

# NEW FACULTY

## FIELD GUIDE



**A Handbook for Building Your UF Network**

**UF** | Human Resources  
UNIVERSITY of FLORIDA



## BUILDING YOUR TEAM

While you will certainly build a large network of colleagues during your career at UF, here is a recommended list of several professionals to develop relationships with early in your career. As you identify these colleagues and meet with them, use this workbook to jot down relevant details such as contact information and other notes. For each professional listed below, try to connect with at least one person who can be a partner in helping you achieve success.

*It should never be ME against the world but  
WE against the world.*

JANNA CACHOLA

## DEAN, DIRECTOR, OR DEPARTMENT CHAIR

Your direct supervisor plays a critical role in shaping your career at UF. Work with your leaders to understand the values, mission, vision, and strategic plan of your department, college, and also UF. How will your teaching, research, and service align with the big picture? Ask your leaders to provide you with insights, tools, resources, and contacts to help you perform at your best.

## MENTORS

Ask your leaders for direction on working with formal and informal mentors. Consider mentors in a variety of areas, such as teaching, research development, grant-writing, and professional engagement. Mentors can help you learn more about UF, the surrounding community, and support resources. By interacting with seasoned faculty members, you will have the opportunity to raise questions, concerns, and unique needs in a confidential manner. You also will gain greater insights about career development and expedite the development of your network. Mentors can be found inside or outside of your department and can provide holistic guidance or focus on specific areas such as teaching or research.

## RESEARCH COLLABORATOR

Read up on research interests of your new colleagues within your department or college. How does their expertise intersect with yours? What about UF peers outside of your discipline? How can you utilize the expertise on campus to enhance your research goals? Discussing research ideas with those inside and outside your field of expertise can show you new ways to approach familiar questions, prompt critical evaluation of your own work, and translate findings into new innovations. Explore opportunities for research partnerships and future innovation at <https://ufl.discovery.academicanalytics.com/>. Visit <http://research.ufl.edu/centers-and-institutes.html> for a listing of institutes and centers.

“ *None of us is as smart as all of us.* ”

KENNETH H. BLANCHARD

## INSTRUCTIONAL DESIGNER

As an expert in educational theory, best teaching practices, and effective uses of educational technology, an instructional designer (ID) can help you analyze learner needs, design lesson plans, develop multimedia, implement effective pedagogical practices, and evaluate your effectiveness. Think of an ID as a partner in helping you be the best teacher you can be. Your area may have one or more instructional designers on staff. The UFIT Center for Instructional Technology and Training (CITT) and UF Online can also provide resources. To request a consultation with a CITT instructional designer, please email [citt@ufl.edu](mailto:citt@ufl.edu).

## GREAT TEACHER

Find out who some of the best professors are in your area and then ask their permission to observe one of their face-to-face classes or review an online course. You might also consider reaching out to a member of the Academy of Distinguished Teaching Scholars or a former UF Teacher of the Year. Take note of their teaching approaches and what you might try to emulate. Interview these colleagues and learn more about their educational philosophies, how they work with students to inspire great work, and what challenges you should expect as a professor. The Office of Faculty Development & Teaching Excellence ([teach.ufl.edu](http://teach.ufl.edu)) can also provide support for improving your teaching performance. Additionally UF has many other teaching resources, such as the Harn Museum of Art and the Florida Museum of Natural History, which provide resources for many kinds of courses.

## GA, TA, OR INDEPENDENT STUDY STUDENT

A graduate assistant, teaching assistant, or independent study student can provide you with great support in your teaching and research responsibilities. Consider some areas of your role where gaining the assistance of a motivated student could provide mutual benefit. Are there opportunities for a student to assist with your educational duties inside or outside the classroom? Could a student help you with aspects of a research project you are pursuing?

“ *Individually, we are one drop.  
Together, we are an ocean.* ”

RYUNOSUKE SATORO

## LIBRARIAN

Did you know that UF has dozens of librarians who are subject specialists and others who offer assistance with services that cut across disciplines? These library faculty are available to support the information needs of your teaching and research. Search for “Library Subject Specialists” on the UF Libraries website at (<https://uflib.ufl.edu/specialists/>) and find one or more librarians to partner with you in your work. Librarians are located at seven libraries on campus and at the Borland Library at UF Health Jacksonville. As experts in current research practices, librarians can help you or your students locate scholarly resources, evaluate the credibility of information, avoid plagiarism, and accurately cite resources. Some librarians provide in-depth research consultations in your subject area. Other librarians offer assistance with services that cut across disciplines such as data management and data visualization, GIS and remote sensing, digital humanities, and more. The services of these functional specialists are available through ARCS: Academic Research Consultation and Services. Identify their services at <https://arcs.uflib.ufl.edu/>.

## BUSINESS ADMINISTRATOR/HR LIAISON

Business Administrators (BAs) provide a wide range of fiscal and human resources functions. Whether you need guidance on receiving your paycheck, reporting your time, spending funds appropriately, using a PCard, paying vendors, coordinating travel, receiving reimbursements, hiring/onboarding new employees, navigating leave policies, or many other business-related questions, a BA can serve as a helpful guide in navigating UF’s administrative landscape.

## RESEARCH ADMINISTRATOR

UF's Research Administrators play an integral role in working with principal investigators to ensure that research projects are managed effectively. As someone who supports both pre-award and post-award functions, a Research Administrator will help you submit quality proposals, maintain compliance with sponsors as well as UF terms and rules, negotiate with grant and contracting officers, monitor available budgets, and provide ongoing administrative support during the life of your grants. UF Research can also provide assistance in helping you navigate the complexities of grants. Learn more at: <https://research.ufl.edu/research-lifecycle.html>

## UFIT PROFESSIONALS

What technologies will best support your teaching, research, and service? Whether your role is instructor, researcher, clinician, library, or administrative faculty, UF has the IT professionals to support your work. Help is available with UF systems (e.g., Canvas e-Learning, myUFL, myinvestiGator, UF-Zoom, and One.UF), UF GatorLink account issues, desktop computing applications, classroom technologies, research computing, and much more. Build partnerships with your department's local IT staff, visit [it.ufl.edu](http://it.ufl.edu) to search for services, submit a ticket through [my.it.ufl.edu](http://my.it.ufl.edu), or contact the UF Computing Help Desk (352-392-HELP/4357 or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)) for assistance.

“ *No one can whistle a symphony.  
It takes a whole orchestra to play it.* ”

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## SEND US YOUR FEEDBACK

We hope that building and cultivating your team at UF will help you achieve a long and prosperous career as part of the Gator Nation. Please let us know your thoughts on the UF New Faculty Field Guide. Tell us about your experience using it to expedite the process of connecting with colleagues to build your support network. What was most helpful about the guide? What improvements can we make?

Please send your comments to [training@ufl.edu](mailto:training@ufl.edu) with the subject line “UF Field Guide.”



“ I speak to everyone in the same way,  
whether he is the garbage man or the  
president of the university. ”

ALBERT EINSTEIN

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