F4.1 Procedure for New Faculty

New faculty shall complete each of the following:

1. Contact Kamryn Stout in Employment Services (kamdsto@ecok.edu 580-559-5823 or 580-559-5260) to complete official paperwork and schedule employment orientation before August 1 or as soon as possible otherwise. For employment orientation, provide the following:
   - driver's license
   - social security card
   - voided check for direct deposit
   - car license plate number for parking permit

2. All official degree transcripts for new faculty and academic administrators must be officially filed with the Office of Academic Affairs before the end of the first payroll period. Failure to do so may result in non-continuance.

3. Obtain office assignment from either the Chair or Dean (this varies by college/school). Office number needed to acquire office key from Facilities Coordinator.

4. Obtain office keys, parking permit, and photo ID card from the Facilities Coordinator (kiosk located in the Bill S. Cole University Center).
   - Important information about key use and responsibility provided by Employment Services.
   - If school keys are lost, notify the Dean.

5. Obtain a faculty mailbox assignment from the Mail and Printing Services Office (Room 154 Administration

6. All new faculty participate in New Faculty Orientation.
   - New Faculty Orientation includes seven seminars which address a variety of important topics.
   - The first seminar is a full-day event designed to familiarize new faculty to the university and is held the day before all faculty report for the fall.
   - The other six seminars are 90-minute events spread throughout the academic year.
   - When hired in the spring, new faculty will receive an initial abbreviated orientation to familiarize them with the university, and will then fully participate in New Faculty Orientation the following fall.