College of Health Sciences

FACULTY ONBOARDING CHECKLIST – PRE-ARRIVAL

Name: _____ Start Date: _____

Department: _____ Move-In Date: _____

TASK	RESPONSIBLE	DATE COMPLETED	NOTES
2 MONTHS PRIOR TO START DATE			
Send signed copy of offer letter to the following individuals: ○ Dean, Associate Dean for Faculty Advancement, Department Chair, Assistant Dean of Operations, Director of Technology Services, Faculty & HR Administrator, and Associate Dean for Research (if applicable)	Ashley Hays		
Email correspondence sent for scheduling date/time for completion of I-9, background check, other required new hire paperwork for entry into SAP, required paperwork for BOT/Provost approval of appointment & begin compiling dossier (if applicable)	Ashley Hays		
Confirm additional details negotiated in offer have been initiated • Visa processing (can be referred to Mildred if needed) • start-up funds (DM) • IT needs (Barret) (Department Staff) • orders for capital equipment (Department Staff)	Department Chair		
Confirm office location with Denise McCarthy *(Office Number): _____)*	Denise McCarthy and Department Chair		
Confirm lab location with Denise McCarthy (if applicable) *(Lab Location: _____)*	Denise McCarthy, with Department Chair and ADR		
Ask faculty about how they would like furniture set up in their office (I.e. file cabinet, bookcase, etc.). Send pictures of set up to new faculty for choosing. Relay that information to Denise/Meredith/Ruth	Department Staff		
Schedule required work orders (i.e. painting, wall repairs, door/cabinet repairs, carpet cleaning, renovations etc.)	Department Staff		
Obtain / remove additional furniture in coordination Meredith & Denise. *Contact Ruth Twine for surplus needs.*	Department Staff		

1 Months Prior to Start Date			
Order building and/or office keys if necessary - http://www.uky.edu/AuxServ/keyshop/	Department Staff		
Collect CHS welcome materials for office (CHS water bottle, shirts, umbrella, etc.); welcome sign; name plate for door	Department Staff		
Determine faculty employee's mentor and notify him/her of responsibilities	Janice Kuperstein with Department Chair		
Prepare onboarding schedule for week 1 of employment. Send to employee and all involved faculty/staff 1 week prior to start date.	Department Staff		Schedule for first day should include Barret May (or designee) and Mildred Atkinson
Ensure office has basic supplies (i.e. pens, paper, post-its, stapler, paperclips, etc.)	Department Staff		
Once in Payroll System			
Schedule Provost's New Faculty Orientation - http://www.uky.edu/Provost/APFA/Recruitment/NFO.php Send NFO dates for new faculty and notify Provost office to include in email to faculty. Confirm with Provost's office (Lisa Tannock) they have invited all our new faculty.	Ashley Hays		Mildred will copy Ashley on Linkblue creation email once received.
Add to CHS NFO	Ashley Hays		
Enter into Faculty Database, create new appointment board action, print E02, and obtain signature	Ashley Hays		
Send faculty info to list servs and mailchimp	Ruth Twine		Group email to required admins from Mildred/Denise
Send faculty name, office location, phone number, email address, etc. to Will Hieronymus for website profile to be created.	Department Staff		
Week 1 of Employment			
Escort faculty to obtain parking permit or give directions- https://transportation.uky.edu/parking/employee-permits	Department Staff		
Escort faculty to obtain ID badge – http://www.uky.edu/Police/UKID/IDBadgeApp.pdf	Mildred Atkinson		
Consult with faculty on any additional office supply needs	Department Staff		

***All Morehead or Hazard hires are in coordination with support staff within those programs at the Distance Campus.

Conduct mini-tour of work location	Department Staff		
Send faculty member new employee information including website profile/head shot information.	Mildred Atkinson		