College of Health Sciences

Onboarding Schedule for _____
Rank and Title Series

Activity	Meeting Attendee(s)	Discussion Items	Meeting date/time
HR orientation	Mildred Atkinson mildred.atkinson@uky.edu Department Staff to schedule	Direct deposit/ tax withholding Link to benefits and 30-day window Leave requests and vacation FMLA Faculty Policy Holiday Schedule Professional Development (aka "Birthright") UK Alert SafeZone Parking MVR Release Form Emergency Contact Form Create Website profile/bio set up and send to Will Hieronymus(william.hieronymus@uky.edu) Head Shot info My UK – Faculty Services tab Emergency Building Plan	Add date and times
Office set up	Barret May or Alex Abbott-Emen /IT Department Staff to schedule	Set up phone/voicemail Email Signature Help Desk Requests Your phone is 859_____	Add date and time
Dept Orientation	Department Chair or Faculty Supervisor Department Staff to schedule	Position Description DOE Assignment Department Culture Recurring Meetings Time-off requests (vacation or work-related travel) Role of Department staff – who does what My UK – review Research meetings Program Overview Department Materials – where stored MS Teams – get access Dept Course schedule (progression) for Grad and UG, master calendar How to engage for students with accommodation from DRC *For faculty hired after October 20th, Bonus Days do not apply – discuss options* Social Media policies	Add date and time

Department Operations	Department Staff Department staff to schedule	Familiarization with Department Logistics Keys Badge Tour of Dean's office, 2nd and 4th floors CTW Copy of student pictures Dept supplies and copier Contact list of staff and faculty Travel Business Cards General equipment requests Newsletter Reimbursement	Add date and time
Director of RHB Program	Esther Dupont, Professor, esther.dupont@uky.edu Department Staff to schedule	RHB program Note: This meeting is only necessary if the new faculty is involved in RHB.	Add date and time
	(Add other department-specific meetings as needed)		
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Office of Research	Brian Noehren Department Staff to schedule with Olivia Brown	FOR REGULAR TITLE FACULTY ONLY Resources available for Success for research Start-up needs OR Office Structure Current Projects/Assistance Internal /Pilot Grants Human subject Payment Process Recruitment of Participants	Add date and time Not week 1 – typically in second or third week
Faculty Advancement Clinical Engagement	Janice Kuperstein Department Staff to schedule with Ashley Hays	Review Resources for Success Review Faculty Performance Review Process Review Distribution of Effort Guidelines 2- & 4- Year Reviews Upcoming Orientations Employee Health College Culture	Add date and time Not week 1 – discuss with Chair when this should occur.
Academic Affairs	Karen Badger Department Staff to schedule with Jaime Cress	Overview of Academic Affairs Overview of Assessment Overview of OSA Faculty Success	Add date and time Not week 1 – discuss with Chair when this should occur.

There are several required and suggested trainings: Information and access to the trainings will come from Mildred Atkinson.

- ☐ FERPA training – required
- ☐ UK Intellectual Property (IP) training - required
- ☐ Statement of Responsibility - (SOR) - required
- ☐ SAP Access/Training for Course Rosters and Grading
- ☐ Disability Resource Center Training
    - Disability Resource Center (DRC) will launch the Course Flexibility Plan (CFP), a new process designed to support students with disabilities whose access needs may impact class attendance, participation, or assignment deadlines. Access the Tutorial **:** Course Flexibility Plan Information & Tutorial
- ☐ UK HealthCare Corporate Compliance Training : ***UK HealthCare Members without Clinical Responsibilities*** (On-demand Web-based Training (WBT) available through myUK Learning)
- ☐ UK HealthCare Corporate Compliance Training : ***Students or Other Trainees with Clinical Responsibilities*** (On-demand Web-based Training (WBT) available through myUK Learning)

- ☐ Research Trainings Note: If you have previously completed the online Human Subject Protection (HSP) training (*good for 3 years*) and/or the online Responsible Conduct of Research (RCR) training (*good for 4 years*), you then complete the Refresher Human Subject Protection (HSP) Training and the refresher Responsible Conduct of Research when your current training expires.

  If you have current training credentials from another university, you might need to investigate how to transfer these credentials from one institution to another. Please contact Office of research integrity (ORI) to do this through https://www.research.uky.edu/office-research-integrity

  ☐ Complete the **Responsible Conduct in Research (RCR)** training course through CITI.

  - First, sign-up for a CITI account, please go to these instructions located at: https://research.uky.edu/responsible-conduct-research-scholarly-activity/citi-rcr-course/account Follow the instructions for *"How do I create a new CITI account?"*

  - Secondly, to complete the online RCR course, please go to the following link and follow the instructions provided: https://research.uky.edu/responsible-conduct-research-scholarly-activity/citi-rcr-course

  ☐ Complete the Human Subjects Protection (HSP) training course offered by the UK Office of Research Integrity.

    - Using the CITI account made above for your RCR training, follow the instructions on the following site to find the Human Subjects Protection course needed to begin working in your mentor's lab: https://www.research.uky.edu/office-research-integrity/initial-citi-hsp-training-irb-approval-faqs
    - To complete HSP training required for IRB* approval, select "IRB" and NOT "RCR" from the CITI curriculum page.
    - The RCR (Responsible Conduct in Research) training by itself does NOT meet the training requirement for IRB approval specifically.
    - *IRB stands for "institutional review board". The IRB represents a governing board comprised of faculty, staff, and outside participants who review the ethical compliance for all scientific work involving human participants at UK. No experimental work can be performed at UK without IRB approval.
    - Once in CITI, select *Add a Course* from the bottom menu, then select the *IRB Training Courses* option if this option appears. Select *Human Subjects Protection Training*, followed by selecting *Initial Human Subjects Protection Training*.
    - *Please ensure that you are taking **ONE** of the following to satisfy your Human Subject Protection training*:
        - Human Research - Group 1 - Biomedical investigators and key personnel - Basic Course **OR**
        - Human Research - Group 2 - Social/behavioral investigators and key personnel - Basic Course

There are several To Do's/Resources to Review (as applicable to new faculty):

- ☐ Work on developing syllabus for any upcoming courses with applicable faculty
- ☐ Review Academic Calendar: https://registrar.uky.edu/calendars/academic-calendar
- ☐ Review the Department-Specific Academic Manual (if applicable)
- ☐ Within first three months: Welcome/Introduction meeting with Dean Lephart – TBD by Meredith Houlihan
- ☐ CHS Faculty Handbook https://chs.uky.edu/resources/faculty-handbook
- ☐ Enroll in benefits

Upcoming Meetings/Events:

(Add any department or college specific meetings, important academic calendar dates, etc.)

- October 27th and 28th CHS Fall Break