



New Faculty Onboarding Checklist

(Revised as of July 17, 2017)

Complete on or before your first day:

Task	Resources for completion	Completed
Sign and return offer letter	Department	
Send terminal degree transcript	Department – foreign transcripts must be translated	
Complete Form I-9	Department –bring appropriate documentation	
Get Blazer ID (user name for UAB systems) and password	www.uab.edu/blazerID	
Sign up for your benefits at “UAB for Me”	http://www.uab.edu/humanresources/home/benefits	
Set up direct bank deposit for payroll (requires BlazerID)	http://financialaffairs.uab.edu/content.asp?id=430692	
Get ONECard (for parking and on-campus payments) (requires BlazerID)	www.uab.edu/onecard	
Confirm course assignments on BlazerNet (requires BlazerID)	www.uab.edu/blazernet	
Set up email account (requires BlazerID)	www.uab.edu/blazerid -- go to “Get a UAB E-mail Account”	
Set up voicemail account (requires BlazerID and phone number)	http://www.comm.uab.edu/Voicemail.aspx	
Arrange for parking in parking lot or parking garage	https://www.uab.edu/parking/	
Familiarize yourself with campus safety resources	https://uab.edu/police/programs-and-services/personal-safety-and-security-awareness	
Sign up for :”B-ALERT” severe weather and campus emergency warnings	http://www.uab.edu/emergency/communications-and-information-management/uab-b-alert	

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Other first day information:

Topic	Resources	Completed
Center for Teaching and Learning	http://www.uab.edu/faculty/ctl	
Canvas learning management system	http://www.uab.edu/elearning/canvas	
Diversity at UAB (Diversity Awareness Education required at HR Learning Management System for all employees)	http://www.uab.edu/equitydiversity/ http://www.uab.edu/learningsystem/ (log in with Blazer ID and then go to “To Do List”)	
Blazer Express Bus System	http://www.uab.edu/blazerexpress/	
Campus dining options	http://www.uab.edu/dining/	
Employee health and wellness	http://www.uab.edu/humanresources/home/wellness	
Employee Assistance and Counseling Center	http://www.uab.edu/humanresources/home/resourcecenter	
Disability resources	http://www.uab.edu/humanresources/home/careers/disabilityassistance	
Veterans resources	http://www.uab.edu/humanresources/home/veterans/additional-veteran-resources	

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Key Conduct-Related Policies:

Policy	Resources	Completed
UAB Faculty Handbook and Policies	http://www.uab.edu/policies/Pages/Faculty-Handbook.aspx	
You and UAB Faculty and Staff Handbook	http://www.uab.edu/humanresources/home/policies/handbook	
College, school or department faculty handbook, manual or policies	See your department administrator	
UAB Enterprise Code of Conduct (training required at Human Resources Learning Management System)	http://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000691.aspx http://www.uab.edu/learningsystem/ (log in with Blazer ID and then go to "To Do List")	
External Activity Reporting (all faculty required to file these reports, beginning at time of hire)	http://www.uab.edu/research/administration/offices/CIRB/HowTo/Pages/HowToDiscloseActivities.aspx	
Alabama Ethics Commission Statement of Economic Interests reporting (all faculty required to file these reports, by April 30 of each calendar year)	http://www.uab.edu/compliance/areas-of-focus/alabama-ethics-law	
Equal Opportunity and Discriminatory Harassment Policy	http://www.uab.edu/policies/content/Pages/UAB-BT-POL-0000052.aspx	
Violence Prevention and Response Policy (prohibits bullying)	http://www.uab.edu/policies/content/Pages/UAB-HR-POL-0000759.aspx	
Duty to Report and Non-Retaliation Policy	http://www.uab.edu/policies/content/Pages/UAB-UC-POL-0000763.aspx	
Title IX Policies (include reporting student sexual misconduct) (training required at Human Resources Learning Management System)	http://www.uab.edu/titleix/ http://www.uab.edu/learningsystem/ (log in with Blazer ID and then go to "To Do List")	
Consensual Romantic Relationships Policy	http://www.uab.edu/policies/content/Pages/UAB-HR-POL-0000254.aspx	

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Key Research-Related Policies:*

Policy	Resources	Completed
UAB Enterprise Conflict of Interest and Conflict of Commitment Policy	http://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000695.aspx	
Financial Interests Reporting (All faculty engaged in research must file before beginning research)	http://www.uab.edu/research/administration/offices/CIRB/HowTo/Pages/HowToDiscloseFinancialInterests.aspx	
Authorship Policy	http://www.uab.edu/policies/content/Pages/UAB-UC-POL-0000753.aspx	
Patent Policy (training required at HR Learning Management System for all employees)	http://www.uab.edu/policies/content/Pages/UAB-RA-POL-0000115.aspx http://www.uab.edu/learningsystem/ (log in with Blazer ID and then go to “To Do List”)	
Policy Concerning the Responsible Conduct of Research and Other Scholarly Activities	http://www.uab.edu/policies/pages/LibraryDetail.aspx?PID=263	
Ethics Matter Reporting Hotline	http://www.uab.edu/ethics/	

*Check with your school for further policies, particularly if you will be involved in medical research