

First 90 Days - Checklist

Before First Day

- Browse Faculty Toolkit on OAA website for available resources online
- Activate Name.# (OSU email account; access to Carmen, Research in View, OSU wireless, etc)

First Day

- Obtain office key/building access

First 7 days

- Meet with core department staff (fiscal officer, HR officer, etc)
- Obtain BuckID and other identification cards specific to your unit
- Obtain parking permit (via pre-tax deduction)
- Obtain department computer access
- Apply for a green card immediately upon arrival (if applicable)

First 31 days

- Submit health/insurance benefits selections
- Visit RPAC and consider pre-tax deduction for recreational facility fee
- Bookmark websites including RIV, Carmen, Digital Union, the University Center for the Advancement of Teaching
 - Sign up for available workshops
- Discover the landscape of the university
 - Visit the Ohio Union, the Wexner Center for the Arts, the Faculty Club, and the Thompson Library
- Complete annual Conflict of Interest disclosure

First 90 days

- Develop a research plan for your first year
- Meet with mentor/mentoring committee
- Meet with college research officer
- Meet with graduate studies chair about graduate faculty status
- Meet with undergraduate studies chair about undergraduate advising
- Invite a colleague to lunch
- Consult with other faculty in your unit on best practices in teaching
- Get a sense of the academic rhythm of the university
 - Read OSUToday, college bulletins, department newsletters to find events, lectures, and seminars of interest to you
- Get out there
 - Attend a performance at the Drake Performance and Event Center, an art show at the Urban Arts Space, a concert at Weigel Hall, a movie at the Gateway Film Center
- Participate in Your Plan for Health programs
- Schedule a biometric health screening
- Get a free flu shot

First 120 days

- Submit Retirement Election Form

