Office for Faculty Affairs Supplement to "New Employee Onboarding Checklist For FAS Employees"

HARVARD
Faculty of Arts and Sciences

This document provides information for FAS department administrators who are onboarding new faculty. It supplements the "New Employee Onboarding Checklist for FAS Employees" and the "Initiating a New Staff Hire" workflow diagram provided by FAS Administrative Operations in their Onboarding Toolkit.

Faculty Search

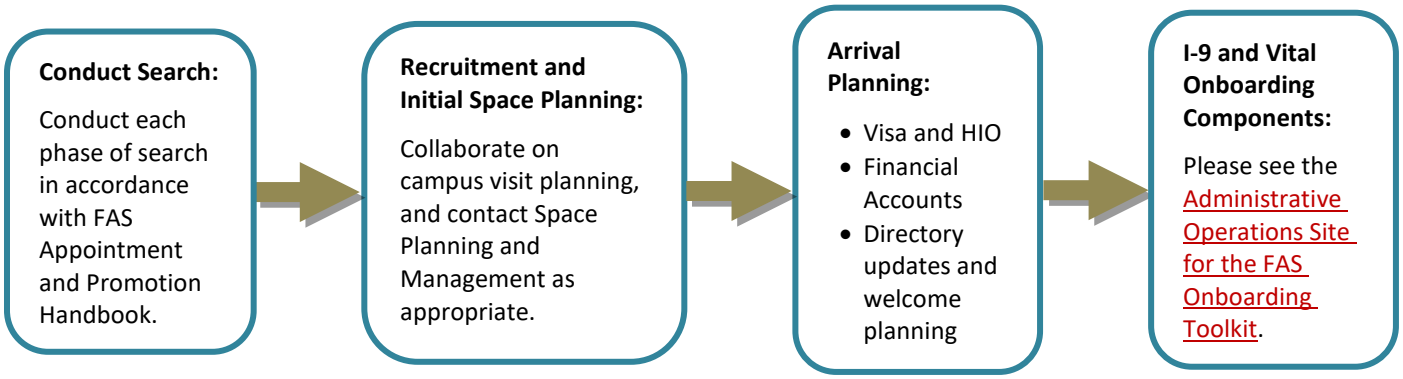
1. Please see the detailed instructions set forth in the FAS Appointment and Promotion Handbook and follow procedures for the appropriate appointment type.

Once the Faculty Search reaches the Recruitment Stage, if applicable

2. Work with the FAS Office for Faculty Development as appropriate to help plan a campus visit, if applicable, for the final candidate.
3. Contact Space Planning and Management in the Office for Physical Resources and Planning prior to any office or laboratory moves.

Once the Offer is Accepted

4. Work with the Harvard International Office and the new faculty member to address any visa requirements, if applicable, well in advance of the appointment start date.
5. Begin financial accounts planning, continue space planning, and review technological needs, as applicable:
   - Set up financial accounts and faculty root; factor in staffing needs: hire TAs, other researchers, or any support staff associated with the appointment;
   - Purchase laboratory equipment, and order any necessary supplies or furniture; and
   - Address technology and telecom needs well in advance of the start date.
6. Initiate Arrival Planning:
   - Update department signage; add the new faculty member to the department website, directories, email lists, etc.;
   - Send a welcome letter (optional) to the new faculty member.
7. Continue to follow the comprehensive steps in the *New Employee Onboarding Checklist* (found in the Onboarding Toolkit on the Administrative Operations website) **regarding I-9 and other vital onboarding components.**

New Faculty Hiring and Onboarding

Supplement to "Initiating a New Staff Hire" Workflow Diagram