

CETL: New Faculty and Instructional Academic Staff Checklist

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1. Register for Teaching Academy (new faculty/instructional academic staff orientation) [through this survey](#) by **Thursday, August 3, 2023**.
NOTE: Consider signing up for a faculty mentor outside of your department in this survey as well.
2. Review the [Teaching Academy schedule](#). A complete agenda will be shared when you check in on the first day of the academy.
3. [Set up two-factor authentication for logging into UWEC systems through this form](#) by **Thursday, August 3, 2023**. You will need to select a device (mobile phone, tablet, landline) to complete part two of the login process. You must complete this step to access your course schedules and rosters.
NOTE: For step-by-step instructions or to set up your account with a free token (similar to a key fob) instead of a phone, please visit the [Duo Security page](#).
4. Prepare to participate in face-to-face and online activities during Teaching Academy. You will need a laptop, tablet, or office computer.
5. We are arranging for office keys to be delivered to lower campus on the first day of Teaching Academy for those who select this option in the registration survey. Work with your department assistant (DA) if you would prefer to pick up your keys before Teaching Academy. Bring your ID to pick up your keys.
6. Bring your ID to pick up your key (if applicable), beverages, snacks, and a laptop/tablet and/or notepaper on the in-person days of Teaching Academy. Lunch, snacks, and refreshments will be provided.
7. Complete the Visitor Parking Permit Form. You will receive an email the week before Teaching Academy from Blugold Central with the subject line "UWEC Visitor Parking Permit Invite." If you plan to drive and park on campus during the in-person days of Teaching Academy, you will need to follow the instructions provided in this email to claim your free parking permit in any Faculty (F) designated parking space in the Hibbard and Phillips lots. You will need to provide your vehicle information in the form as your license plate will serve as your permit. [Refer to the campus map](#).
8. Visit the [Things to do before you get started website](#) for filling out new hire paperwork and much more.
9. Visit the [FASTER website](#) for campus and community resources.
10. Visit the [CETL website](#) to sign up for the opening week programming offered by CETL.

11. Watch for an email in the beginning of August with the subject line "Teaching Academy Learning Team" from your team leader.
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