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# New Faculty Onboarding

## EMPLOYEE INFORMATION

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| Name: |  |  | Start date: |  |
| Department Head: |  |  | Departmental Administrator: |  |

## PRIOR TO ARRIVAL

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| Contact Departmental Administrator about office assignment, computer, moving expense authorization/transition payment, system access.  Contact DEO about introductions and onboarding schedule (Department Admin, Grad Program Coordinator, other staff)  Contact [CPH Facilities Management](mailto:cphfacilities2@iowa.uiowa.edu) about [key and building access](https://workflow.uiowa.edu/entry/new/663/10746492), office and department signage, voice mail, phone/long distance.  Contact [CPH Communications](mailto:debra-venzke@uiowa.edu) to update online directories/digital signage.  Contact [CPH Faculty Affairs](mailto:becky-toner@uiowa.edu) regarding orientation meetings with CPH Administration.  Contact Graduate Program Coordinator regarding access to MAUI.  Provide employee with link to “[*Getting Off to a Good Start*](https://provost.uiowa.edu/sites/provost.uiowa.edu/files/wysiwyg_uploads/OPRS_GoodStart.pdf)” resource guide for new and early career faculty.  Provide employee with UI Parking information: [Cambus, Biking, Parking, Rideshare, U-PASS, University Vehicles](https://transportation.uiowa.edu/employee)  Once the Hawk ID is established, have employee request an email account: [Faculty and Staff Email Account Request](https://its.uiowa.edu/support/article/101339) |

## FIRST DAY

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| Provide employee with link to [CPH Faculty Handbook](https://www.public-health.uiowa.edu/faculty-handbook/)  Provide employee with link to [University of Iowa Faculty Handbook](https://provost.uiowa.edu/faculty-handbook) | Provide employee with link to the [CPH Strategic Plan](https://www.public-health.uiowa.edu/strategic-plan/)  Provide employee with link to the [CPH Faculty/Staff](https://www.public-health.uiowa.edu/for-faculty-and-staff/) webpage |

## POLICIES

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| Review key policies. | Human Resources:   * Rate of pay/monthly distribution amount * Direct Deposit (pay, spending acct, travel) * Insurance start date/UI orientation * [Spending Accounts](https://hr.uiowa.edu/fsa) process/insurance cards * [Vacation and sick leave](https://hr.uiowa.edu/benefits/vacation-sick) (conversion, accruals, absence request, recording/submitting) * [Holidays](https://opsmanual.uiowa.edu/human-resources/holidays-and-vacations/holidays) * Time and leave reporting * [FMLA](https://hr.uiowa.edu/fsds/leave)/leaves of absence/jury duty/[FCL](https://hr.uiowa.edu/policies/clarification-family-caregiving-leave) * E-personnel file * Confidentiality   Research Administration:   * [Policies Governing Research](https://opsmanual.uiowa.edu/community-policies/research) * [Research & Economic Development](https://research.uiowa.edu/researchers/policies-and-compliance) | Faculty Affairs:   * [Probationary Faculty Extensions](https://opsmanual.uiowa.edu/human-resources/faculty/tenure-and-non-tenure-appointments) – 10.1.a.(4e) * [Conflicts of Commitment & Interest](https://opsmanual.uiowa.edu/community-policies/conflicts-commitment-and-interest/conflicts-commitment-effort) * [Faculty Governance](https://opsmanual.uiowa.edu/governance/university-iowa/advisory-bodies/university-faculty-senate-and-university-faculty-council) * [Academic & Professional Record (APR)](https://provost.uiowa.edu/academic-professional-record-apr) * [UI Tenure & Promotion Procedures](file:///C:\Users\lcransto\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\LZXTZ7WX\provost.uiowa.edu\files\provost.uiowa.edu\files\prom_ten_proc_TT.pdf) * [Consensual Relationships Involving Students](https://opsmanual.uiowa.edu/community-policies/consensual-relationships-involving-students)   Other:   * [University Operations Manual](https://opsmanual.uiowa.edu/) * [Violence](https://opsmanual.uiowa.edu/community-policies/violence) * [Anti-harassment](https://opsmanual.uiowa.edu/community-policies/anti-harassment) * [Drug Free Environment](https://opsmanual.uiowa.edu/community-policies/drug-free-environment) * [Political Activity Guidelines](https://provost.uiowa.edu/political-activity-guidelines) * [Prohibition on Giving & Receiving Gifts](https://opsmanual.uiowa.edu/community-policies/prohibition-giving-and-receiving-gifts) |

## ADMINISTRATIVE PROCEDURES

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| Review general administrative procedures.  Review HR Website | * Picture [ID badges](https://idcard.fo.uiowa.edu/) * Intro to [UI Self Service](https://hris.uiowa.edu/portal/ss06/driver.php) * Custodial services, general maintenance, employee responsibilities * Emergency procedures: Emergency procedures, [hawk alerts](https://hawkalert.uiowa.edu/), classroom lockdown * Parking: locations, request, Bongo, Cambus, public transit, 30 min loading, accessibility * [Building hours/afterhours access](https://www.public-health.uiowa.edu/after-hours-or-weekend-assistance/) * Setting up [Two-Step Login/Duo Mobile](https://its.uiowa.edu/support/article/106591) | * Hiring procedures for temporary staff * How to use phone system, voice mail, long distance codes, [personal calls](https://opsmanual.uiowa.edu/services/information-technology-services/its-telecommunication-network-services-tns) * Room reservations * Classroom food/drink policy * Shipping (FedEx, DHL, and UPS) * Purchase requests * Travel polices: Requests, [Insurance](https://hr.uiowa.edu/benefits/travel-assistance-active), fleet services, expense * [UI Printing](https://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/printing) |

## INTRODUCTIONS AND TOURS

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| Give introductions to department staff and key personnel during tour (may assign designee). | | | |
| Facility information, including: | * [Classrooms](https://www.public-health.uiowa.edu/rooms)/Auditoria * [Shared meeting spaces](https://www.public-health.uiowa.edu/reserving-shared-space/) * Restrooms/showers/lockers * Workroom: mail, copier, fax, supplies, kitchenette, shared printers, mail location. |  | * [Café](https://www.public-health.uiowa.edu/river-ridge-cafe/), vending machines and [other campus dining locations](https://dining.uiowa.edu/locations) * [UI recreational facilities](https://recserv.uiowa.edu/) |

## TRAINING

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| Review required training and other faculty development opportunities. |  |  |
| * Mandatory [Harassment Prevention Training](https://diversity.uiowa.edu/programs/sexual-harassment-prevention-education) * Bloodborne Pathogens (BBP), if applicable * Lab Safety training, if applicable * Cash Handling training, if applicable * Compliance system, other position specific requirements (procurement card, etc.) * [Learning and Development](https://hr.uiowa.edu/learn) opportunities | * [FERPA](https://icon.uiowa.edu/) online staff with access to student records * [Security Awareness](https://compliance.hr.uiowa.edu/my_training/course_enroll_details/WSANS1) online for technology staff * [Quick Coach/Lynda](https://lynda.uiowa.edu/) learning opportunities * [Ethics and Responsibilities](https://compliance.hr.uiowa.edu/my_training/course_enroll_details/W00329) recommended all staff * [Citi Training](https://about.citiprogram.org/en/homepage/) for research staff with human subjects * Unconscious Bias Training * [eCOI Disclosure](https://hso.research.uiowa.edu/c-ecoi-disclosure-requirements-prior-submission) required for grant personnel * [Office of Teaching, Learning & Technology](https://teach.its.uiowa.edu/) |

## INFORMATION & ACADEMIC TECHNOLOGY

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| Specifics to be addressed during scheduled one-on-one meeting with [CPH-IT](https://www.public-health.uiowa.edu/it/): | * Email * Office 365 / Microsoft Office * Academic Technology * Personal mobile devices * [ICON](https://icon.uiowa.edu) | * Skype for Business * Data on network drives * [Acceptable Use](https://opsmanual.uiowa.edu/community-policies/acceptable-use-information-technology-resources) * UI Wireless | * Internet access on/off campus * Printing and scanning * Research data * CPH websites |  | * Email * Office 365 * Academic Technology | * Skype for Business * Data on shared drives * [Acceptable Use](https://opsmanual.uiowa.edu/community-policies/acceptable-use-information-technology-resources) | * Internet access on/off campus * Printers * Research data |

**QUESTIONS:**

**CPH-HR: setup 30 day check-in**

*First Day:*

* Meet with CPH HR to go over onboarding checklist & introductions:
  + Introduce to Shared Services staff
  + Introduce to Information & Academic Technology Staff
  + Introduce to Kelli – primary contact for facilities management.
  + Introduce to Becky – primary contact for Faculty Affairs items noted above, explain that she will be setting up meetings with CPH Admin.
  + Others? *(based on discussion with DEO)*