

CNR Onboarding Faculty Guidelines

NC State has an official onboarding process for faculty and staff. Information is available from the [University Onboarding Center](#). This document reflects specifics for the College of Natural Resources as it relates to faculty.

University Onboarding

After a faculty member has been hired through the appropriate UHR process, each department/unit is responsible for guiding the new faculty member through the logistics of joining our college. University Human Resources provides New Employee Orientation for matters like parking, benefits, etc. An [Onboarding Checklist](#) is available to assist the hiring department/unit. Among other resources is a [Supervisor Toolkit](#) offered through the [Onboarding Center](#).

Department/Unit Onboarding

The department/unit will begin their onboarding process. The hiring unit should adhere to college processes and reference the University [Onboarding Website](#) and the [CNR Internal Resources Website](#). Other guidelines/checklists may be provided at the department/unit level. Each department/unit is responsible for ensuring that the new faculty member is introduced and onboarded as appropriate with the college units:

- [Academic Affairs](#)
- [Philanthropy](#)
- [Business Services](#)
- [Diversity and Inclusion](#)
- [Extension and Outreach](#)
- [Forest Assets and Facilities](#)
- [Information and Instructional Technology and Operations](#)
- [Marketing and Communications](#)
- [Research](#)

College of Natural Resources Onboarding

The Faculty Affairs Officer will be notified by the Dean's Office of all new faculty coming into the college. After the new faculty member arrives, the Faculty Affairs Officer will schedule a meeting with the new faculty member to share information within the college and URLs for:

- [Reappointment, Promotion and Tenure](#) (RPT)
- [College RPT Dossier Checklist](#)
- [Tenure Clock Extensions](#)
- [Post Tenure Review of Faculty](#) (PTR)
- [Annual Review](#)
- [Online RPT system](#)
- [Statement of Faculty Responsibilities](#) (SFR)
- [NCSU Policies, Regulations and Rules](#)

- Details of their startup package, if applicable, (this will be a joint meeting with the assistant dean for finance and business, the departmental financial liaison, and the faculty affairs officer)
- [NC State 101](#)
- [Academic Calendar](#)
- [University Official Holidays and Closings](#)
- [Faculty Central](#)
- [Evaluation of Teaching at NC State.](#)
- [Peer Review of Teaching](#)
- [Peer Review of Teaching in the College of Natural Resources](#)
- [Workload Guidance in the College of Natural Resources](#)