



New Post-Doctoral Fellow Checklist

ITEM	TIME FRAME	INSTRUCTIONS / INFORMATION	CONTACT	
Transcripts	Immediately after receiving confirmation of appointment	A transcript reflecting your highest degree is required prior to the start of your teaching assignment. You have the option to provide authorization for the University to pull your degree verification from a third-party or you can request an original transcript be sent to your department directly. You can check which option you choose on the Faculty Information Form (FIF). When completing the FIF, initial your choice under the Education Background section. If the University is unsuccessful in obtaining the degree verification, a transcript will be required. NOTE: This is not applicable to degrees earned at International Institutions.	Department in which you will be conducting research	
International Post-Doctoral Fellows	Immediately after receiving confirmation of appointment	Contact the Office of International Services to complete all visa paperwork. http://www.slu.edu/x22176.xml	International Services Cathy Donahue Des Peres Hall, Rm 102 314-977-7148 catherine.donahue@slu.edu	
Faculty Information Form (FIF)	Immediately after receiving	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 for your criminal background screening and 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 Website or by clicking here: https://www.slu.edu/Documents/provost/faculty_affairs/Faculty%20Information%20form%20d2.18.pdf	Return form to your specific department	
Criminal Background Check	Immediately after receiving confirmation of appointment	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 (provided on the FIF) providing instructions to complete the background screening questionnaire. Please complete this questionnaire as soon as possible to complete the process. NOTE: Non-residents who have not obtained a social security card, please contact your department.	Faculty Affairs Brandon McCoy Coordinator 314-977-7382 brandon.mccoy@slu.edu	
Sign / Return Memorandum of Agreement	Immediately after receiving	Review, sign and return to your department chair.	Your specific department	
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 I-9 verification process.	Human Resources Wool Center 3545 Lindell Blvd. St. Louis, MO 63110 314-977-2360	
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 choices to click on and complete Federal W4 and State W4 Tax Forms.		
Benefits Orientation (if eligible)	Within 31 days prior to your start date	Contact the Benefits Office for dates of the Faculty Benefits Orientations. The Benefits Orientation must be completed before you enroll in your benefits.	Benefits Wool Center 3545 Lindell Blvd. St. Louis, MO 63110 314-977-2360 benefits@slu.edu	
Enroll in Benefits (if eligible)	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 10.) Benefit plan selections must be completed on-line in Banner Self-Service under the New Hire Menu, option 'Benefits Enrollment'.		

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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.	Human Resources Wool Center, 3545 Lindell Blvd, St. Louis, MO 63110 314-977-2360	
ID Badge and Parking Arrangements	Prior to your start date	After you receive your Welcome E-Mail 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. Frost Campus hours of operation: M-F 8:30 – 5:00	Parking & Card Services Frost Campus DuBourg Hall, Rm 33 221 N. Grand Blvd 314-977-3471	
Discuss Requirements within your Department	Prior to your start date	Contact your department chairperson/director/supervisor to discuss any college/school/center-specific procedures and policies, obtain information on the research you will be involved with, scheduling of required department or college/school/center events, obtain office, lab, and building keys, if applicable etc.	Your specific department	
Transfer of Grants	Prior to your start date	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	
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	