UF | College of Journalism and Communications | UNIVERSITY of FLORIDA

CJC Faculty First-Week Checklist and Itinerary

Best Practices for Chairs/Supervisors

WELCOME	BE PREPARED
☐ Meet faculty member at designated location and time ☐ If the department chair is unable to meet the new faculty member on arrival, designate someone who will be there to greet them ☐ Provide time for the faculty member to explore benefits options and the ALEX system and/or meet with the HR Benefits representative. (make an appointment) ☐ Send a welcome email to the department members and copy the new faculty member. ☐ Schedule time with TAG to set-up computer/phone station/review IT policies ☐ Chair or mentor/buddy gives building tour (lunch area, restrooms, mail room, etc.) ☐ Have lunch with supervisor and/or buddy ☐ Get new employee Gator 1 card from CJC-HR Office ☐ Security to building, keys and parking tips ☐ Provide a tour of the building, the break room, and how to locate restrooms. Provide a list of dining options on campus or close by campus. ☐ Review the handout of department members and explain roles and responsibilities. ☐ Go over office equipment (copier, fax, scanner machine) ☐ Where is the coffee machine?	☐ Review departmental organization chart ☐ Schedule meeting with the Deans, and key leadership ☐ Arrange a meeting with CJC-HR representative for new employee hot items ☐ Make sure their office is CLEAN and ready for us; provide keys to their office and/or lab. ☐ Make sure faculty has the QUICK START guide, a copy of the Collective Bargaining Agreement (if applicable), and the Faculty Field Guide. ☐ Schedule the department orientation and have the invite on their calendars. ☐ Provide "What Mentoring Looks Like." ☐ Provide overview of department orientation and UF New Faculty Orientation, where applicable. Set expectation for discussions about Individual Development Plans near end of first month. ☐ Answer any outstanding questions or concerns from their review of resource guides. ☐ Reinforce how you like to be contacted ☐ Discuss training requirements ☐ Discuss professional dress code and conduct ☐ Review the unit's website and the HR website including the Toolkit Resource Center

Orientation to the calendar, HR website and myTraining

- Get your calendar ready for unit business. Share full calendar details and request full calendar details for all members of unit.
- Become familiar with how to enter time and/or leave in myUFL. Instructions
- Explore your benefits using ALEX and show how to make an appointment with a benefits specialist
- Tour the myTraining system:
  - Log in to myUFL > Main Menu > My Self Service > Training and Development > myTraining or http://mytraining.hr.ufl.edu.

     o   Take the myTraining system tour
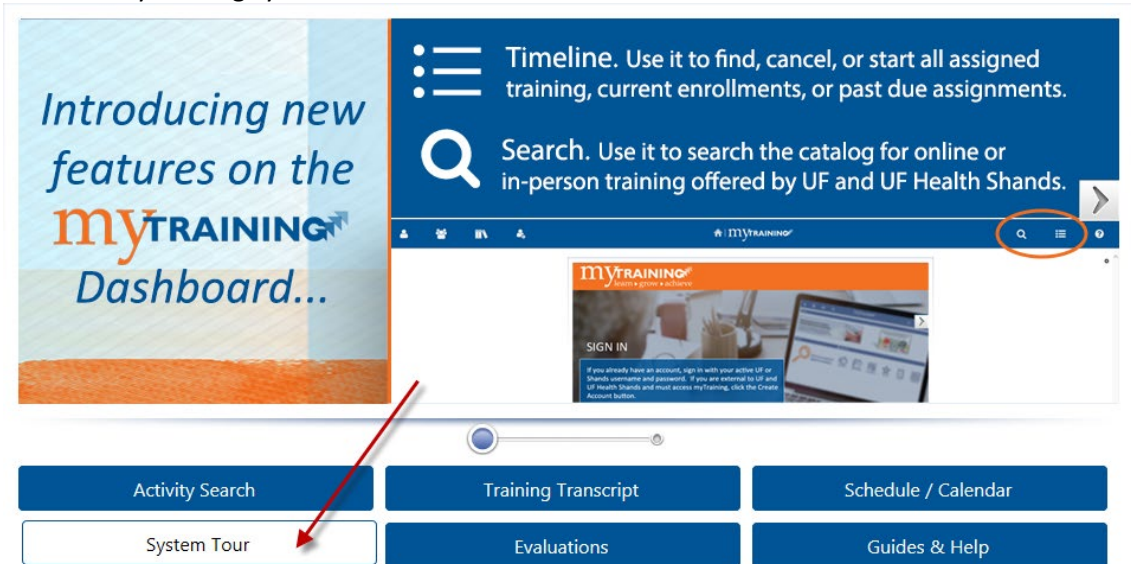
REQUIRED TRAINING

- Maintaining a Safe AND Respectful Campus: - GET803- sexual violence, harassment and discrimination awareness and prevention - UF actively promotes equal opportunity policies and practices to prevent sexual discrimination and harassment.
- CJC Embracing an Inclusive Workforce (Instructor-Led) - Description pending
- Green Dot Gator (Instructor-Led) - The Green Dot strategy is an evidence-based approach to violence prevention. The college-based curriculum draws heavily on the experiences of college students and the reality of this issue in their lives. Green Dot empowers all community members to be allies and active bystanders by engaging them in prevention through awareness, education and skills practice.
- Canvas - CJC online resource pending Ally is a digital accessibility tool that scans your e-Learning course and content. Learn how to access Ally, run reports and correct the most common accessibility issues for your Canvas course
- Digital Measures – online training pending
- FERPA for Faculty PRV803- This training provides a very brief and basic overview of FERPA and other student privacy rules. Target Audience: This training is required for all faculty members at the University of Florida. Prerequisites: None Duration: This training will require approximately 30 minutes to complete.
- *IRB IRB803v (If needed) - This training provides an overview of information regarding human subject research regulations, focusing on the process of the UF IRB protocol submissions and the requirements for Principal Investigators and related study staff. Completion of this training is required for submission and participation in protocols reviewed by a UF IRB (IRB-01, 02, and 03). This training is required for Principal Investigators and related study staff participating in a UF, Shands, or VAMC protocols.
- Faculty Search Committee PVO80 -   This online training is designed to assist you in serving on a faculty search committee by introducing best practices associated with the hiring process and highlighting common pitfalls that violate fair and legal hiring practices. Completion of this training is required of anyone serving on a faculty search committee.
- CSA Campus Security CSA001v_OLT - Campus Security Authority Training - According to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University of Florida is required to disclose "statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a "Campus Security Authority."
- Kognito CodeUF_KOG100_OLT   At-Risk for Faculty & Staff Kognito Training - This course covers how to recognize students in distress and direct them to appropriate resources.
- Zoom Tutorials
  - https://www.jou.ufl.edu/zoom/

- UF E-Learning Zoom Tutorials: https://elearning.ufl.edu/zoom/
- UF IT Zoom Portal: https://ufl.zoom.us/
- Closed Captioning Instructions: http://www.jou.ufl.edu/wp-content/uploads/2020/03/Stream-Step-by-Step.pdf

SAMPLE WELCOME EMAIL

This can be sent from the Dean, Chair, Administrative Professional, or their Orientation buddy.
Use as a guide and adjust the language accordingly.

Hi new hire name,

On behalf of the _____ team, I'd like to welcome you to UF! My name is X, and I am thrilled to be assisting in your orientation experience. I would like to introduce you to your Administrator Professional that will provide guidance designed to help you better navigate your first 90 days and beyond.

We are working on our New Employee Memo to announce all new hires who have recently joined our team. We would like to include a little background information on each new team member.

Additional onboarding information can be found on our CJC website (add the link). Please let me know if you have any questions or feedback to share. Looking forward to working with you!

All the best,

X