

West Chester University

New Faculty Checklist

1. Do now!

- Sign and return all employment-related paperwork** that was included with your appointment letter from the Office of the Provost:
 - Signed copy of Letter of Appointment
 - Faculty Position Verification Form (gold form)
 - Pay Option Selection Form (brown form)
 - University Systems Personal Account Application (green form)
 - WCU Confidentiality Statement (pink form)

- Plan on attending New Faculty Orientation (NFO), August 14-17, 2017.** Email Daniel Forbes (dforbes@wcupa.edu) if you have any questions.
 - Complete registration:
<https://ssldev.wcupa.edu/communications/forms/nfoExperts/nfoRegistration/>

- Sign up for one of the two HR benefits sessions** on Monday August 14th.
 - August 14th 9-11am: http://www.passheacademyregister.com/cgi-bin/hr_train-reg.cgi?3&1131
 - August 14th 1-3pm: http://www.passheacademyregister.com/cgi-bin/hr_train-reg.cgi?3&1132
(Your department chairperson is your “supervisor”.)

- Contact your department chair over the summer** for important information and materials. Each department may provide additional welcome/orientation sessions and materials. Ask about:
 - Your teaching schedule, class rosters, etc.
 - Sample syllabi or other materials for each course you are assigned to teach
 - Book order information

2. Once you’re in town...

- If you are not able to attend the New Faculty Orientation or if you will be receiving pay over the summer you will need to take two forms of ID and your Social Security card to the Human Resources Office to complete your I-9 paperwork.** If you are not working over the summer and you will attend the Benefits session on the first day orientation this paperwork will be taken care of then. (See the enclosed NFO program). ***This paperwork must be completed on or before your first day of work and is essential in order to add you to the payroll.*** Associate Director of HR: Diane Copenhaver (610-436-2338) DCopenhaver@wcupa.edu is available for questions or to meet with new faculty prior to NFO.

- Also bring other potentially needed documents to the Human Resources Office needed for Benefits, such as a marriage license, birth certificates, etc.** (See the benefits and retirement program links and Payroll & Benefits FAQ.)
 - Pick up your one-time, free **ID authorization application** signed by an HR representative. **You will need this form in order to get your WCU ID.** (See below for additional information on getting your ID card.)

- Check on your office assignment, keys, computer access.** Ask your department chair, department secretary or administrative assistant about computer equipment and keys for your use. (Time will be

allotted on Day Two of the NFO for faculty to meet with their department contacts and take care of odds & ends.)

3. When you've got a little time to read...

- **Review your benefits and retirement program options included with your employment paperwork.** Additional information is available below:
 - WCU Human Resources Office: 201 Carter Drive, Suite 100, West Chester, PA 19383, 610-436-2800; <http://wcupa.edu/hr/>
 - PA State System of Higher Education Benefits web page: <http://www.passhe.edu/inside/hr/syshr/Pages/home.aspx>
 - PA Faculty Health & Welfare web page: <http://www.pafac.com/>
 - Association of Pennsylvania State College & University Faculties <http://www.apscuf.org/>
 - Concerns may be directed to the Associate Director of HR: Diane Copenhaver (610-436-2338) DCopenhaver@wcupa.edu
- **Review the APSCUF Collective Bargaining Agreement (CBA).** This contract delineates all faculty-related policies and procedures, including specific faculty responsibilities (e.g. workload, office hours), evaluation and tenure & promotion policies, leave policies, salary schedules, and benefits. Available online: <http://www.apscuf.org/> (Union representatives will go over this information during the NFO).

4. Once your paperwork is processed...

Once your employment paperwork is processed, you are entered into the WCU PeopleSoft system, which will enable you to access your WCU email account, get a WCU ID card, and apply for an employee parking permit. Check with your college dean's office manager to make sure your employee account is active. (New accounts are usually activated by mid-July.) **There is time set aside on Day One of the orientation to take care of these items.**

- **Get your WCU photo ID-Card at the Ram Card Office**, located in Sykes Student Union Building (lower level), 610-738-0429. **Bring the signed ID authorization form you received from HR.** Be sure that your employee account is active before you go to the office. Avoid long lines by going before students arrive on campus. This card will enable you to use library resources and apply for a parking permit. Any problems with should be directed to your Dean's Office: contact information is below.
 - College of Arts and Humanities: *Stephanie Reid* 610-436-6997 sreid@wcupa.edu
 - College of Business and Public Management: *Cindy Cheyney* 610-436-2930 ccheyney@wcupa.edu
 - College of Education and Social Work: *Kathy Crouse* 610-436-2321 kcrouse@wcupa.edu
 - College of Health Sciences: *Debra Murray* 610-738-2385 dmurray@wcupa.edu
 - College of the Sciences and Mathematics: *Rebecca Grisillo* 610-436-3521 rgrisillo@wcupa.edu
 - School of Interdisciplinary and Graduate Studies: *Evelyn Doran* 610-738-0492 edoran@wcupa.edu
- **Purchase your annual employee parking permit at the WCU Public Safety Office**, located in Peoples Building 690 S. Church Street, 610-436-3545. **Bring your vehicle registration, driver's license, a check for \$30, and WCU ID. If you do not have your WCU ID, your Offer Letter will suffice.** You can pre-register on-line if you already have your WCU username and password: <http://www.wcupa.edu/dps/parkingServices/parkingPermits.aspx>. The Parking Services Office will process the form and have it ready for pickup within two working days.
- **Activate your WCU network account password to access your email** and other network resources.
 - Network account **username** for faculty and staff is FirstInitialLastName@wcupa.edu (E.g., John Doe's username is jdoe@wcupa.edu. If there are two or more John Doe's at WCU, it will be jdoe2@wcupa.edu, etc.).
 - New hires should check with department chairs to get your **initial password**.

- Visit the WCU Webmail page [<https://outlook.wcupa.edu/changePassword.asp>] to **activate and change your password**. If you have problems with your account, please call the Help Desk at 610-436-3350 or email Helpdesk [helpdesk@wcupa.edu].