

New Faculty Quickstart  
Dec. 10, 2018

Welcome to MIT!

New faculty must learn many things as they start their time at MIT. This Quickstart outlines things to do in the first week of an appointment to get going. After that, the Department expects all faculty to use their networks, read online documents, and consult HQ staff about Departmental procedures. In the case of a conflict between what is written online and what you may be told is Departmental policy, please consult the Departmental Administrative Officer or Department Head for resolution.

**First day:** Get your Athena account set up, install certificates. Read through the following documents online. You do not need to understand everything in them, just what is where.

From <http://web.mit.edu/physics/policies/index.html>

Look at the contents, see what is covered

Read:

[Procedures for Tenure and Promotion Committees](#)

[Responsibilities to Fellowship Students](#)

[Rules and Regulations of the Faculty](#)

[Teaching Assistant Assignment Process](#)

[Teaching Guidance](#)

[Information for Junior Faculty](#)

[Guidance for Submitting Proposals to Foundations through the](#)

[Physics](#)

[Advising Guidelines](#)

Family Resources

<https://policies.mit.edu/policies-procedures>

Look at the contact to see what is covered

Read Sections 3, 4, 5, and 10

**Meet people:** junior faculty should meet for at least 15 minutes with their mentor and everyone should meet their Division Head as soon as possible at MIT. Make sure you understand how TA assignments work in your division. See Vicky Metternich, our HR Officer. In addition to any other questions, ask her:

When you come up for AWOT and tenure promotions

What information you will need to provide at those times

Also, give Vicky a current CV (which you should update once per year) and a one page research description if you have one.

**Proposals and research support:** meet with the financial officer in your lab and ask when likely deadline for early career awards for your field are. Ask how much time is

needed before the deadline for your lab or center to process your proposal. Meet with Matt Cubstead and Rosaleah Gersham-Brown in Physics HQ and ask the same questions. Submitting proposals, especially those with matching funds or under-recovery, can be complicated and there may be last minute questions. *It is a good idea to submit your proposal a few days before the deadline. It is also a good idea to be around MIT or reachable by phone if you are away when your proposal goes in just in case there are last minute questions or problems.*

**Students:** new faculty may have undergraduate and graduate academic advisees in addition to graduate research assistants. Meet with Cathy Modica to make sure you have the current list of all three. Graduate student support can be complicated, so make sure you know how each of your research graduate students are being supported and how long that support lasts. Look at the information about your academic advisees and ask Cathy if any seem to be in difficulty.

**Teaching:** meet with Nergis to discuss your teaching plans and when you may want to take your leaves. If you already have a teaching assignment, find out where the room is on a map and make sure you know how to get there. If you are teaching with someone else, arrange to meet with them as early as you can to make sure you have consistent expectation for the subject and you know of any travel constraints.

**Departmental events:** a good way to know what is going on is by attending Departmental events. There is a faculty lunch in 4-349 on Thursdays at noon and a colloquium from 4-5 pm Thursday in 10-250. Your Division and lab should also have weekly seminars, make sure you are on the mailing list.

When time permits, make an appointment with the Department Head and ask any other questions you may have, especially regarding leaves, matching and under-recovery funds, and committee assignments.