

Getting Started at Winston-Salem State University

Activity	Instructions	Deadline	For Questions Contact
Accept your Offer	Accept your offer by DocuSign	By the deadline on the letter	Office of Faculty Affairs 336-750-2804 or 336 750-8771
Complete Background check (This should be first)	All newly hired faculty must complete a background check as a condition of employment.	Within the time limit on the e-vite	Office of Faculty Affairs 336-750-8932
Complete Employment Forms	On or before the first day of work, please complete and return the following forms to your Payroll Office and Office of Faculty Affairs. Direct Deposit Form W4 Form NC-4 Form The electronic employment Eligibility Verification/1-9 Form		Payroll Office 336-750-2821 Office of Faculty Affairs 336-750-2804 or 336 750-8771
Provide Transcripts to University	Forward them to Office of Faculty Affairs	Before Orientation	Office of Faculty Affairs 336-750-2804 or 336 750-8771
Review the Faculty Handbook	The Faculty Manual is a guide to university policies and procedures for all Winston Salem State University faculty. It is available at OFA website.	As soon as possible	Office of Faculty Affairs 336-750-2804 or 336 750-8771
Arrange a visit or phone call with your Department Chair or your Dean/Associate Dean	To discuss: 1) Office space: office location, building/lab access, keys, phone options, support staff, supplies, etc., 2) Computer equipment, 3) College and Department procedures and policies, 4) Scheduled faculty meetings (department or college) and expectations for attendance, and 5) Office hours.	By August 18	Department Chair/Dean/Associate Deans

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Register for Parking	To register a vehicle and purchase a parking decal, visit the Parking and Transportation Website	by August 20	Parking and Transportation Office
Learn about ADA Accommodations	WSSU faculty interested in learning more about ADA should contact Office of Disability Services	As soon as possible	Department of Disability Services Ms. Kadejia Washington <i>Director of Services for Students with Disabilities</i> 336-750-8658
Learn about Canvas and course scheduling	WSSU uses Canvas. WSSU instructors now have several options for seeking Canvas support through the Center for Innovative Transformative Instruction (CITI)	As soon as possible	Dr. Wanda White, Director of Center for Innovative Transformative Instruction (CITI) 336- 750-8723
Attend New Faculty Orientation	This orientation is designed to welcome new faculty members to WSSU and to provide an overview of offices and procedures on campus. There will also be time to meet new colleagues and university administrators.	August 14	Office of Faculty Affairs 336-750-2804 or 336 750-8771
Have your Faculty Headshot Taken	Please contact Office of Integrated Marketing and Communication	By August 30	Office of Integrated Marketing and Communication Mr. Garrett A Garms 336 750-2062
Review the University's Policy Website	Review the University's Policy Website	As soon as possible	Policies and Procedures Office of Legal Affairs 336 750-2105
Enroll in Health Insurance	Enroll/Waive NCFlex State Employee Health Insurance benefits at a group rate. You have 30 days from the commencement of your employment to enroll in health insurance, through the self-service portal. Contact Laretta Baldwin, Benefits Specialist for more information.	Within 30 days of your start date.	Office of Human Resources 336 750-8727