

CAFE New Faculty Onboarding Checklist

March 2023

Paperwork/Forms	
	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 (Leanne.herzog@uky.edu).
	If the new faculty member is not legally allowed to work in the United States, contact the International Center 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 (megan.lucy@uky.edu), using the New Faculty Demographic Form as a guide.
	The new faculty member should enter their emergency contact information into MyUK using these instructions .
Items for the Department Chair to Discuss with the New Faculty Member	

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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 cara.tackett@uky.edu . UK Benefits Website
	The department chair or department HR administrator reviews the pay schedule and leave policies 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. More information and instructions .
	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 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 CAFE Information for New Faculty list.
	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 , two- and four-year reviews , one-year tenure delays , and AR 2 .
	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 Statement on Evidences for the department and reviews it with the new faculty member.
	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 opportunities available through the CAFE Office of Diversity .
Provision of Resources	

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	The new faculty member is provided contact information for department and ITS support.
	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.
	The department staff person 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, the phone number is correctly updated to show the new faculty member's name, and long distance access is established.
	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 should notify Jamie Dunn at Jamie.dunn@uky.edu 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.
	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/creative space is furnished and ready for move in.
	The department business officer 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 review the supervisor resources on the CAFE Business Office website and becomes familiar with the manager self-service portal in myUK.

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	If the new faculty member will drive a 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 briefed on how to rent a vehicle for work use, or seek reimbursement for personal vehicle usage.
	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 cardholders. Procurement Card Information
	Prior to the month's deadline, the department HR administrator processes the FES payroll distribution. Contact Chris Fensin (christine.johnson@uky.edu) with questions about payroll distribution.
	The faculty member should become familiar with technological resources to support remote, online, and flexible work arrangements as outlined on the Work Anywhere webpage.
Orientation to the Campus Environment	
	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/staff member explains to the new faculty member where he or she 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 .
	The department staff person completes the Wildcard ID Application for the new faculty member and gives them directions or guides them to the Wildcard ID Office.
	The new faculty member is made aware of campus dining options, as well as any department refrigerator/microwave/space available for use.
	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 .
	The faculty member 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 including UK Alert .
	The new faculty member is made aware of sustainability programs at UK .
	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.
	The new faculty member is introduced to the University Press of Kentucky and SoilExplorer.net to learn more about the region.
Research Items	

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	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 and the CAFE 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.
	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 " Essentials of a Project Proposal " document for guidance.
	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).
	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 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 jdunn2@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. Materials for Canvas and CAFE Teaching Resources .
	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 introduced to the resources available through the UK Center for the Enhancement of Learning and Teaching (CELT) .
Extension Items	
	The new faculty member should contact Dr. Ken Jones at krjone3@email.uky.edu to gain access to the Kentucky Extension Reporting System (KERS).

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	The new faculty member should contact Dr. Lola Adedokun at lola.adedokun@uky.edu for information regarding program evaluation resources, training, and technical guidance
	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 krjone3@email.uky.edu for more information.
	The new faculty member should contact Kelly Jordan (Kelly.jordan@uky.edu , (859) 257-1727) to register for an upcoming New Employee Orientation for Extension Agents and Specialists.
	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 Ag Distribution Center is and what materials are available.
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 and their chair will be invited to attend the annual CAFE New Faculty Welcome event
	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.
	The new faculty member meets with the Office Faculty Resources, Planning and Assessment and receives a welcome bag.

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Additional Items from the Department	

Notes

Please contact Brian Lee 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!!!