

New Faculty Onboarding Checklist

1 Pre-Arrival Activities	
	Academic Unit HR Administrator requests UK Employment to close faculty posting. Search Committee Chair directly contacts candidates interviewed in any manner (phone, Zoom, onsite) to notify position has been filled by another candidate. HR Unit Administrator inputs dispositions into Integrated Employment System (IES) and collects/retains search materials.
	Academic Unit HR Administrator initiates pre-employment screening (PES) in IES. New Faculty Hire will receive a call from the PES Service Center with instructions. <i>Hire Right</i> will then send an email to the new hire for electronic consent.
	New Faculty Hire requests original, official transcript(s) of highest degree to be sent to Academic Unit HR Administrator. If New Faculty Hire'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.
	New Faculty Hire schedules an in-person appointment to complete the I-9 form in person. If new hire is remote only, contact HR & Payroll Manager to coordinate. (If New Faculty Hire is not legally allowed to work in the United States, continue to consult with the appropriate International Center Advisor on the visa process. Once the visa is approved, New Faculty Hire will then schedule an I-9 appointment.)
	Academic Unit HR Administrator processes new hire transaction in SAP (PA40) and updates contract elements (0016). If hire date is not July 1 st , Academic Unit HR Administrator requests prorated vacation load to SAP (relevant for 12-month faculty only).
	Academic Unit HR Administrator forwards email from ITS to New Faculty Hire with linkblue instructions for account set-up and two-factor authentication.
	Academic Unit HR Administrator reviews Employer Assisted Housing Program with New Faculty Hire and relocation allowance disbursement(s) including when/how it will be received (if applicable) UK Business Procedures Policy E-7-8 .
	Unit IT prepares appropriate computer equipment, including access to department printers/shared drives.
	Unit ensures office/laboratory/creative space/studios are in move in condition, including nameplates on the door(s), mailbox(es), update display name on phone, etc. Unit orders any start-up equipment, business cards, name tag, as appropriate.
	Unit Staff Support obtains keys/keycards for New Faculty Hire 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.

New Faculty Onboarding Checklist

2 New Faculty Hire	
	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 SafeZone personal safety mobile app. Review M-G CAFE Security .
	Inputs tax withholding and direct deposit information into myUK <i>Employee Self Service</i> tab.
	<p>Enrolls in benefits within 30 days of official hire date. Benefit enrollment direct link: https://hr.uky.edu/insurance-and-retirement/benefits-enrollment</p> <p>Information available via two methods:</p> <ol style="list-style-type: none"> 1) Visit the employee benefits website that includes online benefit presentations. 2) Contact Employee Benefits for a one-on-one session by calling 859-257-9519 and select Option 3 for Customer Service. <p>Chooses and enrolls with retirement savings provider.</p> <p>Additional benefit information: Work-Life and Well-Being Employee Discount Program (use linkblue to log in)</p>
	<p>Reviews faculty resource information:</p> <p>M-G CAFE Office of Faculty Resources, Planning and Assessment UK Office for Faculty Advancement UKHR New Faculty Welcome Provost's Information for New Faculty (updated on an annual basis) UK Faculty Handbook Regulations Affecting Employment Office of Legal Counsel Office of Equal Opportunity</p>
	New Faculty Hire completes training courses in myUK <i>Learning</i> , accessed via myUK <i>Employee Self Service</i> . Select <i>View My Learning</i> icon for the following course assignments: <i>Statement of Responsibility</i> (SOR), <i>Family Educational Rights and Privacy Act</i> (FERPA), and <i>UK Intellectual Property</i> (IP). If courses are not assigned, use the search bar to locate and complete courses.
	Submit a request for professional photograph and create a 250-word (approximate) biography statement for introductory purposes, website use, etc. Send photograph and statement, each as available, to: Academic Unit Leader, M-G CAFE research office , Derrick Meads , Laura Stephenson , and OFRPA .

New Faculty Onboarding Checklist

3 Academic Unit	
	Unit Staff Support adds New Faculty Hire to all relevant unit listservs, webpages, and any other faculty lists. Inform of routine meetings. Provide contact information for M-G CAFE/Unit ITS and UK ITS .
	Unit Staff Support reviews travel planning and reimbursement policies/procedures with New Faculty Hire and training requirements for CONCUR access.
	Academic Unit HR Administrator reviews pay schedule and leave policies with New Faculty Hire. Instructions to input leave requests into myUK for vacation and professional travel are provided, as appropriate.
	Academic Unit Leader provides tour of unit and introductions to faculty, staff, students, etc.
	Academic Unit Leader reviews the Statement on Evidences of Activity for the unit and position title.
	Academic Unit Leader discusses faculty evaluation and the process towards promotion and tenure including annual performance reviews , two- and four-year reviews , one-year tenure delays , and Administrative Regulations 2 , if applicable.
	Academic Unit Leader explains use of <i>Faculty Success</i> for annual faculty performance review . (<i>Faculty Success</i> access is granted after appointment is approved by Board of Trustees.)
	Academic Unit Leader completes initial Distribution of Effort (DOE) with New Faculty Hire and provides instructions for Effort Planning System (EPS). (DOE is created in EPS after appointment is approved by the Provost.)
	Academic Unit Leader acquaints New Faculty Hire with National Center for Faculty Development and Diversity (NCFDD) that includes online career development, training, and mentor resources.
	Academic Unit Leader acquaints New Faculty Hire with resources and opportunities available through the M-G CAFE Office of Access, Community and Engagement .
	Academic Unit Leader discusses Work Location resources to support remote, hybrid, and flexible work arrangements.
	Academic Unit Leader confirms New Faculty Hire's credentials and academic appointment status with M-G CAFE Office of Faculty Resources, Planning and Assessment.
	Supervision (if applicable): If New Faculty Hire is supervising staff or faculty, then appropriate communication should occur within the unit. New Faculty Hire should utilize M-G CAFE supervisor resources and become familiar with myUK <i>Manager Self Service</i> tab. Additionally, faculty supervisors should participate in the University SuperVision Program .

New Faculty Onboarding Checklist

	<p>Motor Vehicles (if applicable):</p> <p>If driving is a part of the New Faculty Hire's job duties, then Unit Staff Support will coordinate completion of Motor Vehicle Record (MVR) Release and Information Form. Information for how to rent a vehicle for work use, or seek reimbursement for personal vehicle usage, is provided.</p>														
	<p>Procurement Card (if applicable):</p> <p>If New Faculty Hire will have a procurement card, Unit Staff Support coordinates application process, discusses policies and training requirements.</p>														
4 Orientation to the Campus Environment															
	<p>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.</p>														
	<p>New Faculty Hire is encouraged to download UK Weather Alert application on cellular device. While primarily designed for Kentucky, Weather Alert can be used nationwide and is ad-free.</p>														
	<p>Unit Staff Support provides UK Transportation Services information including parking permits/lot locations, alternative transportation, and on-campus paratransit services.</p>														
	<p>Unit Staff Support provides completed Wildcard ID Badge Application to Faculty New Hire and directions to Wildcard ID Office.</p>														
	<p>Unit Staff Support provides direction to dining services, as well as unit refrigerator/ microwave/ break room space available for use.</p>														
	<p>Unit Staff Support provides awareness of sustainability initiatives and recycling programs. Surplus Property is available to service basic needs for free as an alternative to purchases.</p>														
	<p>New Faculty Hire becomes acquainted with the following regional resources:</p> <table border="0"> <tr> <td>Kentucky Tourism</td><td>Kentucky From Above</td></tr> <tr> <td>VisitLEX</td><td>Kentucky Maps</td></tr> <tr> <td>Welcome to Lexington</td><td>Lexington's Data Hub</td></tr> <tr> <td>UK Community and Engagement</td><td>Kentucky Archeological Society</td></tr> <tr> <td>University Press of Kentucky</td><td>Kentucky Geological Survey</td></tr> <tr> <td>Kentucky State Fair</td><td>Native Land Digital</td></tr> <tr> <td>Soil Explorer</td><td>US Census Bureau Quick Facts</td></tr> </table>	Kentucky Tourism	Kentucky From Above	VisitLEX	Kentucky Maps	Welcome to Lexington	Lexington's Data Hub	UK Community and Engagement	Kentucky Archeological Society	University Press of Kentucky	Kentucky Geological Survey	Kentucky State Fair	Native Land Digital	Soil Explorer	US Census Bureau Quick Facts
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5 Research	
	New Faculty Hire is encouraged to familiarize themselves with the resources of: UK Libraries UK Innovation Connect Proposal Development Office Office of Foundation and Corporate Philanthropy Office of Technology Commercialization M-G CAFE Associate Dean for Research and Director of the KY Agricultural Experiment Station
	New Faculty Hire creates (or updates) ORCID iD and Scopus Author Profile and links both together. New Faculty Hire provides ID numbers to OFRPA .
	Academic Unit Leader provides research programs and potential collaboration opportunities briefing. To find other collaborators, use Scholars@UK . Scopus author profile is helpful.
	For departments receiving capacity funds, the Academic Unit Leader discusses the need for a Hatch, Multi-State, Animal Health, and/or McIntire-Stennis project with the new faculty hire, particularly when New Faculty Hire has a research appointment of 25% or more. Source Essentials of a Project Proposal for guidance. Proposal due within six months of start date.
	Academic Unit Leader provides training instructions for Responsible Conduct of Research (RCR) via CITI account, shown where to find required modules, and notified of required training courses. In addition, Human Research/Institutional Review Board (IRB) and IACUC Policies, Procedures, and Guidelines are provided as appropriate.
	Academic Unit Leader reviews the list of safety trainings recommended by Environmental Health and Safety and New Faculty Hire enrolls in courses, as appropriate.
6 Teaching	
	Upon successful completion of required myUK Learning course (see section 2), 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 New Faculty Hire should be assigned to as the instructor of record.
	Academic Unit provides overview of Canvas and contact for M-G CAFE Instructional Designer .
	New Faculty Hire 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.
	New Faculty Hire becomes familiar with teaching resources available through: M-G CAFE Center for Student Success Center for the Enhancement of Learning and Teaching (CELT)

New Faculty Onboarding Checklist

	When creating course syllabi, New Faculty Hire abides by course syllabi requirements. 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. UK Core coursework follows the established design principles, learning outcomes, curricular framework, and course templates.
	If serving on graduate committees, unit Director of Graduate Studies completes appointment request for Graduate Faculty.
7 Extension	
	New Faculty Hire contacts Dr. Ken Jones to gain access to the Kentucky Extension Reporting System (KERS) .
	New Faculty Hire contacts Dr. Lola Adedokun for program evaluation resources, training, and technical guidance information.
	New Faculty Hire contacts Kelly Jordan to register for Extension Agent Orientation and Dr. Ken Jones for Specialists Orientation.
	New Faculty Hire contacts the appropriate Extension Assistant Director/Program Leader to discuss program efforts in their subject matter area in connection with the total program.
	New Faculty Hire contacts the academic unit's Extension Coordinator to learn more about initiatives and updates regarding the Kentucky Cooperative Extension Service.
	New Faculty Hire is shown where the Ag Distribution Center is and what materials are available via Agricultural Communications Services .
	Within the first few months, Extension Title Series New Faculty Hire will receive a course invitation via Canvas for completion of Civil Rights Training.

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8 New Faculty Hire Orientation	
	OFRPA extends meeting invitation to New Faculty Hire, Academic Unit Leader, and Academic Unit HR Administrator to review New Hire Onboarding Checklist and answer inquiries.
	New Faculty Hire is emailed invitation for in-person <i>New Faculty Orientation</i> , hosted annually in August by the UK Office for Faculty Advancement .
	OFRPA invites New Faculty Hire and Academic Unit Leader to attend annual M-G CAFE New Faculty Welcome event.
	OFRPA invites New Faculty Hire to New Faculty Learning Series, hosted by M-G CAFE Faculty Council .
	M-G CAFE Office of the Dean typically extends an invitation to meet with Dr. Laura Stephenson, Vice President for Land-grant Engagement and Dean, during first few months of employment.
9 Additional Items	

Notes

Welcome to the University of Kentucky, Martin-Gatton College of Agriculture, Food and Environment! Please contact [OFRPA](#) with any errors or omissions you would like to communicate about this checklist. There is much information within this checklist and though it is updated regularly, we appreciate your feedback so we may continually improve welcoming new faculty to our community!