

## 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](#)

### 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
- 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

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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