

## IMPORATANT FALL '08 SPED INFORMATION

Hello all.

I hope that your summer is going well.

I am providing you with some very important information that you need to be aware of, **especially if you are a new SPED p/t faculty member.**

- 1) Faculty can go on line to “[parking.fullerton.edu](http://parking.fullerton.edu)” on the CSUF web site and order a parking permit. If you are interested in having an automatic “payroll deduction” to pay for your parking permit you must go to the Parking & Transportation Office at T-1400 (phone # 714-278-3082). The building designation on the attached map is “P.”  
  
If you are a new faculty member it is strongly suggested that you get this well before the fall semester starts.
- 2) I have also attached the information for faculty to receive their benefit information on specified days and times. Again, I strongly urge all faculty to take advantage of the information at these seminars. I am told that there will be a campus wide Benefits Fair on October 7, 2008. More information is to follow.
- 3) All NEW or returning faculty who have not taught for a one year period MUST go to the Payroll Department for processing before the semester begins. The Payroll Department is located in CP (College Park) 7<sup>th</sup> Flr. Ste. 700/770. This should be done also WELL BEFORE the semester starts to ensure a prompt and accurate paycheck.
- 4) Please know that the legal name on your Social Security Card is the name that will be on your contract and any other legal listings for the university. Please be prepared to show your SS card to the Payroll Department upon signing in. If you are changing your name for any reason please be sure to advise BOTH the Payroll Department AND ME of the change!
- 5) If you would like to have an information packet for the University you may also get one from the Human Resources Department which is also located in CP 7<sup>th</sup> flr.
- 6) It is suggested that the faculty go to CSUF web’s site and check out the learning opportunities at the Faculty Learning Center. This important site will assist you in learning the many “tricks” of using your “portal/CWID/etc.” I am told that you should already be aware of the training center.
- 7) As a suggestion for new faculty you may want to go to the university’s web site ([www.fullerton.edu](http://www.fullerton.edu)) and type in the keyword of “faculty” and review the page that comes up. It has a lot of useful information regarding many topics of interest.
- 8) Further information is available on the university’s web site. You might want to browse around at College of Education, Special Education Department, Human

**Resources, Parking & Transportation to name a few. The university's web site is a great tool for answering questions and is a wealth of information.**

- 9) If you are a NEW p/t SPED faculty member please be sure to check your campus e-mail regularly as this is the only way I will be contacting you after this one time exception for new faculty. Our web site can assist you in how to log on via your portal to check your messages.**

I apologize to the "veterans" of the SPED department for this long "War & Peace" e-mail. I am a firm believer in "reminders." I need all that I can get.

As to new SPED faculty, I will be creating your contracts as soon as I have all the permanent information. When you come into see me to sign your contract I will provide you with additional information regarding obtaining your keys/mailbox location/Titan ID Card/etc.

If you would like to have me go over any of the above subject information before hand, please feel free to contact me. I am here to serve you. I have attached a printable map of the campus as a convenience for you.

*Remember that SPED is moving from the EC building to CP 5<sup>th</sup> flr. Ste.570 on Saturday, August 16, 2008 and all offices must be ready to move no later than the dates stated by Assoc. Dean Dunlap.*

Thank you all for allowing me to be of service to you.

I am looking forward to an exciting fall '08 semester with you.

Marie

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