EARLY CHECKLIST FOR GRINNELL COLLEGE NEW FACULTY

✓ Early Checklist:

- Complete employment paperwork for Human Resources and submit photo for P-Card.
  - Instructions will be provided in a letter by email from HR.
- Introduction to Grinnell College Libraries
  - Monday, August 3, 11 AM – 12 PM
  - [Join Webex](Meeting number: 145 831 2103; Password: gQ7EadTi9D7)
  - Join by phone +1-415-655-0001
- Plan to join the New Faculty Orientation (NFO) online sessions, August 6-12.
  - Monitor the ‘Save-the-Date’ Calendar at [New Faculty Orientation](#).
  - Confirmed times and Webex links will be sent by email by July 31.
- Contact the Pioneer Bookshop with your textbook adoptions for fall by July 24.
  - See 7/13/20 link from the Bookshop or email bookstore@grinnell.edu.
- Submit e-reserves for Fall-1 as soon as possible. Submit all requests through your [Academic Support Assistant](#).
- Order an Online Teaching Kit by visiting this site: [Online Teaching Kit](GrinnellShare) and completing the [online request form](#).
- Sign up for optional NFO training opportunities:
  - PWeb Blackboard Training sessions for New Faculty ([registration form and details](#))
  - ‘Designing and Sequencing Writing & Research Assignments’ Workshop ([registration form and details](#))
  - ITS Training for Cisco Webex and Microsoft Teams ([ITS Training](GrinnellShare))
  - Watch for more opportunities!
- Order an official transcript to be sent to Retta Kelley, Assistant to the Dean of the College.
- To be reimbursed for relocation expenses, send a summary of your expenses with original, itemized receipts to Marcia Baker, Technical Assistant in the Dean’s Office.
- We are an MS Outlook campus. Starting to use Outlook right away is a great idea.

Helpful Links to Bookmark:

- Dean’s Office [Resources for Faculty](#) and [Resources for New and Early-Career Faculty](#)
- Registrar’s [Academic Calendar](#) and [public website](#)
- Search the [Campus Directory](GrinnellShare)
- Academic Support Assistants [Contact List](#)
- Grinnell Libraries: [Consulting Librarians](#) and [Services for Faculty](#)
- Pandemic Planning [Updates from the Dean](GrinnellShare)
- CTLA (Center for Teaching, Learning, and Assessment) [public site](#) and [GrinnellShare site](#)
- Keep Teaching and Learning @Grinnell [public site](#)
- ITS [Technology Guide](#) and [Instructional Continuity](GrinnellShare)
- Sign up for [Community newsletters and listservs](#)