




# FULL-TIME FACULTY ONBOARDING CHECKLIST

- Create BU email and password:** You will receive an email from [onboard@bu.edu](mailto:onboard@bu.edu) with instructions on how to create your account.
- HR Benefits Orientation:** Email [gstacademicsupport@bu.edu](mailto:gstacademicsupport@bu.edu) with your preferred date & time.
  - Please note that if you attend orientation after July 1 (or your designated start date), your benefits will be effective retroactive to July 1 (or the 1st of the month in which your appointment begins).
- Complete your I-9:** You will receive instructions from HR on how to complete this.
  - Please note that if you are not a U.S. Citizen or Permanent Resident, you must complete your I-9 with [BU's international Student and Scholar's Office](#).
- Terrier card:** Please [click here](#) for any questions regarding how to request a terrier card.
- Office Assignment/Key:** Please reach out to Cam Philip at [camphil@bu.edu](mailto:camphil@bu.edu) for your office assignment and to pick up your key.
- Technology:** Questrom IT will be in touch about office hardware and technology.
- Faculty Profile:** Please send a copy of your current CV to [gstacademicsupport@bu.edu](mailto:gstacademicsupport@bu.edu) and be on the lookout for communication from MarComm to take your professional headshot!
- Sexual Misconduct Training:** The Office of Human Resources will be in touch regarding your completion of a required online sexual misconduct prevention training. This training must be completed for you to be eligible for any potential future merit increases.
- Parking/Transportation:** Please visit [BU Parking and Transportation](#) for commuting options.
- New Faculty Orientation:** Please lookout for a calendar invite for this event

**QUICK LINKS:**



-  [Questrom Administrators Toolkit](#)
-  [BU Travel and Expense](#)
-  [Download the Concur app!](#)

-  [BU & Questrom Policies](#)
-  [Travel & Business Expense](#)
-  [Travel Card](#)
-  [Research Budget Policy](#)



Have questions?  
Need help with a report?  
Ask your Department Administrator!  
[gstacademicsupport@bu.edu](mailto:gstacademicsupport@bu.edu)