

# 1st 90-Days Checklist

## A Guide for Success at Ohio State

### BEFORE 1ST DAY

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- Browse faculty.osu.edu for available online resources
- Activate Name.# (OSU email account; access to Carmen, Interfolio, OSU wireless, etc.)

### 1ST DAY

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- Obtain office key/building access

### 1ST 7 DAYS

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- Meet with core department staff (fiscal officer, HR officer, etc.)
- Obtain BuckID and other identification cards specific to your unit
- Obtain parking permit from CampusParc (via pre-tax deduction)
- Obtain department computer access
- Apply for a green card immediately upon arrival (if applicable)

### 1ST 31 DAYS

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- Submit health/insurance benefits selections
- Visit RPAC and consider pre-tax deduction for recreational facility fee
- Bookmark websites including Interfolio, Carmen, Digital Union, Michael V. Drake Institute for Teaching and Learning
- Sign up for available teaching and faculty development workshops
- Discover the landscape of the university
  - Visit the Ohio Union, the Wexner Center for the Arts, the Faculty Club, and the Thompson Library
- Complete computer-based learnings (Report = Support, Data Security, etc.) and the annual Conflict of Interest (if applying for sponsored research)

### 1ST 90 DAYS

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- Develop a research plan for your first year
- Meet with mentor/mentoring committee
- Meet with college research officer
- Meet with graduate studies chair about graduate faculty status
- Meet with undergraduate studies chair about undergraduate advising
- Invite a colleague to lunch
- Consult with other faculty in your unit on best practices in teaching
- Get a sense of the academic rhythm of the university
- Read *onCampus Today*, college bulletins, department newsletters to find events, lectures, and seminars of interest to you
  - Get out there
  - Attend events and performances at one of our many art spaces around campus
- Participate in Your Plan for Health programs
- Schedule a biometric health screening and complete your PHA
- Get a free flu shot

### 1ST 120 DAYS

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- Submit Retirement Election Form