

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) or contact your department chair.

Submit all Paperwork

Submit all required paperwork via Workday. Please email Samia Gunn (sgunn@berklee.edu) with any questions. Then, be sure to visit the Human Resources office at 855 Boylston Street (4th floor) within three days of your start date to present the required forms and documentation pertaining to the Federal Form I-9 and background check verification, and complete required online forms as instructed.

.....

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) as soon as possible to schedule a time to go over the orientation materials.

.....

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.

.....

Technology Training with Faculty Technology Services

During New Faculty Orientation, you will be set-up with your OnePass login and Berklee Google account (email, calendar, Google Drive), and information on important Berklee websites. You'll also receive an overview of Inside Berklee Courses, Berklee's Moodle-based learning management system. If you cannot attend orientation, please email ctmi@berklee.edu to arrange an individual training.

.....

Meet with your chair to...

- Receive your final schedule
 - Find out your office location
 - Receive classroom/studio keys
-

Enroll in Employee Benefits

Visit 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.

Set-up your Voicemail

Voicemail instructions should be included in your orientation folder, or can be found at berklee.edu/faculty-development/handouts

Submit your faculty bio/photo for the website

<https://www.berklee.edu/communications/faculty-bio>

Faculty bios appear on the faculty biography section of the website. This information is used to promote you and the college, and may be edited as appropriate. If you have any questions or concerns please call or email Heidi James (617-747-2078 or hjames2@berklee.edu).

Order Business Cards

Submit a Business Card Order form (berklee.edu/academic-affairs/business-card-web-form). You will receive confirmation of your order within 48 hours, and your business cards within 2-3 weeks. If you have any questions, please contact Academic Affairs at 614-747-2150.