Faculty Member: _____ Start Date: _____

UTHSC Faculty Onboarding Checklist (updated Fall 2017)

✔	Item	Responsible Party
Day of Arrival		
	Key distribution – personal office & any other needed keys	Dept admin
	ID tag – with coding to enter specific buildings	Dept admin
	Parking - http://www.uthsc.edu/map/sitemap/campusmap.pdf	Dept admin
	Telephone "name change" (from business manager to direct extension)	Dept admin
	Review New Faculty Website @ https://academic.uthsc.edu/faculty/new_faculty.php	New faculty member
	If your phone has voice mail, configure it and learn how to use it @ http://www.uthsc.edu/its/telecommunications/Voice_Messaging_User_Guide.pdf	New faculty member
First Week on Site		
Add to College Listservs		
	Faculty-specific	Dept admin
	Department-specific	Dept admin
	Combined lists (faculty/staff)	Dept admin
	Student-specific (some colleges have these, some do not)	Dept admin
Add to/Prepare for College website		
	Arrange with Communications & Marketing for Headshot/Photo	Dept admin
	Prepare Brief bio for introductions/announcements of your hire	New faculty member
	Update CV – UTHSC format, **dated post-hire**, in Word format @ https://academic.uthsc.edu/docs/UTHSC_Curriculum_Vitae_format.docx	New faculty member
	Review faculty-specific web page @ https://academic.uthsc.edu/faculty/info.php	New faculty member
Add to other College-specific areas		
	Faculty/Staff directory	Dept admin
	Any relevant shared computer drives	Dept admin
	Any relevant Intranet site (SharePoint)	Dept admin
Review College, Department, & Office Procedures		
	Regular meetings: department, college, committees	Chair
	Requesting time off: sick, annual	Chair
	Travel: in state, out of state + request forms	Dept admin
	Timesheets	Dept admin
	Obtaining/Ordering supplies and special items	Dept admin
Miscellaneous		
	Meet with your department chair (or division director, if appropriate) – talk about evaluations and your "percent effort" allocation expected for you in the remainder of the academic year	Chair
	Find out your NetID that gives you access to UTHSC email, Blackboard, and many other campus systems @ http://uthsc.edu/search (type in your name)	Dept admin
	Request Banner authorization and Blackboard access – if teaching role	Program Director
	Order Lab coat embroidery/patches (clinical or research roles)	Dept admin
	Obtain UTHSC Holiday Schedule @ http://www.uthsc.edu/holidays.php	New faculty member
	Announce arrival in college or department listserv as new faculty	Dept admin
	Subscribe to the Faculty Resource Center blog @ https://uthscfrc.com	New faculty member
	Enroll in the UTHSC Faculty Professional Development Course – instructions @ https://uthscfrc.com/2014/02/04/enroll-prof-dev-course/	New faculty member
	Order Business Cards	Dept admin
	Subscribe to UTHSC Alert for emergency notifications @ http://www.uthsc.edu/alert/	New faculty member

Department: _____ Primary Support Admin: _____

Faculty Member: _____   Start Date: _____

UTHSC Faculty Onboarding Checklist (updated Fall 2017)

✔	Item	Responsible Party
Review Important Documents & Resources		
	College Strategic Plan, Mission, Vision, Values, Goals	Chair
	College Faculty Manual/Handbook – attention to list of regular meetings	Chair
	College Faculty Bylaws (Department bylaws as well, if they exist)	Chair
	College & Department Organization Chart	Chair
	College Publications (Alumni Reports/Magazines-most recent versions)	Chair
	College End-of-Year Report	Chair
	UTHSC Academic Calendar @ http://www.uthsc.edu/registrar/academic_calendar.php	New faculty member
	UTHSC Academic Bulletin (Catalog) @ http://catalog.uthsc.edu	New faculty member
	UTHSC Organization Chart @ https://www.uthsc.edu/chancellor/documents/chancellor-organizational-chart.pdf	New faculty member
	UTHSC Faculty Handbook @ https://academic.uthsc.edu/faculty/info.php	New faculty member
	UTHSC CenterScope @ http://catalog.uthsc.edu/index.php	New faculty member
	UTHSC Health Sciences Library @ http://library.uthsc.edu	New faculty member
	UTHSC Teaching and Learning Center @ http://tlc.uthsc.edu	New faculty member
By the end of the Second Week on Site		
Visits to make – based on your college and your location – may be F2F, may be phone/video		
	College Dean	New faculty member
	College Faculty Affairs Dean	New faculty member
	College Academic Dean	New faculty member
	College Research Dean	New faculty member
	College Business Dean	New faculty member
	Chair of Department/Collegiate Appointment, Promotion & Tenure Committee – discuss promotion (and tenure, if appropriate)	New faculty member
	UTHSC Teaching and Learning Center @ http://tlc.uthsc.edu	New faculty member
	Health Sciences Library Liaison Librarian @ http://library.uthsc.edu/liaisons/	New faculty member
	Interprofessional Education & Clinical Simulation (IPECS) @ http://uthsc.edu/ipecs/	Ms. Teresa Britt, Director
As soon as available/scheduled (if applicable)		
Trainings		
	Banner Orientation @ https://www.uthsc.edu/banner/info/videos.php	Banner Team
	Remind about New Faculty Orientation (fall) @ https://academic.uthsc.edu/tlc/new_faculty.php	Chair
	IRB Training Opportunities & Resources @ http://www.uthsc.edu/research/research_compliance/irb/training.php	New faculty member
	Library Instruction and Consultation Services @ http://library.uthsc.edu/instruction/	New faculty member
	Title IX Information – from the Office of Equity & Diversity http://www.uthsc.edu/oed/titleix.php	New faculty member
	Faculty Professional Development Opportunities @ https://academic.uthsc.edu/tlc/events/pdcalendar.php	New faculty member
	Human Resources Training @ http://www.uthsc.edu/hrtraining/	New faculty member
	FERPA Training @ http://www.uthsc.edu/registrar/faculty-and-staff.php	New faculty member
Block your Calendar		
	Faculty Resource Fair and Social, Thursday, March 22, 2018 in the afternoon and early evening - see last year's schedule and submit your awards to go into this year's publication @ https://academic.uthsc.edu/resource-fair/	New faculty member

Department: _____   Primary Support Admin: _____