

# CAFE New Faculty Onboarding Checklist

July 1, 2020

<b>Before the New Faculty Member Starts</b>	
<b>Paperwork/Forms</b>	
	The department HR administrator initiates/coordinates the preemployment background check. The new faculty member will receive a call from the preemployment screening office notifying the new faculty member of the background check. After this call, the new faculty member will receive an email from Hire Right with instructions on how to complete the information needed for the background check.
	The faculty member completes an I-9. This may either be done at Scovell Hall or off-campus. If the department needs help finding an off-campus location (such as in a different state), contact Le Anne Herzog ( <a href="mailto:Leanne.herzog@uky.edu">Leanne.herzog@uky.edu</a> ).
	If the new faculty member is not legally allowed to work in the United States, contact the <a href="#">International Center</a> 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 department HR administrator adds the new faculty member to payroll in SAP and adds contract elements to screen 16 via PA30.
	If the new faculty member's start date is not July 1, the department HR administrator has prorated vacation loaded (only relevant for 12-month faculty members).
	The department HR administrator should review payroll results prior to the deadline.
	The department HR administrator coordinates linkblue/email with department IT staff.
	The department HR administrator establishes new faculty phone and travel access.
	The department HR administrator creates an IT/SAP training plan for the new faculty member, as needed.
	The faculty member, or a department HR administrator requests original, official transcripts of the faculty member's highest degree. If the degree was from UK, let Megan Lucy know and she will get the transcript directly from the Registrar. 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 Megan Lucy, and she will let you know which transcripts are required. The Dean's Office may help pay for transcript fees and this may be coordinated with Megan Lucy.
	The department chair/department HR administrator complete the appointment packet and sends it to Megan Lucy ( <a href="mailto:megan.lucy@uky.edu">megan.lucy@uky.edu</a> ), using the <a href="#">New Faculty Demographic Form</a> as a guide.
<b>Information to Share with the New Faculty Member</b>	
	The department chair/staff member explains to the new faculty member where he or she may park until the faculty member can get a <a href="#">UK parking permit</a> or explore alternative transportation such as <a href="#">free city transit</a> , <a href="#">bicycle</a> , <a href="#">walk</a> , <a href="#">ride share</a> , and <a href="#">on-campus paratransit services</a> .

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	The new faculty member schedules a consultation with UK Employee Benefits to discuss and enroll in benefits plans. To schedule an appointment, call Cara Tackett at (859)257-8813, or email <a href="mailto:cara.tackett@uky.edu">cara.tackett@uky.edu</a> . <a href="#">UK Benefits Website</a>
	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-sums and not reimbursements, and are considered taxable income. See <a href="#">BPM Regulation E-7-8</a> for more details.
	The department chair provides the new faculty member a link to the UK <a href="#">New Faculty Welcome Website</a> .
	The department chair provides the new faculty member with the <a href="#">CAFE Information for New Faculty</a> list.
	The department chair provides the new faculty member with the <a href="#">Provost's Information for New Faculty</a> list.
	The department chair provides the new faculty member with the <a href="#">UK Faculty Handbook</a> .
	The department chair should discuss faculty evaluation and the process towards promotion and tenure with the faculty member including, <a href="#">faculty annual performance reviews</a> , <a href="#">two- and four-year reviews</a> , <a href="#">one-year tenure delays</a> , and <a href="#">AR 2</a> .
	The department chair provides a link to or copy of <a href="#">GR 10: Regulations Affecting Employment</a> .
	The department chair should let the new faculty member know that they are eligible for a free membership to the <a href="#">National Center for Faculty Development and Diversity</a> , and let them know about the mentorship resources available through that membership. There are also a number of campus <a href="#">affinity groups</a> that a person may find helpful.
<b>Other Items to Coordinate</b>	
	The department staff member should obtain keys/keycards for the new faculty member. Consider all of the doors/gates the new faculty member may need access to including farm gates, motor pool gates, office buildings, greenhouses, supply cabinets, laboratory and office spaces as relevant to the faculty member's job duties.
	The department chair/staff member makes sure the new faculty member's office is in move in condition, including nameplates on the door and mailbox.
	The department chair/staff makes sure the new faculty member's laboratory space is furnished and ready for move in.
	The department IT/staff person 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.

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	The department staff person prepares for adding the new faculty member to all relevant listservs, webpages, and other faculty lists.
	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.
<b>On the New Faculty Member's First Day</b>	
<b>Training and Orientation</b>	
	The department chair gives the new faculty member a tour of the department and introduces the new faculty member to department faculty and staff.
	The department chair reviews the position description and distribution of effort (DOE) with the new faculty member.
	The department chair gives the new faculty member a copy of the <a href="#">Statement on Evidences</a> for the department and reviews it with the new faculty member.
	The department chair or department HR administrator reviews the pay schedule and <a href="#">leave policies</a> with the new faculty member and shows them how to enter vacation, and professional travel leave in myUK. Remember, faculty members do not enter funeral or sick leave in myUK. <a href="#">More information and instructions.</a>
	The faculty member is made aware of security and <a href="#">emergency procedures</a> , and makes sure that the department chair/staff has their emergency contact information and this information is entered correctly in <a href="#">myUK</a> including <a href="#">UK Alert</a> .
	The new faculty member is shown where to find their required training modules in myUK and given instructions on how to complete required trainings.
	The new faculty member should notify Jamie Dunn at <a href="mailto:Jamie.dunn@uky.edu">Jamie.dunn@uky.edu</a> so that Jamie can make 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 grants the faculty member access to their class rolls, gradebook, advising portal, and the Digital Measures system for annual performance reviews.
	Review the list of safety trainings recommended by <a href="#">UK Environmental Health and Safety</a> and determine which will be needed by the new faculty member.
	The faculty member should become familiar with the resources available at <a href="#">Community of Concern</a> , <a href="#">UK Work Life</a> , <a href="#">Ethics and Compliance</a> , and <a href="#">CAFE Office of Diversity</a> . More information about the <a href="#">Restart Plan for Fall 2020</a> and at <a href="#">UKNOW</a> .
<b>Technology Setup</b>	
	The new faculty member is provided a working phone, the phone number is correctly updated to show the new faculty member's name, and long distance access is established.

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	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 new faculty member is encouraged to create/update an <a href="#">ORCID iD</a> and <a href="#">Scopus Author Profile</a> and link them together.
	The new faculty member is provided contact information for department and <a href="#">ITS</a> support.
<b>Orientation to the Campus Environment</b>	
	The faculty member is encouraged to familiarize themselves with the resources of the <a href="#">Proposal Development Office</a> and the <a href="#">CAFE Associate Dean for Research Office</a> .
	The new faculty member is instructed how to order any office supplies they may need. The new faculty member is provided keys/keycards to their office and laboratory spaces.
	The department staff person completes the <a href="#">Wildcard ID Application</a> for the new faculty member and gives them directions or guides them to the Wildcard ID Office.
	The new faculty member is given information about <a href="#">parking permits and alternative transportation incentives</a> . If necessary, the faculty member is given time to go to the Parking & Transportation office to obtain a permit.
	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 made aware of <a href="#">sustainability programs at UK</a> as well as that we respectfully acknowledge that the University of Kentucky sits on the <a href="#">traditional territory</a> of the Osage, Shawnee, Cherokee, Adena, and Hopewell peoples.
	The new faculty member meets with the <a href="#">Office Faculty Resources, Planning and Assessment</a> and receives a welcome bag.
	The new faculty member will receive an invitation to meet with the Dean during their first six months in the college from the Dean's Office staff.
<b>During the First Week</b>	
	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 confirms with the new faculty member that he or she has received information about benefits and been able to enroll in the benefit plans of their choice.
	The department business officer explains travel planning and reimbursement policies and procedures.

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	If the new faculty member is a supervisor, they should review the supervisor resources on the <a href="#">CAFE Business Office</a> website and becomes familiar with the manager self-service portal in myUK.
	If the new faculty member will drive a university vehicle as part of their job duties, the correct paper work is filled out to certify the faculty member as an authorized driver, and the new faculty member is shown where the motor pool is and how to retrieve a vehicle. <a href="#">UK Motor Pool Information</a> .
	If the new faculty member will have a procurement card, the department business officer should assist the faculty member in completing the procurement card application and go over procurement card policy with the faculty member. The faculty member should be made aware of required training for procurement card holders. <a href="#">Procurement Card Information</a>
	The department HR administrator processes relocation allowances following the <a href="#">instructions</a> .
	Prior to the month's deadline, the department HR administrator processes the FES payroll distribution. Contact Chris Fensin ( <a href="mailto:christine.johnson@uky.edu">christine.johnson@uky.edu</a> ) with questions about payroll distribution.
	For departments receiving capacity funds, the chair will discuss the need for a Hatch, Animal Health and/or McIntire-Stennis project with the faculty member, if they have a research appointment of 25% or more. They should be provided the " <a href="#">Essentials of a Project Proposal</a> " document for guidance.
<b>Before The Faculty Member Starts Teaching</b>	
	The department chair or delegate confirm with the Office of Faculty Resources, Planning and Assessment 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 Jamie Dunn with questions at <a href="mailto:jdunn2@uky.edu">jdunn2@uky.edu</a> .
	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. Materials for <a href="#">Canvas</a> and <a href="#">CAFE Teaching Resources</a> .
	The faculty member should familiarize themselves with <a href="#">Student Rights and Responsibilities</a> and the resources and services of the <a href="#">Academic Ombud</a> .
	If the faculty member will be serving on graduate committees, complete the application for <a href="#">Graduate Faculty Status</a> .

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	The faculty member is introduced to the resources available through the <a href="#">UK Center for the Enhancement of Learning and Teaching (CELT)</a> .
<b>Additional Items for Extension Faculty</b>	
	The new faculty member should contact Dr. Ken Jones at <a href="mailto:krjone3@email.uky.edu">krjone3@email.uky.edu</a> to gain access to the Kentucky Extension Reporting System (KERS).
	The new faculty member should contact Kelly Jordan ( <a href="mailto:Kelly.jordan@uky.edu">Kelly.jordan@uky.edu</a> , (859) 257-1727) to register for an upcoming New Employee Orientation for Extension Agents and Specialists.
	The new faculty member should attend the Fall and Spring Update sessions led by Dr. Laura Stephenson and Dr. Ken Jones. Contact Dr. Jones at <a href="mailto:krjone3@email.uky.edu">krjone3@email.uky.edu</a> for more information.
	Within their first few months, new Extension Title Series faculty members will receive a course invitation through Canvas to complete a Civil Rights Training. The new faculty member should accept this invitation and complete the course, which is related to civil rights reporting requirements of Cooperative Extension.
	New Extension Faculty members should be shown where the <a href="#">Ag Distribution Center</a> is and what materials are available.
<b>In August of the New Faculty Member's First Year</b>	
	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 and their chair will be invited to attend the annual CAFE New Faculty Orientation that is typically held in August.

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Additional Items from the Department	

## Notes

Please contact [Megan Lucy](#) with any errors or omissions you would like to communicate. There is a lot of information in this document. We regularly update it but it is also very helpful to us to receive feedback in ways that we can better help make you feel a part of the UK College of Agriculture, Food and Environment community from the start. Welcome!!!