UNIVERSITY OF
MARYLAND
COLLEGE OF INFORMATION STUDIES

iSchool New Employee Checklist - Tenured/Tenure Track Faculty (Administrative List)

Prior to First Day:

✓	Item	Contact
	New Employee Forms	http://internal.ischool.umd.edu/operations/human-resources/new-employee-resources/
	Retirement Selection	https://uhr.umd.edu/benefits/retirement-benefits/
	Benefits information	http://internal.ischool.umd.edu/operations/human-resources/benefits/
	Submit official transcripts for PhD	Kibbi Henderson, kibbihen@umd.edu
	Relocation Assistance	Joan Cole, jcole124@umd.edu
	Attend new Faculty Orientation	https://faculty.umd.edu/orientation/
	Parking Permit	Daisy Mason, dcmason@umd.edu
	Office, phone, name plate	Cecilia Penn-Diallo, cpdiallo@umd.edu
	IT Needs	Dave Baugh, dbaugh@umd.edu
	Directory Listing and announcements	Mia Hinckle, mhinckle@umd.edu

Within the First Week:

✓	Item	Contact
	ID Card – 1st Floor Mitchell Building	http://www.registrar.umd.edu/current/Policies/id-cards.html
	Building Access and Key	Cecilia Penn-Diallo, cpdiallo@umd.edu
	Set up Directory ID/Password	https://identity.umd.edu/id/newuser
	Set Up Email Account	https://oacs.umd.edu/landingtopic/campus-email
	Addition to Listservs (iSchool Faculty, APT, Assembly, and Announcements)	Kibbi Henderson, kibbihen@umd.edu
	Time Entry	http://internal.ischool.umd.edu/operations/human-resources/time-sheets/
	Office Supplies	Daisy Mason, dcmason@umd.edu
	Business Cards	Daisy Mason, dcmason@umd.edu
	Review iSchool Internal Website	http://internal.ischool.umd.edu/