# For Department Chair and Administrative ProfessionalUse

Faculty retention is vital to the success of the University of Florida. Department Chairs   
contribute to this success through proactive best practices that improve the department   
climate for everyone, leading to increased productivity and faculty satisfaction

# **Set Your New Faculty Member Up For Success!**

Faculty often feel overwhelmed with the amount of information they must absorb in the first week of their arrival. Wherever possible, manage these tasks **prior** to the new faculty arriving and after they have accepted their offer letter to facilitate a feeling of readiness. This process usually begins 1-2 months before arrival.

***Where applicable, communications to new faculty should come from both the Chair and the Office Manager.*** This sets the tone that both are part of the new faculty’s support team and both are equally committed to faculty success.

**ASAP Upon Signed Offer Letter**

* Set the faculty member up for a UFID and then have them sign up for a GatorLink account ([name@ufl.edu](mailto:name@ufl.edu))
* Have them send you a photo and create their Gator 1 Card for them (include specs).
* Complete all documents for hire, including any additional ones for international faculty

**One Month Before Arrival**

* If possible, have the faculty member acquire a parking decal or provide them with a temporary parking permit, if applicable
* Send instructions as to where the faculty member is to   
  report on arrival day
* Add the faculty member to departmental discussion lists, routing and telephone/email/room number contact lists
* Prepare the faculty member’s work area with a clean desk, stock the necessary supplies, remove non-essential items and organize the space
* Get the faculty member’s system preference (MAC vs Windows), set up the computer with software and all needed components
* Set up phone including their name
* Have a name plate available for their office and mail room
* If the faculty has asked about disability accommodations, connect them with the UFHR ADA or consider how to better meet their needs within the classroom, their office, or the department

The role of the Department Chair is to:

* Share the mission, vision, and goals of the department
* Set clear expectations of what success looks like, how performance will be measured, and what to expect for feedback
* Clearly communicate departmental policies and processes
* Value faculty’s diverse contributions made through teaching, research, service, extension, and critical care
* Share information openly with all faculty to ensure transparency
* Foster a welcome climate where all individuals are treated with respect   
  and dignity
* Make use of accommodating practices and policies
* Support diversity by recognizing that excellence can be achieved in many ways

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**UF Email Address**

Department chairs or their designees can also facilitate the acclimation process for new faculty by providing a “quick start” resource guide prior to their first day.

**If new faculty have a UF email address, they can more quickly access the following resources before arrival**. This is not an exhaustive list. Please add any that are relevant to your department and/or your new faculty.

# **Quick Start Resource Guide for New Faculty**

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| **UF Welcome Resources**  [Before you Arrive](https://welcome.hr.ufl.edu/before-you-arrive/)  [Welcome to UF](https://welcome.hr.ufl.edu/)  [Welcome Center Website](https://welcome.hr.ufl.edu/getting-started/orientation/new-researchers/)  [New Faculty Benefits Enrollment](https://welcome.hr.ufl.edu/getting-started/orientation/new-faculty-enrollment/)  [Virtual Tour of Campus](http://virtualtour.ufl.edu/)  [Experience UF](https://welcome.hr.ufl.edu/getting-started/orientation/experience-uf/)  [College of Medicine Onboarding Handbook](https://facultyaffairs.med.ufl.edu/faculty-resources/faculty-handbook/chair-handbook-and-onboarding/) | **Diversity, Equity and Inclusion**  [Chief Diversity Officer](https://cdo.ufl.edu/diversity-liaisons/)  [Diversity Liaisons](https://cdo.ufl.edu/diversity-liaisons/)  [Faculty Support](https://cdo.ufl.edu/find-resources/support/)  [UF LGBTQ](https://lgbtq.multicultural.ufl.edu/resources/faculty-and-staff/queernation/)  [www.Accessibility.ufl.edu](http://www.Accessibility.ufl.edu)  [National Faculty Diversity Development](https://cdo.ufl.edu/find-resources/mentoring/) | **Getting to Know Gainesville**  [Alachua County Public Schools](https://www.sbac.edu/)  [Culture & Events](https://welcome.hr.ufl.edu/beyond/culture-events/)  [Fun4gatorkids](http://fun4gatorkids.com/)  [Guide to Greater Gainesville](https://www.guidetogreatergainesville.com/)  [Personal & Family Resources](https://welcome.hr.ufl.edu/beyond/resources/)  [Visit Florida](https://www.visitflorida.org/) [Places of Worship](https://www.yellowpages.com/gainesville-fl/churches-places-of-worshiphttps:/www.yellowpages.com/gainesville-fl/churches-places-of-worship) |
| **Commuting to and Parking on Campus:**  [Purchase a parking decal](http://parking.ufl.edu/decals/faculty-and-staff/) ([Decal restricted hours M-F 7:30am – 4:30pm](http://parking.ufl.edu/parking-at-uf/)) – you must present your UF ID or offer letter when purchasing a decal.  [Parking Map](https://documentcloud.adobe.com/link/track?uri=urn%3Aaaid%3Ascds%3AUS%3A63174c94-69e2-4eb5-8ae2-0f2d77bf1675) (Your decal determines which zone(s) you may park in)  [Carpool and commuting options](http://parking.ufl.edu/transit-commuting/) | **Faculty Governance**  [Faculty Senate](http://senate.ufl.edu/)  [Faculty Union Agreements](https://hr.ufl.edu/manager-resources/employee-relations/union-contracts/)  **Extension/Service** [UF/IFAS Extension Faculty Guidebook](https://branding.ifas.ufl.edu/media/brandingifasufledu/portfolio-flyers-amp-posters/16_Ext_New_Faculty_Guidebook.compressed.pdfhttps:/branding.ifas.ufl.edu/media/brandingifasufledu/portfolio-flyers-amp-posters/16_Ext_New_Faculty_Guidebook.compressed.pdf) | **Human Resources**  [Academic Affairs Policies](http://aa.ufl.edu/policies/)  [HR Policies](https://hr.ufl.edu/forms-policies/policies-managers/)  [Immigration & Visas](http://adminaffairs.med.ufl.edu/immigration/immigration-visas/)  [UF Benefits](https://benefits.hr.ufl.edu/)  [Employee Assistance Program](http://eap.ufl.edu/eap-services/)  [You Matter, We Care](https://umatter.ufl.edu/)  [WorkLife Balance](https://worklife.hr.ufl.edu/)  [Faculty Ombuds](https://faculty.ombuds.ufl.edu/) |
| **Moving with a Family**  [Dual Career Academic Hire process](http://aa.ufl.edu/resources/dual-career-services/) applies only to the partner or spouse of Tenure track faculty member and must be initiated by the department.  [Baby Gator – UF child care service](https://babygator.ufl.edu/enrollment/eligibility/); this is not a guaranteed enrollment but worth checking into  <http://fun4gatorkids.com/Education-Childcare/>  [Alachua County Public Schools](https://www.sbac.edu/acps) and [Private, Charter, and Preschools](http://fun4gatorkids.com/Education-Childcare/)  [Summer Camp Directory](https://worklife.hr.ufl.edu/family/summer-camp-directory/?utm_source=UF+at+Work+-+April+2%2C+2019&utm_campaign=5e4d059eb8-EMAIL_CAMPAIGN_2019_04_02_01_36&utm_medium=email&utm_term=0_400d2cd5c7-5e4d059eb8-246956645)  [UF Faculty Housing](http://aa.ufl.edu/resources/resources-for-faculty/faculty-update/faculty-house-rentals/)– rental and sublet listings from UF community members  [Gainesville Neighborhoods](http://gainesvilleian.com/neighborhoods)  [Gainesville Regional Utilities](http://www.gru.com/) | | |

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| **Research**  [Division of Sponsored Research](https://research.ufl.edu/)  [Faculty Field Guide](http://handbook.aa.ufl.edu/resources/quick-start-guide/)  [Faculty Handbook](http://handbook.aa.ufl.edu/)  [Faculty Resources](http://aa.ufl.edu/resources/resources-for-faculty/)  [New Researchers](https://welcome.hr.ufl.edu/getting-started/orientation/new-researchers/)  [Office of Research](https://research.ufl.edu/)  [Tenure and Promotion](file:///\\osg-prod.fs.osg.ufl.edu\hr-fs-fs01\Store\Training_Development\Course%20Materials\Onboarding%20(Lean)\FacultyOrientation\Faculty%20Orientation%20NEW_2_25_19\Is%20There%20Training%20to%20Become%20a%20More%20Inclusive%20Leader%3f)  [UF Innovate](http://innovate.research.ufl.edu/)  [University Press](http://upf.com/directorderinfo.asp)  [Transfer of pending applications, awards and compliance protocols](http://research.ufl.edu/forms/transferringpi.html)   * *Notify the sponsoring agency of your relocation plans and request proper forms and instructions for the transfer. The documentation must be routed through your previous institution’s Office of Research for endorsement.* * *Provide UF department’s grants administrator with a complete list of grants to be transferred. Due to the wide variation in procedures among sponsors, your department administrator will work with UF Award Management to address specific guidelines*   [UF Award Management guidelines, procedures, and tools](http://research.ufl.edu/dsp/award-management.html)  [Compliance Form for an Investigator Transferring to UF](http://research.ufl.edu/forms/transferringpi.html)  *Note: If you have upcoming grant deadlines close to your start date, notify your department so that they can help ensure you get the support you need in a timely manner.*  [Environmental Health and Safety offers assistance to New Principle investigators / Researches setting up their labs at UF.](http://www.ehs.ufl.edu/programs/lab-research/new-pi/)  [Research Training Utility will help you determine which trainings you must take.](http://research.ufl.edu/research-operations-services/rtu.html)  [UF Training registration and training transcripts](http://mytraining.hr.ufl.edu/)  [Environmental Health and Safety Trainings](http://www.ehs.ufl.edu/training/required_ehs_training/)  [UFIT Research Computing](https://it.ufl.edu/new-faculty/research-computing/)  [Research Computing Walk-in Support](https://www.rc.ufl.edu/help/walk-in-support/)  [Principle Investigator Eligibility](https://research.ufl.edu/dsp/proposals/eligibility-to-submit-a-proposal-for-external-funding.html)  [Environmental Health and Safety](http://www.ehs.ufl.edu/) –  [UF Libraries Open Access Publishing Fund](https://cms.uflib.ufl.edu/ScholComm/UFOAPF)  [RefWorks](https://cms.uflib.ufl.edu/refworks)  [EndNote](https://access.clarivate.com/login?app=endnote)  [ARCS (Academic Research Consulting & Services)](http://arcs.uflib.ufl.edu/)  [Find a subject specialist](http://apps.uflib.ufl.edu/staffdir/SubjectSpecialist.aspx)  [3D printing at Marston Science Library](https://guides.uflib.ufl.edu/3dprinter)  [3D scanning at Marston Science Library](https://cms.uflib.ufl.edu/accesssupport/InterlibraryLoan)  [Interlibrary Loans](https://cms.uflib.ufl.edu/accesssupport/InterlibraryLoan)  [UF Data Guide](https://irm.ufl.edu/uf-data-guide/)  [Integrated Risk Management website](https://irm.ufl.edu/) |

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| **Teaching**  [Schedule of Courses](https://registrar.ufl.edu/soc/)  [UF Class Meeting Times (Periods)](https://registrar.ufl.edu/courses/classtimes)  [UF Calendar](https://catalog.ufl.edu/UGRD/dates-deadlines/pdfs/)  [Center for Instructional Technology and Training](http://citt.ufl.edu/)  [eLearning (Canvas)](https://elearning.ufl.edu/)  [e-Learning FAQs](https://elearning.ufl.edu/e-learning-basics/uf-e-learning-faqs/)  [Request that your courses be added to Canvas](https://elearning.ufl.edu/course-request-process/)  [Canvas Instructor Guide](https://community.canvaslms.com/docs/DOC-10460)  [Make an appointment with an Instructional Designer](http://citt.ufl.edu/citt-services/course-design/)  [UF Syllabus Policy and example Syllabi](http://syllabus.ufl.edu/syllabus-policy/) – [Additional Guidance from the Office of Teaching Excellence (OTE](http://teach.ufl.edu/resource-library/syllabus/))  Office of Faculty Development and Teaching Excellence  [Submit your Textbook Adoptions](http://www.textadoption.ufl.edu/) **-** [*The posting of textbook requirements for courses is a requirement in the Florida Statutes*](http://aa.ufl.edu/policies/textbook-adoption-information/)  [UF All Access](http://teach.ufl.edu/affordable-uf/uf-all-access/)  [University of Florida Writing Program](https://writing.ufl.edu/)  [Dean of Students Office](https://www.dso.ufl.edu)  [Disability Resource Center](https://www.dso.ufl.edu/drc/)  [Counseling and Wellness Center](http://www.counseling.ufl.edu/cwc/)  [How to be a Great Online or Hybrid TA](http://teach.ufl.edu/great-ta/) online workshop  [Passport to Great Teaching for TAs](http://teach.ufl.edu/passport-to-great-teaching/begin-your-passport-journey/) certificate program (new for fall 2019)  [UF Instructor Guide](https://ufl.pb.unizin.org/instructorguide/)  [TA Development workshops](https://teachingcenter.ufl.edu/ta-development/), orientation, and UF’s Teaching Assistants Handbook |

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**What would have helped you adjust and feel more at home at UF?**

*“A clear list of resources and overview of orientation process, e.g., campus map, parking, important phone numbers, UF identity (departmental-specific email, GatorLink ID, UF ID, UF Directory, MyUFL.edu, Compliance Overview and links to trainings (FERPA, IRB, sexual harassment in the workplace, campus safety, employee relations hotline, public relations information, Florida sunshine laws introduction), Benefits Overview…”*– Faculty survey 2018