



VANDERBILT UNIVERSITY

New Faculty Checklist

VU People 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

[Learn more](#) about your health care and financial benefits options.

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.

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 [click here](#).

Brightspace Resources



We are a [Brightspace](#) campus. Click through the Brightspace resource page to familiarize yourself with how we use this platform to enhance student learning.

Visit [VUIT](#) for additional information.

Prepare to Join the VU Faculty

FERPA Training -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](#).

Shared Governance at Vanderbilt - Vanderbilt encourages its faculty, students and staff to engage in all aspects of the university's mission and are afforded opportunities to assess ongoing work and provide feedback through shared governance.

Check in with VU People Resources

- Set up Insurance
- Complete any outstanding employment forms
- Understand Faculty Benefits

Get Online

- Activate your VUNet ID

Prepare to join the VU Faculty

- Complete the FERPA Training
- Review the Faculty Manual
- Get your research activities up and running
- Review Vanderbilt Transportation & get a parking pass

Join us at the Summer Sessions

- July 16: Campus Tour & New Faculty Breakfast

Attend New Faculty Orientation

August 14th at 8 a.m. -
Carmichael Conference Center

New Faculty Checklist



Faculty Senate - The Faculty Senate is the representative and deliberative body of the Faculties. Centrally involved in the governance of the university, it comprises elected members, deans of the colleges and schools, and ex officio members, including the Chancellor. Faculty Senate also oversees updates to the [Faculty Manual](#).

Review the Faculty Manual - The Faculty Manual is a guide to University policies and procedures for all Vanderbilt University faculty. Click [here](#) to view the most up-to-date faculty manual.

Research & Innovation Early Action Items to set up your Lab - 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:

- **Transfer your Grants or Data to Vanderbilt: Sponsored Programs Administration (SPA)** in conjunction with department grant managers, assists with pre-award functions. Proposals and awards are managed through Vanderbilt Electronic Research Administration (VERA), and SPA provides training materials for learning the system.
 - SPA can help you update the institution affiliation associated with your sponsors such as an NIH eRA commons ID or NSF ID.
 - For active grants or contracts that will be transferring to VU—either through (a) an award transfer from the sponsor or (b) an incoming subaward to VU from the original awardee institution, please work with your department and SPA as soon as possible prior to your appointment to initiate necessary approvals.
 - Data transferring to VU from an outside entity may require a Data Use Agreement approved by SPA in collaboration with Vanderbilt University Information Technology, as applicable. SPA can assist with determining whether a Data Use Agreement is necessary and assess contracting and information security needs.
 - **Contact email:** spa@vanderbilt.edu
- **Manage Your Intellectual Property** - 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
- **Leverage Computing for Research** - The [Advanced Computing Center for Research and Education \(ACCRE\)](#) is Vanderbilt's home for high performance computing (HPC) and research data storage. ACCRE supports the full spectrum of research information technology with a dual focus on computing infrastructure and user support. For computing infrastructure, ACCRE provides large scale CPU and GPU computing, group workstations, and a broad set of common software. They can walk you through initial usage, technical aspects of transferring data to Vanderbilt and getting your lab's computing needs configured. ACCRE has a team of research software engineers available to assist with scripting, data workflows, websites, or application development in your group research | **Contact email:** research.it@vanderbilt.edu
- **Submit Your Animal or Human Subject Studies for IRB or IACUC Approval** - The VU Human Research Protections Program (HRPP) and Social, Behavioral, and Educational Research (SBER) IRB review the majority of human research conducted at the university. The Vanderbilt University Medical Center (VUMC) IRB focus on biomedical and clinical research. Visit the VU HRPP website to determine which IRB should review your studies. Existing protocols cannot be transferred from another institution and must be resubmitted to a Vanderbilt IRB.
 - Research Integrity and Compliance helps VU researchers who need access to VUMC clinical resources.
 - Vanderbilt Export Compliance (VEC) helps researchers adhere to U.S. export regulations by developing Technology Control Plans for restricted research, advising on international travel, acquiring licenses for global shipments, and screening for denied entities.
 - **Contact email:** ric@vanderbilt.edu
 - The Animal Care and Use Program is run by our colleagues at VUMC. Existing protocols cannot be transferred from another institution and must be resubmitted to the Vanderbilt IACUC.

New Faculty Checklist



- **Expand your Impact:** Identify internal and external funding opportunities and strengthen your grant proposals with Research Development and Support | rds@vanderbilt.edu
 - Request RDS support
 - Receive support for invention disclosures, patenting, licensing, and startups from the [Center for Technology Transfer and Commercialization](#). Learn more about CTTC services from your unit's [Innovation Ambassadors](#) or contact: cttc@vanderbilt.edu
 - Explore research and innovation partnerships with external entities by connecting with:
 - Chris Rowe on [industry partnerships](#) (Executive Director for Industry Collaborations)
 - contact: chris.rowe@vanderbilt.edu
 - Cara Ince on public partnerships (Director of Research and Innovation Public Partnerships)
 - contact: cara.ince@vanderbilt.edu
- **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
- **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
 - Contact the Wond'ry makerspace facilities: wondrymakerspace@gmail.com
- **Conflict of Interest & Commitment Disclosures**
 - [Office of Conflict of Interest and Commitment Management & COI Policy](#)
 - **COI Disclosure Forms - Make sure to talk with your college representative to get access | Must have claimed VUnet ID to access**
- General questions about Research Development & Support should be directed to the [Research Development & Support Office](#). This office can help answer questions about grant funding or other research endeavors.

Relocating to Tennessee

Housing & Relocation

As part of Vanderbilt's comprehensive People, Culture, and Belonging initiatives, we are pleased to offer resources for individuals and their families relocating to Tennessee. Whether you are planning a move, considering relocation, or already residing in the area and would like additional information, our Housing and Relocation Program Manager is available to assist you. They provide personalized support and resources to help you explore all available off-campus options for you and your family. For assistance, please contact them at: Wellbeing@Vanderbilt.edu

Transportation, Parking and Mobility Options

- Use the [Commute Calculator](#) to find your best commuting and parking option
- Register your QuickTicket app for [free unlimited rides on WeGo Public Transit](#)
- Check out the [bicycle amenities](#) around campus
- Find resources when [hosting visitors](#) to campus
- Learn about daily and [annual parking permit options](#), [commute incentives](#) and [Guaranteed Ride Home](#) programs. For more information or to request Commute Concierge services, please fill out this [request form](#) or email MoveVU@vanderbilt.edu.



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Additional Vanderbilt Resources to Help Support You

AdvancED

Vanderbilt educators can find vital support on the best practices in teaching and learning at [AdvancED: The Institute for the Advancement of Higher Education](#). AdvancED provides guides, resources, and programming to members of the Vanderbilt community who wish to maximize their teaching effectiveness. AdvancED also provides support for [Brightspace](#), Vanderbilt's online primary course management system. **AdvancED will also be hosting one series of their workshops, Teaching At Vanderbilt, right after New Faculty Orientation!**

Campus Dining

Vanderbilt's dining offers faculty meal bundles: 10 meals for \$100 or 20% off with Commodore Cash. They also host several events throughout the year like, "Dine with Your Professor" program; support for language tables; culinary support for course curriculum and themed events and more. Contact: Brian.Cochrane@Vanderbilt.Edu

- [Check out the Faculty Meal Bundles](#)

Dialogue Vanderbilt

Dialogue Vanderbilt is an initiative that emphasizes the university's core values of freedom of expression, civil discourse, open forums, and institutional neutrality. Faculty engagement opportunities include:

- Pedagogy workshops
- DV visitors who are available to invite to class
- Event partnership opportunities
- Faculty discussion groups on timely public and university issues

Equal Access (EOA, Title IX, SAO)

Resolves discrimination and harassment complaints; offers informal and formal resolution. Provides disability and religious accommodations to faculty. Collaborates with faculty on student accommodation implementation. Offers classroom technology, CART services, and proctoring support (over 7,700 exams proctored for 400+ instructors annually). They can help with interpreter services and more.

- [Faculty Accommodations](#)
- [Religious Accommodations](#)
- [EOA Training](#)

Government & Community Relations

Provides helpful tools on [Faculty Advocacy](#) so that you can be an effective advocate for the university in the public sphere.

Health & Wellness

At Vanderbilt we care about your health and wellness. The People, Culture and Belonging team is dedicated to help support you holistically from relocating to Nashville, building community or taking care of your mental health. There are numerous resources available to you at no additional charge. Here are a few benefits that may help you save time & money:

- [Employee Perks](#) - there are several resources to help manage your finances, plan for the future, and save money on everyday items and experiences
- [Lyra Health](#) - Vanderbilt's mental health benefit program. All benefits-eligible faculty members and their dependents have access to 12 no-cost sessions per calendar year, plus additional resources and self-led wellness tools
- [Personify Health](#) - Vanderbilt's free wellness program. Receive expert health tips, participate in fun challenges, connect with colleagues, and earn up to \$240 per year



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Student Affairs at Vanderbilt

Student Affairs can be a vital resource for new faculty when it comes to addressing student concerns. This department strives to cultivate vibrant, inclusive communities that foster a student's sense of belonging and wellbeing through collaborative partnerships, transformative learning experiences, and an accessible and holistic network of resources.

Vanderbilt Bookstore

Offers faculty book signings and features faculty-authored books. Submit event requests to: vanderbilt@bkstr.com

- Supports textbook adoptions and course material needs via the Course Material Adoption Tool
 - Faculty can contact: 2251txt@follett.com

VU Public Safety

Collaborates with student-of-concern issues and safety patrols in academic spaces. They can also provide faculty safety escorts and plainclothes officer support

Sign up for Vanderbilt's alert system - **Alert VU**

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 subscribing to the [NashToday newsletter](#) & the [Work Life Balance](#) newsletter. These two newsletters may help keep you updated and engaged in local festivities around the area, all year long!

Learn about Nashville History

Plenty of sites around town 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 fresh air.

Register to Vote

Vanderbilt encourages every eligible member of the university community—students, staff and faculty—to participate in the democratic process and exercise their right to register and vote in elections held in their districts of residence, whether they be at the federal, state or local level.

