

New Part-Time Instructor (PTI) Onboarding Checklist

Welcome to the University of Kentucky, Martin-Gatton College of Agriculture, Food and Environment! This onboarding checklist for Part-Time Instructors (PTI) encompasses both new and current UK employees, though some items may have already been completed by those currently employed.

There is much information within this checklist and though it is updated regularly, we appreciate your feedback. Please contact [OFRPA](#) with any suggestions so we may continually improve welcoming new Part-Time Instructors to our community!

1 Pre-Arrival Activities	
	Academic Unit HR Administrator creates (public or <i>internal/invite only</i>) faculty posting. Candidate(s) applies for position. For questions about Integrated Employment System (IES) contact: agbusinesscenter@uky.edu
	Academic Unit Leader composes a formal offer letter and extends offer.
	If PTI will be instructing for a multidisciplinary program rather than an academic unit, a decision should be made in collaboration with M-G CAFE Office of Faculty Resources, Planning and Assessment (OFRPA) regarding the primary academic unit assignment. The Academic Unit Leader and Academic Unit HR Administrator of the primary academic unit must be notified in advance of the assignment and asked to help coordinate the onboarding process.
	Academic Unit HR Administrator initiates pre-employment screening (PES) in IES. Candidate will receive a call from the PES Service Center with instructions. <i>Hire Right</i> will then send an email to candidate for electronic consent.
	PTI requests original, official transcript(s) of highest degree to be sent to Academic Unit HR Administrator. If PTI's highest degree does not match discipline of hiring unit, transcript(s) of next highest degree is required.
	Academic Unit HR Administrator sends the following documentation to OFRPA : Signed offer letter, Curriculum Vitae, official transcript.
	Candidate schedules an in-person appointment to complete the I-9 form in person. If candidate is remote only, contact HR & Payroll Manager to coordinate.
	Academic Unit HR Administrator processes transaction in SAP (PA40) and updates contract elements (0016). For PTI payroll assignment instructions, including information about start and end dates, see Quick Reference Guide on Part-Time Instructors .
	Academic Unit HR Administrator inputs dispositions into Integrated Employment System (IES), collects/retains search materials, and closes posting.
	Academic Unit HR Administrator forwards email from ITS to new hire with linkblue instructions for account set-up and two-factor authentication.

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	Unit IT prepares computer equipment, including access to unit printers/shared drives, as appropriate.
	Unit ensures office/laboratory/creative space/studios are in operative condition and orders any supplies, as appropriate.
	Unit Staff Support obtains keys/keycards for PTI and provides access to spaces relevant to the job duties including farm gates, motor pool gates, office buildings, greenhouses, supply cabinets, laboratory, studios, office spaces, etc.
2 Part-Time Instructor	
	Sets-up linkblue account and two-factor authentication using instructions provided by Academic Unit HR Administrator. Connect account to personal device, if desired.
	Reviews myUK <i>Employee Self Service</i> portal topics including relevant tabs and information.
	Provides personal emergency contact information to Academic Unit Leader and appropriate Unit Staff Support. Inputs and maintains emergency contact information in myUK <i>Employee Self Service</i> . Sign up for UK Alert . Download LiveSafe personal safety mobile app.
	Inputs tax withholding and direct deposit information into myUK <i>Employee Self Service</i> tab.
3 Academic Unit	
	Unit Staff Support adds PTI to all relevant unit listservs, webpages, and any other faculty lists. Submit a request for professional photograph, as applicable. Inform of routine meetings. Provide contact information for M-G CAFE/Unit ITS and UK ITS .
	Academic Unit HR Administrator reviews pay schedule with PTI.
	Academic Unit Leader provides tour of unit and introductions to faculty, staff, students, etc.
	Academic Unit Leader acquaints PTI with resources and opportunities available through the M-G CAFE Office of Diversity .
	Academic Unit Leader confirms PTI's credentials and academic appointment status with OFRPA .
4 Orientation to the Campus Environment	
	Academic Unit Leader conveys UK Police , Crisis Management and Preparedness , Violence Intervention and Prevention Center , and security resources. M-G CAFE Emergency Preparedness and specific work location emergency action plan is reviewed.
	Academic Unit Leader articulates that we respectfully acknowledge the University of Kentucky sits on traditional territory of the Osage, Shawnee, Cherokee, Hopewell, and Adena peoples.

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	Unit Staff Support provides UK Transportation Services information including parking permits/lot locations, alternative transportation, and on-campus paratransit services .
	Unit Staff Support provides completed Wildcard ID Badge Application to new hire and directions to Wildcard ID Office as/if needed.
	Unit Staff Support provides direction to dining services , as well as unit refrigerator/ microwave/ break room space available for use, as/if needed.
	Unit Staff Support provides awareness of sustainability initiatives and recycling programs.
	Academic Unit Leader reviews the list of safety trainings recommended by Environmental Health and Safety and PTI enrolls in courses, as appropriate.
5 Teaching	
	PTI completes the following virtual training courses: Statement of Responsibility (SOR), Family Educational Rights and Privacy Act (FERPA), and UK Intellectual Property (IP). Training courses are accessed via myUK <i>Employee Self Service</i> tab, myUK <i>Learning</i> portal, <i>my learning</i> quick action tab, and then search for the course name in the <i>Find Learning</i> box. Upon successful completion, access is automatically granted for class rolls, grading, and attendance verification using the myUK <i>Student Administration</i> tab. Contact Assistant Dean of Academic Affairs for assistance if needed.
	Academic Unit informs Assistant Dean of Academic Affairs of courses in which PTI should be assigned to as the instructor of record.
	Academic Unit provides overview of Canvas and contact for M-G CAFE Instructional Designer .
	PTI becomes familiar with Student Rights and Responsibilities , resources and services of the Academic Ombud , and Center for Support and Intervention to promote student well-being.
	PTI becomes familiar with teaching resources available through: M-G CAFE Center for Student Success Center for the Enhancement of Learning and Teaching (CELT)
	When creating course syllabus, PTI abides by course syllabi rules as established by University Senate. Resource Office of the University Registrar for academic calendars including exam schedules, common hour exams (if appropriate), university holidays, and restrictions to classes and course requirements during prep week and reading days. Academic policy statements link is included within syllabus. UK Core coursework follows the established design principles, learning outcomes, curricular framework, and course templates.