What New Faculty Need to Know

A Manual of Useful Information

Grand Valley State University
New Faculty Checklist

- Attend New Faculty Orientation (August 19, 20)
- Visit the Human Resources New Staff Orientation webpage, See page 11.
- Obtain Faculty Identification (ID) card from HRO.
- Submit required paperwork to HRO to obtain your parking permit from Campus Security.
- Open a computer account. Visit or call Information Technology at 331-2035.
- Contact your department/unit coordinator regarding mailbox, keys, photocopying, office assignment, faxing services, and supplies.
- Familiarize yourself with the campus emergency procedures. See page 11.
- Learn to use Banner in order to acquire class lists and assign grades. See pages 1 and 9 for details.
- Prepare Syllabi (see page 2)
- Use Blackboard to manage your class. See page 5 for details.
- Find your classrooms. See page 26 for building codes and back cover for maps.

Fast Facts

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<td>Classroom emergencies</td>
<td>Call 331-3255 (if in Allendale)</td>
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<td>Call 331-6677 (if at Pew Grand Rapids Campus)</td>
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<td>AV Equipment</td>
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<td>Office too hot or cold?</td>
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<td>Call 331-6700 (Pew Campus and Regional Centers)</td>
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2015/2016 Calendar

**Fall Semester 2015**

- Classes Begin: August 31
- Labor Day Recess: September 6-8
- Mid-term Grades Due: October 20
- Drop Deadline - grade W: October 30
- Thanksgiving Break: November 25-29
- Classes End: December 12
- Commencement: December 12
- Exams Held: December 14-19
- Grades Due: December 22

**Winter Semester 2016**

- Classes Begin: January 11
- Mid-term Grades Due: March 1
- Spring Break: March 6-13
- Drop Deadline - grade W: March 11
- Classes End: April 23
- Exams Held: April 25-30
- Commencement: April 30
- Grades Due: May 3