

NEW FACULTY CHECKLIST

This checklist is intended to assist you in your transition to Vanderbilt University. While the list is not exhaustive, it will help you get started. Information on department or school-specific requirements will be provided by your departmental/school administrator.

Complete Employment Forms

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

- [W-4](#)
- [The Employment Eligibility Verification/I-9 Form](#)

Activate your VUNetID

Your VUNetID and ePassword will be your login credentials (user name and password) 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. For information on activating your VUNetID after arriving on campus, please review the [Information Technology website](#).

Complete the Conflict of Interest Disclosure

This system provides you with a tool to record policy awareness, potential conflicts, and the management of any potential conflicts disclosed. You will be given a set of questions to help you identify potential conflicts, links to the policies, and the ability to provide details about potential conflicts you do report. Once you have submitted your information, your approver will be able to use the system to review your information and, if needed, create a management plan. The disclosure is [online](#).

Learn about Faculty Resources

Faculty at Vanderbilt have access to many resources to support their research, teaching and professional development. The [Office of Faculty Affairs site](#) provides links to the information, offices and benefits available to aid faculty in their endeavors.

Obtain your Commodore Card (Faculty I.D.)

Faculty ID cards may be obtained at 184 Sarratt Student Center. The [University Card Office](#) has summer hours of operation until August 14. You must bring a copy of your appointment letter and a photo identification card, such as a passport or driver's license. This card is also known as the Commodore Card. It will also serve as your library card.

Register for Parking

Visit [Vanderbilt Parking Services](#) website for information on parking permits. Parking Services is located at 2800 Vanderbilt Place Nashville, TN 37212. Information on alternative transportation options can be found through the Parking Services website.

Review the Faculty Manual

The Faculty Manual is a guide to University policies and procedures for all Vanderbilt University faculty. It is available [online](#).



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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.

After you receive your VUnetID, please complete the [FERPA tutorial at Vanderbilt's Learning Exchange](#).

Learn about Student Access Services

If you need to discuss disability services for qualified students, you should contact [Student Access Services](#).

Learn about Brightspace

Vanderbilt uses [Brightspace](#) for its primary course management system. Vanderbilt instructors now have a number of options for seeking Brightspace support through the Center for Teaching.

Have your Faculty Headshot Taken

You may request a photographer by contacting [Creative Services](#).

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.

Attend New Faculty Orientation

Faculty Orientation is a three-step program:

- *New Faculty Orientation on Friday, August 8th* - This orientation is offered by the Provost Office and is designed to welcome new full-time junior and senior faculty members to Vanderbilt and to provide an overview of offices and procedures on campus. Registration information can be found [here](#).
- *Teaching at Vanderbilt Orientation on Thursday, August 15th* - This orientation is offered by the Center for Teaching (CFT) and provides information for both junior and senior faculty new to teaching at Vanderbilt. Information and registration can be found on the [CFT website](#).
- *Benefits Orientation* - Your Benefits Enrollment elections are due within 30 days of your appointment date. If you miss your enrollment deadline, your benefits election will be the default coverage. Human Resources provides a benefits orientation for new faculty and information is available [online](#).

