University of Kentucky
College of Agriculture, Food and Environment

# CAFE New Part-time Instructor Onboarding Checklist
### (For PTIs who are not UK staff)

**NOTE:** Part-time instructor (PTI) appointments should be approved by the Board of Trustees prior to the instructor beginning to teach. For PTIs teaching in the Fall semester, this means the appointment paperwork should be submitted to the Associate Dean for Faculty Resources, Planning and Assessment by the May prior to the Fall Semester. For PTIs teaching in the Spring, the paperwork should be submitted by the prior October.

| **Paperwork/Forms** | |
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| ☐ | A position opening must be posted in the Integrated Employment System. For assistance with this process, contact Le Anne Herzog at Leanne.herzog@uky.edu. |
| ☐ | If the new PTI will be teaching with a multidisciplinary program rather than a department, a decision needs to be made in cooperation with the CAFE Office of Faculty Resources, Planning and Assessment about what department the PTI will be assigned to as a "home academic department." The chair and HR administrator of the "home" department must be notified in advance of the assignment and asked to help in coordinating the onboarding process of the new PTI. |
| ☐ | The department chair or program coordinator extends a formal offer letter to the part-time instructor. Sample offer letters are available at this link: http://administration.ca.uky.edu/pti. A copy of the signed letter should be sent to the Office of Faculty Resources, Planning and Assessment. |
| ☐ | The PTI, or a department HR Administrator requests original, official transcripts of the PTI's highest degree. If the degree is from UK, let Megan Lucy know and she will get the transcript directly from the Registrar. If the PTI's highest degree is not in the same field of study as the PTI will be teaching in, the 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 PTI's CV to Megan Lucy, and she will let you know which transcripts are required. |
| ☐ | The department HR administrator initiates/coordinates the preemployment background check. The new PTI will receive a call from the preemployment screening office notifying the new PTI of the background check. After this call, the new PTI will receive an email from Hire Right with instructions on how to complete the information needed for the background check. |
| ☐ | The PTI completes an I-9 and other new hire paperwork. This may either be done at Scovell Hall or off-campus. The new PTI will need to bring two forms of ID, including a photo ID to complete the I-9. If you need help finding an off-campus location (such as in a different state), contact Le Anne Herzog (Leanne.herzog@uky.edu). |
| ☐ | The department HR administrator adds the new PTI to payroll in SAP and adds contract elements to screen 16 via PA30. There is a Quick Reference Guide to help with this on the Business Center Webpage. |
| ☐ | The department HR administrator coordinates linkblue/email set up with department IT staff. |
| ☐ | The department HR administrator reviews payroll results prior to the deadline. |
| ☐ | The department chair/staff complete the appointment packet and sends it to Megan Lucy (megan.lucy@uky.edu), using the New Faculty Demographic Form as a guide. |

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| ☐ | The department HR administrator or program coordinator notifies Jamie Dunn at Jamie.dunn@uky.edu about the new PTI and what courses the PTI will be teaching, so that Jamie can make sure the PTI has access to the Faculty Services tab in MyUK and is listed as the instructor of record for the course. This will also ensure the correct records for Teacher Course Evaluations. |
| **Technology Setup** | |
| ☐ | The new PTI is shown how to access his or her UK email account. |
| ☐ | The new PTI is given assistance in connecting his or her UK email account to a personal device, as needed. |
| ☐ | The new PTI is shown how to access MyUK and is given a tour of the relevant tabs and information in the MyUK portal. |
| ☐ | The new PTI is given contact information for department and university IT support. |
| ☐ | The department staff person adds the new PTI to all relevant listservs, webpages, and other faculty lists. |
| **Orientation to the Campus Environment** | |
| ☐ | The new PTI is told how to order any additional classroom supplies they may need. |
| ☐ | The department chair gives the new PTI a tour of the department and introduces the new faculty member to the other department faculty and staff. |
| ☐ | The department staff person completes the Wildcard ID Application for the new PTI and gives them directions or guides them to the Wildcard ID Office (This is optional, but encouraged). |
| ☐ | The new PTI is given information about parking permits and time to go to the Parking & Transportation office to obtain a permit. |
| ☐ | The new PTI is made aware of security and emergency procedures, and makes sure that the department chair/staff has their emergency contact information and this information is entered correctly in MyUK. |
| **Obtaining Access to UK Resources for Teaching Faculty** | |
| ☐ | The PTI completes 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 jdunn2@uky.edu. |
| ☐ | The PTI should become familiar with the advising services, faculty services, and student administration tabs of MyUK. |
| ☐ | The PTI should be given access to his or her course in Canvas. Tutorials for Canvas can be found at https://www.uky.edu/canvas/. |
| ☐ | The PTI should familiarize him/herself with Student Rights and Responsibilities. |
| ☐ | The department chair provides the new PTI with the UK Faculty Handbook. |