

- What resources are there at the U of I to help you get settled (housing, loans, child care office. What details do you need to find out about benefits, moving, ...)? What U of I publications should you get (Bulletin, Student/Staff Directory)? What offices should you contact? What mailing lists do you need/want to be on?
- Who are good resource people to ask these and other questions?

(b) Research and Resources

- Are you responsible for finding your own money? What expenses are you expected to cover? How much will this cost?
- How do you go about getting startup funds? How (if at all) will your summer be funded? How do you buy equipment? What travel support can you expect from your department?
- Do you need to write a proposal before coming to the U of I? How soon afterwards?
- How is lab space allocated? How is equipment maintenance paid for? How much support staff time is covered by the department?
- What other labs are available for cross-disciplinary research efforts at the U of I? Elsewhere?

(c) Teaching

- What is the normal teaching load in your department?

2. On Arrival

(a) General

- How do the mechanics of your department/lab work (e.g., purchase orders)?
- How is your department organized? (Divisions, committees?) How are decisions made?
- What should you expect from your support staff? What fraction of a support staff member's time is typical? What kind of work can you expect from him/her?

(b) Research and Resources

- How important are grants? How do you get hooked into the grant-writing process? Where should you look? Who can help you to find out where to meet people, to write the best possible proposal, to draw up a budget? How much effort should you be investing in fundraising? What are the tradeoffs?
- Who, if anyone, will "introduce you around" to government funding agencies and others?
- How do the Industrial Affiliates programs work? What can they do for you?

3. Later

(a) Research and Resources

- What conferences should you go to? Do you need to have papers accepted? How much travel is allowed/expected/demanded? Is it better to go to large conferences or smaller workshops? Should you give the papers or should your students? If the latter, how else can you gain the type of exposure necessary for good tenure letters?

- Authorship etiquette: Should you put your graduate students' names on your papers? Should you put them ahead of your own? How important is first authorship? How is alphabetical listing of authors viewed?
- Where should you publish? What should you publish? How much/often? Are there quantity/quality standards for promotion? How do journal/chapters in edited collections/(refereed or unrefereed) conferences compare? Should you write/edit a book? Special issue?
- May material published in one place (workshop, conference) be submitted to another (journal)? How much new work is necessary to make it a "new" publication? What is the etiquette for reporting prior publication or submission?
- Is it worthwhile to prepare technical reports and send them to colleagues elsewhere?
- Should you give talks within your department? How often? How should you publicize your work within your department? What about your graduate students? How are the colloquia in your department organized?
- Should you give talks at other universities/industrial sites? How often? Where? How important is this? How do you get invited to give such talks?
- Is collaborative work encouraged or discouraged in your department/field? With other members of your department? With international colleagues? With colleagues who are more senior/better known? With junior colleagues/graduate students? Long-standing collaborations, or single efforts? How important is it to have some singly authored papers?
- Should you form a research group? What sorts of activities should the group do, as opposed to you and an individual student?

(b) Student Supervision

- How important are graduate students? How many should you expect to have? How many graduate students is too many? How much time/effort should you be investing in your graduate students? How much advising should you expect to do?
- How do you identify good graduate students? What qualities should you look for? How aggressive should you be in recruiting them? Do you need to find money/equipment/office space for them? What should you expect from your graduate students? How do you identify a problem graduate student?
- How do you promote your graduate students to the rest of the community (at the U of I and nationally/internationally)?
- Similar questions for undergraduate research assistants: Should you have them? How many? What kind of commitment in time, effort, and resources should you expect to make? What kind of return should you expect?
- What should you keep in files on your students? Remember that you will have to write reviews and recommendations for them.

(c) Teaching

- What are you expected to teach? Graduate, undergraduate, seminar, lecture, discussion, special topic?
- Which are the good subjects to teach?
- Is it good to teach the same course, or stay within a single area, or teach around? Is it a good thing to develop a new course? An undergraduate course? A specialized course in your research area?

- How can you use a special topics course to get a new research project off the ground?
- How much time should you spend on your classes?
- Will you have a teaching assistant for your class? Who will select him/her? What can you expect a teaching assistant to do?
- Are there guidelines for grading?

(d) Administrivia

- How much time should you spend advising academic advisees?
- How much committee work should you expect? Which committees should you turn down if asked to serve? How much time should you expect to spend on committee work? Department vs. University of Illinois versus outside?
- What types of outside service should you do while untenured? Paper and proposal reviewing? Review boards? Journal assistant editorships?

(e) Review Procedures

- For how long is your appointment? When will you come up for review? What sort of review? What is the process (who, what do they look for, how will you hear about it, etc.)? How will this repeat during the pre-tenure years?
- How should you go about finding people to write references for you? How many will you need? From where? International/domestic?
- What is your department/school's official form for your faculty record? Where can you get one? What does it include? What other vital information should you keep?
- What should go in your dossier? Should you send copies of congratulatory letters to your department head? Others?
- What types of raises are typical? When will you find out about your raise? How?
- How can you get feedback on your performance?

(f) Personal Issues

- What special resources do your department and the U of I have for women and minorities? For family issues?
- What policies does the U of I have for family and personal leave? Since most of these policies are administered at the departmental level, how are such things handled in your department?
- How visible must one be in the department? Is it OK or detrimental if most work is done at home?
- Who is the ombudsperson and what matters does s/he deal with?
- How should you record any controversial matters? Whom do you go to about disputes?