

# NEW FACULTY CHECKLIST

Welcome to Berklee! We've created this checklist to help ensure a smooth transition into your new role. If you have any additional questions about your employment, visit our FAQs page online ([berklee.edu/faculty-development/faqs](http://berklee.edu/faculty-development/faqs)) or contact your department chair.

- Submit all Paperwork (prior to orientation)**

Return your signed contract via e-mail, in person, or postal mail to Shannon Landis in the Academic Affairs office at Boston Conservatory at Berklee, 8 The Fenway, 104B ([slandis@berklee.edu](mailto:slandis@berklee.edu)). Then, be sure to visit the Human Resources office at 855 Boylston Street (4th floor) prior to your start date to present the required forms and documentation pertaining to the Federal Form I-9 and background check verification.

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- Attend New Faculty Orientation**

Attending New Faculty Orientation is the best way to get acclimated to Berklee. In addition to meeting other new faculty, you will be introduced to a number of key people, programs, and services on campus. You will also have built-in opportunities to check off a few of the items on this list! If you cannot attend orientation, be sure to reach out to Roya Hu ([rhu@berklee.edu](mailto:rhu@berklee.edu)) as soon as possible to schedule a time to go over the orientation materials.

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- Pick-up your Berklee ID**

Your Berklee ID gives you necessary access to buildings and spaces on campus and also may be used for discounts at the BPC box office and entrance into certain events. You may pick-up your ID at Public Safety (155 Massachusetts Avenue, Level B; use the callbox outside to gain access into the building). There will be time set aside during orientation to do this.

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- Technology Training with Faculty Technology Services**

During New Faculty Orientation you will be set-up with your OnePass login, Berklee Google account (email, calendar, Google Drive), and PowerCampus (used at the Conservatory to access schedules, class lists, and other important information). If you cannot attend orientation, please email [ctmi@berklee.edu](mailto:ctmi@berklee.edu) to arrange an individual training.

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- Enroll in Employee Benefits (optional)**

Visit [berklee.edu/human-resources/benefits](http://berklee.edu/human-resources/benefits) for information on the 403(b) Retirement Plan and commuter benefits, and directions on how to enroll in these programs. Enrollment can be done at anytime. Details concerning additional benefits will be shared with you (if eligible) during orientation. In the event that you cannot attend orientation, reach out to Human Resources for more information within your first 30 days of employment.

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- Submit your faculty bio/photo for the website (optional)**

If you would like to add your bio to the Conservatory website please email [marketing@bostonconservatory.edu](mailto:marketing@bostonconservatory.edu).