## New Full-Time Faculty Checklist

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| 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](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  
chrisrogers@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](https://www.slu.edu/the-office-of-the-provost/office-of-faculty-affairs/new-faculty) | **Faculty Affairs**  
Brandon McCoy  
Coordinator  
DuBourg Hall, Rm 441,  
221 North Grand Blvd.,  
St. Louis, MO 63103  
314-977-7381  
brandon.mccoy@slu.edu |
| 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 prior 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](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](http://www.slu.edu/x24192.xml) | **Office of the Vice President for Research**  
Jasmin Patel  
314-977-3289  
jasmin.patel@slu.edu |
<p>| 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 |</p>
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<td>Discuss Duties / Other Requirements within your Department</td>
<td>After signing your appointment letter</td>
<td>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.</td>
<td>Your specific department</td>
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<td>Tax Forms</td>
<td>Up to six (6) months prior to your start date</td>
<td>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.</td>
<td></td>
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| I-9 Verification | Up to six (6) months prior to your start date | **Step 1:** Complete section 1 of the I-9 by logging on to [www.newi9.com](http://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 in person at Human Resources to complete the process. | Human Resources  
Wool Center  
3545 Lindell Blvd.  
St. Louis, MO 63110  
314-977-2360 |
| 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](mailto:benefits@slu.edu) |
| Enroll in Benefits | **NO LATER THAN 31 days from your start date** | **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’. | Parking & Card Services  
DuBourg Hall, Rm 33  
221 N. Grand Blvd  
314-977-2957 |
| 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 | |
| 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](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  
bksustlouis@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](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](mailto:brandon.mccoy@slu.edu) |
<p>| Log in to your Activity Insight 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 |</p>
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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 Haenchén  
Caroline Building  
RM 305  
3556 Caroline Street  
314-977-6885  
mark.haenchén@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 | Reinert Center for Transformative Teaching and Learning  
314-977-3944  
cttl@slu.edu  
http://www.slu.edu/cttl |
| 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. | February, 2018 |

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