

## New Faculty Hire Checklist

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 EmplID#: \_\_\_\_\_ EUID: \_\_\_\_\_  
 Department: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 Position Number: \_\_\_\_\_ Job Code: \_\_\_\_\_  
 Job Posting System Identification Number: \_\_\_\_\_ New UNT email address: \_\_\_\_\_  
 \_\_\_\_\_

Onboarding Process Checklist	Contact for questions
<b>Hiring Documentation &amp; Processing</b>	
1. <input type="checkbox"/> Receive “Hired” notice from Provost’s Office (will include scanned copy of signed offer letter, clearance form, EmplID, EUID, and notes about onboarding and transcript requirements)	Academic Resources 940-565-2673
2. <input type="checkbox"/> Ensure completion of Welcome letter from Dean	College
3. <input type="checkbox"/> Ensure completion of Welcome letter from Department Chair	Department
4. <input type="checkbox"/> Communicate via email (or other means) to department to introduce new faculty member, if desired	Department
5. <input type="checkbox"/> Download vita from FacultyJobs.unt.edu/hr, if desired.	Academic Resources 940-565-2673
6. <input type="checkbox"/> Confirm new hire has completed onboarding	Academic Resources 940-565-2673
7. <input type="checkbox"/> Department/College receives original official highest degree earned transcript and sends to Academic Resources	College/Academic Resources 940-565-2673
8. <input type="checkbox"/> Faculty orientation invitation sent	Faculty Success 940-565-3987
9. <input type="checkbox"/> If the new faculty member is unable to attend New Faculty Orientation, schedule them to attend New Hire Orientation through Human Resources and schedule one-on-one meeting with Faculty Success	Human Resources/Faculty Success 940-565-3995/940-565-3987
10. <input type="checkbox"/> Complete I-9 verification	Human Resources 940-565-2281
11. <input type="checkbox"/> Confirm receipt of E-verify notice	Human Resources 855-878-7650
12. <input type="checkbox"/> Submit and confirm approval of Hire ePAR	Department
<b>Foreign National Processing (If Applicable)</b>	
13. <input type="checkbox"/> Coordinate employment authorization processing with UNT-I for incoming foreign national faculty	UNT International 940-565-2197
14. <input type="checkbox"/> Work with UNT-I Scholar Services for review of international faculty transcript	UNT International 940-565-2197
15. <input type="checkbox"/> Confirm Foreign National Information (FNI) form has been completed	Business Support Services 940-369-5500

16. <input type="checkbox"/> Coordinate with UNT-I (IELI) English Language Proficiency Certification/Screening (for instructors who have a primary language other than English)	Faculty Success 940-565-3987
<b>Relocation Services</b>	
17. <input type="checkbox"/> If relocation is included in offer, facilitate relocation services, including requisition for movement of household goods – utilize Texas E&I contract, if desired	Business Support Services 940-369-5500
<b>Sponsored Research</b>	
18. <input type="checkbox"/> Initiate discussion with the Office of Grants & Contracts Administration, if new faculty member is coming in with sponsored research or has sponsored research applications in process	Office of Grants & Contracts Administration 940-369-7428
<b>Space/Facilities Involvement</b>	
19. <input type="checkbox"/> Confirm Space Management and Facilities have been contacted about space/facilities needs, if necessary	Space Management / Facilities 940-369-8400/940-565-2700
<b>Technology Access/Equipment</b>	
20. <input type="checkbox"/> Confirm computing access requested and set up	Department/College IT
21. <input type="checkbox"/> Confirm computer, technology, and equipment set up	Department/College IT
22. <input type="checkbox"/> Introduce new faculty member to shared drives/file structure, wireless access, and website overview	Department/College IT
23. <input type="checkbox"/> Confirm FERPA training is completed, if faculty member will need basic view access to EIS and/or if it is a departmental requirement	Registrar's Office 940-565-4612
24. <input type="checkbox"/> Confirm faculty profile within faculty information system is created	Faculty Success 940-565-3987
25. <input type="checkbox"/> Schedule photo for website, if applicable	University Relations, Communications, & Marketing 940-565-2108
<b>Preparation for 1<sup>st</sup> Day</b>	
26. <input type="checkbox"/> Office assigned and supplies ordered as needed	Department
27. <input type="checkbox"/> Phone access requested (new line/change user name, reset vm pin) and set up	Telecom Services <a href="mailto:telecom.support@untsystem.edu">telecom.support@untsystem.edu</a>
28. <input type="checkbox"/> Provide department org chart, phone listing for college/department, and other pertinent contacts	Department
29. <input type="checkbox"/> Keys requested and received	Facilities 940-565-4888
30. <input type="checkbox"/> Mailbox assigned	Department
31. <input type="checkbox"/> Business cards ordered and received	Printing & Distribution 940-565-2108
32. <input type="checkbox"/> Submit R-6 Form to Registrar for creation and assigning of courses	Registrar's Office 940-565-4612
33. <input type="checkbox"/> Order textbooks/facilitate textbook adoptions	Department
34. <input type="checkbox"/> Remind new faculty member to get UNT ID card	Faculty Success 940-565-3987

35. <input type="checkbox"/> Confirm parking permit was purchased, if necessary	<b>Transportation Services</b> 940-565-3020
36. <input type="checkbox"/> Notify new faculty member of first departmental meeting and location as well as college meetings, if applicable	<b>Department/College</b>
37. <input type="checkbox"/> Confirm workplace accommodations have been requested, if needed	<b>Human Resources</b> 940-565-2281