

## Incoming Faculty Checklist

### Preparing for your arrival to Vanderbilt University

**Please use this document in collaboration with instructions from your departmental or school/college administrator.**

#### **Check in with VU Human Resources**

##### *Employment Forms*

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

- W-4
- Employment Eligibility Verification / I9 Form

Contact your department for additional information, if needed.

##### *Review Faculty Benefits*

Review your health care and financial benefits options here:

<https://hr.vanderbilt.edu/benefits/faculty.php>

#### **Get Online**

##### *Activate your VUnetID*

Your VUnetID and password will be your login credentials for the majority of systems at Vanderbilt. To authorize your VUnetID and receive a VU email address prior to your arrival on campus, please contact your departmental/school administrator or go to

<https://it.vanderbilt.edu/faculty-staff/>. You can use that same website to activate your VUnetID after arriving on campus, as well. Learn more on 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*

Available on Google Play and the Apple Store, [VandySafe](#) is Vanderbilt University's public safety application. Users can connect with VUPD via phone call or chat, submit iReports, initiate a "virtual walkhome," access resources such as Facilities, Employee Assistance Program (EAP), and more.

*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 formal 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 VUnetID, 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.

*Research and Innovation Early Action Items for New Faculty*

To ensure that you're able to get your research and innovation activities up and running as quickly as possible, the Office of the Vice Provost for Research and Innovation recommends you connect with their team before your arrival on campus to begin advancing any or all of the following:

- **Existing grants or contracts moving from your previous institution?** Reach out to [Sponsored Programs Administration \(SPA\)](#) to begin transfer of existing grants and/or contracts from your previous institution to VU.
  - Contact email: [spa@vanderbilt.edu](mailto:spa@vanderbilt.edu)
- **Research materials, patents, or licenses moving from your previous institution?** Reach out to the [Center for Technology Transfer and Commercialization \(CTTC\)](#) to transfer research materials or pursue a research license (if you are using existing inventions in your research at VU) from your previous institution to VU.
  - Contact email: [cttc@vanderbilt.edu](mailto:cttc@vanderbilt.edu)
- **Computing and storage needs, including help managing sensitive data?** Consult with the [Advanced Computing Center for Research and Education \(ACCRES\)](#) to set up the computing environment needed to handle your research data, including sensitive data.
  - Contact form: [research.it@vanderbilt.edu](mailto:research.it@vanderbilt.edu)
- **Human research participants or animal subject protocols?** Consult with [Research Integrity and Compliance \(RIC\)](#) to begin the process of submitting protocols for IRB or IACUC approval at VU (even if your protocol was approved at your previous institution, it will require a new review and approval at VU) and ensure that the IRB and/or IACUC teams are ready to support your human or animal research needs.
  - Contact email: [ric@vanderbilt.edu](mailto:ric@vanderbilt.edu)
- **Specialized equipment or facilities?** Before purchasing new equipment with your faculty start-up funds, explore what equipment will be available to you via Vanderbilt's existing [cores facilities](#) and [Wond'ry makerspace facilities](#).
  - Contact email for cores: [coresvu@vanderbilt.edu](mailto:coresvu@vanderbilt.edu)

Contact email for Wond'ry makerspace facilities: [wondrymakerspace@gmail.com](mailto:wondrymakerspace@gmail.com)

*Check out the Office of Education Design & Development*

Vanderbilt instructors can find support through the [Office of Education Design & Development](#) (OEDD), which provides guides, resources, and programming to members of the Vanderbilt community who wish to develop their teaching practices. OEDD also provides support for [Brightspace](#), Vanderbilt's online primary course management system.

*Learn about International Services*

- 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.
- Global Support - [International Students and Scholar Services](#)

**Explore Nashville***Check out our world-class dining*

[Eater Nashville](#) and [Nashville Guru](#) have up-to-date restaurant news, rankings, and suggestions. Also, we highly recommend signing up for the [Work, Life Balance Nashville Newsletter](#) too.

*Learn about Nashville history*

Plenty of sites around town can share Music City's story - be sure to check out the [National Museum of African-American Music](#) and the [Country Music Hall of Fame](#). [Cheekwood](#), [Centennial Park](#), and the [Percy & Edwin Warner Park System](#) provide great places to get some off-campus fresh air.

**Most importantly, join us at VU!***Attend New Faculty Orientation*

New Faculty Orientation is scheduled for [Thursday, August 15, 8:00 am - 2:00 pm](#). Please confirm your attendance by responding directly to the email invitation from Faculty Development or via Paperless Post. For additional questions or information, please reach out to Amy Williamson, Program Manager in the Office of Faculty Development: amy.williamson@vanderbilt.edu