

Checklist for New Faculty

- Contact Kim Addis or Terri Carter in the Business Office, located in the Administrative Office area on the second floor of the Riffe Center, to complete your paperwork. Bring one of the following with you:
 - 1) Drivers license and social security card,
 - 2) Drivers license and birth certificate, or
 - 3) PassportThey will give you a copy of your Personal Information form. Take this with you for the next two steps.

- Meet with Vinnie Waddell in the Administrative Office area. She will assign your “PID” number and show you where to go to be fingerprinted.

- With your Personal Information form in hand, proceed to the Student Center to have your picture ID taken. The Student Center is on the first floor of the Collins Center.

- Next go to the Faculty Office on the first floor of the Dingus Technology Center. Bobbi or Rhonda will show you where your mail folder is located and give you an informational handout. If you need a sample syllabus or wish to order a desk copy of your textbook they can help you with this.

- After a couple of days you will receive an envelope in your Faculty Office mail folder containing your Oak ID and password. This is what you need to activate your email account. **IMPORTANT: IF YOU DO NOT ACTIVATE YOUR EMAIL YOU WON'T BE ABLE TO ACTIVATE YOUR BLACKBOARD ACCOUNTS OR TO INPUT GRADES AT THE END OF THE QUARTER. PLEASE DO NOT SKIP THIS STEP!**

OTHER ITEMS TO NOTE:

If you haven't received notification from payroll by the 25th of the month, contact Kim (phone 740-533-4542; email addis@ohio.edu) or Terri (phone 740-533-4641; email cartert@ohio.edu) in the Business Office.

Only the dean has the authority to cancel classes. For more information please refer to the weather related cancellations and closings policy on the adjunct faculty website:

http://www.southern.ohiou.edu/adjunctfaculty/policies/weather_closing.html

Room assignments will be posted on the southern campus website (www.southern.ohiou.edu) as soon as they are assigned.