



Policy and Procedures Manual  
Application: Full Time Faculty  
Section F5.1 Procedure for New Faculty

*5.1 Procedure for New Faculty*

New faculty should proceed in the following manner:

1. Report a home address and other pertinent information to the Office of Academic Affairs (Room 208 Danley Hall).
2. Before the first payroll period, new faculty employees and other academic administrators must arrange for the Office of Academic Affairs to receive official transcripts of all earned degrees. Failure to provide an official transcript may result in non-continuance.
3. Supply information necessary for payroll and insurance to the Employment Services Office (Room 160 Administration). Immediate attention is requested.
4. Obtain a faculty mailbox assignment from the Mail and Printing Services Office (Room 154 Administration).
5. Obtain a parking permit from the Facilities Coordinator located in the Bill S. Cole University Center.
6. A photo ID card is available from the Facilities Coordinator located in the Bill S. Cole University Center.