

New Employee Toolbox



Preparing to Start Work		On Your First Day	
<input type="checkbox"/>	Getting Started – New Employee Paperwork:	<input type="checkbox"/>	Getting Started – New Employee Paperwork
	Graduate Assistantship New Hire Information	<input type="checkbox"/>	Getting Access:
<input type="checkbox"/>	Getting Oriented:		Accessing Email from Home (Webmail)
	New Hire Briefings & Schedule		Accessing Email from Your PSU Computer (Thunderbird)
	New Faculty Orientation		Building Access, Office Location / Space & Mailbox – Please speak with your department
	President’s Welcome		Getting a University ID Card
	PSU Organization Chart		Keys
<input type="checkbox"/>	Getting to Campus:		Networking & Telecom Services
	Campus Maps & Directions		Ordering Business Cards
	Transportation to Campus (bike, park, bus, carpool)		PSU Computer Accounts
<input type="checkbox"/>	Key Payroll Information:	<input type="checkbox"/>	Instruction Tools:
	Direct Deposit		Faculty Course Preparations – CAE
	Faculty Promotion & Tenure Guidelines		Faculty PSU Online (Blackboard Online Curriculum Tool) Training
	Pay Schedules		PSU Bookstore
<input type="checkbox"/>	Key Benefits:		Technology Resources – OIT Faculty Resources
	Childcare, Children’s Services & Eldercare	<input type="checkbox"/>	Campus Public Safety Office
	Health Benefits Coverage, Eligibility & Enrollment	<input type="checkbox"/>	Vacation & Sick Leave Accruals & Usage
	Retirement Benefits Options, Eligibility & Enrollment	<input type="checkbox"/>	Bargaining Unit Contracts:
	Student Health Services		American Association of University Professors (AAUP)
	Tuition Benefits (Staff Fee Privilege)		Service Employees International Union (SEIU)
			American Federation of Teachers (AFT)

During Week One		Week One: Faculty Resources	
<input type="checkbox"/>	About PSU:	<input type="checkbox"/>	Faculty Governance
	PSU Mission & Values	<input type="checkbox"/>	Advising:
	PSU Academic Profile		Academic Advising - Undergraduate
	PSU Identity – Business Cards, Logo Use, Letterhead		Academic Advising – Graduate – Please see student's specific graduate department
<input type="checkbox"/>	Policies You Need to Know:		Academic Standing Policy
	Affirmative Action Statement		Baccalaureate Degree Requirements
	Code of Ethics		College Advising Locations
	Confidentiality of Student Information (FERPA)		Veterans Services – Advising
	Consensual Relationships Policy	<input type="checkbox"/>	Grading:
	Electronic Tools – Acceptable Use		Incomplete Grade Policy
	Professional Standards of Conduct including Harassment & Discrimination		Receiving/Returning Student Exams, Papers, Etc. – Please speak with your department
	Sexual Harassment Policy	<input type="checkbox"/>	Skills Enhancement and Tutoring Center
	Other Important University Policies	<input type="checkbox"/>	Writing Center
<input type="checkbox"/>	Banweb – Employee Information at Your Fingertips	<input type="checkbox"/>	Student Etiquette, Conduct, Mental Health & Disability Problem Solving:
<input type="checkbox"/>	Performance Evaluation		Classroom Etiquette & Management Issues: Contact the Center for Academic Excellence
<input type="checkbox"/>	Workplace Tools:		Student Mental Health & Substance Abuse Issues: Contact the Center for Student Health & Counseling (SHAC) at 503.725.2800
	Fax and Copy Machine Usage – Please see your department		Other Student Conduct Issues & Reporting: Contact the Office of the Dean of Students at 503.725.4422 or by email at conduct@pdx.edu
	Meeting Maker How To		
	Remote Access to Files Saved on the Server		Questions about Students with Disabilities: Contact the Disability Resource Center (DRC)
	Remote Access / Wireless Access (VPN Client)		Additional Faculty & Staff Resources
	Using the University Library		
	Adding yourself to the PSU Online Directory		

During Month One		Month One: Faculty Resources	
<input type="checkbox"/>	PSU Stats and Facts	<input type="checkbox"/>	ABC's of Portland State University
<input type="checkbox"/>	Getting News – Newsletters, Calendars, Events:	<input type="checkbox"/>	Instructional Resources:
	PSU News		Bookstore Services for Faculty - Requesting Textbooks
	PSU Events		Class Rosters
	PSU Magazine		Effective Teaching Techniques
	The Source – Supervisory News		Getting Courses Scheduled - Please speak with your department scheduler
	Vanguard		Instruction Design & Course Development Process
<input type="checkbox"/>	PSU Community Offerings:		PSU Online (Online Curriculum Tool)
	Campus Events & Guest Services		Submitting Final Grades
	Recreational Facilities & Resources	<input type="checkbox"/>	Student Registration & Grading:
	Training & Development Calendar		Degree Clearance / Graduation
<input type="checkbox"/>	Important Policies:		Grading
	Broadband Reimbursement Policy		Registration How To
	Drug Free Workplace Policy		Student Fees & Usage
	Copyright Compliance		Wait Listing Students
	PSU Disaster Response		
	Resolving Conflicts		
	University Closure		
	Work / Life Policy		
<input type="checkbox"/>	Arranging Audio Visual Needs		
<input type="checkbox"/>	Room Scheduling – Please see your department's faculty services		

Transportation & Parking Services		Diversity Resources	
<input type="checkbox"/>	Citations & Petitions	<input type="checkbox"/>	Affirmative Action & Equal Opportunity
<input type="checkbox"/>	Faculty & Staff	<input type="checkbox"/>	Disability Resource Center
<input type="checkbox"/>	Students	<input type="checkbox"/>	Diversity Resources A-Z
<input type="checkbox"/>	Transportation & Parking Services	<input type="checkbox"/>	Multicultural Center
Safety Information		<input type="checkbox"/>	Office of Diversity & Equity
<input type="checkbox"/>	Lost & Found	<input type="checkbox"/>	Sexual and Gender Equality Task Force (SAGE)
<input type="checkbox"/>	Policy & Procedure	<input type="checkbox"/>	President's Commission on the Status of Women
<input type="checkbox"/>	PSU Alert Notification System	<input type="checkbox"/>	PSU Women's Resource Center
<input type="checkbox"/>	Reporting Campus Crime	<input type="checkbox"/>	Religious Holy Days
<input type="checkbox"/>	Safety Information	<input type="checkbox"/>	Other PSU & Community Resources
<input type="checkbox"/>	Safety Tips & Guidelines		
Business Office			
<input type="checkbox"/>	Purchasing & Contracts Guidelines		
<input type="checkbox"/>	Travel Requests & Reimbursements		

If you have suggestions for topics to add to the toolbox, please send them to askhrc@pdx.edu.