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. Have faculty choose computer from ITS list, and all accessories. Review order with department chair. Place computer order (charge to appropriate start-up account). Have all computers set up with access to SPSS and Adobe Acrobat Professional in addition to the standard set up at IT.
3. 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.
4. If we do not have any newer office chairs, have faculty choose an office chair from our approved supplier, order it and have it assembled and delivered (start-up account).
5. If we do not have a newer computer desk for them, ask them if they want one and have them choose one and order it (start-up).
6. Ask them how many file cabinets and book cases they will need. If we do not have that many, check with campus stores to see if they have any in the matching color in surplus and have them delivered to CWH.
7. As soon as the office is vacant (keep on the person who is vacating so they move as quickly as possible), put in work orders to have the office painted if it has not been painted in 10 years, have floor waxed or carpet cleaned, any other repairs to room. Clean or have student workers clean all furniture inside and out: remove all stickers with Goo-Gone or WD-40 from furniture, office door inside and out and office door glass, dust and wash off all bookshelves, desks, file cabinets. Be sure to follow up on work orders regularly until they are completed.
8. Wash out trash and recycle bins or purchase new ones if they are beat up.
9. Order business cards, name tag, and office name plate
10. Order office key combined with dept. office key and order a building key
11. Make sure they have a faculty ID
12. Make sure faculty have UWL email address (should happen upon signing contract)
13. Make sure they have access to D2L- Check with Cari Mathwig Ramsier
14. Make sure they have access to WINGS – get them to sign access form and then process the form for them.
15. Set up DIGICOPY account for them.
16. Send them the link to parking services and have them order a parking sticker ASAP if they want one. In addition, send them the link/information on the discounted bus route pass.
17. Have telephone services assign phone number to their office and to the faculty member by name or order appropriate services if needed. Make sure they have an answering machine and working phone in office.
18. Email them the link to the Undergraduate Catalog from the UW-L website and the link to the departmental website.
19. Email list of all dept. videos
20. Make sure that they have filled out moving expense reimbursement forms and send them in as soon as possible.

ADA List of supplies to place in new faculty office:
1. Telephone
2. Answering machine
3. Waste can and recycle can
4. Stapler, tape dispenser- loaded and ready to go
5. Computer (ordered above) and any other equipment ordered specifically for them
6. Office chair
7. Campus directory
8. Paper clips, push pins, a few pens, pencils, paper pads, sticky notes, etc. to get them started