





New Lecturer Checklist 2019



Welcome to Cal State LA! Please visit Human Resources Management (HRM) located at Administration (ADM) 606 as soon as possible, in order to allow sufficient time for your paperwork to be processed. Early processing ensures availability of email, parking, phone, etc. in time for the Semester. **Items 1-7 below should be completed in the order listed.**

Please accomplish in the following order-		Contact/Location
1.	<p>Visit HRM for new hire paperwork and I-9 Employment Eligibility Verification. Please bring appropriate documentation, which you can find at: www.uscis.gov/files/form/i-9.pdf (Download to your Desktop)</p>	<p>HRM (ADM 606, 3-3694). You will be assigned a Campus Identification Number (CIN) and temporary ID card. You will be issued a live scan application form for your background check and fingerprinting. Inform your department of your CIN immediately as this lets them assign your courses. *You will be issued a temporary ID card during your visits with the dates for your appointment*</p> <p>Faculty will receive their first paycheck and health benefits (if eligible) on the next available pay period. The 2019 Payroll calendar can tell you those and other important dates.</p>
2.	<p>Obtain your campus ID card (One Card) optional</p>	<p>Visit the Golden Eagle One Card Office, GE 220 to get your ID card (One Card). Bring your photo ID and temporary CalStateLA ID. The One Card also serves as your Library card.</p>
3.	<p>Activate your online MyCalStateLA ID to establish a campus Office365 email account. You must have first visited HRM (See 1. above)*</p>	<p>Visit MyCalStateLA ID and select: "Activate Account". Once activated, you can log on to the campus Portal. The Portal provides access to many IT resources including your  Office 365 Email, class rosters and grading  GETLA, among others. If you have any issues with activating the account or accessing resources on the Portal, call 3-6170, email helpdesk@calstatela.edu, or visit the ITS Help Desk, located in Library South, ground floor for assistance.</p>
4.	<p>Complete your online "Data Security and FERPA" training when you receive your assignment email, print a certificate of completion and provide to your department for filing into your personnel file.</p>	<p>You will receive an email from CSULearn@calstatela.edu with the CSU logo  CSU The California State University stating that the Data Security and FERPA learning activity has been assigned to you with a Due Date. The email includes a link to the training assignment. Complete the training once you have received the assignment email within the prescribed date. (Do this within 30 days of being hired)</p>
5.	<p>Check with your Department Support staff regarding:</p>	<p>Contact your department office and get to know your coordinators. They'll tell you about procedures for posting office hours, textbook adoptions, submitting syllabi, shared office spaces, and other department policy.</p>
6.	<p>Take the new faculty survey online to help us better get to know you and support you.</p>	<p>The Center for Effective Teaching and Learning (CETL) provides training in academic technology and teaching practice to support all faculty. (FA 138, 3-5607). Email us with any questions: cetl@calstatela.edu Our survey can be found here or using the QR Code. </p>
7.	<p>Become familiar with Accessibility requirements and campus resources</p>	<p>Use Document Accessibility Resources to make your instructional materials accessible to everyone. Review the Web Accessibility Guidelines for the basics on how to make your web page accessible to everyone. The Office for Students with Disabilities provides resources and information to students and faculty.</p>
8.	<p>Arrange for a parking permit or commuter pass:</p>	<p>To purchase a semester parking permit, visit the parking webpage. Please make sure to have your license plate number ready. Alternative transportation options are also available through Metro and Metrolink. The parking rates vary by employee bargaining unit. You can view the rates at www.calstatela.edu/parking/parking-permits. To inquire about transportation alternatives, visit the Transportation Center located in Lot 3, or call (323) 343-6118 for more information.</p>
9.	<p>Set up your course in Canvas, the campus Learning Management System and take advantage of faculty workshops!</p>	<p>Contact CETL or go to: http://www.calstatela.edu/cetl/edtech/ For all Canvas issues email: cetltech@calstatela.edu You must be the instructor of record in order to have course access (See your Chair). The CETL calendar can be found at: www.calstatela.edu/cetl All incoming faculty are encouraged and invited to attend CETL programming over the summer and winter breaks.</p>
10.	<p>Is the course you're teaching a coordinated course (multi-section)?</p>	<p>Check with your department chair about whether this coordinated course has or uses a master course framework with a suite of readily available instructional materials.</p>

About our Cal State LA telephone system:

University phone numbers have the area code and prefix, 323-343-xxxx. The extension number is the last four digits of the phone number. You may reach an extension from a campus phone by dialing 3-xxxx. You must dial '8' first before dialing an outside phone number. Visit the [Cal State LA Directory](#) to search for faculty, staff, or departmental contact information.

*** Your personal data must be in PeopleSoft HR in order to activate your MyCalStateLA ID.** These data include the last four digits of your Social Security Number (SSN), zip code, and date of birth (DOB). In most circumstances HR does NOT have your SSN or DOB until you visit HRM to complete your new hire paperwork. Please allow 24 hours for processing.

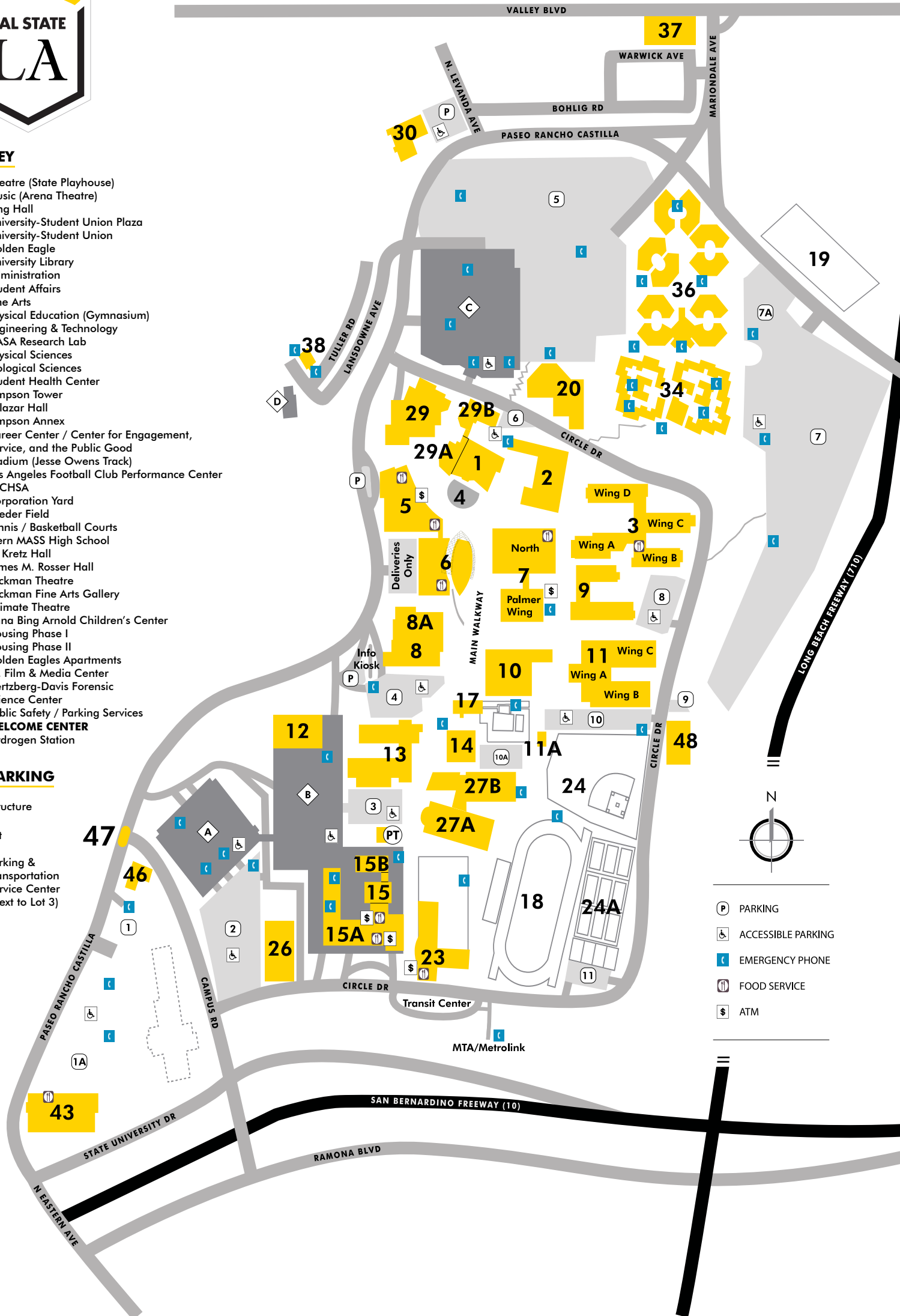


KEY

- 1 Theatre (State Playhouse)
- 2 Music (Arena Theatre)
- 3 King Hall
- 4 University-Student Union Plaza
- 5 University-Student Union
- 6 Golden Eagle
- 7 University Library
- 8 Administration
- 8A Student Affairs
- 9 Fine Arts
- 10 Physical Education (Gymnasium)
- 11 Engineering & Technology
- 11A NASA Research Lab
- 12 Physical Sciences
- 13 Biological Sciences
- 14 Student Health Center
- 15 Simpson Tower
- 15A Salazar Hall
- 15B Simpson Annex
- 17 Career Center / Center for Engagement, Service, and the Public Good
- 18 Stadium (Jesse Owens Track)
- 19 Los Angeles Football Club Performance Center
- 20 LACHSA
- 23 Corporation Yard
- 24 Reeder Field
- 24A Tennis / Basketball Courts
- 26 Stern MASS High School
- 27A La Kretz Hall
- 27B James M. Rosser Hall
- 29 Luckman Theatre
- 29A Luckman Fine Arts Gallery
- 29B Intimate Theatre
- 30 Anna Bing Arnold Children's Center
- 34 Housing Phase I
- 36 Housing Phase II
- 37 Golden Eagles Apartments
- 38 TV, Film & Media Center
- 43 Hertzberg-Davis Forensic Science Center
- 46 Public Safety / Parking Services
- 47 **WELCOME CENTER**
- 48 Hydrogen Station

PARKING

- Structure
- Lot
- Parking & Transportation Service Center (Next to Lot 3)



- PARKING
- ACCESSIBLE PARKING
- EMERGENCY PHONE
- FOOD SERVICE
- ATM

