



Checklist for Dean's Offices and Mentors: Onboarding New Professors at Paderborn University

Below you will find information on the onboarding of new professors and an overview of the most important organisational steps that need to be taken when a new professor starts.

Why is onboarding important?

Starting at a new university is also challenging for professors and is associated with many questions and uncertainties, e.g. with regard to administrative processes, contact persons or unwritten rules. Professional initial support forms the basis for a positive attitude towards the working environment and the university and, in particular, for the commitment and dedication that new professors bring to the university, faculty or institute.

What is special about the onboarding of professors?

The task of supporting the start and integration of new professors cannot be clearly assigned to one specific superior: the Dean's Office, the institute/department and the specific working group of the new professor are involved to varying degrees. The relevant secretary's office also usually plays an important role here. This makes it all the more important to coordinate the roles of all those involved and **clearly define responsibilities**.

What role does the Dean's Office play?

It is the Dean's Office's task to **initiate** the necessary processes **in good time** and to ensure that it is clearly defined and made transparent for the new professor **who is responsible for which task** in the induction process. With the help of this checklist, the tasks in the induction phase can be distributed between the Dean's Office, the mentor and any other persons involved.

Who takes on the role of mentor?

Please nominate **a mentor** who will support the new professor with orientation and social integration. The mentor should be a professor themselves. Ideally a member of the appointment committee, possibly even the chairperson, should be available for this task. Please **let the Human Resources Department (Division 4.2) know** who will be providing the initial support as a mentor.



Checklist: in advance of the 1st working day

Equipment

Organisational steps
<input type="checkbox"/> Office space: determine or request a workplace
<input type="checkbox"/> Door nameplate: form (or special form for Building P) by e-mail to the Facility Management Department (-2526, E5.121)
<input type="checkbox"/> Order furniture (in coordination with the new professor) via the Procurement Office (Dirk Fuest , -2521, C2.209.), if necessary furniture transport by the janitorial services team: -2972, H0.107
<input type="checkbox"/> If necessary, order office supplies: see list " Contractual partners "
<input type="checkbox"/> Further procurements and personnel measures: where applicable, clarify which procurements/personnel measures (e.g. advertisements for staff positions) should be initiated before the start of work.
<input type="checkbox"/> Telephone: send request for a telephone and an entry in the telephone directory to the Technical Building Management , -5400.
<input type="checkbox"/> People Directory: send e-mail request to be added to the directory
<input type="checkbox"/> IT equipment and support: Advice on personal IT equipment is provided by IT staff in the relevant faculty/ department. Advice on general services (WLAN, e-mail, media technology, software services, etc.) is provided at the ZIM Service Point , -5544, N5.344
If applicable, apply for/set up access to relevant applications, in particular:
<input type="checkbox"/> PAUL (Campus Management System): see info sheet for teaching staff or help page
<input type="checkbox"/> MACH (financial management): You can obtain access data from ZIM
<input type="checkbox"/> PANDA (learning platform), access see information for teaching staff
<input type="checkbox"/> RIS (Research Information System), if applicable: apply for access, see info page or instructions

Preparation of the 1st working day and the induction period

Organisational steps
<input type="checkbox"/> Prepare reception and welcome (reserve enough time!)
<input type="checkbox"/> Define responsibilities: plan and define who is responsible for which organisational steps
<input type="checkbox"/> Compile documents for induction period
<input type="checkbox"/> Appoint a start-up mentor from among the professors as a contact person for technical/organisational questions in the induction period and to support social integration
<input type="checkbox"/> Inform the professor in advance of the start date (where applicable, in coordination with the HR department): Information about the induction period should be passed on 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

Organisational steps
<input type="checkbox"/> Welcome meeting between the dean/ mentor and the new professor (possibly in advance in combination with the appointment meeting)
<input type="checkbox"/> Orientation at the workplace: information on telephone system, e-mail, printing/copying, material procurement, incoming/outgoing mail, mailing lists, etc.
<input type="checkbox"/> Orientation in the building/on campus: tour of the building if necessary
<input type="checkbox"/> Integration: Introduction of colleagues, contact persons, contact points
<input type="checkbox"/> Explanation of administrative processes and important forms: e.g. procurement, invoice management, travel authorisation requests, etc.
<input type="checkbox"/> Information on organisational steps to be taken by the professor him/herself (see checklist for professors): Office key, media cabinet key, ID/library card, website, person manager, PAUL/MACH/PANDA/RIS access, business cards, DeliCard)
<input type="checkbox"/> Clarification of important processes and dates in the faculty/institute/department: e.g. institute organisation, meetings, IT processes, etc.
<input type="checkbox"/> Information on introductory support for new professors <ul style="list-style-type: none"> • Main resources <ul style="list-style-type: none"> • Information page of Division 4.2 for professors (including information on civil servant status, research semesters, research and teaching allowances) • HR development website for professors (e.g. network for newly appointed professors, coaching programmes, further education services...) • Specific offers of the organisational unit
<input type="checkbox"/> Completion of the equipment: if necessary, procurement of software, literature, material; inclusion in distribution lists/postal circulations
<input type="checkbox"/> Inaugural lecture: Initiation/organisation of the event
<input type="checkbox"/> Occupational health and safety: initial instruction, reference to ergonomics advice and health services offered by the Healthy University by Division 5.3

If you have any questions, please contact [Dunja Denecke](#) (Division 4.2) or [Johanna Braukmann](#) (Division 4.5).