

A&S New Faculty Onboarding Checklist

PAPERWORK/FORMS	
	The faculty member completes an I-9 prior to their start date. This must be done in person at 112 Scovell Hall. To complete an I-9 form the faculty member will need to present documentation that establishes both identity and employment eligibility. Please refer to the list of acceptable forms of identification .
	The faculty member uploads proof of Covid-19 vaccination or exemption to the UK Healthcare self-report tool .
	If the new faculty member is not legally allowed to work in the United States, contact Stacey Wilks (A&S Payroll Coordinator; stacey.wilks@uky.edu) for assistance with visa and/or green card procedures. It is best to do this as soon as possible after the offer letter is accepted as immigration procedures can be both lengthy and time sensitive.
	The faculty member provides the Dean's Office with official transcripts of the faculty member's highest degree. If the faculty member's highest degree is not in the same field of study as they will be teaching in, their master's and/or bachelor's degree transcripts may be needed as well. If you are unsure if the lower degree transcripts are needed, send a copy of the faculty member's CV to Eileen Zahn, and she will let you know which transcripts are required.
	The A&S Business Center (ASBC) adds the new faculty member to payroll in SAP and reviews payroll results prior to deadline.
	The linkblue/email will be automatically generated once the new faculty is added to payroll. Eileen Zahn in the ASBC will reach out to the new faculty member with the linkblue/email activation instructions.
	The department manager establishes new faculty phone access.
	The new faculty member should enter their emergency contact information into MyUK using these instructions .
	The ASBC will send the Notice of Academic Appointment and Assignment (NOAA) form to the new faculty member to sign.
ITEMS FOR THE DEPARTMENT CHAIR TO DISCUSS WITH THE NEW FACULTY MEMBER	
	The new faculty member schedules a consultation with UK Employee Benefits to discuss and enroll in benefits plans. To schedule an appointment, contact Cara Tackett at cara.tackett@uky.edu . UK Benefits Website
	The department chair or department manager reviews the pay schedule and leave policies with the new faculty member.

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	The new faculty member is given information about any relocation allowances they will be receiving and when and how they will receive that. Since January 2018, relocation allowance payments are lump-sum payments paid through payroll and not reimbursements, and are considered taxable income. See BPM Regulation E-7-8 for more details.
	The department chair provides the new faculty member a link to the UK New Faculty Welcome Website .
	The department chair provides the new faculty member with the Arts and Sciences Information for New and Prospective Faculty site.
	The department chair provides the new faculty member with the Provost's Information for New Faculty list.
	The department chair provides the new faculty member with the UK Faculty Handbook .
	With the department chair, an initial DOE is completed for the faculty member and the faculty member is shown how to approve it in the Effort Planning System.
	The department chair should discuss faculty evaluation and the process towards promotion and tenure with the faculty member including, faculty annual performance reviews , progress reviews , one-year tenure delays , and AR 2 . The department chair clarifies first-year FMER expectations .
	The department chair provides a link to or copy of GR 10: Regulations Affecting Employment .
	The department chair gives the new faculty member a copy of the Statements of Evidences of Activity for the department and reviews it with the new faculty member. The department chair gives the new faculty member a copy of the department's Faculty Peer Teaching Evaluation policy and Faculty Mentoring Policy .
	The department chair should let the new faculty member know that they are eligible for a free membership to the National Center for Faculty Development and Diversity , and let them know about the mentorship resources available through that membership.
	The faculty member should be made aware of Diversity and Inclusion initiatives and expectations within the College of Arts and Sciences.
PROVISION OF RESOURCES	
	The new faculty member is provided contact information for the Hive and ITS support.

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	The department manager and the Hive prepares for the necessary and appropriate computer equipment and access, including access to any department printers/shared drives they may need to use for the new faculty member.
	The department manager prepares for adding the new faculty member to all relevant listservs, webpages, and any other faculty lists.
	The new faculty member is provided a working phone and the phone number is correctly updated to show the new faculty member's name.
	The new faculty member is shown how to access their UK email account. The new faculty member is given assistance in connecting their UK email account to a personal device, as needed.
	The new faculty member is shown how to access MyUK and is given a tour of the relevant tabs and information in the MyUK portal.
	The department manager should complete the SLCM Access Request form in order for the A&S Enrollment Management team to sure the faculty member has access to the Faculty Services tab in myUK. This requires taking online trainings about the Student Lifecycle Management system and FERPA, and grants the faculty member access to their class rolls, gradebook, advising portal, and the Digital Measures system for annual performance reviews.
	The department chair/manager makes sure the new faculty member's office is in move in condition, including nameplates on the door and mailbox.
	The department manager and chair make sure the new faculty member's laboratory/creative space is furnished and ready for move in.
	The department manager explains travel planning and reimbursement policies and procedures.
	If the new faculty member will be supervising existing staff, the staff members are made aware of the new faculty member and the new faculty member's start date.
	If the new faculty member is a supervisor, they should become familiar with the manager self-service portal in myUK.

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	<p>If the new faculty member would like a procurement card for travel purposes only, the department manager should contact Joe Wiley at joseph.wiley@uky.edu. Joe Wiley will review the procurement card policy with the faculty member and will inform the new faculty member of required trainings which are mandatory for procurement cardholders. Procurement Card Information</p>
	<p>The faculty member should become familiar with technological resources to support remote, online, and flexible work arrangements as outlined on the Work Anywhere webpage.</p>
ORIENTATION TO THE CAMPUS ENVIRONMENT	
	<p>The department chair gives the new faculty member a tour of the department and introduces the new faculty member to department faculty and staff.</p>
	<p>The department chair/department manager explains to the new faculty member where they may park until the faculty member can get a UK parking permit or explore alternative transportation such as free city transit, bicycle, walk, ride share, and on-campus paratransit services.</p>
	<p>The ASBC emails the Wildcard ID Application to the new faculty member with instructions on obtaining the ID badge. The department manager gives them directions or guides them to the Wildcard ID Office.</p>
	<p>The new faculty member is made aware of campus dining options, as well as any department refrigerator/microwave/space available for use. The new faculty member is shown where male, female, and single-user restrooms are located.</p>
	<p>The faculty member should become familiar with the resources available at Center for Support and Intervention/Community of Concern, UK Work Life, Ethics and Compliance.</p>
	<p>The faculty member is made aware of security measures and makes sure that the department chair/staff has their emergency contact information and this information is entered correctly in myUK including UK Alert.</p>
	<p>The new faculty member is made aware of sustainability programs at UK.</p>
	<p>The new faculty member is made aware that we respectfully acknowledge that the University of Kentucky sits on the traditional territory of the Osage, Shawnee, Cherokee, Adena, and Hopewell peoples.</p>

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RESEARCH ITEMS	
	The faculty member is encouraged to familiarize themselves with the resources of the Proposal Development Office ; UK Office of Foundation and Corporate Philanthropy ; UK Office of Technology Commercialization , the VPR's Internal Research Support Programs , and the Associate Dean for Research Office .
	The new faculty member is encouraged to create/update an ORCID iD and Scopus Author Profile and link them together.
	The faculty member is made aware of the proposal checklist , UK's Policy on Retention and Ownership of Research Data , and the LabArchives Electronic Research Notebook .
	The faculty member is made aware of the College Startup Funding Policy and procedures.
	The new faculty member is shown where to find their required training modules in myUK/Citi and given instructions on how to complete required trainings (for example, IRB, RCR). The new faculty member is made aware of the Office of Research Integrity and campus IRB procedures .
	Review the list of safety trainings recommended by UK Environmental Health and Safety and determine which will be needed by the new faculty member.
TEACHING ITEMS	
	The department chair or delegate confirm with the Associate Dean of Faculty that the faculty member's credentials, and academic appointment have been approved.
	The faculty member should complete the required trainings regarding the Student Life Cycle Module of SAP. These trainings are found in the training section of MyUK and are required to gain access to the Faculty Services tab in MyUK. Contact A&S Enrollment Management at asacadplanning@uky.edu .
	The faculty member should become familiar with the advising services, faculty services, and student administration tabs of MyUK.
	The faculty member should be given access to their course in the Canvas learning management system.
	The faculty member should familiarize themselves with Student Rights and Responsibilities and the resources and services of the Academic Ombud .
	If the faculty member will be serving on graduate committees, complete the application for Graduate Faculty Status . The faculty member is provided a copy of the department's Graduate Advising Policy .

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	The faculty member is introduced to the resources available through the UK Center for the Enhancement of Learning and Teaching (CELT) .
	The faculty member should become familiar with the academic calendar including exam schedules, common hour exams (if appropriate), and university holidays when creating a course syllabus. Please be aware of restrictions to classes and course requirements during Prep Week and Reading Days.
	The faculty member should become familiar with official classroom policies established in the University Senate Rules, and create a syllabus that includes the “ Academic Policy Statements ” (or a link to these statements). The syllabus may be based on the Senate Syllabus Template . If the faculty member is teaching a course which forms a part of the UK Core curriculum , the Student Learning Outcomes of the course must include the UK Core Learning Outcomes for that area.
NEW FACULTY ORIENTATION EVENTS	
	The New Faculty member will receive an invitation to the Provost Office’s New Faculty Orientation, and an invitation to the Canvas course associated with this orientation. The new faculty member should plan on attending the orientation, and review the materials in the Canvas course.
	Through the Provost Office’s New Faculty Orientation Course in Canvas, the new faculty member will be invited to register for a small group unconscious bias training, which the new faculty member should complete. All UK employees are required to complete unconscious bias training.
	Through the Provost Office’s New Faculty Orientation Course in Canvas, the new faculty member will be invited to register for a small group benefits counseling session with UK HR. This is another opportunity for the faculty member to learn about the benefits available, if he or she has not yet had a personal meeting with UK HR.
	The new faculty member will be provided with a schedule of College orientation meetings scheduled for the Fall semester.

Additional Items from the Department	

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Notes
