**ONBOARDING CHECKLIST**

***Faculty and Instructional Academic Staff***

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| **POSITION INFORMATION** |
| **New Employee:** |       |
| **Position:** |       |
| **Supervisor:** |       |
| **Start Date:** |       |
| **Department:** |       |
| **Mentor (FA Only):**  |       |

*INSTRUCTIONS*: This checklist is provided to assist supervisors in completing the hiring process and orienting new employees. After a particular topic has been covered, the completion date should be entered in the column to the right of it. When the entire checklist is completed, the signed form should be kept in your departmental files.

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| **PRE-ARRIVAL** | **Completion****Date** |
| [ ]  | Check that the work area is equipped and ready for new employee. For a door or desk nameplate, click on “Facilities/Operations Work Order Request Form” on the[**Facilities Planning & Management**](http://www.uwgb.edu/facilities/) website and follow the instructions. Set up a mailbox or bin in your office for the new employee. |       |
| [ ]  | Contact [**Information Technology**](https://www.uwgb.edu/it/) (GBIT) to verify that the office phone has been activated  |       |
| [ ]  | Order keys from [**University Police**](https://www.uwgb.edu/public-safety/) online, and consider building access and maintenance requests (if applicable). |       |
| [ ]  | Ensure network account access is set up (Help Desk – Ext. 2309). HR will enter employee into HRS system (after receiving employee information), and GBIT will create an email account. The supervisor will receive an email from GBIT requesting access information for shared drives and software. Supervisor will receive user ID and password from GBIT in email – please have this information ready for the first day. |       |
| [ ]  | Email employee a list of resources, including website addresses needed, contacts on/off campus, other resources, priorities, and/or projects upon hire. |       |
| [ ]  | Contact [Marketing and University Communications](https://www.uwgb.edu/marketing-and-university-communication/request-services/business-cards/) to order: * [Business cards](https://www.uwgb.edu/marketing-and-university-communication/request-services/business-cards/) (if applicable)
* [Name Badge](https://www.uwgb.edu/marketing-and-university-communication/request-services/name-badges/) (if applicable)
 |       |
| FIRST DAY |  |
| [ ]   | Introduce new employee to the staff and their roles. |       |
| [ ]   | Explain workflow for the work area, work priorities, phone usage, mail system, supply orders, printing and photocopying, office equipment, and online [**Directory**](http://www.uwgb.edu/directory/)(Verify new employee’s information is correct--email **HR** if any updates are necessary). |       |
| [ ]   | Inform new employee of work hour/schedule expectations, when to take lunch or breaks, dress expectations (if applicable), unit coverage, and who to call in an unexpected absence. |       |
| [ ]   | Train new employee on [leave time reporting](https://www.uwgb.edu/human-resources/payroll/payroll-information/). Explain [pay schedule](https://www.uwgb.edu/human-resources/payroll/payroll-information/) and [direct deposit](https://uwservice.wisconsin.edu/docs/publications/dd-setup.pdf). **Sickness or absence** – If an instructor is unable to meet their class and unable to arrange for a colleague to cover their class, it is important that students be informed as early as possible. The course email list can be used to alert the class, and the program office must be notified so that a notice can be posted on the classroom door and the Information Center alerted. The chairperson can provide policies and procedures governing class absence. Faculty and Instructional Academic Staff instructions for leave reporting can be found here: <https://uwservice.wisconsin.edu/help/time-absence/>. The Sick Leave policy can be found here: <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/sick-leave/>.  |       |
| [ ]   | Ensure My UW Portal has been updated with the following information: * [**W-4**](https://uwservice.wisconsin.edu/help/payroll/#w4)
* [**Personal Information (ex. Emergency Contact, Home Address, Ethnicity, etc.)**](https://uwservice.wisconsin.edu/help/personal-information/)
* [**Direct Deposit**](https://uwservice.wisconsin.edu/help/payroll/#direct)
 |       |
| [ ]  | Please print, review, sign, and email back to HR at hr@uwgb.edu:  * [**Employee Confidentiality Agreement**](http://www.uwgb.edu/UWGBCMS/media/hr/forms/EmployeeConfidentialityAgreement.docx?ext=.docx)
 |       |
| [ ]  | Ensure that new employee has time to complete their Form I-9. This will include meeting with a [designated I-9 Campus Contact](https://www.uwgb.edu/human-resources/recruitment-hiring/procedures/) to verify their employment documents. This will need to be completed within three days of their start date.  |       |
| *Help employee arrange for the following (if applicable):* |  |
| [ ]  | [**DUO Access**](https://uknowit.uwgb.edu/page.php?id=97142) Obtain DUO access. |       |
| [ ]  | [**University ID Card**](http://www.uwgb.edu/union/id/) (University Union Ticketing & Information Center) |       |
| [ ]   | [**Parking Permit**](https://www.uwgb.edu/public-safety/parking-pass-virtual-permit/parking-regulations/) (If not electing payroll deduction, purchase at the Student Billing -SS 1300.) |       |
| [ ]   | [**UWGB**](http://www.uwgb.edu/risk/fleet/agreement.asp) **Vehicle Use Agreement** |       |
| [ ]   | [**Purchasing Card**](https://www.uwgb.edu/purchasing/purchasing-card/) |       |
| [ ]   | [**Corporate/Travel Credit Card**](http://www.uwgb.edu/controller/travel/) |       |
| **FIRST WEEK** |  |
| [ ]   | Ensure new employee has connected with their [**mentor**](http://www.uwgb.edu/onboarding/your-first-week/mentor-program-catl/) and arranged a campus tour (if applicable).  |       |
| [ ]  | Ensure new employee reviews the appropriate employee handbook.**•** [**Academic Staff**](http://www.uwgb.edu/sofas/rules/academicstaffhandbook.pdf)  **•** [**Faculty**](http://www.uwgb.edu/sofas/rules/facultyhandbook.pdf) |       |
| [ ]  | Ensure new employee reviews benefits information (will be emailed from UW-System HR) and attends a [benefits orientation](https://www.wisconsin.edu/ohrwd/benefits/benefits-orientations/). |       |
| [ ]  | Explain expectations for acceptable performance, how performance is evaluated, and work priorities. |       |
| [ ]  | **Course Textbooks** - The department chairperson can provide suggestions or advice about textbook selection and assistance with the procedure for ordering them. Textbook orders should be submitted to the Phoenix Bookstore as soon as possible.  |       |
| [ ]  | **Syllabus** – The course syllabus should be distributed to students the first day of class and should contain the following information:* Instructor’s name, office number, office phone number and phone number for messages, and instructor’s office hours.
* Course number, title, description, and general education designation if the course fulfills a general education requirement (ex. “Fulfills SS-1 general education requirement”). NOTE: Courses that fulfill general education requirements have specified student-learning outcomes. Contact the chairperson for a copy of the outcomes, or view them on the [**General Education Program**](http://catalog.uwgb.edu/undergraduate/planning/general-education/) website.
* List of required textbooks and/or course supplies.
* Chronological list of course assignments (including assigned readings, quizzes, tests, papers, projects, etc., with due dates. See [**Registrar – Final Exam Schedule**](https://www.uwgb.edu/registrar/calendars/) for scheduled date of final exam. NOTE: Instructors are expected to give the final exam at the specific time listed on the schedule. Any variance must be requested in advance and approved by the chairperson and the dean.

Statement on course grading and attendance policies. |       |
| [ ]  | * **Office Hours** – Faculty are expected to schedule an appropriate number of office hours per week, typically immediately before or after a class session, and to meet with students by appointment at other mutually agreeable times if necessary. The office hours should be listed on the syllabus and announced in class. It is important that the budgetary unit office know the scheduled office hours and how the instructor can be reached for appointments. The chairperson can provide further guidance on scheduling and maintaining office hours.
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| [ ]  | **Class Attendance Policy** – The official university policy on class attendance is that “Students are expected to attend all class sessions in the courses in which they are enrolled.” Individual instructors differ in their enforcement of this policy, and factors such as class size, course content, and program policies can influence course attendance policies. |       |
| [ ]  | **Course Rosters** – Course rosters are available online through the Student Information System (SIS), which can be accessed through the [**Faculty & Staff webpage**](http://www.uwgb.edu/facultystaff/)**.** The instructor’s regular network user ID and password can be used to log into SIS. The instructor can also communicate electronically with all members of the class by accessing the class roster in SIS. |       |
| [ ]  | **Student Course Evaluations** – Instructors are expected to provide students with the opportunity to anonymously evaluate the courses at the end of the semester. Many programs use a standardized “Course Comments Questionnaire” (CCQ) form for this; others have developed their own forms. The chairperson will explain the program’s policy and procedures for student evaluations of the courses. Student evaluations of faculty are placed in the personnel file and reviewed by the unit chairperson and/or executive committee. They are taken into account for merit pay and/or re-hiring/promotion decisions. |       |
| [ ]  | **Complaints by Students** - Students who have complaints related to course grades, conduct of classes, or other course matters are expected to address those complaints first with the instructor of the course. If the student is not satisfied with the resolution, the student can then take the complaint to the chairperson of the disciplinary program (if appropriate) and then to the budgetary unit chairperson. If the complaint is not resolved by the chairperson(s), the student may then go to the appropriate dean or dean’s designee. |       |
| [ ]  | **Final Grade Reports** - Grades are to be submitted in SIS. Grade rosters will be available only through SIS. All final grades are due within 96 hours of the final exam or last class meeting. |       |
| [ ]  | All classrooms are normally equipped with a slide projector, overhead projector, and VCR and TV monitor. Most larger classrooms are also equipped with a networked computer and projector. [**Other equipment**](http://libguides.uwgb.edu/equipment) (ex. film projector, CD player, etc.) can be checked out on the 3rd floor Public Service desk at the Cofrin Library. The library also has films and videotapes for classroom use. Please see [**http://www.uwgb.edu/library/index.asp**](http://www.uwgb.edu/library/index.asp) for titles available. The University ID can be used to checkout library materials. [**ATS**](http://www.uwgb.edu/ats/) provides support and maintenance services for the **instructional technology** in classrooms (ex., projectors, televisions, VCR/DVD combos, etc.). ATS also delivers portable equipment to classrooms by request. |       |
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| **FIRST MONTH** |
| [ ]  | Introduce new employee to staff **external** to the unit with whom they will work. |       |
| [ ]  | Review [**travel**](https://www.uwgb.edu/controller/travel/) procedures. |       |
| [ ]   | Ensure new employee reviews the [**New Employee Onboarding**](http://www.uwgb.edu/onboarding) website. |       |
| [ ]  | Ensure new employee completes [**Required Online Training**](http://www.uwgb.edu/onboarding/your-first-month/required-training/). |       |
| [ ]  | Review [**Faculty & Staff Governance**](http://www.uwgb.edu/sofas/)**.** Discuss options for committee membership and how new employee can identify interest in serving on [**campus/department committees**](http://www.uwgb.edu/sofas/structures/governance/). |       |
| **ONGOING** |
| [ ]  | Follow up with new employee on any questions or concerns they may have. |       |
| [ ]  | Schedule training or workshops that will support performance (e.g., [**LinkedIn Learning**](https://www.uwgb.edu/human-resources/learning-development/lynda/)). Discuss how the new employee can request funds for professional development. |       |
| [ ]  | Complete and sign this checklist, and send to HR. |       |
| **NEW EMPLOYEE’S RESPONSIBILITIES** |
| * Contact your supervisor or HR with questions.
* Read and understand the University’s policies and procedures.
* Meet with Mentor regularly (if applicable).
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| **ONBOARDING PLAN ACKNOWLEDGMENT** |

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| *Employee Signature* |  | *Date* |
|  |  |  |
| *Supervisor Signature* |  | *Date* |

***Please sign, date, and keep in departmental file.***