have new faculty member to register and obtain Duo through IT.
3. Update departmental Our People website.
4. Work with faculty member and dept. chair to order all items negotiated in their start up contract (e.g. software, special equipment) so that it is here when they arrive or shortly before the semester starts.
5. As soon as the office is vacant, put in work orders to have the office painted, floors waxed, office cleaned, carpet cleaned, or other repairs to room as needed. Be sure to follow up on work orders regularly until they are completed.
6. Order business cards, name tag, and office name plate.
7. Assign department mailbox.
8. Order key(s) and request building access including afterhours access.
9. Make sure they have a faculty ID.
10. Make sure faculty have UWL email address (should happen upon signing contract).
11. Make sure they have access to Canvas (CATL).
12. Make sure they have access to WINGS – electronic form.
13. New faculty should receive something from Parking Services, but you could send them the link to Parking Services and have them order a parking permit if they want one. In addition, send them the link/information on the discounted bus route pass.
14. Put in a work order with IT to have phone set up.
15. If applicable, make sure that they have filled out moving expense reimbursement forms and have them submitted within 90 days of relocation.
16. Order office supplies needed for new hire.
17. Building tour and introductions - mailroom, copy room, departmental spaces, meet other ADAs in the vicinity.