

UAB Faculty Onboarding Terms

Onboard	The process and experience for a new faculty employee to become acclimated and engaged with the university, their respective college, school, library, department or unit. It is a multi-faceted and layered process that includes orientation but moves the new hire along an onboarding process well into their careers at UAB. Onboard is about the experience rather than the transactional elements that are most associated with new employee orientation.
Central Administration or Functional Unit	Units that make up the university's central administration, such as Payroll and Financial Affairs, and HR Records Administration.
Department Admin	Those department representatives who manage the faculty hiring, appointment, and onboarding processes.
(PeopleAdmin) Records	A feature in UAB Faculty Onboard that stores and maintains a file of the documents and forms that new faculty hires complete and submit during the onboarding process. Files can be accessed and documents retrieved at any time from PeopleAdmin Records.
User	Anyone who has a role or responsibility in UAB Faculty Onboard; includes

	Department Administrators, new faculty hires.
Checklist	The concept...Using the model of a standard new employee orientation or onboard checklist, UAB Faculty Onboard is comprised of numerous “checklists” that serve as vehicles or tools to hold content (including multi-media), forms, web links.
Task	Refers to any item in Onboard that requires the new faculty hire, department administrator and other users to take an action—review, approve, or complete.
UAB PeopleAdmin	The UAB Faculty Recruitment System which houses faculty recruitment requisitions, candidate information, and hiring proposals. UAB Faculty Onboarding is housed in the same system.
Onboard Files	New (faculty) employee files and documents stored in onboard.
Applicant Tracking System or ATS	This is the same as UAB PeopleAdmin.
Onboarding Supervisor	For UAB’s purposes, this term or label refers to the department administrator or other individual who will manage or supervise the onboarding process for a new faculty member. “Supervisor” is a common label used in the Onboarding software.

Onboarding Event	Means the same as onboarding process for a new faculty hire.
Department Administrators Checklist	This tool contains the items that department administrators will likely complete to onboard a new faculty hire.

Note: This document will be updated as needed.