

## 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

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## 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 \*
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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

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