



## NEW FACULTY ARRIVAL CHECKLIST

### Welcome to CASE!

To help you complete the necessary tasks and paperwork when joining our campus we have provided a checklist to guide you through the employment process. While it is not an exhaustive list, it will help get you started. Faculty establishing a laboratory must complete EHS training, and faculty with grants and/or contracts will find an additional checklist for Research Administration in the document.

#### CHECK-IN WITH YOUR DEPARTMENT ADMINISTRATOR (DA)

The Department Administrator (DA) should cover the following with you:

- **Payroll Authorization:** A Personal Data Salary Authorization Form must be filled out and turned in to Human Resources (or SOM Admin Services, or Dental Medicine HR), for you to be put on payroll at Case. Please check with your Department Administrator/Business Manager as to how this is submitted in your school/college.
- **Keys and Building Access:** A Key Request Form must be filled out and sent to Access Services (Crawford Hall, Room 18) to obtain your key(s). Please check with your Department Administrator/Business Manager as to how this is submitted in your school/college. You will be notified by email that your keys are ready to be picked up at Access Services (or at the Biomedical Research Building (BRB) for School of Medicine (SOM) and Dental Medicine.)

#### FOREIGN FACULTY: REPORT TO THE OFFICE OF FOREIGN FACULTY & SCHOLARS

If you have not already been in contact,

- Please report to 212 Sears Building (8 a.m. to 4:30 p.m.) or call 216-368-4289 for more information.
- Bring H1B, passport, and letter of appointment. <http://www.cwru.edu/finadmin/humres/ffs/>

#### ATTEND FACULTY BENEFITS ORIENTATION AND COMPLETE FORMS

Faculty orientation is scheduled as required in Crawford Hall 720, on the first and third Wednesday of each month. To schedule the orientation, please contact Benefits Administration at 216-368-6781. The orientation will cover enrollment in medical, dental, vision, prescription plans, as well as retirement plan enrollment. At Orientation, all of the necessary payroll forms, including tax forms and direct deposit will be completed. It can be useful to bring your appointment letter and a form of ID such as a drivers' license or passport. Be prepared to have your picture taken for your ID. [www.case.edu/finadmin/humres/benefits/](http://www.case.edu/finadmin/humres/benefits/)

#### ATTEND FACULTY CULTURAL COMPETENCY AWARENESS

All new faculty are required by the Provost to attend a cultural competency session within the first year following their hire date. The faculty session is offered on one Friday from 12:30 –2:00 pm in the first few weeks after the start of Fall semester and again after the start of Spring semester. To attend the Faculty session, contact Amanda Shaffer, Interim Faculty Diversity Officer at 216-368-8877.

#### OBTAIN CASE ID, PARKING TAG, KEYS AND BUILDING/LAB/OFFICE ACCESS

- Once you have the authorization form (from Human Resources Information Management), take it to Access Services (Crawford Hall, Room 18) to get your picture I.D. and to purchase a parking tag (if applicable). <http://parking.case.edu/>
- If your school/department has submitted your Key Request Form, you will be notified by email that your keys are ready to be picked up at Access Services (or at the BRB for SOM and Dental Medicine.) Your department should set up building/lab/office access for you on your Case I.D. card. *(This applies to Case campus only)* [www.case.edu/finadmin/security/keyshop/](http://www.case.edu/finadmin/security/keyshop/)

#### ACTIVATE EMAIL ACCOUNT

- When you are appointed as a new Case faculty, your email account is automatically created but must be activated by you online at <https://its-services.case.edu/my-case-identity/activate/>. If you need assistance contact the Help Desk at [help@case.edu](mailto:help@case.edu) or 216-368-4357.
- For PeopleSoft assistance, contact [ERPTraining@case.edu](mailto:ERPTraining@case.edu) or call 368-0094.

## ATTEND FACULTY ORIENTATION

A half-day New Faculty Orientation is held each fall on the Wednesday before undergraduate classes begin. On the next five Fridays following the start of classes, a series of 1-hour seminars covers special topics such as promotion and tenure, grant issues, climate and communication, library resources and so on. To schedule your attendance at the orientation contact the University Center for Innovation in Teaching and Education, by sending an email to [ucite@case.edu](mailto:ucite@case.edu). <http://www.case.edu/provost/UCITE/>

## RESEARCH ADMINISTRATION INFORMATION

All new faculty who have grants and/or contracts will need to contact Case's Research Administration. If conducting research, please contact the following departments and contact personnel for research and grant/contract information:

- **School of Medicine, Office of Grants and Contracts** at 216-368-4432 or [medres@case.edu](mailto:medres@case.edu) for all School of Medicine grant and contract information;
- **Office of Sponsored Projects Administration** at 216-368-4510 or [resadm@case.edu](mailto:resadm@case.edu) for all grant and contract information for schools and colleges other than the School of Medicine;
- **Office of Research Compliance** at 216-368-6925 or [mx4@case.edu](mailto:mx4@case.edu) for all research related compliance information, e.g., human subjects protection, research misconduct, conflict of interest, recombinant DNA research experiments;
- **The Institutional Animal Care and Use Committee Office** at 216-368-3815 or [djp@case.edu](mailto:djp@case.edu) or the Animal Resource Center at 216-368-3490 or [jwd7@case.edu](mailto:jwd7@case.edu) for information regarding the use of animals in research

## ATTEND MANDATORY SAFETY TRAINING

- The Department of Environmental Health & Safety provides training for: OSHA Lab Standards, Bloodborne Pathogens, Respirator, Hazard Communication, Vehicle Safety, X-Ray, Laser, and Radiation Training. Check with your department and/ or school/ college for additional mandatory requirements. To schedule your training contact the department at 368-2907. <http://case.edu/ehs>
- All Dental School Faculty are required to attend Hazard Communication and Bloodborne Pathogen Training with Safety Services & HIPAA Training at the Dental School with the HIPAA Officer.

## ADDITIONAL RESOURCES

### CONTACT NEWCOMERS COMMITTEE:

The Case Newcomers Committee is a group of volunteers (faculty and faculty spouses), which welcomes new members of the faculty and administration, and their families, to Case Western Reserve University and to the wider Cleveland community. They hold a number of events during the year, including Potluck Dinners for new faculty and their companions, a Campus Walking Tour in September, and Morning Coffees for new faculty spouses and partners, at which young children are welcome. Their first event in the academic year is the Family Picnic, following New Faculty Orientation, in August. <http://ising.phys.cwru.edu/welcome.html>.

### CASE BENEFITS EMPLOYEE DISCOUNT PROGRAM

Discover the many discounts available [www.cwru.edu/finadmin/humres/benefits/discount.html](http://www.cwru.edu/finadmin/humres/benefits/discount.html)

### CASE INFORMATION TECHNOLOGY SERVICES

For registering laptop computers or getting phone service check the ITS web site at <http://blog.case.edu/its-news/>

### CONTACT HEALTH SERVICES

to 368-2745 to discuss the appropriate screenings needed for your job exposures. Baseline screenings are required for those that are working in the laboratory.

### OFFICE OF FACULTY DIVERSITY

Information for new (and old) faculty regarding child-care, campus dining, work/life balance, policies, the Faculty Handbook and other resources <http://www.cwru.edu/president/aaction/aeeo.html>