Faculty Onboarding Checklist Definitions

Before First Day-Getting Started and Welcome
(Assign no less than 30 days prior to start date when hiring proposal workflow state shows Start Onboarding)

1. Provost Welcome Video *
2. Welcome to UAB Faculty Onboarding *
3. BlazerID (Campus ID) Activation and Confirmation *
4. Background Check Disclosure Form *
5. Professional Practice Licensure & Board Certifications
6. Parking Application & Instructions *
7. 9-Month Faculty Pay Election Form
8. Faculty Relocation Allowance Election Form *
9. I-9 Form - Supporting Documents *
10. UAB Employee Benefits Overview *
11. New Faculty Training/UAB Learning System *
12. UAB Campus Culture *
13. Initiate Research Grants Transfer(s) and/or Applications

* Required tasks

Background Check Coordinator Checklist
(Assign along with the Before First Day-Getting Started and Welcome Checklist)

Dept Admin- Preparing for New Hire's Arrival
(Assign along with the Before First Day-Getting Started and Welcome Checklist)

1. Your Department is Preparing for Your Arrival *
2. Pre-Hire One Card Form - Complete and Submit *
3. ACT Document - Complete and Submit *
4. Faculty Data Form - Complete and Submit *
5. Transcript - Confirm Original & Official Transcript(s) Received *
6. Banner-- Add Faculty Member *
7. Prior Review for Tenure Status *
8. Assign Courses/Classes in Canvas *
9. FERPA Training Confirmed *
10. Parking - Confirm new hire's Parking Assignment *
11. Invitation and Calendar Invite to School/College-Specific Orientation *
12. New Faculty Orientation - Schedule with Human Resources (if applicable) *
13. Faculty Member's Move & Relocation (Coordination) *
14. Order Office Supplies *
15. UAB Computers, Laptops and Tablets - Order *
16. Facilities - Coordinate office, lab space renovations, clean-up, etc. *
17. Order office and/or lab keys or electronic access (if applicable) *
18. Office Phone - Complete Order and Set-Up *
19. Order Cell Phone(s), Pagers, as required *
20. Set up new computer and printer *
21. Computer/Shared Drive Files Access - provide to new hire *
22. Order Name Plates and Door Signage *
23. Order Faculty Business Cards *
24. Research Faculty - Confirm Contact with Research Unit(s) *
25. Add new faculty member to department/school web site *
26. Provide guidance and/or confirm with new employee regarding Tax Forms and Direct Deposit in Oracle *

* Required tasks

These are the tasks that will be completed by the department administrator who is handling the new faculty hire’s onboarding.

**First Day - Two Weeks**
**(Assign on hire date)**

1. UAB OneCard- Getting Your Campus Card *
2. Complete Payroll Documents (Direct Deposit, Tax Forms) *
3. Register For UAB Emergency Management System *
4. BlazerNet (Intranet/Portal) *
5. New Faculty Employee Orientation (HR and Unit-Specific)
6. Birmingham Metropolitan Area Resources
7. Open Payments System Registration (National Provider Identifier)
8. UAB IT Access and Setup

* Required tasks
First 30 Days - UAB Standard - All Faculty
(Assign on hire date)

1. Benefits Sign-Up for UAB Employee *
2. UAB Campus Culture *
3. New Faculty Resources *
4. Center for Teaching and Learning - Faculty Professional Development *
5. Getting Around Campus
6. New Faculty Training/Learning System
7. UAB E-Learning and Professional Studies
8. UAB Scholars - Faculty Profiles
9. UAB Libraries

* Required tasks

First 60 - 90 Days -- All Faculty
(Assign 60 days after start date)

1. Attend UAB Social, Cultural and Athletic Events *
2. Explore and Tour Birmingham and Surrounding Communities *
3. Get Familiar with BlazerPulse *
4. Ownership of Intellectual Property Rights *
5. UAB's General Expectations for Your Conduct *
6. UAB'S Commitment to a Drug-Free Campus & Workplace *
7. UAB's Commitment to Equal Opportunity, Including Prohibition on Discriminatory Harassment *
8. UAB's Commitment to Preventing Violence, Including Workplace Bullying *
9. UAB's Expectations on Working with Family Members at UAB *
10. UAB's Expectations on Romantic Relationships with Co-workers
11. UAB's Policies on Acceptable Use of Computers and Network Resources *
12. You and UAB Handbook *
13. Your Duties to Protect the Privacy of Educational Records of Students (FERPA) *
14. Your Duties to Report Wrongful Conduct and Not to Retaliate *
15. Your Duties Under Alabama Ethics Laws *
16. Your Intellectual Property and Patent Rights and Duties *
17. Your Responsibilities to Avoid Conflicts of Interest & Commitment *
18. Your Rights and Duties as A Faculty Member *
19. Your Rights and Duties as An Author *
20. Your Rights and Obligations for the Responsible Conduct of Your Research *
21. Your Rights and Duties Under Title IX *

* Required tasks
First 90 Days Forward - New Faculty Resources  
(Assign 90 days after start date)

1. Campus Dining *
2. Campus Safety *
3. Childcare Resources *
4. The Language of UAB *
5. UAB Arts Offerings *
6. UAB Blazer Athletics *
7. UAB Campus Recreation Center *
8. UAB Libraries *
9. UAB Employee Wellness *
10. UAB Employee Perks Program *

* Required tasks

Getting Started: Internal Faculty Hires  
(Assign as soon as hiring proposal moves to Start Onboarding)

1. Provost Welcome Video *
2. Welcome To Faculty Onboarding at UAB *
3. Faculty Onboarding Steps *
4. UAB OneCard - Getting Your Updated Campus Card *
5. UAB Employee Benefits Review & Sign-Up *
6. Register For UAB Emergency Management System *
7. UAB Faculty Profiles - Scholars@UAB *
8. New Faculty Training/UAB Learning System *
9. UAB Campus Culture *

* Required tasks

This checklist is meant for faculty who are moving from 02-Full-time Temporary positions to full-time or part-time regular faculty status.
Your New Appointment: First 30-60 Days (Internal Hire)  
(Assign on start date)

1. Birmingham Metropolitan Area Resources *
2. New Faculty Resources *
3. Center for Teaching and Learning *
4. UAB E-Learning & Professional Studies *
5. UAB Libraries *

* Required tasks

This checklist is meant for faculty who are moving from 02-Full-time Temporary positions to full-time or part-time regular faculty status.

Your New Appointment: First 60-90 Days  
(Assign 60 days after start date)

1. Attend UAB Social, Cultural and Athletic Events *
2. Explore and Tour Birmingham and Surrounding Communities *
3. Get Familiar with BlazerPulse *
4. Ownership of Intellectual Property Rights *
5. UAB's General Expectations for Your Conduct *
6. UAB'S Commitment to a Drug-Free Campus & Workplace *
7. UAB's Commitment to Equal Opportunity, Including Prohibition on Discriminatory Harassment *
8. UAB's Commitment to Preventing Violence, Including Workplace Bullying *
9. UAB's Expectations on Working with Family Members at UAB *
10. UAB's Expectations on Romantic Relationships with Co-workers *
11. UAB's Policies on Acceptable Use of Computers and Network Resources *
12. You and UAB Handbook *
13. Your Duties to Protect the Privacy of Educational Records of Students (FERPA) *
14. Your Duties to Report Wrongful Conduct and Not to Retaliate *
15. Your Duties Under Alabama Ethics Laws *
16. Your Intellectual Property and Patent Rights and Duties *
17. Your Responsibilities to Avoid Conflicts of Interest & Commitment *
18. Your Rights and Duties as A Faculty Member *
19. Your Rights and Duties as An Author *
20. Your Rights and Obligations for the Responsible Conduct of Your Research *
21. Your Rights and Duties Under Title IX *

* Required tasks

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Your New Appointment: 90 Days and Beyond
(Assign 90 days after start date)

1. Campus Dining *
2. Campus Safety *
3. Childcare Resources *
4. The Language of UAB *
5. UAB Arts Offerings *
6. UAB Blazer Athletics *
7. UAB Campus Recreation Center *
8. UAB Employee Wellness *
9. UAB Employee Perks Program *

* Required tasks

This checklist is meant for faculty who are moving from 02-Full-time Temporary positions to full-time or part-time regular faculty status.