New Faculty Onboarding Checklist

Getting Started at Cal State LA: Hiring and Onboarding

Timeframe: When You are First Hired at Cal State LA

Please accomplish in the following order	Contact/Location
1. Visit Human Resources Management (HRM) to complete new hire paperwork, I-9 Employment Eligibility Verification, and Live Scan Fingerprinting. Please bring appropriate documentation, which you can find at: www.uscis.gov/files/form/i-9.pdf (Download to your Desktop)	Jorge Cardenas, HRM (ADM 606, 3-3694). You will be assigned an Employee Identification Number and temporary ID card. You will be issued a Live Scan application form as part of the background check for fingerprinting purposes. ***Inform your department of your employee identification number immediately.*** You will work with HRM to set up your appointment for live scan fingerprinting through the Department of Public Safety. Note: The campus telephone line is 323-343-0000. Extensions are designated 3-XXXX.
2. Obtain your campus ID card (One Card)	Visit the Golden Eagle One Card Office, in the Golden Eagle building, Room GE 220 to get your campus ID card (One Card). Please bring a photo ID and your temporary CalStateLA ID. The One Card also serves as your Library card. Note: The golden Eagle One Card Office will relocate to the new Physical Sciences building, Room 2232 when the building opens.
3. Activate your online MyCalStateLA ID to establish a campus Office 365 email account. You must have first visited HRM (See 1. above)*	Go to https://id.calstatela.edu (Select: "I want to activate my employee account"). You may visit the ITS Help Desk, located in Library South, ground floor (or call 3-6170) for assistance. Once activated, you can gain access to your email by logging on through the campus portal at https://my.calstatela.edu.
4. Set up your Duo 2-Step Verification. You must have first set up your MyCalStateLA ID (See 3. above).	Go to https://www.calstatela.edu/its/2step to set up your Duo 2-Step Verification. Contact the ITS Help Desk with any questions. Note: If you do not set up your 2-Step Verification, ITS will register you, and access to the MyCalStateLA portal and the GET system will then require you to enroll a device.
5. Complete your online Data Security and FERPA training.	After you have completed your MyCalStateLA account, within three days, you will receive an email from CSULearn@calstatela.edu informing you that you need to complete the Data Security and FERPA training within the assigned time frame. Please complete the training when it has been assigned. Upon completion, print the certificate and submit to your department for your chair's signature. Keep a copy for your files. Note: This training is required to be completed every 2 years.
6. Inquire about your office key(s).	Contact your department office and inquire about the status of your office key(s). The department will need your CIN to request the key(s) for you. Pick up your key(s) at Campus Safety when notified that keys are ready. Bring a photo ID.
7. Set up your Proxy Server or Virtual Private Network (VPN).	To utilize Cal State LA's library resources and campus access off-campus, go to the Library Resources page and follow the steps to set up your Proxy Server or VPN.

Please accomplish in the following order	Contact/Location
8. Access free Software for your Personal or University Computer.	Access the information Technology Services (ITS) websites to download free software for your personal computer or for your University computer.
9. Request Software Installation on University / Classroom Computers.**	Access the Information Technology Services' (ITS) website to request that available software be downloaded onto your classroom computers. Make sure to follow the required semester deadlines for software downloads, as outlined by ITS. Allow a semester to complete this process!
10. Set up your Direct Deposit.	Visit HRM's Payroll page and follow the included steps to set up Direct Deposit.
11. Arrange for a yearly parking permit.	Visit the Parking & Transportation Service website and use your CalStateLA ID to purchase your parking permit, or consider alternative commuting options.
12. Learn about available Employment Benefits and the Bargaining Agreement.	Access HRM's Benefits page for an overview of employment benefits, and access the Bargaining Agreement to learn about your specific benefits depending on your hiring.
13. Consult the Faculty Handbook for University Policies.	Access the Faculty Handbook for questions about University Policies or ask your Chair.
14. Access the Red Folder to learn about resources for students in distress.	Bookmark the CSU Red Folder that includes resources and tips for supporting students in distress.
15. Attend your New Faculty Orientation.	Attend your New Faculty Orientation that generally occurs the third week of August.
16. Learn about Canvas, the campus learning management system.	If you are new to using Canvas, visit the Center for Effective Teaching and Learning (CETL) website to learn about Canvas self-paced training options.
17. Review the Academic Calendar for Important Dates and Deadlines.	https://www.calstatela.edu/academicresources/academic-calendar
18. Accessibility Overview	The New Faculty page on the Accessibility website provides an overview of accessibility resources and their interplay for new faculty members.

*** Your personal data must be in PeopleSoft HR in order to activate your MyCalStateLA ID.** These data include the last four digits of your Social Security Number (SSN), ZIP code, and date of birth (DOB). In most circumstances HR does NOT have your SSN or DOB until you visit HRM to complete your new hire paperwork. Please allow 24 hours for processing.

**** This process may be moved to the timeline for teaching after the first semester.**

Preparing to Teach: Getting Your Course(s) Ready for Your First Semester

Timeframe: As You Prepare Your Courses Before the Start of a Term

Please accomplish in the following order	Contact/Location
1. Connect with your Department Chair Regarding Course Textbooks.	Depending on the course you are teaching, you may use a pre-assigned textbook for the class or may be asked to submit a textbook order. Follow these steps for textbook adoption, following the University Policy/Timeline for ordering textbooks. Your Department Chair/Academic Coordinator is responsible for telling you in advance whether you need to submit a textbook order or use a preassigned/previous textbook. • **If your course uses a preassigned or previously assigned textbook:** Your Department Chair/Academic Coordinator will tell you in advance that the course textbook is preassigned or that you may use the previously assigned texts. In this case, ask your Department Chair/Academic Coordinator for access to the textbook information and, when applicable, access to the textbook itself. • **If you are expected to assign a textbook for the course:** Ask your Department Chair/Academic Coordinator to tell you in advance that you will need to assign a textbook. Then, go to the Faculty Enlight page and create your Account. Click the Adopt tab and use the Drop-Down menu to select the Term, Department, Course, and Section. Fill-in the Instructor name and Enrollment. Click the Select Materials tab to input your textbooks. To see what was used in a class before, click My School Adoptions. If there is no required textbook, Select the No Materials Required option. When you find your desired textbook, click the Adopt This Book tab to select it, and then click Review/Submit to process the textbook information.
2. Access the Library's Course Reserves, Online Resources, and Print Collections.	To place items on the Library's Online Course Reserves, access the Library Course Reserves Guide. You can also add library resources and other online resources directly in your Canvas Course using the Canvas Reading List Tool. To access library licensed e-Books, e-journals and other e-resources, go to the Library Databases page and the Library Journal page. To access the breadth of additional library resources and collections, go to the Library Collections page.
3. Set up your course in Canvas, the campus Learning Management System (First complete 2, 3, 4, & 5), and take advantage of faculty workshops!	See CETL's Canvas support site for help, or follow CETL's Canvas Course Checklist to get started. For all Canvas issues email: cetltech@calstatela.edu. You must be the instructor of record in order to have course access (See your Chair). The CETL training calendar can be found at: www.calstatela.edu/cetl.
4. Access GET to view/print your class roster.	Login to the MyCalStateLA portal and select GETLA from the Quick Launch menu. Select the "Class Roster" option to view and print your roster.
5. Create One Canvas Shell for Cross-Listed Courses.	If you are teaching a course that is officially cross-listed in the schedule of classes, you can use one Canvas shell for both sections of the cross-listed course. Submit a Canvas Cross List Request to have your sections combined into one Canvas shell.
6. Access CETL's Teaching with Technology Pathway Programming.	During your first semester teaching at Cal State LA, you may require teaching support to learn the foundations of teaching our students. Review CETL'S T.E.A.C.H. program and prioritize taking workshops in the Badge One: Teaching with Technology Pathway that address your most immediate needs. Workshops in this pathway include: • Starting Canvas with Online Activities and Assignments • Canvas Gradebook and SpeedGrader • Leveraging Multimedia • Teaching Our First-Generation Students **When you complete a CETL Pathway**, keep your badge and workshop progress for your RTP Review File. You will want to include this professional teaching development in your file submission in order to demonstrate the work that you have completed. Early-career faculty interested in continuing their teaching practice are strongly encouraged to complete the full TEACH program certificate.

Please accomplish in the following order	Contact/Location
7. Access Your Department's Syllabus Template.	Contact your Department's Administrative Coordinator for your Department's Course Syllabus Template, which should include required university and education requirements. NOTE: • If you are teaching a premade syllabus, then your Department should provide you with this syllabus. • If you are creating your own syllabus for an offered course, then your Department should provide you with the template from which you can build your course syllabus.
8. Have a Librarian assist students in understanding and learning about the library research process.	Contact your subject liaison librarian. Librarians teach special Library classes and workshops, and provide one-on-one research consultation sessions for students. Librarians are also available to provide assistance in developing research assignments and creating a research guide for your course.

Supporting Your Students: Resources for Academic and Administrative Needs

Timeframe: As You Teach Your Courses During a Term

What Do I Do If…	Resources/Supports
1. A Student Asks You About Their Major or Course of Study	Each college has its own advising office, which advises majors in their departments for both major and general education requirements. For students with declared majors in your Department, direct them to your college's advising office through the Advising portal. For students with undeclared majors, direct them to the University Academic Advisement Center.
2. A Student Asks to Enroll in Your Course when the Course Enrollment is Full	Your Department's Administrative Coordinator typically handles student add requests. If you would like to add a student after your course enrollment cap is met, then you should contact your Department Chair and Administrative Coordinator. Students wishing to add will need to provide you with their CIN (9-digit student ID code) and email, which you will send to your Administrative Coordinator. Your Administrative Coordinator will then notify students that an enrollment permit has been issued for them, and the student must then use the permit to register through GET.
3. A Student Tells You they Need a Permit to Enroll in Your Course, but the Course Enrollment is Not Full	A student may request a permit to enroll in your course when the enrollment cap is not met. Students may not be able to register in this case for a few reasons: 1. The course has a prerequisite that the student has not completed; 2. The student has completed a prerequisite, but there is an error on the student's record; 3. Some classes require a permit prior to enrollment. In any of these scenarios, the student must set up an appointment with an Academic Advisor through the University Academic Advisement Center. The advisor will assist the student further.
4. A Student Requests to Add Your Course or Adds the Course After Open Enrollment	Students may typically register for a course (when seats are available) through the first two weeks of the semester. In this scenario, the Instructor should work with the student so that they can catch up on any late work and succeed in the course. If a student requests to add after the Open Enrollment period (roughly the end of week four), the student must submit a Late Add Request Form. Instructors are not obligated to add students after Open Enrollment, but Instructors should consider why a student requests to add your course after Open Enrollment.
5. A Student on Your Roster Does Not Attend Class	If a student is enrolled in your course and has not attended, instructors are encouraged to contact the student to ask about their enrollment plans. Instructors are permitted to initiate student drops through the eighth day of instruction during a full semester.
6. A Student Never Attended Your Course but is still Enrolled When You Submit Grades	If a student did not participate in your course, did not drop the course, but is still enrolled in GET at the end of the semester, then the instructor should assign the student a "WU (unauthorized withdrawal)" grade at the end of the semester. **WU will be calculated into the GPA as an F** (for courses with A-F grading) **or as an NC** (for courses with A-C/NC grading scale). To avoid this scenario, it is recommended to check rosters throughout the semester and email any students who have not participated in time to complete a regular withdrawal.
7. A Student Cannot Afford Course Books / Materials	The university encourages Instructors to consider low-cost or free learning materials, or to make arrangements through the Library's Course Reserves to make copies available to students. Students also have access to the following resources for textbook affordability: • Students may access the Book Voucher Program from Associated Students Inc. • Students may rent textbooks from the Campus Bookstore. • Students may access the Affordable Learning Solutions page for resources. • Students facing an emergency may access the Dean of Students' financial assistance support.
8. A Student Needs a Computer or Wi-Fi Hotspot	Students who need assistance with academic technology/hardware may access the Dean of Students Office Loan Program.

What Do I Do If…	Resources/Supports
9. A Student with Disabilities Requests Course Accommodations through the Office for Students with Disabilities	If a student with a disability is registered with the Office for Students with Disabilities (OSD) and enrolls in your course, Faculty must provide reasonable accommodations for that students. Complete the following protocol to provide accommodations: • OSD will email Faculty a Notification of Academic Support Services (NASS) letter for each student in the course who is registered with OSD. Read and complete the required steps included in these letters. • Read OSD's Faculty Guide to Supporting Accommodations for additional details on making your course accessible. • Follow-up with any questions by emailing OSD@calstatela.edu or calling 323-343-3140. • Consider enrolling in CETL's Accessible Instructional Materials workshop to learn more about accessible course content, and the Inclusive Teaching Program to learn more about accessible pedagogy.
10. A Student Requests Disability Accommodations But is Not Enrolled with the Office for Students with Disabilities	If a student requests disability accommodations in your class but is not registered with the Office for Students with Disabilities (OSD), faculty should direct the student to contact OSD at OSD@calstatela.edu and to learn more about the OSD Registration process so that they may register with the office to receive accommodations, when applicable. Faculty are not mandated by law to provide accommodations.
11. A Student would benefit from academic support (tutoring, writing assistance, research assistance, time-management and study skills coaching)	Instructors should encourage students to access available resources for Tutoring and Academic Success throughout the semester as a student success strategy. Direct students to the tutoring resources provided by the Center for Academic Success (CAS). Faculty should consider accessing CAS' Resources for Faculty. Many departments also provide additional tutoring/academic support resources, and Instructors are encouraged to contact their Department Chair and Administrative Coordinator for information about these resources. The Library will be offering research assistance through *Navigate LA* in Fall 2021. Research assistance will also be an additional wing of CAS in 2022.
12. A Student Commits Plagiarism / Academic Dishonesty	See the faculty handbook for the University Policy on academic dishonesty. Instructors should provide students with a clear policy on Plagiarism/Academic Dishonesty in the Course Syllabus. Consider enrolling in one of CETL's workshops on Plagiarism/Cheating to help craft this policy. When Plagiarism/Academic Dishonesty occurs, Faculty should refer to the Student Conduct Office's process for addressing such incidents. Faculty should submit this form when a student commits Plagiarism/Academic Dishonesty. Students who commit academic dishonesty in a course cannot make a Grade Forgiveness Request for that course.
13. A Student is Unable to Complete Coursework Before the End of the Term	If a student is unable to complete coursework by the end of the semester, they may consider taking an Incomplete or a Withdrawal. For an **Incomplete:** • A student must have completed more than 60% of the coursework with a passing grade. • Instructors should contact their Department Chair or Administrative Coordinator for information on Incomplete procedures. Instructors may also consult the Incomplete Policy in the Faculty Handbook. For a **Withdrawal:** • The student must consult the semester schedule for the appropriate deadlines. • During the Withdrawal Period (Weeks 3-12 approximately), students must complete the Withdrawal forms and have them signed by the Instructor and Department Chair. • During the Emergency Withdrawal Period (after Week 12 approximately), the student must have a documented emergency to withdrawal and must complete the necessary Withdrawal forms and have them signed by the Instructor, Department Chair, and College Dean.
14. You Submit an Incorrect Grade for a Student	If an Instructor needs to change a student's grade in GET, the Instructor should file a Change of Grade form with the registrar. Contact your Department's Administrative Coordinator for help with this process.
15. A Student Disputes a Grade They Received	If a student disputes a final course grade, they may submit an appeal. Note that university policy requires that the dispute be first informally resolved with the Instructor; if it is not resolved at that level, the student elevates it to the department chair or associate dean. If the dispute cannot be resolved informally, the student may file an Academic Appeal, which will then be a committee elected to resolve the issue. Instructors cannot retaliate against students who file academic grievances.

What Do I Do If…	Resources/Supports
16. A Student Finishes their Incomplete Coursework After the Course is Over	Once a student completes the required work for an Incomplete Grade (see **13**), the Instructor must then file a change of grade form to remove the Incomplete and submit the final grade. Instructors should email records@calstatela.edu for questions about this process.
17. A Student Failed Your Course and Wishes to Retake for a Better Grade	Students have a limited number of opportunities to retake courses they failed and to file a Grade Forgiveness Request to erase and replace their previous grade. Grade replacements are typically an automatic process, but if students have questions or do not see the replacement on their transcripts, they should access the Grade Forgiveness Request form and contact an Academic Advisor for additional information.
18. A Student Requests a Letter of Recommendation	The Collective Bargaining Agreement that governs contracts for Faculty does not require that Faculty complete Letters of Recommendation for Students. If Faculty choose to write letters of recommendation, they will not be compensated for that work and do so of their own accord. Departments can provide letterhead to faculty who choose to write letters of recommendation. Contact your Administrative Coordinator to access this letterhead.

Supporting Your Students: Resources for Health, Well-Being, and Community

Timeframe: As You Teach Your Courses During a Term

What Do I Do If…	Resources/Supports
1. A Student is Experiencing Trauma or Requests Mental Health Support	The Counseling and Psychological Services Office, located in the Student Health Center, provides many resources for students experiencing mental distress. These services include individual counseling, regular group counseling, and population-specific support. Faculty may direct students in crisis to the appropriate service. Faculty may also file a CARE Report with the Dean of Students Office, and the CARE Team will reach out to the student and provide them with additional assistance.
2. A Student Discloses an Incident of Harassment, Assault, or Discrimination	To learn about mandated University protocols for addressing harassment, assault, and discrimination, all faculty must take the Sexual Harassment/Discrimination Training scheduled through CSULearn. Faculty will receive email notifications for this training where they will also receive information about their responsibilities as California mandated reporters. The following resources support students experiencing these forms of violence: • The Campus SAFE program provides support for addressing sexual harassment, sexual assault, and stalking. • The Office for Equity and Diversity provides support for addressing issues of discrimination or harassment based on protected categories (including race, ethnicity, religion, gender, etc.).
3. A Student or Someone on Campus Exhibits Disruptive, Offensive, or Threatening Behavior	For situations related to disruptive behavior, Faculty should file a CARE Report with the CARE Team, who will follow-up with the student. For situations on campus that present an imminent threat to you or other students, Instructors should contact campus public safety at 323-343-3700. For non-emergencies, Faculty should file a Report.
4. A Student Experiences Financial, Food, or Housing Insecurity	Cal State LA provides a number of resources for students facing financial, food, and housing insecurity. Direct students to the Dean of Students website for detailed information on these resources and encourage them to schedule a counseling appointment for further support.
5. A Student Discloses Their Undocumented Status and/or Requests Supports	Cal State LA's Erika Glazer Family Dreamers Resource Center provides many resources and support systems for undocumented students on campus. Encourage students to connect with Center staff and directors. Faculty interested in learning more about supporting undocumented students should consider participating in the UndocuAlly Training series.
6. A Student Veteran Requests Supports	Cal State LA's Veterans Resource Center provides many resources and support systems for student veterans on campus. Encourage students to connect with Center staff and directors. Faculty interested in learning more about the experiences of student veterans and how to support them should consider accessing the Vet Net Ally training or participating in CETL's Inclusive Teaching Program.
7. A Student Expresses Interest in Resources for Black Students	Cal State LA's Pan African Student Resource Center provides many resources and support systems for Pan African students on campus. Encourage students to connect with Center staff and directors.
8. A Student Expresses Interest in Resources for Chicanx / Latinx Students	Cal State LA's Chicana/o Latina/o Student Resource Center provides many resources and support systems for Chicanx/Latinx students on campus. Encourage students to connect with Center staff and directors.
9. A Student Expresses Interest in Resources for Asian Pacific Islander Students	Cal State LA's Asian Pacific Islander Resource Center provides many resources and support systems for API students on campus. Encourage students to connect with Center staff and directors.
10. A Student Expresses Interest in Resources for LGBTQIA+ Students	Cal State LA'S Gender and Sexuality Resource Center provides many resources and support systems for LGBTQ+ students on campus. Encourage students to connect with Center staff and directors.

What Do I Do If…	Resources/Supports
11. A Student Expresses Interest in Joining a Student Club or Organization	Cal State LA hosts dozens of student clubs and organizations geared toward different professional, social, religious, and other interests. Encourage students to search these available clubs/organizations.