

EKU

New Faculty Symposium

New Faculty Checklist

The New Faculty Checklist serves as a resource for new faculty as they prepare for their career at ECU and is presented as part of the annual New Faculty Symposium each August. This resource is designed to complement the information shared and experiences provided during the New Faculty Symposium.

Updated each year, the New Faculty Checklist is separated into two sections:

- I. **Onboarding:** Provides the basic tasks to complete as new faculty begin employment at ECU.
- II. **Teaching:** Provides a starting point for preparing to teach your first semester.

I. Onboarding

Phase 1: Before You Arrive

- **Register for the New Faculty Symposium:** Complete your registration online. *Note: During registration, you will select your preferred ECU faculty laptop configuration.*
- **Activate Your ECU Digital Identity:** Claim your ECU username and set up your password. Be sure to configure the **Duo Mobile app** on your phone for secure Multi-Factor Authentication (MFA). You will need this active to access campus Wi-Fi and systems on Day 1.
- **Upload Your ID Photo:** ECU utilizes a fully digital **Colonel Card** stored on your smartphone. [Click here to upload your photo](#) ahead of time so your digital credentials are ready for campus building access.

Phase 2: During the New Faculty Symposium

HR & Administration

- **Meet with Human Resources:** This session is built directly into **Day 1** of the Symposium. You will finalize your physical I-9 verification and tax documents here.
- **Pick Up Your Office Keys:** You will meet with your Department Chair during the Symposium to receive your physical keys, office assignment, and department-specific resources.

IT & Technology Integration

- **Collect Your ECU Laptop:** The IT team will host an introductory workshop during the Symposium. You will unbox, log into, and configure your official ECU faculty laptop during this session.
- **Sync Your ECU Email:** IT will walk you through syncing your university email account and setting up standard campus printer networks on your new laptop.

Parking & Logistics

- **Register Your Vehicle:** ECU parking permits are fully digital and tied directly to your license plate. Skip the lines and purchase your virtual faculty parking pass via the [ECU Parking Portal](#).

Phase 3: Exploring Your myECU Dashboard

Once IT unlocks your permissions, log into **myECU** and locate the **Faculty Login Card** and **Employee Dashboard** to manage your daily academic footprint:

- **Your Faculty Schedule:** View assigned course times and classroom locations.
- **Active Class Rosters:** Track student enrollment in real-time.
- **Grading & Midterm Entry:** The portal you will use later for progress reports and final grades.
- **Employee Dashboard:** Access your pay stubs, W-2 forms, and direct deposit details.

Phase 4: Campus Safety & Emergency Preparedness

- **RAVE Emergency Alerts:** You are automatically enrolled in ECU text alerts using the phone number provided during hiring. [Read more here](#) to manage your alert preferences.
- **Download the ECU Safe App:** Download the official campus safety app on your phone for direct access to campus police, virtual safety escorts, and emergency toolkits.

Training - Required

Training Module	Trigger / Deadline	Why It Matters for Faculty
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Data Trustees Training	Required before submitting an application for Banner access.	Restricting this access ensures institutional data integrity. Without it, you cannot utilize Banner to manage departmental administrative needs.
FERPA Training	Required before accessing any student records. Must be refreshed every three years.	Federal law (Family Educational Rights and Privacy Act). Essential for viewing your final class rosters , inputting mid-term/final grades, or evaluating student degree progress.
Unlawful Harassment, EEO Laws, & Title IX Awareness	Within 30 days of your official employment start date.	Mandated under state and federal workplace regulations. You will automatically receive a registration link and access via your official @eku.edu email through ECU's third-party training vendor (Vector Solutions).

Banner Access

 Quick-Start: Getting Your ECU System Access (Banner & MyECU)

To protect student and university data, ECU requires all instructors to complete basic compliance modules *before* the IT service desk can unlock administrative tools like Banner. Follow these steps to prevent delays in accessing your class rosters.

 The Access Pipeline

Step 1: Complete Your Training Modules: Estimated time: 60-90 mins.

Log into your ECU Blackboard or Canvas dashboard using your new Single Sign-On (SSO) credentials and complete the following mandatory courses:

- **Data Trustees Training:** Covers university data stewardship.
- **FERPA Training:** Covers federal privacy laws regarding student records.

⚠ **Note:** Keep a digital copy or screenshot of your completion certificates just in case your automated HR file takes a few days to sync!

Step 2: Log into the ECU IT Service Portal: Requires SSO Login.

Navigate to the **ECU IT Support Center** page and click on "**Submit a Ticket / Request IT Service.**" Locate the category labeled **Accounts & Access Requests**, then select **System Access Request Form**.

Step 3: Define Your Access Needs: Consult your Department Chair.

When filling out the form, you will need to specify which systems you require. You can read more [here](#). For instructional faculty, standard access includes:

- **Banner Web (Self-Service):** For view-only access to final grading, student transcripts, and active rosters.

Step 4: Route for Institutional Approvals: Automated workflow.

Submit the form. The system will automatically route your request to your department chair and dean for digital signature. Once approved, the IT Service Desk will process the ticket and email you confirmation that your access is live (typically within 48 business hours).

🔧 Troubleshooting Tip:

If you log into your **myECU** portal and receive an error saying "*You do not have permission to view this page*" when clicking on Faculty Services, it almost always means your **FERPA training certification** has not finished processing through HR. Give it 24 hours to sync, or attach your completion certificate directly to an IT Help Desk ticket to bypass the delay.

Training - Time Sensitive

📄 1. CITI Training (Research Compliance)

- Before you can apply for grants, recruit participants, or purchase lab supplies, you must complete the appropriate **Collaborative Institutional Training Initiative (CITI)** modules.
- **Who Needs It?** Any faculty member, graduate assistant, or student conducting research under the umbrella of ECU.
- **The Scope:** CITI training is mandatory for any project involving:
 - **Human Subjects** (Institutional Review Board / IRB approval)
 - **Animal Care and Use** (IACUP clearance)
 - **Biosafety & Hazardous Materials** (IBC oversight)
- **How to Start:** Access CITI training resources [here](#).

2. Search Committee Training

- Once the search committee is approved, the Search Committee Chair contacts Human Resources to open a search committee training session. Members of a Search Committee must either complete search committee training or have current training certification (within the last 12 months) to serve on a committee.

3. Jaggaer Training (Procurement)

- Jaggaer is EKU's centralized, cloud-based e-procurement network. Whether you are setting up a specialized research space or simply managing a standard course budget, you will utilize Jaggaer.
- Who Needs It?** Any faculty member who intends to purchase physical goods, subscribe to professional software, manage department/grant funds, or travel on behalf of the university.
- Uses:** At EKU, Jaggaer is the required platform to order:
 - Standard classroom and office supplies.
 - Professional software licenses or instructional tech.
 - Direct bookings and post-trip travel reimbursements (conferences, academic events, or traveling with students).
- Action Item:** Review the quick-start training video modules on the [EKU Procurement Website](#) to learn how to build a digital shopping cart and route expenditures to your department's cost center. You can log directly into the system [here](#) or via myEKU.

Specialized & Role-Specific Training

Training / System	Who Needs It?	Deadline / Trigger
CITI Training	Faculty conducting any academic or sponsored research.	Must be completed before submitting protocols to the IRB.
Search Committee Training	Faculty appointed to a department or university hiring pool.	Required prior to reviewing any candidate files . Valid for 12 months.
Jaggaer Portal	Anyone managing a budget, requesting grants, or buying supplies.	Complete the video tutorials before submitting your first purchasing cart.
PageUp Platform	Faculty hiring/supervising Student Workers or Graduate Assistants.	Complete prior to posting a student job opening online.

I. Teaching

The Teaching Checklist serves as a resource for new faculty as they prepare for their career at ECU and is presented as part of the annual New Faculty Symposium each August. This resource is designed to complement the information shared at New Faculty Symposium and prepare faculty with access to resources needed for teaching.

Preparing to Teach: Your Digital Toolkit

The resources below are designed to complement our upcoming **New Faculty Symposium** in August. Use this checklist to set up your digital classrooms and outline your course timelines before orientation begins.

1. Setup Your Virtual Classroom (Canvas)

Canvas is ECU's official Learning Management System (LMS). Your course shells are generated automatically once your HR paperwork processes.

- **How to Access:** Log into **myEKU**, find the **Faculty Login** card, and select the **Canvas** icon.
- **Get Help Early:** Do not wait until August! You can access specialized asynchronous Canvas training, migration toolkits, and live support channels by clicking the [\[EKU Canvas Support Portal Link\]](#).

2. Adopt Course Materials & Textbooks

ECU utilizes an integrated Barnes & Noble system, allowing students to access their books seamlessly.

- **How to Access:** Navigate to **myEKU > Faculty Login** card > **Adopt Course Materials**.
- **Note:** If your department utilizes a standardized textbook for multi-section courses, confirm with your Department Chair before making changes in the portal.

3. Map Your Syllabus to the ECU Academic Calendar

Before designing your weekly class schedule, you must align your syllabus with university milestones.

- **The Essential Source:** Access the [Colonel Compass](#) to track critical dates for the upcoming semester.

- **Key Deadlines to Watch For:**

- *First-Day Drop:* All faculty (undergraduate and graduate, online and all other modes of delivery) are required by the University to drop a student for being absent (or not participating online) on the first day of class/first week of class (as scheduled by the Registrar's Office).
- *Schedule Change Period:* The final days for students to add/drop without a transcript penalty.
- *4th-Week Progress Reports:* Mandatory reporting dates for early student intervention.
- *Midterm & Final Grade Windows:* Deadlines to input official grades into myEKU.

Contact

Contact the Faculty Center for Teaching & Learning at FCTL@eku.edu with any questions about the new faculty onboarding process or resources.