

Checklist: Onboarding new professors at Paderborn University

Below, you will find a list of the main organisational steps for setting up your new workplace at Paderborn University. You can take care of some steps **yourself** in advance of your first working day (**in particular, requesting your e-mail address**). Please contact your respective dean's office or department/division to discuss who is responsible for completing which steps.

Requesting an e-mail address

Where possible, you should request your university **e-mail address** in advance of your first working day: [Self-registration](#) on the IMT service portal (see [guidelines](#)).

The steps on the following pages are usually taken care of by the **dean's office or your respective department/division** in advance of your first working day. During your first week at work, discuss which steps still need to be completed and who will complete them.

Notes for dean's offices / departments/ divisions:

Why is onboarding important? For professors, too, starting at a new university can be a challenging time, with a great many questions and uncertainties when it comes to administrative processes, contact persons and unwritten rules, for example. Professional mentoring creates the basis for a positive attitude towards the working environment and university. It particularly also fosters the commitment and dedication of new professors to the university and to their faculty or institute.

What is unique about the onboarding of professors? The task of mentoring and integrating new professors cannot be assigned to one specific superior: The dean's office, faculty/institute and specific department/division of the new professor are all involved to varying degrees. The relevant secretary's offices usually also play an important role here. That makes it all the more important that the individual roles of all those involved be agreed on and all [responsibilities clearly defined](#).

What role does the dean's office play? The dean's office is responsible for [initiating the necessary processes in good time](#) and providing a clear definition of [who is responsible for which induction tasks](#), while ensuring that this is transparent for the newly appointed professors. This checklist can be used to help distribute the induction tasks between the dean's office, the mentor and, where applicable, any other persons involved.

Who takes on the role of mentor? We strongly recommend that you appoint a [mentor](#) who can support the newly appointed professor with their induction and social integration. The mentor should be also be a professor, ideally a member of the appointment committee or even the chair.

Checklist: In advance of the 1st working day

What needs to be done?	By whom?	Completed
Room, office supplies, procurements, personnel measures		
Office: Determine or request a workplace		
Door nameplate: E-mail the relevant form (or special form Building P) to the Facility Management Department (tuerschilder@zv.uni-paderborn.de , tel. 2526, E5.121)		
Order furniture via the Procurement Department (Dirk Fuest , tel. 2521, C2.209.)		
Order office materials via the relevant organisational unit (see contractual partners)		
Furniture transport: Janitorial services team: tel. 2972, H0.107		
Dismantling/installation: Installation of whiteboards, etc., by Technical Facility Management (Ulrich Kosfeld , tel. 2477)		
Further procurements and personnel measures: Where applicable, clarify which procurements or personnel measures (e.g. advertisements for staff positions) are to be initiated before the start of work.		
Telephone, IT, e-mail		
Telephone: Send request for a telephone and an entry in the telephone directory to Stefan Müller , tel. 5400.		
Directory of names: Send an e-mail request to be added to the directory		
IT equipment and support: Advice and support for personal IT equipment from IT staff in the departments/divisions. Advice and support for general services (Wi-Fi, e-mail, media technology, software, etc.) from the IMT Service Point tel. 5544, N5.344		
E-mail address: Self-registration ; see above.		
Login details: Request/set up access to relevant applications, in particular: <ul style="list-style-type: none"> - PAUL (online platform for teaching & studying/course catalogue): see info sheet for teaching staff - MACH (financial management): Professors can request login details from Department 6 - PANDA (learning platform): see information for teaching staff 		
Preparation for 1st working day and induction period		
Prepare for reception and welcome (allocate enough time)		
Define responsibilities: Plan and define who is responsible for which organisational steps		
Where applicable, compile documents for the induction period		
Recommendation: Appoint a mentor from among the professors to act as the contact person for any job-specific/organisational issues during the induction period, as well to make sure the new professor is socially integrated		
Provide the professor with information in advance of the start date (where applicable, in consultation with the Human Resources Department): Information about the induction period should be forwarded to the new professor in advance. Where applicable, the appointment meeting can be used for an initial discussion with the mentor and/or dean.		

Checklist: 1st working day and induction period

What needs to be done?	By whom?	Completed
To be completed by the dean's office or mentor		
Introductory meeting between dean/mentor and new professor (where applicable, in advance during the appointment meeting)		
Introduction to the workplace: Information on the telephone system, e-mail, printing/copying, procurement of materials, incoming/outgoing mail, mailing lists, etc.		
Information on the building/campus: Where applicable, a tour of the building		
Integration: Introduction to colleagues, contact persons, points of contact		
Explanation of administrative processes and important forms: e.g. procurement, invoice management, travel authorisation requests, etc.		
Clarification of key procedures and dates within the faculty/institute/department: e.g. institute organisation, meetings, IT processes, etc.		
Information on introductory support for new professors <ul style="list-style-type: none"> a) Main resources: <ul style="list-style-type: none"> - Division 4.2's information pages for university teachers (e.g. information on civil servant employment contracts, research semesters, research and teaching allowances) - Staff Development website for professors (e.g. network for newly appointed professors, coaching, continuing education opportunities, etc.) b) Specific information from the organisational unit 		
Securing of all equipment: Where applicable, procurement of software, literature, materials; inclusion in distribution/ mailing lists		
Inaugural lecture: Initiation/organisation of the event		
Occupational health and safety: Initial instruction, reference to ergonomics advice and health-related offers from the Healthy University by Division 5.3		
To be completed by the new professor		
Office key: Fill out a key receipt form , pick up the key from the Facility Management Department (Andreas Schwaller , tel. 2508, E5.124, office hours: 8-10 a.m., 1-2 p.m.)		
Media cabinet key: Lending service for using media technology in event rooms in the Media Service Centre (tel. 2821, H1.201)		
ID/library card: Apply for a combined library and university ID card via the IMT service portal (see guidelines)		
Web page and person manager: Create a personal web page and enter or edit your personal data in the person manager (see guidelines).		
Business cards: Place an order using the corporate design from the university printing office		
Where applicable, make an appointment with the Media Service Centre to have your photo taken for the web page		
DeliCard: Cashless payment method that can be used at all dining facilities on campus, with automatic reloading option, available from the DeliCard Service (Building ME)		