

# New Faculty Checklists

These lists are not exhaustive. To make sure you haven't missed anything, meet with your **chair or director** and your **department or school's administrative officer/assistant** to learn about other steps not covered here. *(An important lesson about UWaterloo: a lot of things vary between departments and Faculties!)*

Other people you should get to know include your Faculty's **dean's assistant**, **financial officer**, and **faculty relations officer**; and the [Faculty Association](#).

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## Checklist 1: Get Yourself Ready to Work

**Key resource:** Human Resources can help you get all the basics in order. The first few items in this checklist are covered in more detail in the [onboarding guide for new employees](#) from HR. Connect with your [HR partner](#) or email [hrhelp@uwaterloo.ca](mailto:hrhelp@uwaterloo.ca) for support. Want an answer right away? Try the new [HR Chatbot](#)!

- Follow the [instructions](#) in your email to activate your **WatIAM account**
  - Look for an email from the University of Waterloo Identity and Access Management ([WatIAM](#)) team with the subject line 'Invitation Email' and follow the instructions there to activate your account.
- Use your WatIAM credentials to log in to [Workday](#)
- Set your **preferred name and email address** in [WatIAM](#)
  - A "friendly" email address is typically your first and last name, separated by a period, whereas your "real" email address is your WatIAM userid. Click "Manage Email Settings" after logging in to WatIAM to change this.
- Get familiar with the [Memorandum of Agreement and policies](#) that govern faculty work
- Complete your [mandatory employee training](#)
- Get a form from your department assistant and head to [Key Control](#) to get your **office keys** (located in GSC, the General Services Complex)
- Download the [WatSAFE app](#)
- Get a [WatCard](#) to access Library resources and make purchases on campus
- Learn about [accessibility at Waterloo](#), including accessible parking, building entrances, and employee supports
- If you're new to Canada, apply for **Permanent Resident Status** with support from [Legal and Immigration Services](#).
- Review the calendar of [statutory paid holidays](#)

## Checklist 2: Set up your Pay, Benefits, and Finances

**Key resources:** Be sure to check-in with your departmental administrator for guidance.

Human Resources and your departmental administrator are your go-to sources for pay and benefits questions. Talk to your department or Faculty finance officer about Concur, moving expenses, and FPER.

- Set up your direct deposit, benefits, emergency contacts, and more in Workday by completing your **Workday inbox tasks** (see: [Workday User Guides](#) for help)
- Review the Waterloo [benefits and pension plan](#) information (download the Pension and Benefits Booklet PDF)
- [Register for GroupNet](#) to **manage your benefits** claims through Canada Life
- Review the [Finance Resources for new employees](#)
- Familiarize yourself with the [Faculty Professional Expense Reimbursement Plan \(FPER\)](#)
- Make sure you know how to [access and use Concur](#), for **claiming expenses**
- If applicable, claim your **moving expenses** as per [Policy 28](#) and your appointment letter – Your department's administrative officer or assistant can help you with this.
- Register for the [University Health Insurance Plan \(UHIP\)](#) if you are NOT eligible for provincial health insurance.
  - UHIP is mandatory for anyone who has a formalized relationship with Waterloo and who is not eligible for provincial health insurance coverage. UHIP must be purchased for any period greater than three weeks for which provincial health insurance is not applicable.

## Checklist 3: Get Connected

**Key resources:** The Faculty Association of the University of Waterloo (FAUW; rhymes with “wow”) is the official voice of all regular UW faculty\* members. FAUW negotiates working conditions and supports individual members as they navigate things like tenure, leaves, and discipline.

*\*Research faculty and faculty at the affiliated and federated institutions are not members of FAUW, but you are welcome to attend FAUW events. Faculty at St. Jerome's University are represented by the [SJU Academic Staff Association](#), and faculty at Renison by the [Renison Association of Academic Staff](#).*

- Join your **faculty association** or union:
  - [Faculty Association of the University of Waterloo](#)
  - [St. Jerome's University Academic Staff Association](#)
  - [Renison Association of Academic Staff](#)
- Subscribe to the [Daily Bulletin](#) for **campus news**—and its weekly podcast!
- Read the [University's 2020–2025 Strategic Plan](#)
- Get to know the campus using the [interactive campus map](#)
- Find and reach out to your [subject librarian](#) for research, teaching and learning support
- Set up your department website profile
  - Engineering faculty: Use the [Online Faculty Information System \(OFIS\)](#).
  - Everyone else: Talk to your admin officer.
- Get to know the [Black Faculty Collective](#)
- Find a [mentor](#) (or two or three) – ask your chair or FAUW if you need help
- Get a handle on which **software** does what with FAUW's [UWaterloo Software Glossary](#)
- Browse and register for upcoming **workshops** on equity, accessibility, teaching, and more on [GoSignMeUp](#)
- Subscribe to the [Faculty Association blog](#) for regular updates about working conditions, resources, and more

## Checklist 4: Prepare for Teaching

**Key resources:** The [Centre for Teaching Excellence](#) offers new faculty specific support.

The Centre for Teaching Excellence collaborates with individuals, academic departments, and academic support units to foster capacity and community around teaching and to promote an institutional culture that values effective teaching and meaningful learning.

CTE invites all faculty new to Waterloo to lay out a personalized [teaching development plan](#) by contacting Monica Vesely, CTE's new-faculty lead.

- Get to know your Centre for Teaching Excellence (CTE) [Faculty liaison](#)
- Enroll in Centre for **Teaching Excellence** [workshops for new faculty](#)
- Get a fob to access [classroom media consoles](#)
- Visit the [Keep Learning](#) website for **remote teaching support**
- Get to know your Faculty's [teaching fellows](#)
- Start working on your [Approved Doctoral Dissertation Supervisor \(ADDS\) status](#) (required for sole **supervision of PhD students**)
- Explore some instructor-recommended [educational technologies](#)

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## Checklist 5: Prepare for Research

**Key resources:** Your disciplinary colleagues are an excellence source of practical information.

Research to-dos vary widely by discipline, so talk to your chair, other colleagues, and the Office of Research for more next steps in this area!

- Determine what [lab safety training](#) you need, if any
- Explore internal and external [funding opportunities](#), and get [help with applying](#)
- Set up your [UWaterloo Scholar](#) site
- Create or update your [Canadian Common CV](#)
- Review the [Principal Investigator's Handbook](#)