New Faculty Orientation

Checklist
Prior to Arrival

- Register for New Faculty Orientation.
- Touch base with your department chair to discuss your arrival date, office location, equipment and supply needs, class schedule, and any required department or college orientations.
- Get to know your department administrative staff.
- Explore the UTSA campus maps to familiarize yourself with the community and parking.
- Familiarize yourself with San Antonio if you are new to the area. [link to About San Antonio section on the NFO Resources page]
- Familiarize yourself with the UTSA Faculty Center and its many resources.
- Work with your department to order your textbooks from Follett.
- Familiarize yourself with the UTSA Handbook of Operating Procedures (HOP).
- Parking permits are generally purchased at Day O.N.E. orientation. If you need a permit before Aug. 15, contact your department.
- If you require UTSA email/network access more than 15 days prior to your contract start date, please make arrangements with your department.
- Send your list of required equipment/supplies to your department administrative staff. Follow up to ensure the order has been placed.
- Make sure that you have received communications from Human Resources about Day O.N.E. orientation.