

New SICE Faculty Checklist

- Communicate your acceptance of the position offered and return the requested paperwork
 - If you are not a U.S. Citizen, contact SICE Director of Faculty Administration, Benita Brown (benitab@indiana.edu) and the IU Office of International Services (ois@iu.edu) to initiate visa and/or permanent residency paperwork. This can take months, so please begin early
- Get an IU email account by using the interface at <https://itaccounts.iu.edu>
- Complete the necessary information for your background check within 5 days of receipt of email from eServices@geninfo.com . Contact SICE HR/payroll office with any questions (sicepay@indiana.edu).
- If you are bringing students with you, please contact the SICE graduate admissions office as soon as possible for the program in which the student wishes to be enrolled
- If you will be transferring grants to IU, contact the SICE grants office (soicgrnt@indiana.edu) as soon as possible
- Communicate your IT equipment and office furniture set up needs to the SICE Infrastructure and Technology Group (ITG) as soon as possible by submitting a Service Request at <https://help.sice.indiana.edu/request/> or send email to sicehelp@indiana.edu
- Request a building access card and keys for your office by sending email to sicehelp@indiana.edu
- Request help in setting up your faculty profile page on our school website by sending email to sicehelp@indiana.edu
- Work with your department chair to determine what course(s) you will teach your first semester at IU
- Contact the faculty secretary or admin in your department regarding textbooks the bookstore needs to stock for your class and any instructor copies the admin needs to order for you or your associate instructors
- Reply to the IUHR benefits package you received and select your benefits within 30 days of your start date
- Get official IU ID/Crimson Card at one of locations listed at: <https://crimsoncard.iu.edu/about/index.html>
- Get an IU parking permit (if needed) by contacting Parking Operations at <https://parking.indiana.edu>
- If you are being hired as “Acting” Assistant Professor, please remember to bring proof of your PhD to the payroll office as soon as it is completed so we can change your title to Assistant Professor
- Review the Faculty and Staff Handbook prior to making any work-related purchases and/or contact the administrative assistant in your department for assistance