Dear <NAME OF NEW ADJUNCT FACULTY MEMBER>:

Welcome to Virginia Commonwealth University (VCU) and the <NAME OF UNIT>. We are so excited that you will be joining us and look forward to you becoming a valued member of the VCU community! In order to facilitate your employment at VCU, I am providing instructions for the completion of the University's new hire processes as well as information to facilitate your onboarding.

COMPLETION OF EMPLOYMENT ELIGIBILITY FORM:
Virginia Commonwealth University requires that you complete an electronic Employment Eligibility Verification form (I-9). I have initiated an electronic I-9 for you via the HireRight system and you will receive an email from this company requesting that you complete **Section 1** of the form on or prior to your first day of work. If you have not received this request, please let me know as soon as possible.

Please plan to meet with <Insert individual> on your first day of work so that we can work with you to complete **Section 2** of the I-9 form by verifying your original documents. In order to complete Section 2 of the form, please be sure to bring with you the original and unexpired documents that establish your identity and employment eligibility as shown on the *List of Acceptable Documents* (i.e. either one document from List A **o**r one document from List B **and** one from List C).

COMPLETION OF CRIMINAL BACKGROUND CHECK:
I have also initiated the process for you to complete an online consent to a criminal background check that is processed in the HireRight system. Once you receive this email, please submit your consent as soon as possible. This background check can take up to 2-3 weeks to complete. **Please note that your employment is conditional upon the completion of a job related background check.**

COMPLETION OF NEW HIRE FORMS:
You will receive an email via DocuSign asking you to complete and sign the New Hire Paperwork Forms. The information collected on these forms may be used to set up various VCU systems, including your email account and eID/username. Once the new hire paperwork is completed and your email account has been set up, I will provide instructions on how you can retrieve your account.

Please note that your employment will not be effective until we have received the completed background check indicating that you have met company standards, you have initiated Section 1 of the electronic I-9, and we have received all of the new hire paperwork.

SUBMISSION OF TRANSCRIPTS:
 As a part of the credentialing process, the University requires you to submit within 30 days of hire an **official seal-bearing transcript** of your highest degree earned. Official transcripts can be received electronically if they are sent directly from the academic institution. If you will be teaching and the content area is different from the discipline or field in which your highest degree was earned, you must also submit any academic transcripts that demonstrate a concentration of at least 18 hours in the content area to be taught. Please have this (these) document(s) mailed or delivered electronically to:

GETTING AROUND CAMPUS

To familiarize yourself with the Monroe Park campus and the VCU Health Sciences campus, here is the link for VCU maps http://www.maps.vcu.edu/ which shows all of the buildings and landmarks located on each campus.

OBTAINING YOUR VCU CARD:

Once you have been set up in the system and have obtained your VCU email address/eID, you should be able to obtain your VCUCard. You can schedule an appointment in advance at this website: https://cardservices.vcu.edu/campus-cards/first-card/

 The VCUCard offices are located at:

Monroe Park Campus
Technology Administration Building
701 West Broad Street (Lobby)
Phone: 804-827-CARD (2273)
Hours: Monday-Friday, by appointment only

MCV Campus
VMI Building
1000 East Marshall Street, 3rd Floor
Phone: 804-827-CARD (2273)
Hours: Monday-Friday, by appointment only

OBTAINING A PARKING SUBSCRIPTION:

Once you have obtained your VCUCard, you will be able to subscribe to on -campus parking, if you wish to do so. More information can be found here: https://parking.vcu.edu/parking/faculty-and-staff/

VCU Parking Offices are located at:

Monroe Park Campus
1108 W. Broad Street
15-min. parking available in AR Lot Ext. (673 N. Harrison St.)
Office Hours: Monday - Friday 9 a.m. to 4:30 p.m.
Phone: 804-828-8726

MCV Campus
659 N. 8th Street
15-min. parking available in 8th St. Deck, Level 1 (Pull a ticket upon entry)

Office Hours: Monday - Friday 8:30 a.m. to 4:30 p.m.
Phone: 804-828-5343

If you have any questions, please do not hesitate to contact me. I look forward to working with you.