

California State University, Northridge
NEW PART-TIME FACULTY
FACULTY CHECKLIST

_____ 1. COMPLETE THE FOLLOWING FORMS AND RETURN THEM TO YOUR DEPARTMENT OFFICE:

- A. [Statement of Professional Preparation and Experience Form](#) (SC-1)
- B. [Total Employment Disclosure Form](#) (TIED Form Instructions)
(Complete form through your CSUN Portal)

_____ 2. COMPLETE THE NEW EMPLOYEE SIGN-IN PROCESS

Visit the following link: <https://www.csun.edu/hr/new-employees> or in-person by visiting Valera Hall, First Floor, Room 165.

Be prepared to present the required documentation for I-9 Verification of employment eligibility (see attached list of acceptable documents). As part of the Sign-In Process, you will be photographed and provided with a picture Identification (ID) Card.

_____ 3. PURCHASE CAMPUS PARKING PERMIT (optional)

Purchase online by visiting the following: <https://www.csun.edu/parking> or purchase in-person at the Office of Parking and Transportation Services located at 9222 Darby Avenue (Corner of Darby Ave. & Prairie Street)

Be sure to bring your California or Campus I.D. card with you for identification and eligibility purposes if purchasing in-person.

_____ 4. DEPARTMENT ORIENTATION (varies by department)

Obtain information regarding keys, email, technological resources, library, etc.

_____ 5. LIVESCAN FINGERPRINTING (required for certain classifications)

Report to Public Safety, 9222 Darby Avenue (Corner of Darby Ave. & Prairie Street)
Tel: (818) 677-2113.