



## *Incoming Faculty Checklist*

*Your Vanderbilt Journey Starts Here!*

### PREPARING FOR YOUR ARRIVAL TO VANDERBILT UNIVERSITY

PLEASE USE IN COLLABORATION WITH YOUR DEPARTMENT OR  
SCHOOL/COLLEGE ADMINISTRATOR INSTRUCTIONS

#### Check in with VU Human Resources

##### **Employment forms**

On or before the first day of work, please complete and return the following forms to your department or school administrator:

- W-4
- Employment Eligibility Verification/I9 Form

##### **Review faculty benefits**

- Review your health care and financial benefits options [here](#)

#### Get Online

##### **Activate your VUNetID**

Vanderbilt University uses a Single Sign On (SSO) system. Your VUNetID and ePassword will be your login credentials (user name and password) for the majority of resources at Vanderbilt.

- To authorize your VUNetID and receive a VU email address prior to your arrival on campus, please contact your department/school administrator.
- For information on activating your VUNetID after arriving on campus, please review the [Information Technology](#) website.

#### Get on Campus

##### **MoveVU**

Visit [MoveVU](#) for details regarding your commute to campus, including information about public transportation, walking or biking to Vanderbilt, and daily or monthly parking permits.

## Stay Safe



### Download VandySafe

VandySafe is Vanderbilt University's public safety app. Users can connect with VUPD via phone call or chat, submit iReports, initiate a "virtual walk home," access resources such as Facilities EAP, and more.

- Available in the Apple Store and on Google Play



### Register to receive AlertVU emergency notifications

AlertVU rapidly sends messages to the delivery points the user has chosen - cell phone (voice or text), landline, and Vanderbilt email account - in the event of an emergency that poses an imminent threat or danger to the Vanderbilt community.

## Prepare to Join the Faculty



### Complete the FERPA tutorial

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate and misleading data through formal and informal hearings. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

- Once you have your VUNedtID, please complete the [FERPA tutorial at Vanderbilt's Learning Exchange](#).



### Review the Faculty Manual

The Faculty Manual is a guide to University policies and procedures for all Vanderbilt University faculty.



### Check out the Center for Teaching

Vanderbilt instructors can find support through the Center for Teaching, which provides guides, resources, and programming to members of the Vanderbilt community who wish to develop their teaching practices. The CFT also provides support for Brightspace, Vanderbilt's online primary course management system.



### Learn about International Services

- Global Support Services facilitates employment related visas.
- The Global Education Office monitors international travel safety and security.
- The International Tax Office assists international faculty with tax-related matters.
- Vanderbilt Export Compliance helps faculty and staff to navigate export control laws and regulations.
- Office of Faculty Affairs provides resources for international faculty [here](#).

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### **Schedule your VU headshot**

Vanderbilt University faculty can contact [John Russell](#) on the Visual Media Team for booking a headshot in the Vanderbilt Loews photography studio.

## Explore Nashville

### **Check out world class dining**

[Eater Nashville](#) and [Nashville Guru](#) have current restaurant news, rankings, and suggestions. There's always something to try!

### **Learn about Nashville's history**

Plenty of sites around town can share Music City's story - be sure to check out:

- The [National Museum of African-American Music](#)
- The [Country Music Hall of Fame](#)

Here are some great places to get some off-campus fresh air:

- [Cheekwood](#)
- [Centennial Park](#)
- [Percy & Edwin Warner Park System](#)

## More importantly, Join us at VU!

### **If you're here over the summer...**

Join [Tracey George, Vice Provost for Faculty Affairs](#), for breakfast, a conversation about working and living in Nashville, and a a tour of the [faculty commons](#). Drop in anytime on Wednesday, July 27th, from 8:30am - 9:30am. Email [Kelly Bahiraei, Assistant Director of Faculty Development](#) in the Office of Faculty Affairs if you plan to join and need parking assistance.

### **Attend New Faculty Orientation**

New Faculty Orientation is scheduled on Thursday, August 11th, from 8am - 4pm. A formal invite is forthcoming, which includes a registration link and agenda. For additional questions or information, please reach out to [Jermaine Soto, Director of Faculty Development](#) in the Office of Faculty Affairs.