

West Chester University

New Faculty Checklist

Welcome to WCU! We are a community of educators dedicated to developing graduates who succeed personally and professionally and contribute to the common good. This checklist provides information to help you complete all the necessary steps to join our campus community.

✓ **SUBMIT NEW EMPLOYEE PAPERWORK**

All employment related paperwork should be completed, signed, and returned if you have not already done so. This important information is required and helps facilitate access to WCU systems and set up for payroll processing.

The Office of the Provost has sent you a Letter of Appointment and the following forms:

- Signed Letter of Appointment
- Faculty Bio Demo Form
- Statement of Expectations
- Pay Option Selection Form
- University Systems Personal Account Application
- WCU Confidentiality Statement

All should be completed and sent to mfahey@wcupa.edu via our secure portal at <https://securefiles.wcupa.edu>

The Offices of Human Resources and Employee & Labor Relations also sent a DocuSign packet which included the following:

- W-4 Form
- I-9 Form
- Residence Certification Form (Local Earned Income Tax Withholding)
- Additional Employment Information Form
- Emergency Contact Information Form
- Direct Deposit Authorization Form
- Workers' Compensation Employee Notification

Please reach out to the [Offices of Human Resources and Employee & Labor Relations](#) if you have questions and we would be happy to assist. We are here to support you.

✓ **ATTEND NEW FACULTY ORIENTATION**

An email containing a Qualtrics survey is sent to all new faculty members. Please complete the survey to register to attend the **New Faculty Orientation (NFO), Tuesday, August 12 and Wednesday, August 13, in the Philips Autograph Library.**

Please contact Bridget Asempapa basempapa@wcupa.edu and Colleen Commisso at ccommisso@wcupa.edu if you have any questions.

Check out New Faculty Orientation information on Desire to Learn (D2L), WCU's online course management system. NFO provides a virtual binder that all new faculty can access and review. Presenter information will be uploaded to the NFO D2L page prior to the program. See enclosed information on accessing the NFO site on D2L (<http://d2l.wcupa.edu/>).

✓ LEARN ABOUT PASSHE BENEFITS

There will be an in-person Benefits session on Wednesday, August 13 at 9:50 – 10:35 am in the Philips Autograph Library.

The Pennsylvania State System of Higher Education (PASSHE) provides a comprehensive package to eligible employees and their eligible dependent(s) including:

- Medical benefits
- Prescription Drug benefits
- Mandatory Retirement plans
- Voluntary Supplemental Retirement plans
- Paid time off
- Employer-paid life insurance
- Voluntary Group Life insurance
- Voluntary Accidental Death and Dismemberment insurance
- Voluntary Long-Term Disability insurance
- Tuition benefits for employees and dependents.
- State Employee Assistance Program (SEAP)

[CLICK HERE](#) to find more information about your PASSHE benefits.

If you have questions regarding benefits in advance of orientation or would like to schedule a personal meeting then please reach out to BENEFITS@wcupa.edu.

[Vision and dental benefits](#) are offered premium-free as part of the APSCUF Collective Bargaining Agreement. Please contact Monika Mayer in the APSCUF office at 610- 436-1064 or mmayer@wcupa.edu for more information regarding eligibility and enrollment.

✓ ACADEMIC AFFAIRS

Contact your departmental chair or departmental administrative support over the summer for:

- Teaching schedules
- Class rosters
- Sample syllabi
- Other teaching materials
- Book order information
- Office assignment
- Research space assignment (if applicable)
- Key pick up

Review the APSCUF Collective Bargaining Agreement (CBA).

The CBA contract delineates all faculty-related policies and procedures including specific faculty responsibilities, workload, office hours, evaluations, tenure policies, promotion policies, leave policies, salary schedules, and benefits. [CLICK HERE](#) to learn more.

An APSCUF union representative will review the CBA as part of NFO.

✓ GET YOUR RAM CARD

Get your WCU RAM CARD photo ID at the Ram Card Office located in Sykes Student Union Building lower level. Before heading over, confirm that you are active in the WCU system by calling 610-738-0429. You also have the option to upload your proof of identification and photo on website <https://www.ramecard.com/>. In either case, you must pick up your Ram Card in person at the Ram Card office. [CLICK HERE](#) to learn more about the many other RAM CARD uses.

✓ LEARN ABOUT PARKING

[CLICK HERE](#) to learn more about WCU parking options and buying parking permits.

✓ BECOME FAMILIAR WITH WCU TECHNOLOGIES

The IS&T Help Desk is the central point of contact for all technology-related hardware, software, and system support such as Office 365, myWCU and D2L at West Chester University, with offices in Anderson Hall 119. The Help Desk provides first level customer support for students and employees in locations such as administrative offices, classrooms, residence halls, remote sites & satellite campuses. [CLICK HERE](#) to find out more about Help Desk services.

Activate your WCU network account password to access your email and other network resources.

Your WCU account will be provided to you by College Business Manager along with an initial password. If you have not received it then please reach out to the College Business Managers.

- It is usually FIRSTINITIALLASTNAME@wcupa.edu
- To get started [CLICK HERE](#)

COLLEGE BUSINESS MANAGER CONTACTS:

- The College of Arts and Humanities: Stephanie Reid (610-436-6997) sreid@wcupa.edu
- The College of Business and Public Management: Natalie Oster (610-436-2672) noster@wcupa.edu
- The College of Education and Social Work: Elizabeth Carney (610-436-2428) ecarney@wcupa.edu
- The College of Health Sciences: Kelly Smith (610-436-2385) ksmith3@wcupa.edu
- The College of the Sciences and Mathematics: Rebecca Grisillo (610-436-3244) rgrisillo@wcupa.edu
- The Wells School of Music: Bryan Cox (610-436-3058) bcox2@wcupa.edu
- Honors College: Michelle Wills (610-436-3446) mwills@wcupa.edu
- University College: Andria Young (610-436-3416) ayoung@wcupa.edu
- University Libraries: Cristin Ehr Gott (610-436-2927) cehrgott@wcupa.edu
- The Counseling Center: Christy Lanshe (610-436-0165) clanshe@wcupa.edu

The Office of Human Resources: HRS@wcupa.edu or 610-436-3419. **We are here to support you.**