

# College of Arts and Sciences

## New Faculty Information Sheet



### Onboarding

The hiring process begins with an email via DocuSign from the administrative assistant of your prospective department for adjuncts or the Dean's Office for Full time faculty. This email includes:

- Offer letter
- Background check release form
- Faculty Employment Application

Upon successful completion of the background check, our Human Resources department will send an additional DocuSign email. This email includes:

- W-4 Form - Federal
- MI W-4 Form - State of Michigan
- I-9 Form
- Agreement for Direct Deposit

Once the above items are completed, you will receive an email from the administrative assistant with your Banner ID# and LTU email address.

Welcome to LTU. Here are a few things to do, what to expect, and helpful resources for a new faculty member at LTU.

### Transcripts

Official transcripts, both graduate and undergraduate, must be sent to Kathryn Roy in the Provost's Office. All transcripts must be received directly from the degree-granting institution; photo copies will not be accepted. Official transcripts may be delivered by email or hard-copy mail:

- **By email** Kathryn Roy @ kroy@ltu.edu
- **By mail** Lawrence Technological University  
Provost's Office - Attn: Kathryn Roy  
21000 W. Ten Mile Rd.  
Southfield, MI 48075

\*\*\*Please note: If your transcripts are not submitted to the Provost's Office, your Letter of Agreement or Faculty Appointment with your pay, will not be processed until they are received. To avoid delay in your pay please submit them as soon as possible. You must have all transcripts listed on your CV.\*\*\*

### Additional Tasks

Prior to the start of your first semester at LTU, please submit the following to your department admin listed below.

- CV
- Biography and head shot for the LTU online directory

Upon completion of all new hire paperwork and submission of transcripts, your department admin will coordinate:

- Keys (if required)
- A door code for access to the copy room in S112 and adjunct faculty offices in S110.

Natural Sciences - Laura Marks - lmarks@ltu.edu

Humanities, Social Sciences, and Communication - Cherie Shaik - lshaik@ltu.edu

Math and Computer Science - Marilyn Wiseman - mwiseman@ltu.edu



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### LTU ID and Parking Pass

Once the administrative assistant has supplied you with your Banner ID#, you will need to obtain a Faculty LTU ID. ID cards will be obtained at the One Stop in the Taubman Student Services Center. After receiving your ID, you may obtain a LTU parking pass at the Campus Safety office in building 17. You will need your driver's license and registration. While a parking pass is not required, it is recommended in the event Campus Safety needs to reach you regarding your vehicle.

### Need a Laptop?

A faculty member will be supplied the use of a laptop if they so choose. If you would like to be assigned a LTU Laptop, please contact your department administrative assistant for a **Laptop Agreement and Laptop Authorization Form**. Laptops may be picked up at the Help Desk at the Taubman Student Services Center. Dates of distribution may be found at the following link.

<https://ltu.edu/ehelp/laptop-program/>

### Need Printing Access?

If you require printer access for printing, please contact the department administrative assistant and they will request access for you from the Help Desk. Instructions then will be sent for the mapping process for you to complete on your laptop.

### Banner and Canvas Training

Need help navigating Banner and/or Canvas? After you receive your Banner ID number contact the Help Desk at (248) 204-2330 or [helpdesk@ltu.edu](mailto:helpdesk@ltu.edu) to schedule, Banner, Canvas, and email training. The Help Desk is located in the Taubman Student Services Center in C203.

For additional help with any of these topics or any additional instructions, please contact the your department by email or by phone at:

- Natural Sciences - [nschair@ltu.edu](mailto:nschair@ltu.edu) - 248-204-3600
- Humanities, Social Sciences, and Communication - [humchair@ltu.edu](mailto:humchair@ltu.edu) - 248-204-3520
- Math and Computer Science - [mcschair@ltu.edu](mailto:mcschair@ltu.edu) - 248-204-3650

### Additional Resources

1. **Academic Calendar and Exam Schedule** - <https://ltu.edu/academics/registrar/#Academic-Calendars>
2. **Campus Safety** (subscribe to text alert system, lost and found, vehicle registration/parking permits, emergency procedures) <https://ltu.edu/student-life/campus/campus-safety/services/>
3. **E-help/Help Desk Info** (includes important dates, password management, off campus access, available software, media services and university technology) - <https://ltu.edu/ehelp/>
4. **Faculty and Staff Resources** (Banner 9, Argos, Course development, Workshops) <https://ltu.edu/ehelp/faculty-staff-resources/>
5. **Faculty and Staff Directory** - <https://ltu.edu/faculty/>
6. **Human Resources** - <https://ltu.edu/about/human-resources/>
7. **Office of the Provost** - Faculty and Policies documents - <https://ltu.edu/academics/provost/>
8. **Faculty and Staff payroll schedules** - <https://ltu.edu/about/employee-resources/payroll/>
9. **Student Code of Conduct - Violation reporting forms** - <https://ltu.edu/student-life/student-dean/code-of-conduct/>