



Welcome to the faculty onboarding process! This checklist guides your transition into our academic community, helping you complete essential administrative tasks, set up your workspace and connect with key departmental resources.

BEFORE YOUR START DATE – Work with our HR team to complete “Before your hire date items” on U of A New Employee Checklist

- ☐ Gather E-Verify documents and contact HR to meet and review - HR-Nursing@arizona.edu
- ☐ Set up NetID - <https://netid-portal.iam.arizona.edu/>
- ☐ Complete activities in UAccess under Employee/Manager Self Services > New Employee Work Center (after NetID)
 - ☐ Complete direct deposit form
- ☐ Review [College of Nursing Onboarding Resources Page](#)
- ☐ Contact Division Chair/Program Director to obtain schedule

DAY 1 – Welcome to the College of Nursing

- ☐ Meet with division chair and/or program director to coordinate your schedule and see your workspace (*if applicable*)
- ☐ Building Tour & Introductions
- ☐ Connect with peer mentor
- ☐ Meet with UITS (*scheduled by program director*)
 - ☐ Login to systems using Netid and password, including Outlook and Box
 - ☐ Connect to local printer
- ☐ Obtain a [CatCard](#)

WEEK 1 – Getting Started

Required Trainings/Orientations (all faculty)

- ☐ Orientation online modules in [UAccess](#)
 - ☐ Edge Learning – [Logging in the first time](#)
 - ☐ Preventing Harassment and Discrimination
 - ☐ Information Security Awareness Initial Training
 - ☐ Safety Preparedness: Active Shooter
 - ☐ Title VI
 - ☐ Title IX
 - ☐ FERPA Training
- ☐ Arizona Public Service Orientation – [Working in a Public Higher Education Environment](#)

CLINICAL COMPLIANCE (clinical faculty)

- ☐ All Clinical Faculty – Review the [Clinical Operations webpage](#) and complete [Clinical Faculty Compliance](#) checklist. Questions? Contact Tom Johnston, Director tjohnston@arizona.edu

GENERAL ONBOARDING ACTIVITIES

- ☐ Complete the 15-minute payroll training – [Exploring your Payroll and Compensation Tools](#)
- ☐ Complete state and federal tax forms: Payroll & Compensation tile • Questions? Contact Payroll at 520-621-9097 or FNSV-Payroll-Info@arizona.edu

- ☐ Set up direct deposit for your paycheck (optional): Payroll & Compensation tile
- ☐ Verify with supervisor if you need to review [Night Shifts/Multiple Jobs Timesheet Instructions and Video](#) (Hourly/On Call Instructors required)
- ☐ Secure a parking permit, reduced-rate bus pass or other arrangements
<https://parking.arizona.edu/permits>
 - Tucson Campus – parking permits required
 - Gilbert Campus – free parking
- ☐ Keys/Building Access: CON operations team will submit the key/keycard request. New hire will receive an email with instructions (*must have CatCard*)
- ☐ If you anticipate driving a U of A vehicle or your own vehicle on U of A business, login to UAccess and complete the [Driver Certification training](#)
- ☐ Setup Concur Account: Used for authorization and reimbursement when traveling/driving for work. [Travel System Quick Reference](#) Guide and [Travel & Expense System Trainings](#). Questions? Contact CON-Business@arizona.edu

WITHIN THE FIRST 30 DAYS – Complete required onboarding activities

- ☐ Need assistance with building access, keys, or UA name tag contact:
 - Tucson: Evella Jones jonesev@arizona.edu
 - Gilbert and all NHE: Shelly Mulvey shellymulvey@arizona.edu
- ☐ Sign up for UAlert with the [Office of Public Safety](#)
- ☐ Enroll in retirement, health insurance, and other benefits in UAccess (within first 30 days)
- ☐ Work on obtaining IDs to the hospitals once compliance is complete – course chairs are a good point of contact (week 2)
- ☐ Complete additional hospital background checks and compliance modules (My Clinical Exchange)

ACADEMIC PROGRAM RESOURCES

Program/Clinical/Course Orientation

Course Chair Or Assigned Preceptor (Month 1)

- ☐ Review [Academic Program Resources and Handbooks](#)
- ☐ Meet with Division Chair/ Program Director
 - ☐ Chain of command
 - ☐ Faculty expectations and office hours
 - ☐ University Modules
 - ☐ Workload and Annual Review
- ☐ Meet with Program Director / Specialty Coordinator
 - ☐ Grading and policies
 - ☐ Program specific information
- ☐ Clinical/Student group management (*clinical faculty*)
 - ☐ Faculty and student orientation
 - ☐ Expectations/Assignments/Rubrics
 - ☐ Schedule – clinical locations, exam proctoring, simulation, skills days
 - ☐ Clinical Evaluations
 - ☐ Post-conference
- ☐ Scheduling: classrooms, conference rooms, testing space, DRC, and student study (*Ad Astra, CON Scheduler, program specific processes/space requests*)
- ☐ Brightspace Orientation ([UCATT](#))
- ☐ Obtain access to assigned courses in Brightspace
- ☐ Microsoft Teams – program use overview
- ☐ Team Culture
- ☐ Request access to division/program shared calendars
- ☐ Learn how to setup your [email signature](#)

GENERAL ORIENTATION TASKS

(WITHIN FIRST SIX MONTHS)

- ☐ Orientation to program, course(s), and Levels 1, 2, 3, and 4 as needed
- ☐ Clinical Placements Overview / Meet your clinical placement coordinator
- ☐ Simulations: Meet the Director, onsite orientation, resources
- ☐ Faculty professional development – meet with Program Director/Division Chair
- ☐ AHA Renewals

- ☐ Requesting vacation and sick time form here
- ☐ Sigma Membership
- ☐ NLN and AACN
- ☐ Major College committees
- ☐ Brightspace components ([UCATT](#))
 - ☐ Panopto
 - ☐ Building assignments
 - ☐ Discussions

KEY READING FOR NEW FACULTY

- ☐ CON “Resources” webpages – go to [nursing.arizona.edu](#) and explore the “Resources” dropdown located top right
- ☐ U of A Faculty Affairs – [facultyaffairs.arizona.edu](#)

ORIENTATION WITH KEY COLLEGE OF NURSING (CON) RESOURCES

- ☐ Office of Student and Academic Affairs, contact Jill Hagaman, Assistant Dean jhagaman@arizona.edu
- ☐ [Academic Advising](#) student program and coaching resources
- ☐ [Academic Success Strategies](#) meet with student support specialist
- ☐ Explore [Research and Scholarship Resources and Services](#)
- ☐ Connect with Chair of Faculty Advancement, Promotion, and Tenure Committee (FAPT) and learn about [faculty affairs](#) activities
- ☐ Chair of Faculty Council can provide information about faculty/shared governance within [College of Nursing Administration and Governance](#) and University of Arizona
- ☐ Attend the U of A [Faculty Affairs New Faculty Onboarding](#) during first year of employment
- ☐ [Instructional Design Support](#) Information
- ☐ CON [Policies & Procedures](#) webpage
- ☐ Exam and Assessment Committee (EAC) [Faculty Toolkit](#)

JOT QUICK CONTACTS HERE

Contact:	Email:	Phone: