

Tip Sheet for New Faculty

Important Arrival Information

- On or before the date of your appointment (on your offer letter), you must meet with someone in department business offices. You will need to bring two forms of ID (they cannot tell you what to bring, but can give you a list of possible documents).
- University IDs can be had through the General Services Complex (search for faculty IDs on the tamu.edu website).
- You'll have three main log ins on campus. The first is through the Howdy system and is used to log in to most university accounts (including email). The second is within the college and is used to log in to your office and lab computers, as well as many of the classrooms. The third is the sso (single sign on) account that is used for other university resources, including HR, travel, purchasing and the IRB online system (iRIS).
- Parking permits are to be had through the transport.tamu.edu website. There is sometimes a waiting list for numbered spots (i.e., reserved spots 24/7). They also offer a box that will read from your windshield to let you into the garage. You can do a pretax deduction for your permit.

Setting Up

- Computer or IT questions can go to itsc@tamu.edu (they will create a ticket and respond to the issue quickly). All computer and technology purchases must be routed through IT. There are a number of software programs that have been purchased by the department or college and just need to be requested.
- The IRB requires you to have completed CITI training before being on a protocol (<http://rcb.tamu.edu/humansubjects/training>). Once you've completed the training, you can submit and manage protocols through their online iris system (this uses your sso account). Contact information for the IRB and a helpline for the iris system is available on their website (search IRB on the tamu.edu website).
- You can get some office or lab furniture through the university surplus (filing cabinets, desks, chairs, etc.). They are located off Agronomy Road (search surplus from the tamu.edu website, 845-3427)
- There are several forms required to join the graduate faculty on campus (these are needed before you can serve on dissertation committees or be involved in graduate student affairs). Speak to the Director of Graduate Studies or the Associate Head to file these forms.
- Specifications for writing a syllabus can be found through curricular services (search "minimum service requirements" from the tamu.edu website). Note that there are several statements that must appear verbatim on any syllabus. There is also a requirement that the syllabus and your CV have to be uploaded by the first week of class for any undergraduate course.

- Most courses use ecampus to distribute grades, and sometimes emails or course documents to students. You'll need to set up a section for any course you teach. Search ecampus from tamu.edu to find their site (note that to set up a course, you have to click on a link on the log in page WITHOUT logging in).

Other information

- Some documents related to department functions (e.g., job candidate files) can be viewed on the shared drive on your office computer (S or T drives). If you do not have access to this drive, contact IT.
- You can also set up shared drives on the S/T drive for lab files or other information you would like shared among users.