



**KENNESAW STATE  
UNIVERSITY**  
CENTER FOR EXCELLENCE IN  
TEACHING AND LEARNING

## NEW FACULTY FIRST STEPS

- Visit the [New Faculty Orientation Information Page](#) to see the most up to date orientation information.
  
- [RSVP to New Faculty Orientation.](#)
  
- Complete your Equifax Onboarding Packet, provided by HR.
  - HR emails your onboarding instructions and hiring packet to the email address on your application within 60 days of your hire date.
  
- Make an appointment with HR to complete the New Employee Onboarding Process.
  - Email [tam@kennesaw.edu](mailto:tam@kennesaw.edu) or call 470.578.6030 to make your appointment.
  - Completing the Onboarding Process will enable you to set up essential access to KSU Systems (NetID, email, etc).
  
- Visit the [New Hire Onboarding Portal](#) and complete all tasks.
  
- Speak with your department chair/director about meetings to attend the week before classes start.

facultydevelopment.kennesaw.edu

