

TCU CHAIR RESOURCES

Onboarding New Faculty Hires

1-2 months before start: Send new faculty member information:

- How to create a TCU username and e-mail address
- How to log on to my.tcu.edu
- Verify employee information in my.tcu.edu
- Faculty resources on website of [Office of the Provost](#)
- Fall teaching schedule, days, times, rooms using [Class Search](#)
- [Koehler Center](#) website and teaching resources such as syllabus template
- Information and online tutorial for [TCU Online](#)
- Information on TCU Core Curriculum
- [Center for Instructional Services](#) for introduction to classroom technology
- Setting up direct deposit through my.tcu.edu
- How to submit textbook requests via TCU Online
- Provide link to [faculty handbook](#)
- Information on how to obtain a [TCU parking permit](#) using my.tcu.edu
- Information about attending new faculty orientation
- Provide access to relevant buildings via card swipe
- IT helpdesk information
- TCU Police information

Upon arrival on campus:

- Provide faculty member with office, keys, and a mailbox
- Provide faculty member with office supplies as needed
- Provide faculty member with computer and accessories
- How to get a faculty [ID card](#)
- Information on printing and copying
- Information on Ring Central phone service
- Information on compliance training
- Information on supporting students through [Dean of Students' Office](#)
- Information on [Student access and accommodations](#)
- Final exam policy, recording grades
- Information on SPOT evaluations
- Information on the college testing center
- Office hours expectations
- Update on COVID policies, as appropriate
- Schedule of department meetings
- Faculty annual reports and Faculty 180
- Tenure and promotion criteria and process, as appropriate
- Teaching, research/scholarship/creative activity, and service expectations
- Travel and reimbursement policies, travel advances, and financial services