

# New Faculty Onboarding Checklist

1 Pre-Arrival Activities	
	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.
	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 new hire for electronic consent.
	New Faculty Hire requests original, official transcript(s) of highest degree to be sent to 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.
	New Faculty Hire <a href="#">schedules an in-person appointment</a> to complete the I-9 form in person. If new hire is remote only, contact <a href="#">HR &amp; Payroll Manager</a> to coordinate. (If New Faculty Hire is not legally allowed to work in the United States, continue to consult with the appropriate <a href="#">International Center Advisor</a> on the visa process. Once visa is approved, new hire will then schedule an I-9 appointment.)
	Unit HR Administrator processes new hire transaction in SAP (PA40) and updates contract elements (0016). If hire date is not July 1 <sup>st</sup> , Unit HR Administrator requests prorated vacation load to SAP (relevant for 12-month faculty only).
	Academic Unit Leader/Unit HR Administrator complete the New Faculty Appointment Worksheet, compile documentation, and sends to <a href="#">OFRPA</a> .
	Unit HR Administrator forwards email from ITS to New Faculty Hire with linkblue instructions for account set-up and two-factor authentication.
	Unit HR Administrator reviews relocation allowance disbursement(s) with New Faculty Hire including when/how it will be received, if applicable. <a href="#">UK Business Procedures Policy E-7-8</a>
	Unit IT prepares appropriate phone and computer equipment, including access to department printers/shared drives, and updates display name on phone.
	Unit ensures office/laboratory/creative space/studios are in move in condition, including nameplates on the door(s), mailbox(es), etc. Unit orders any start-up equipment or supplies, 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.
	Unit Staff Support orders business cards and name tag.

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2 New Faculty Hire	
	Sets-up linkblue account and two-factor authentication using <a href="#">instructions</a> provided by Unit HR Administrator. Connect account to personal device, if desired.
	Reviews myUK <i>Employee Self Service</i> portal <a href="#">topics</a> 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 <a href="#">UK Alert</a> . Download <a href="#">LiveSafe</a> personal safety mobile app.
	<a href="#">Inputs</a> 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: <a href="https://hr.uky.edu/insurance-and-retirement/benefits-enrollment">https://hr.uky.edu/insurance-and-retirement/benefits-enrollment</a></p> <p>Information available via two methods:</p> <ol style="list-style-type: none"> <li>1) Visit the <a href="#">employee benefits website</a> that includes online benefit presentations</li> <li>2) Contact Employee Benefits for a one-on-one session by calling 859-257-9519 and select Option 3 for Customer Service.</li> </ol> <p>Chooses and enrolls with <a href="#">retirement</a> savings provider.</p> <p>Additional benefit information:  <a href="#">Work-Life and Well-Being</a>  <a href="#">Employee Discount Program</a></p>
	<p>Reviews faculty resource information:</p> <p><a href="#">CAFE Office of Faculty Resources, Planning and Assessment</a>  <a href="#">UK Office for Faculty Advancement</a>  <a href="#">UKHR New Faculty Welcome</a>  <a href="#">Provost’s Information for New Faculty</a>  <a href="#">UK Faculty Handbook</a>  <a href="#">Governing Regulation X: Regulations Affecting Employment</a>  <a href="#">Office of Legal Counsel</a>  <a href="#">Office of Institutional Equity and Equal Opportunity</a></p>
	<p>Reviews diversity, equity, inclusion, and accessibility resources:</p> <p><a href="#">Office for Institutional Diversity</a>  <a href="#">Employee Affinity Groups</a>  <a href="#">Inclusive Excellence and Diversity Education (IEDE)</a></p>
	<a href="#">Registers</a> for and completes <i>Unconscious Bias</i> training.

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

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	Motor Vehicles (if applicable): If driving is a part of the New Faculty Hire’s job duties, then Unit Staff Support will coordinate completion of <a href="#">Motor Vehicle Record (MVR) Release and Information Form</a> . Information for how to rent a vehicle for work use, or seek reimbursement for personal vehicle usage, is provided.
	Procurement Card (if applicable): If New Faculty Hire will have a <a href="#">procurement card</a> , Unit Staff Support coordinates application process, discusses policies and training requirements.
<b>4 Orientation to the Campus Environment</b>	
	Academic Unit Leader conveys <a href="#">UK Police</a> , <a href="#">Crisis Management and Preparedness</a> , <a href="#">Violence Intervention and Prevention Center</a> , and security resources. <a href="#">CAFE Emergency Preparedness</a> and specific work location emergency action plan is reviewed.
	Academic Unit Leader articulates that we respectfully acknowledge the University of Kentucky sits on <a href="#">traditional territory</a> of the Osage, Shawnee, Cherokee, Hopewell, and Adena peoples.
	Unit Staff Support provides <a href="#">UK Transportation Services</a> information including parking permits/lot locations, alternative transportation, and <a href="#">on-campus paratransit services</a> .
	Unit Staff Support provides completed <a href="#">Wildcard ID Badge Application</a> to Faculty New Hire and directions to <a href="#">Wildcard ID Office</a> .
	Unit Staff Support provides direction to <a href="#">dining services</a> , as well as unit refrigerator/ microwave/ break room space available for use.
	Unit Staff Support provides awareness of <a href="#">sustainability</a> initiatives and <a href="#">recycling</a> programs.
	New Faculty Hire becomes acquainted with the following resources to learn more about the region: <a href="#">Kentucky Tourism</a> <a href="#">VisitLEX</a> <a href="#">Welcome to Lexington</a> <a href="#">University Press of Kentucky</a> <a href="#">Soil Explorer</a>
<b>5 Research</b>	
	New Faculty Hire is encouraged to familiarize themselves with the resources of: <a href="#">UK Libraries</a> <a href="#">Proposal Development Office</a> <a href="#">Office of Foundation and Corporate Philanthropy</a> <a href="#">Office of Technology Commercialization</a> <a href="#">CAFE Associate Dean for Research and Director of the KY Agricultural Experiment Station</a>
	New Faculty Hire creates (or updates) <a href="#">ORCID iD</a> and <a href="#">Scopus Author Profile</a> and links both together. New Faculty Hire provides ID numbers to <a href="#">OFRPA</a> .

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	Academic Unit Leader provides research programs and potential collaboration opportunities briefing.
	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 <a href="#">Essentials of a Project Proposal</a> for guidance. Proposal due within six months of start date.
	Academic Unit Leader provides training instructions for <a href="#">Responsible Conduct of Research (RCR)</a> via CITI account, shown where to find required modules, and notified of required training courses. In addition, <a href="#">Human Research/Institutional Review Board (IRB)</a> and <a href="#">IACUC Policies, Procedures, and Guidelines</a> are provided as appropriate.
	Academic Unit Leader reviews the list of safety trainings recommended by <a href="#">Environmental Health and Safety</a> and New Faculty Hire enrolls in courses, as appropriate.
<b>6 Teaching</b>	
	New Faculty Hire 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 <a href="#">Assistant Dean of Academic Affairs</a> for assistance if needed.
	Academic Unit provides overview of <a href="#">Canvas</a> and contact for <a href="#">CAFE Instructional Designer</a> .
	New Faculty Hire becomes familiar with <a href="#">Student Rights and Responsibilities</a> , resources and services of the <a href="#">Academic Ombud</a> , and <a href="#">Center for Support and Intervention</a> to promote student well-being.
	New Faculty Hire becomes familiar with teaching resources available through: <a href="#">CAFE Academics</a> <a href="#">Center for the Enhancement of Learning and Teaching (CELT)</a>
	When creating course syllabus, New Faculty Hire abides by <a href="#">course syllabi</a> rules as established by University Senate. Resource <a href="#">Office of the University Registrar</a> 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. <a href="#">Academic policy statements</a> link is included within syllabus. <a href="#">UK Core</a> coursework follows the established design principles, learning outcomes, curricular framework, and course templates.
	If serving on graduate committees, unit Director of Graduate Studies completes <a href="#">appointment request</a> for Graduate Faculty.

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7 Extension	
	New Faculty Hire contacts <a href="#">Dr. Ken Jones</a> to gain access to the <a href="#">Kentucky Extension Reporting System (KERS)</a> .
	New Faculty Hire attends the Fall and Spring update sessions led by Dr. Laura Stephenson and Dr. Ken Jones. Contact <a href="#">Dr. Ken Jones</a> for more information.
	New Faculty Hire contacts <a href="#">Dr. Lola Adedokun</a> for program evaluation resources, training, and technical guidance information.
	New Faculty Hire may contact <a href="#">Kelly Jordan</a> to register for Extension Agent Orientation and <a href="#">Dr. Ken Jones</a> for Specialists Orientation.
	New Faculty Hire is shown where the Ag Distribution Center is and what materials are available via <a href="#">Agricultural Communications Services</a> .
	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: <a href="#">Dr. Craig Wood</a> , Assistant Director of Agriculture, Natural Resources and Horticulture <a href="#">Dr. Rachel Guidugli</a> , Assistant Director of 4-H Youth Development <a href="#">Dr. Jennifer Hunter</a> , Assistant Director of Family Consumer Sciences Extension <a href="#">Melissa Bond</a> , Ag Extension Specialist Administrator of Arts and Design
	Within first few months, New Extension Title Series Faculty will receive a course invitation via Canvas for completion of Civil Rights Training.
8 New Faculty Hire Orientation	
	New Faculty Hire is emailed invitation for in-person <i>New Faculty Orientation</i> , hosted annually in August by the <a href="#">UK Office for Faculty Advancement</a> . An invitation to the Canvas course associated with this orientation is also sent. New Faculty Hire should attend orientation and review materials/presentations within the Canvas course.
	<a href="#">OFRPA</a> invites New Faculty Hire and Academic Unit Leader to attend annual CAFE New Faculty Welcome event.
	<a href="#">OFRPA</a> will extend meeting invitation to provide additional welcome materials and answer inquiries.
	<a href="#">CAFE Office of the Dean</a> will extend invitation to meet with Nancy Cox, Vice President for Land-grant Engagement and Dean, during first two months of employment.

# New Faculty Onboarding Checklist

9 Additional Items	

## Notes

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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!