

Prior to starting

Contact: [Unit contact list](#)

- Activate [ASURITE User ID](#)
- Confirm set up of your ASU email address
- Review the [FSE faculty website](#)
- Review [HR benefits and retirement enrollment](#) within 30 calendar days of your hire/eligibility date
- Update [MyASU](#):
 - Update emergency contact (Profile tab)
 - Complete tax forms: A4 and W4 (Employment tab)
 - Set up direct deposit enrollment (Employment tab)
 - Enroll in [DUO Two-Factor Authentication](#) (Profile tab)
 - Update your ASU Directory profile with your photo, bio, and other details (Profile tab)
- If you need a faculty research/group webpage, submit a request to the [FSE web team](#)
- Complete all mandatory trainings (see the list [here](#))
- Register for and attend New Faculty Orientations
 - [ASU New Faculty Orientation for Tenured and Tenure-track Faculty](#)
 - [FSE New Faculty Orientation](#)
- Review [parking options](#)
- Get your [ASU Sun Card](#)
- Save the dates on your calendar for the new faculty workshops (Be on the lookout for the email invitations throughout the year!)

Once on campus

Contact: [New Faculty Advisory Council \(NFAC\)](#)

- Identify and start to use your support resources
 - [FSE Faculty Resources](#)
 - [Research](#)
 - [Teaching](#)
 - [Professional development](#)
 - [Employee Wellness](#)
- Save the date for the New Faculty Advisory Council mixers (Be on the lookout for the email invitations throughout the year!)
- Join [New Faculty Advisory Council Slack channel](#)

As you prepare for your courses

Contact: [Program Chair](#)

- Request a meeting with your program chair
- Confirm access to Canvas (visit [ASU's Learning Management Resources](#) for Canvas guides)
- Submit [request for Canvas courses](#)
- Submit textbook orders as appropriate
- Review [ASU Academic Calendar](#)
- Review [syllabi requirements](#) and download the [FSE syllabus template](#)
- Upload course syllabi to Class Search from MyASU
- Review [classroom technology](#) options (note that if your course requires student access to software, you must [submit a request](#) in advance)
- Schedule a [technology orientation](#)
- Discuss instructional support options with program chair ([Undergraduate Teaching Assistants](#), [Graduate Teaching Assistants](#), [Graders](#))
- Review [FERPA \(Family Educational Rights and Privacy Act\) policy](#)

Topics covered by school

For questions or additional clarification on any of the topics below, please reach out to **unit contacts**: [Unit contact list](#)

- Request a meeting with your school director
- Faculty conditions of service and performance expectations
- Teaching assignments
- Lab and office space assignments
- Keys, building use, security
- School organizational chart
- School bylaws
- Emergency and evacuation procedures
- Equipment use and access (computers, copy machines, etc.)
- Departmental contacts
- Research support
- Mentorship opportunities
- Academic personnel actions (annual evaluations, promotion and tenure)
- Campus and department tour

Helpful Resources

FSE support services

- [New Faculty Advisory Council \(NFAC\)](#)
- [FSE Business Administration](#)
- [FSE Faculty](#)
- [FSE Learning and Teaching Hub](#)
- [FSE Research](#)
- [FSE Safe Engineering](#)
- [FSE Strategic Marketing and Communications](#)
- [FSE media requests](#)
- [FSE Technical Services](#)

ASU resources

- [Academic Affairs Manual \(ACD\)](#)
- [Academic calendar](#)
- [Dean of Students Office - student resources](#)
- [ASU Brand and Marketing Guide](#)
- [ASU Travel Guide](#)
- [ASU Library services](#)