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| **Onboarding Checklist: Faculty** New Faculty Member Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date:\_\_\_\_\_\_\_\_\_\_\_\_ *This checklist provides general faculty specific items for your consideration. This is an optional resource intended for use by a department representative. It is not intended to be given directly to a new hire. These items may be adjusted as necessary or completed by various people as assigned within the department, school, or college. It is customizable, so you can tailor the list to meet your department/unit practices.*  |

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| **Faculty Support** | **Notes** |
| * Review resources available through the [Office of the Provost](http://provost.uoregon.edu/).
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| * Assist with accessing Canvas; share [Center for Media and Educational Technologies](https://library.uoregon.edu/cmet/) (CMET) resources.
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| * Discuss syllabus requirements and grading culture.
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| * Direct to [Emergency Management resources](https://safety.uoregon.edu/resources-faculty) for faculty.
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| * Introduce to the [Teaching Engagement Program](http://tep.uoregon.edu/).
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| * Set up faculty profile.
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| **Fiscal Operations** | **Notes** |
| * Discuss faculty funding [Academic Support Account, Start up, UMRP (under-represented minority recruitment program), IFD (initiative for faculty diversity], Vice President for Research and Innovation – award funding).
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| * Request activity code(s), and/or dedicated indices with chart of accounts.
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| * Discuss [Purchasing & Contracting policies and procedures](https://pcs.uoregon.edu/) (direct payment preferred, engaging with contractors for professional services, working with foreign vendors, making large purchases, etc.).
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| * Discuss the [travel policy and procedures](https://ba.uoregon.edu/content/travel) (allowable expenses, approval process, requesting reimbursement, use of [Concur](https://ba.uoregon.edu/content/concur-project), Onecard, set up new faculty member with travel office, etc.).
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| * Discuss [relocation expenses](https://ba.uoregon.edu/content/movingrelocation-expenses) and support information, if applicable.
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| * Nine-month faculty: Discuss [twelve-month pay option](https://ba.uoregon.edu/content/twelve-month-pay-option) and provide [deferred payroll form](http://pages.uoregon.edu/baoforms/bao_drupal_6/sites/ba.uoregon.edu/files/forms/reg12pay.pdf).
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| **Policies and Procedures: University and Departmental** | **Notes** |
| * Discuss the following department policies and procedures, as applicable, many of which are addressed in the [Faculty Handbook](https://provost.uoregon.edu/faculty-handbook):
	+ Professional responsibilities (TTF, NTTF, Pro Tem)
	+ Internal governance policy
	+ Merit increase evaluation procedure
	+ Promotion and tenure procedure
	+ Other departmental policies as applicable (e.g. Course Release, Term without Teaching, Summer Session)
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| * Connect with grant and fellowship information ([Sponsored Projects Services](http://orsa.uoregon.edu/), E-PCS system, grant coordinator).
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| **Administrative Support** | **Notes** |
| * Identify administrative support and key contacts (examples below; not an exhaustive list. Tailor the list to your department’s practices):
	+ Communication, graphic design, and printing procedures
	+ Facilities/Building issues
	+ Guest/Visitors (Speakers, collaborators, etc.)
	+ Events
	+ Technology support
	+ Books and/or desk copies for courses
	+ Unit/Department HR representative (for hiring, payroll, trainings, employment concerns)
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