



THE UNIVERSITY OF UTAH

**COLLEGE OF  
MINES & EARTH SCIENCES**

**New Faculty Orientation Checklist**

Name:

Department:

**Pre-employment Actions**

Meet with Department Administrator to:

- Complete I-9 and e-paf processes
- Set up Campus Information System (CIS) access
- Confirm office location and set up
- Confirm process for obtaining a parking permit  
<https://commuterservices.utah.edu/permits/>
- Provide information and photo for department website
- Confirm date of New Faculty Welcome
- Set up direct deposit for salary and travel reimbursement

Meet with Department Chair and/or Research Manager to discuss Lab Set Up (if applicable):

- Visit existing labs to review instrumentation and facilities that exist or have become available since interview process.
- Required modifications or refurbishments needed in the assigned space
- Assure that all infrastructure needs are met in the assigned i.e. ventilation, power, IT, connectivity and other needs.

Meet with assigned mentor

- Get connected with CTLE if teaching in first semester
- Get copy of syllabus template

**First Week Actions**

- Complete on-line orientation information especially enrolling in University benefits (if eligible). Information on benefits can be found at <https://www.hr.utah.edu/benefits/>
- Complete tour of the building and campus with Department Administrator
- Get U Card from U Card office in Union Building <https://ucard.utah.edu/>
- Become familiar with location of Marriott Library, Campus Store, Student Services Building

- Confirm department specific arrangements related to mail, photocopying, purchasing, travel, Ubox etc.
- Set up meeting with CMES IT for computer configuration, admin rights (if applicable), network access and submitting tickets for IT support. Contact Gordon Kafton ([gordon.kafton@utah.edu](mailto:gordon.kafton@utah.edu)) or Jon Walsh ([jon.walsh@utah.edu](mailto:jon.walsh@utah.edu))
- Set up meeting with CMES Research Manager, Wil Mace ([wil.mace@utah.edu](mailto:wil.mace@utah.edu)) to review:
  - Safety protocols
  - Emergency procedures
- Confirm required meetings schedule and committee assignment with Department Administrator
- Contact Dean's Assistant, Anita ([anita.tromp@utah.edu](mailto:anita.tromp@utah.edu)) to
  - schedule meeting with Dean
  - be introduced to Dean's Office Leadership team

### First Month Actions

- Attend New Faculty Welcome

Review faculty policies, procedures and tools either with Mentor or Department Administrator:

- University RPT: <https://regulations.utah.edu/academics/6-311.php>
  - Code of Faculty Rights and Responsibilities: <https://regulations.utah.edu/academics/6-316.php>
  - Faculty Handbook: <https://academic-affairs.utah.edu/faculty-handbook/>
  - Parental Leave Policies: <https://regulations.utah.edu/academics/6-315.php>
  - Department RPT or College Career Line Policy (if applicable)
  - Faculty Time Assistant
- Set up meeting with CMES Assoc. Director Finance, Terrie Parker ([terrie.parker@utah.edu](mailto:terrie.parker@utah.edu)) to:
    - Discuss Evidence of Review (EOR) requirements
    - Accessing start-up funds (if applicable)
    - Post award support
  - Complete FERPA training <https://registrar.utah.edu/faculty/ferpa-certified.php>
  - Set up meeting with embedded CMES Office of Sponsored Projects, Jesse Pugh ([jessie.pugh@utah.edu](mailto:jessie.pugh@utah.edu)) resource to discuss pre-award support, if appropriate

### Faculty Resources

General Faculty Resources	New Faculty Welcome Resources <a href="https://academic-affairs.utah.edu/office-for-faculty/new-faculty-welcome-resources/">https://academic-affairs.utah.edu/office-for-faculty/new-faculty-welcome-resources/</a>  General Resources <a href="https://www.utah.edu/faculty/">https://www.utah.edu/faculty/</a>
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	<p>Faculty Club: <a href="https://facultyclub.utah.edu/">https://facultyclub.utah.edu/</a></p>
Health and Wellness	<p>Employee Assistance Program &amp; Behavioral Health Coverage <a href="https://www.hr.utah.edu/benefits/eap.php">https://www.hr.utah.edu/benefits/eap.php</a></p> <p>Wellness group <a href="https://healthcare.utah.edu/wellness/staff-employees/">https://healthcare.utah.edu/wellness/staff-employees/</a></p>
Administrative Offices	<p>Office for Faculty: <a href="https://academic-affairs.utah.edu/office-for-faculty/">https://academic-affairs.utah.edu/office-for-faculty/</a></p> <p>Faculty Ombuds Office <a href="https://academic-affairs.utah.edu/office-for-faculty/facultyombuds/">https://academic-affairs.utah.edu/office-for-faculty/facultyombuds/</a></p> <p>Office of Equal Opportunity/Affirmative Action <a href="https://oeo.utah.edu/">https://oeo.utah.edu/</a></p> <p>Office for Equity, Diversity, and Inclusion: <a href="https://diversity.utah.edu">https://diversity.utah.edu</a></p> <p>Center for Disability and Access: <a href="https://disability.utah.edu/">https://disability.utah.edu/</a></p> <p>Office for Global Engagement: <a href="https://global.utah.edu/">https://global.utah.edu/</a></p> <p>Human Resources: <a href="https://www.hr.utah.edu">https://www.hr.utah.edu</a></p> <p>Public Safety: <a href="https://dps.utah.edu/">https://dps.utah.edu/</a></p>
Service Learning	<p>Lowell Bennion Community Service Center <a href="https://bennioncenter.org">https://bennioncenter.org</a></p>
Employee Service Departments	<p>Campus Store <a href="https://www.campusstore.utah.edu/utah/Home">https://www.campusstore.utah.edu/utah/Home</a></p> <p>Commuter Services <a href="https://commuterservices.utah.edu/">https://commuterservices.utah.edu/</a></p> <p>U Card Offices <a href="https://ucard.utah.edu/">https://ucard.utah.edu/</a></p>
Faculty Governance	<p>Academic Senate <a href="https://academic-senate.utah.edu">https://academic-senate.utah.edu</a></p>
Scholarship and Research Resources	<p>Office of the Vice President for Research <a href="http://research.utah.edu/">http://research.utah.edu/</a></p> <p>Institutional Review Board <a href="http://irb.utah.edu/">http://irb.utah.edu/</a></p> <p>Libraries Marriott Library: <a href="https://lib.utah.edu/">https://lib.utah.edu/</a></p>

	<p>Law Library: <a href="https://law.utah.edu/library/">https://law.utah.edu/library/</a>  Health Sciences Library: <a href="https://library.med.utah.edu/">https://library.med.utah.edu/</a></p> <p>Office of Sponsored Projects  <a href="https://osp.utah.edu/">https://osp.utah.edu/</a></p>
<p>Education and Teaching Resources</p>	<p>Center for Teaching and Learning Excellence  <a href="http://ctle.utah.edu/">http://ctle.utah.edu/</a></p> <p>Teaching &amp; Learning Technologies  <a href="https://tlt.utah.edu">https://tlt.utah.edu</a></p> <p>Academic Calendar  <a href="https://registrar.utah.edu/academic-calendars">https://registrar.utah.edu/academic-calendars</a></p> <p>General Catalog  <a href="https://registrar.utah.edu/Catalog-schedules.php">https://registrar.utah.edu/Catalog-schedules.php</a></p> <p>Faculty Center  <a href="https://facultycenter.utah.edu/">https://facultycenter.utah.edu/</a></p> <p>Registrar's Office FERPA Resources  <a href="https://registrar.utah.edu/faculty/ferpa-resources.php">https://registrar.utah.edu/faculty/ferpa-resources.php</a></p>
<p>University Strategic Plan</p>	<p>University of Utah Strategy Refresh  <a href="https://president.utah.edu/strategy-refresh">https://president.utah.edu/strategy-refresh</a></p>