New Faculty Onboarding

- New Faculty Checklist How-to (SmartSheet)

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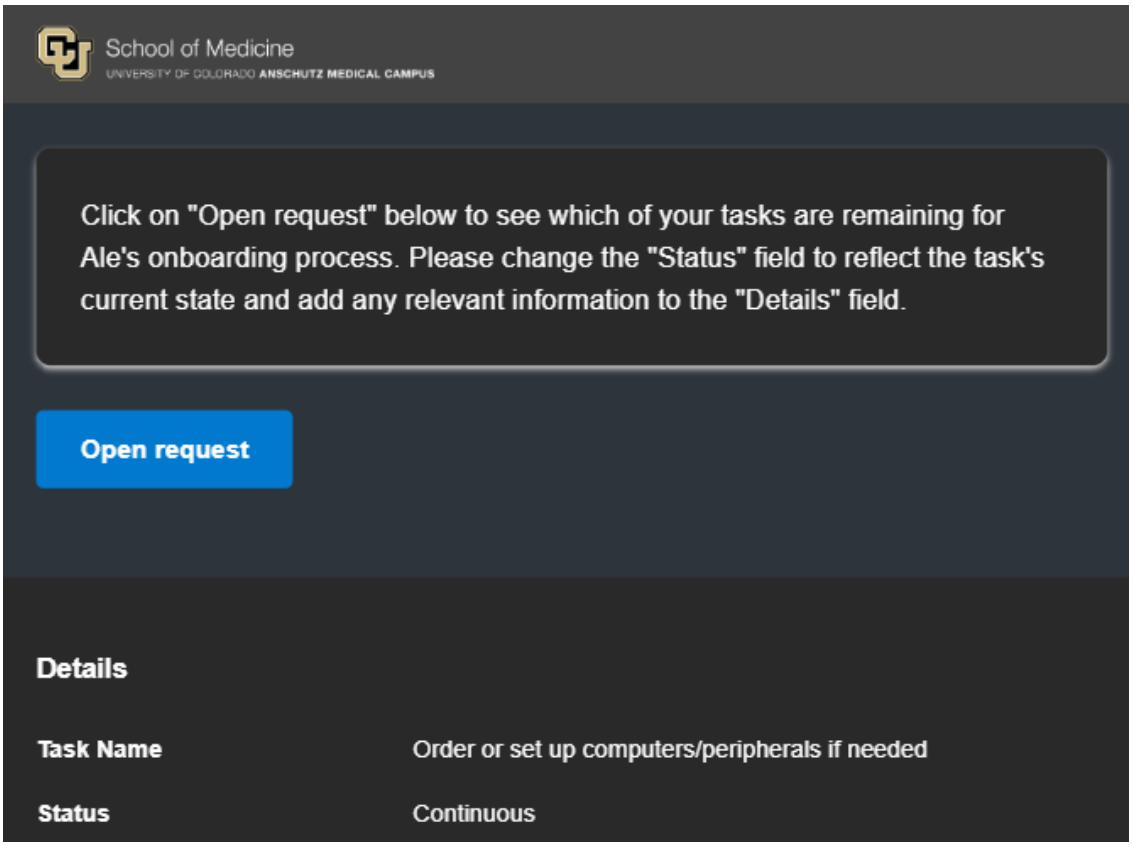
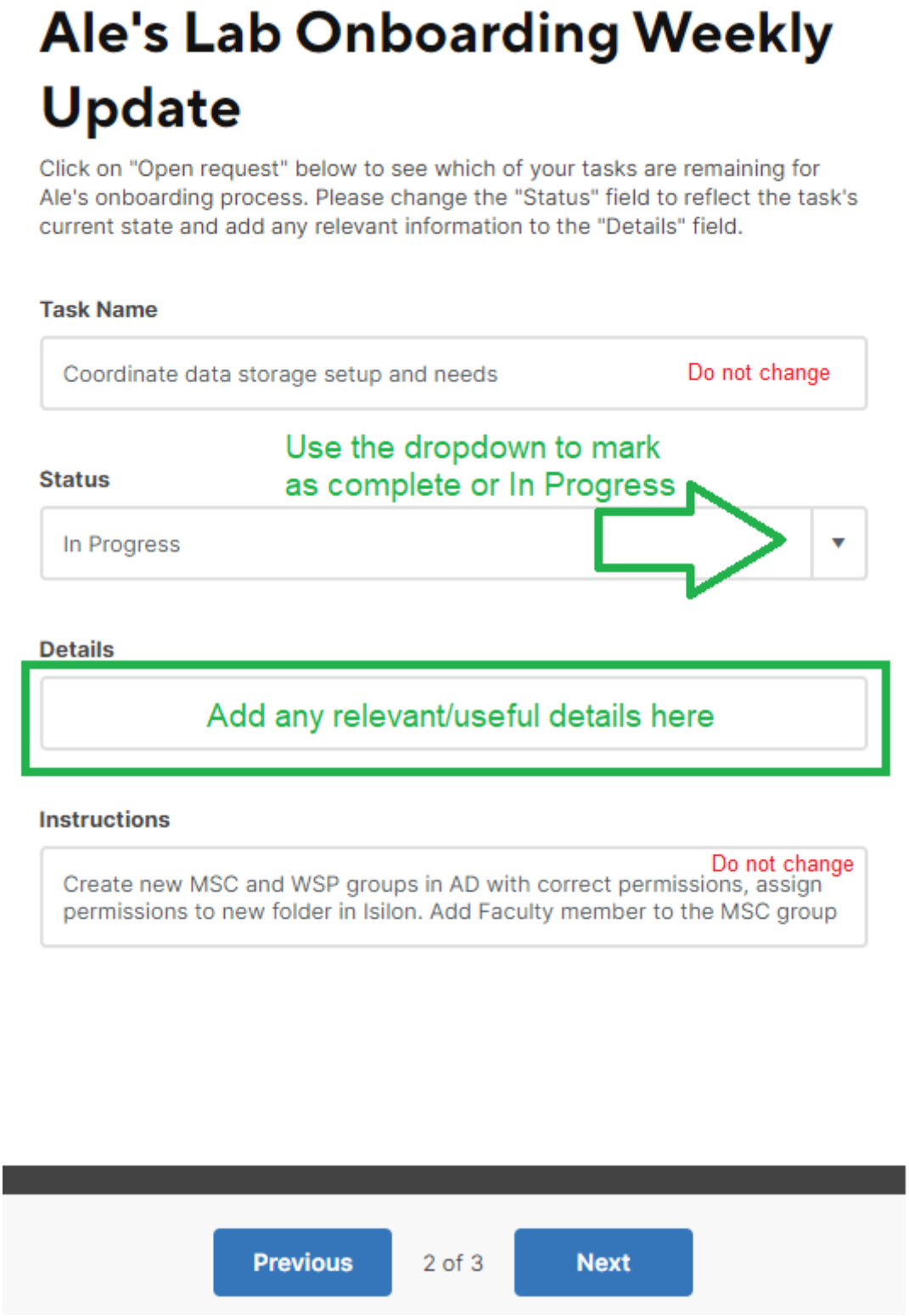
We have created an automated reminder system to help ensure everything a new Faculty member needs is taken care of as they move into Pharmacology.

Once a week, the Faculty check list SmartSheet will send a reminder email, summarizing tasks assigned to you that are not yet complete:



When you click "Open request," you'll go to a unique form to update any tasks that you may have completed or add details to tasks you're working on. You do not need to sign in to submit updates on this form.



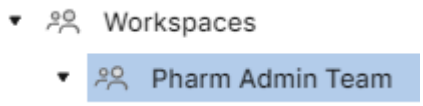
You should leave the task name and instructions as they are. The instructions were copy/pasted from the SOM checklist to help.

> Note the "Next" and "Previous" buttons at the bottom. You can cycle through all of your remaining tasks and make changes.

>

> After updating,**you must click the "Done" button** (appears in place of the "Next" button on the last task) to submit the updates.

If you would like to view the checklist as a whole (with all tasks for all admin), you can find the Smartsheet in the shared workspace:



You should have edit access here to update the status directly of any tasks. Once all your tasks have been marked as complete, SmartSheet will not send you any more reminder emails.

Task Name	Status	Assigned To	Details	Instructions
AFTER LETTER OF OFFER				
Letter of Offer Signed	Complete	stephanie.j.baker@cuanschutz.edu	Start Date 12/1/2024	
Lab Location Identified	Complete	stephanie.j.baker@cuanschutz.edu	L18-6402G,H,J	
Initiate a CU Anschutz speed type for startup funds		stephanie.j.baker@cuanschutz.edu		Typically initiated at acceptance of letter of offer.
Fill out the SOMDO Smartsheet		john.meshki@cuanschutz.edu		Completion of this form will also initiate coordination with to be plugged in upon arrival (i.e., -80 degree, -20 degree Transition Project Management does not coordinate the i internal moves and/or notify other campus partners of the walk with Circuit Management for equipment and freezers