New Faculty Checklist

This checklist is intended to assist you in your transition to Vanderbilt University. While the list is not exhaustive, it will help you get started. Information on department or school-specific requirements will be provided by your departmental/school administrator.

PRIOR TO ARRIVAL

Complete a Background Check
All newly hired faculty must complete a background check as a condition of employment. Please contact your departmental/school administrator if you have not already completed a background check. Additional information can be found online.

Complete Employment Forms
On or before the first day of work, please complete the following:
- W-4 (Completed in Oracle; you will receive a message to take action)
- The Employment Eligibility Verification/I-9 Form (This will be sent to you via email by VUHR. Please complete this process as mandated).

International Faculty sponsored by Vanderbilt should also check in with International Services.

YOUR FIRST DAY/WEEK

Activate your VUnetID
Your VUnetID and ePassword will be your login credentials (user name and password) for the majority of systems at Vanderbilt. To authorize your VUnetID and receive a VU email address prior to your arrival on campus, please contact your departmental/school administrator. For information on activating your VUnetID after arriving on campus, please review the AccessVU website.

Complete the Conflict of Interest Disclosure
This system provides you with a tool to record policy awareness, potential conflicts, and the management of any potential conflicts disclosed. You will be given a set of questions to help you identify potential conflicts, links to the policies, and the ability to provide details about potential conflicts you do report. Once you have submitted your information, your approver will be able to use the system to review your information and, if needed, create a management plan. The disclosure is online.

Learn about Faculty Resources
Faculty at Vanderbilt have access to many resources to support their research, teaching and professional development. The Faculty Resources site provides links to the information, offices and benefits available to aid faculty in their endeavors. The following webpages may be useful to you as you plan your move to Vanderbilt:
- New Faculty
- Relocation Resources
- Getting Started Teaching
Review the Faculty Manual
The Faculty Manual is a guide to University policies and procedures for all Vanderbilt University faculty. It is available online.

Register for Parking
To register a vehicle and purchase a parking decal, visit the Vanderbilt Office of Traffic and Parking at Wesley Place Garage, 2043 Scarritt Place. You will need your Commodore Card or your appointment letter and a photo ID to register. Information on alternative transportation options can be found online.

Complete the FERPA Tutorial and Quiz
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. After you receive your VUnet ID, please complete the FERPA tutorial and quiz: tutorial, quiz (via the Learning Exchange).

Obtain your Commodore Card (Faculty I.D.)
Faculty ID cards may be obtained from 8:30 AM to 4:00 PM weekdays at 184 Sarratt Student Center. You must bring a copy of your appointment letter and a photo identification card, such as a passport or driver’s license. This card is also known as the Commodore Card. This will also serve as your library card.

Learn about Brightspace
Vanderbilt uses Brightspace. Vanderbilt instructors now have a number of options for seeking Brightspace support through the Center for Teaching: email, drop-in support, or via on-demand resources, including PDF walkthroughs and video guides listed here.

Attend New Faculty Orientation
Faculty Orientation is a three-step program:

1. **New Faculty Orientation** - This orientation is designed to welcome new faculty members to Vanderbilt and to provide an overview of offices and procedures on campus. There will also be time to meet new colleagues and university administrators.

2. **Teaching at Vanderbilt** - This orientation is offered by the Center for Teaching (CFT) and provides information for both junior and senior faculty new to teaching at Vanderbilt. Information can be found on the CFT website.

3. **Benefits Orientation** - Your Benefits Enrollment elections are due within 30 days of your appointment date. If you miss your enrollment deadline, your benefits elections will be the default coverage. Human Resources provides a benefits orientation for new faculty. Registration is online.

Computer for Teaching and Administrative Tasks

Please work with the department Administrative Manager and VUIT for this purchase. The Administrative Manager can provide you with the COA/POET for your Faculty Startup Funds to which this will be charged.

Please print out the specs for your new computer for VUIT. They will need this to make the purchase.
Telephone Number and Skype for Business

Please ask the department Administrative Manager to reach out to VUIT to request a new telephone number for you. Most faculty and staff are taking advantage of Skype for Business only utilizing their computer for phone calls.

You will be able to forward your calls to your cell or home phone number, and you will make calls in the same manner that you do with a traditional handset, please let the Administrative Manager know.

Keys and Building Access

Please see the department Administrative Manager for access and keys. The Administrative Manager will reach out to the appropriate building manager to request access and keys.