



New Full-Time Faculty Checklist

ITEM	TIME FRAME	INSTRUCTIONS / INFORMATION	CONTACT	
Sign/Return Offer Letter from the Dean/Director	Deadline specified in offer letter	Offer letter sent by Dean or Director of College, School, or Center	Dean/Director Contact Information: http://www.slu.edu/x435.xml	
Request Transcripts	Immediately after signing your offer letter	Request graduate transcripts be sent to your department chair.	Department in which you will be working	
Sign/Return Appointment Letter from the Provost	Within timeframe noted on appointment letter	Once transcripts and signed offer letter are received in the Office of the Provost (Faculty Affairs) from the hiring department, a formal appointment letter will be sent by the Provost. Return the signed appointment letter and completed FIF to: Saint Louis University Office of the Provost attn: Faculty Affairs 221 N. Grand Blvd, Room 441 St. Louis, MO 63103 OR christine.rogers@slu.edu	Faculty Affairs Christine Rogers Manager DuBourg Hall, Rm 441, 221 North Grand Blvd., St. Louis, MO 63103 314-977-5237 christine.rogers@slu.edu	
Faculty Information Form (FIF)	Return with the signed contract	The information on this form will be used to create your SLU username, e-mail, and employee account in SLU's Banner Portal. Be sure to complete the form in its entirety, especially the personal e-mail address , which will be used to send you a Welcome E-Mail with your new SLU account information. The form can be found on the Office of the Provost's Website under Faculty Affairs, New Faculty or by clicking on this link https://www.slu.edu/the-office-of-the-provost/office-of-faculty-affairs/new-faculty		
Criminal Background Check	Upon return of the Faculty Information Form	All new employees, and those who have had a break in service at the University greater than eighteen months, are required to complete the criminal background screening <i>prior</i> to beginning work. An email from SLU Faculty will be sent to the personal email address providing a link to a secure site to complete the background screening questionnaire. Please complete this questionnaire as soon as possible, but within two weeks of receiving, to complete the process. NOTE: Non-residents who have not obtained a social security card, please contact your department.	Faculty Affairs Brandon McCoy Coordinator DuBourg Hall, Rm 441, 221 North Grand Blvd., St. Louis, MO 63103 314-977-7381 brandon.mccoy@slu.edu	
International Faculty	Immediately after signing your appointment letter	Contact the Office of International Services to complete all visa paperwork. http://www.slu.edu/x22176.xml	International Services Cathy Donahue Des Peres Hall, 102 314-977-2318 catherine.donahue@slu.edu	
Transfer of Grants	After signing your appointment letter	In the event that you plan to transfer a grant to SLU, contact the Office of the Vice President for Research as soon as possible. http://www.slu.edu/x24192.xml	Office of the Vice President for Research Jasmin Patel 314-977-3289 jasmin.patel@slu.edu	
Obtain SLU approved moving vendors (if applicable)	After signing your appointment letter	SLU maintains a list of preferred vendors to assist with your move to St. Louis. Click here for the list.	Your specific department	

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Discuss Duties / Other Requirements within your Department	After signing your appointment letter	Contact your department chairperson/director to discuss any college/school/center-specific procedures and policies obtain information on courses you will be teaching, scheduling of required department or college/school/center events, obtain office and building keys, etc.	Your specific department	
Tax Forms	Up to six (6) months <i>prior</i> to your start date	Once you receive your Welcome E-Mail , log into Banner Self-Service. Click on the “Employee” tab. You will then have the choice to click on and complete Federal W4 and State W4 Tax Forms.	Human Resources Wool Center 3545 Lindell Blvd. St. Louis, MO 63110 314-977-2360	
I-9 Verification	Up to six (6) months <i>prior</i> to your start date	Step 1: Complete section 1 of the I-9 by logging on to www.newi9.com using the Employer Code, 10065. Step 2: After completing section 1, you will be provided with a list of accepted documents that must be presented <u>in person</u> at Human Resources to complete the process.		
Direct Deposit Form for Paycheck	Within 31 days prior to your start date	Once you receive your Welcome E-Mail , log in to Banner Self-Service. Click on the “Employee” tab, and then click “Pay Information” to set up direct deposit for your paychecks. All employees are required to log in to Banner Self-Service to enroll in payroll direct deposit.		
Benefits Orientation	Within 31 days prior to your start date	Benefits Orientation must be completed before you enroll in your benefits. Contact the Benefits Office for dates of the Faculty Benefits Orientations.	Human Resources, Benefits Wool Center 3545 Lindell Blvd. St. Louis, MO 63110 314-977-2360 benefits@slu.edu	
Enroll in Benefits	<u>NO LATER THAN 31 days from your start date</u>	Enrollment must be completed no more than 31 days from your start date (i.e., if your start date is August 15, you must enroll no later than September 14.) Benefit plan selections must be completed on-line in Banner Self-Service under the New Hire Menu, option ‘Benefits Enrollment’.		
ID Badge and Parking Arrangements	Prior to your start date	After you receive a Welcome email from SLU, you can visit Parking & Card Services to obtain your ID Badge. You will also have the option to purchase a parking permit for your desired lot. Hours of operation: M-F 8:30 – 5:00	Parking & Card Services DuBourg Hall, Rm 33 221 N. Grand Blvd 314-977-2957	
Order Textbooks for Courses	At least one month prior to the first day of your class	Contact your department chairperson to discuss ordering textbooks for your courses. https://www.slu.edu/madrid/campus-life/student-services/bookstore	Your specific department and/or the Barnes & Noble University Bookstore 20 N. Grand Blvd. 314-531-7925 oksustlouis@bncollege.com	
Attend New Faculty Orientation	Date listed in your Welcome letter	The New Faculty Orientation is mandatory for all new faculty. To register, please visit the Faculty Affairs website http://www.slu.edu/the-office-of-the-provost/office-of-faculty-affairs/new-faculty-orientation . More information will be emailed to you closer to the orientation date.	Faculty Affairs Brandon McCoy Coordinator 314-977-7382 brandon.mccoy@slu.edu	
Log in to your <i>Activity Insight</i> profile	Once you arrive	Activity Insight is a University-wide, Web-based information management system used for data collection, organization, sharing, analysis and presentation of critical data regarding faculty scholarship, research and service activities. Access to Activity Insight is on the MySLU Portal.	Your specific department	

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Institutional Review Board (IRB)	Prior to research involving human subjects	Contact the Institutional Review Board prior to the development of your research to determine whether the research project fits the definition of human subject's research. The IRB website is http://www.slu.edu/x24634.xml	Research Integrity and Safety Group Mark Haenchen Caroline Building RM 305 3556 Caroline Street 314-977-6885 mark.haenchen@slu.edu	
Responsible Conduct of Research (RCR)	Prior to research if received NIH or NSF funding	All Post-Doctoral Fellows supported by research funds from the National Science Foundation (NSF), National Institutes of Health (NIH), Individual Fellowship Awards, Career Development Awards (Institutional or Individual), Research Education Grants, or Dissertation Research Grants are required to complete RCR online modules through Collaborative Institutional Training Initiative (CITI) AND a minimum of eight (8) hours of face-to-face RCR training. Visit the RCR website for more information: https://www.slu.edu/research/faculty-resources/research-integrity-safety/responsible-conduct-of-research-rcr.php		
Institutional Animal Care and Use Committee (IACUC)	Prior to research involving animal use	Contact the IACUC prior to the development to ensure compliance with animal use protocols. https://www.slu.edu/research/faculty-resources/research-integrity-safety/animal-care-and-use-iacuc.php		
Paul C. Reinert, S.J. Center for Transformative Teaching and Learning (CTTL)	Anytime	The Paul C. Reinert, S.J. Center for Transformative Teaching and Learning (CTTL) supports faculty in the development of skills and knowledge of pedagogical approaches using technology and other teaching innovations. You may wish to consult CTTL staff for input on your syllabus, making course improvements, assessment of student learning outcomes, etc. CTTL also sponsors workshops on pedagogical topics, facilitated by Center staff, SLU faculty, and national/international experts in higher education.	Reinert Center for Transformative Teaching and Learning 314-977-3944 ctl@slu.edu http://www.slu.edu/ctl	