New Faculty Onboarding

The Office of the Executive Vice President and Provost provides academic leadership to the University of Iowa. Its fundamental mission is to champion innovation and excellence in teaching, research, creative production, and service.

Employee Information

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Start Date: |  |
| Department Chair: |  | Departmental Admin: |  |
| IT Consultant: |  | HR Rep: |  |
| Accountant: |  | Shared Services: |  |
| Office Location: |  | Lab Location (if applicable): |  |

Upon Arrival

*The following items should be completed/shared upon arrival.*

* **Orientation opportunities**
* [Iowa New Faculty Orientation (INFO)](https://provost.uiowa.edu/info)
* Center for Teaching [early-access pedagogical support](https://provost.uiowa.edu/teaching#events) and resources
* [University Human Resources New Employee Onboarding](https://hr.uiowa.edu/careers/new-employee-onboarding)
* College and department orientations
* **Important tasks to complete upon arrival**
  + [I-9](https://hr.uiowa.edu/immigration/i-9-information)
  + [University ID](https://idcard.uiowa.edu/) Card
  + [Setup Two Step Login/Duo Mobile](https://its.uiowa.edu/support/article/106591)
  + [Log into EMPLOYEE SELF SERVICE](https://login.uiowa.edu/uip/auth.page?type=web_server&client_id=hris&redirect_uri=https%3A%2F%2Fhris.uiowa.edu%2Fportal%2Findex.php&response_type=code&scope=workflow.api.hris)
    - [Benefit Enrollment](https://hr.uiowa.edu/benefits)
    - [Payroll Information](https://hr.uiowa.edu/payroll)
      * [Direct Deposit Setup](https://hr.uiowa.edu/payroll/multiple-direct-deposit-examples)
      * [W-4 (Tax form)](https://hr.uiowa.edu/payroll/tax-information)
    - [Release of Information for Payroll & Benefits](https://hr.uiowa.edu/policies/privacy-practices-notice)
    - [Emergency Contacts](https://hris.uiowa.edu/portal18/my-self-service)
    - [My Compliance](https://hr.uiowa.edu/development/learning-and-development/online-learning-resources) – mandatory trainings
      * [Harassment Prevention](https://diversity.uiowa.edu/harassment-prevention-education)
      * [FERPA](https://registrar.uiowa.edu/faculty-and-staff-ferpa-information)
      * [Free Speech](https://freespeech.uiowa.edu/education)
      * [eCOI](https://ecoi.uiowa.edu/pdf/ecoi_user_guide.pdf)
* **Additional tasks**
* [Parking Lot Requests (Parking and Transportation)](https://transportation.uiowa.edu/parking-facilities/employee)
* [Log into EMPLOYEE SELF SERVICE](https://login.uiowa.edu/uip/auth.page?type=web_server&client_id=hris&redirect_uri=https%3A%2F%2Fhris.uiowa.edu%2Fportal%2Findex.php&response_type=code&scope=workflow.api.hris)
  + - [Flexible Spending Accounts](https://hr.uiowa.edu/fsa)
    - [Time Records/Paid Time Off](https://hr.uiowa.edu/payroll/time-records)
    - [e-Personnel File](https://hr.uiowa.edu/epersonnel-file)
    - [Hawk Alert/Emergency Notifications](https://hawkalert.uiowa.edu/)
    - [My Training](https://hr.uiowa.edu/development/learning-and-development/online-learning-resources)
  + Trainings, if applicable
    - [Bloodborne Pathogens](https://ehs.research.uiowa.edu/bloodborne-pathogens-program)
    - [Lab Safety](https://ehs.research.uiowa.edu/laboratory-safety-training)
    - [Cash Handling](https://afr.fo.uiowa.edu/cash-handling)
    - [Procurement Card](https://uiowa.edu/ap-purchasing/procurement-card)
    - [Security Awareness](https://itsecurity.uiowa.edu/services/secaware)
    - [Citi Training for Research Staff of](https://hso.research.uiowa.edu/certifications-human-subjects-protections-citi) [Human subjects](https://hso.research.uiowa.edu/certifications-human-subjects-protections-citi)

Policies, Procedures, and Resources

*The following policies, procedures, and resources should be reviewed for success. Please note that this is not an exhaustive list.*

### Policies and Procedures

* [University Strategic Plan](https://strategicplan.uiowa.edu/)
* [University Policy Manual](https://opsmanual.uiowa.edu/community-policies/acceptable-use-information-technology-resources)
  + [Faculty-Related Policies](https://provost.uiowa.edu/node/321)
  + [Faculty 3.10](https://opsmanual.uiowa.edu/human-resources/faculty)
  + [Consensual Relationships Involving Students](https://opsmanual.uiowa.edu/community-policies/consensual-relationships-involving-students)
  + [Conflicts of Commitment & Interest](https://opsmanual.uiowa.edu/community-policies/conflicts-commitment-and-interest)
  + [Ethics & Responsibility](https://opsmanual.uiowa.edu/human-resources/ethics-and-responsibilities-university-iowa-staff/ethics-and-responsibilities)
  + [Professional Ethics & Academic Responsibility](https://opsmanual.uiowa.edu/human-resources/professional-ethics-and-academic-responsibility) (PEAR)
  + [Violence](https://opsmanual.uiowa.edu/community-policies/violence)
  + [Anti-Harassment](https://opsmanual.uiowa.edu/community-policies/anti-harassment)
  + [Drug Free Environment](https://opsmanual.uiowa.edu/community-policies/drug-free-environment)
  + [Political Activity Guidelines](https://provost.uiowa.edu/guidelines-regarding-political-activity-faculty-university-iowa)
  + [Prohibition on Giving & Receiving Gifts](https://opsmanual.uiowa.edu/community-policies/prohibition-giving-and-receiving-gifts)
* [Faculty Support & Guidance](https://provost.uiowa.edu/sites/provost.uiowa.edu/files/2021-07/Faculty_Support_Guidance.pdf)
* [Faculty Senate](https://faculty-senate.uiowa.edu/)

### [Human Resources](https://hr.uiowa.edu/) ([website](https://hr.uiowa.edu/))

* [Rate of pay/monthly distribution](https://hr.uiowa.edu/pay/payroll-services/a-z)
  + [Computation of Salary for Academic-Year Faculty](https://opsmanual.uiowa.edu/human-resources/compensation/computation-salary-academic-year-faculty)
* [Holidays](https://opsmanual.uiowa.edu/human-resources/holidays-and-vacations)
* [Confidentiality](https://hr.uiowa.edu/employee-well-being/ui-employee-assistance-program/scheduling-appointment/confidentiality)
* [Faculty HR Representative Contacts](https://provost.uiowa.edu/faculty-hr-contacts)

### Administrative Procedures

* [Purchase Requests](https://uiowa.edu/university-shared-services/purchase-requisitions)
* [Travel Policies](https://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/travel)(Requests/[Insurance](https://hr.uiowa.edu/benefits/travel-assistance-active)/[Fleet Services](https://transportation.uiowa.edu/departments/fleet-services)/expense)
* [UI Printing](https://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/printing)
* [Iowa Brand Manual](https://brand.uiowa.edu/)

### Research Administration

* [Policies Governing Research](https://opsmanual.uiowa.edu/community-policies/research)
* [Office of the Vice President for Research](https://research.uiowa.edu/)
* [Research Development Office](https://research.uiowa.edu/research-development-office)

### [Faculty Success](https://provost.uiowa.edu/) & Development ([website](https://provost.uiowa.edu/))

* [Faculty Development](https://provost.uiowa.edu/faculty-development)
* [Faculty Resources](https://provost.uiowa.edu/faculty-resources/faculty-resources)
* [Campus Resources for Faculty](https://provost.uiowa.edu/node/1176)
* Subscribe to communications
  + [Office of the Vice President for Research (OVPR)](https://apps.its.uiowa.edu/dispatch/subscriptionLists/1165106257/signup)
  + [Center for Teaching](https://apps.its.uiowa.edu/dispatch/subscriptionLists/1225443212/signup)
  + [Office of Teaching and Learning](https://apps.its.uiowa.edu/dispatch/subscriptionLists/546220117/signup)
  + [National Center for Faculty Development and Diversity (NCFDD)](https://provost.uiowa.edu/ncfdd#access-institutional-membership)
* [Faculty Awards & Honors](https://provost.uiowa.edu/faculty-resources/faculty-awards-honors)

Additional (Optional) Training Resources & Development Guides

* [LinkedIn Learning](https://its.uiowa.edu/news/goodbye-lynda%C2%A0hello-linkedin-learning%C2%A0)
* [BUILD Courses (Building University of Iowa Leadership for Diversity)](https://diversity.uiowa.edu/build-program)
* [Learning and Development](https://hr.uiowa.edu/learn)
* [COVID-19 Updates](https://coronavirus.uiowa.edu/)

Information & Academic Technology

* [Information Technology Services (ITS)](https://its.uiowa.edu/)
* [Acceptable Use](https://opsmanual.uiowa.edu/community-policies/acceptable-use-information-technology-resources) of Information Technology Resources Policy
* [Data on network drives](https://its.uiowa.edu/categories/file-storage-and-sharing)
* [ICON](https://icon.uiowa.edu/)
* [Instructional and Classroom Technology](https://its.uiowa.edu/vpn)
* [Internet access on/off campus (VPN)](https://its.uiowa.edu/vpn)
* [MAUI](https://www.maui.uiowa.edu/)
* [Office 365/Microsoft Office](https://its.uiowa.edu/office365email)
  + [Email](https://its.uiowa.edu/office365email) & Calendar
  + [Personal mobile devices](https://its.uiowa.edu/support/article/101199)
  + [Microsoft Teams](https://its.uiowa.edu/teams)
  + [Skype for Business](https://its.uiowa.edu/skype)
* [Printing and scanning](https://its.uiowa.edu/itcprinting)
* [Research data](https://its.uiowa.edu/researchstorage)
* [UI Wireless (eduroam)](https://its.uiowa.edu/wireless)

Collegiate Level Policies and Procedures

*Please insert collegiate level policies, procedures, and trainings below.*

* Collegiate Strategic Plan
* Manual of Operations (MOP)
* Collegiate Faculty Webpage
* Faculty Review Policies/Procedures (including Promotion & Tenure)
* Collegiate trainings

Department/Division Level Policies and Procedures

*Please insert departmental level policies below, if applicable.*

* Department level policies

Campus Contacts

* Accommodations
* [Faculty and Staff Disability Services](https://hr.uiowa.edu/support/faculty-and-staff-disability-services)
* [Student Disability Services](https://sds.studentlife.uiowa.edu/)
* [University Human Resources](https://hr.uiowa.edu/careers/new-employee-onboarding)
* [Faculty at Iowa](https://provost.uiowa.edu/faculty-resources/faculty-resources)
* [Build a Career | Build a Life](https://worklife.uiowa.edu/)
* [Associate Deans for Faculty](https://provost.uiowa.edu/associate-deans-faculty)
* [Faculty HR Representative](https://provost.uiowa.edu/faculty-hr-contacts)
* Questions/Feedback: [faculty@uiowa.edu](mailto:faculty@uiowa.edu)