Welcome to the University of Florida

Quick Guide for New Faculty

Before You Arrive

Complete New Hire Paperwork

UF HR Welcome Guide

GatorStart - online new employee onboarding system. GatorStart is not intended for new employees working on a sponsored visa. Please contact your HR department administrator for instructions on how to complete your hiring documents.

Review the Form I-9 Process – Original documents must be presented in person within 3 business days following your first day of employment.

> Your social Security Card is required. If you do NOT have a Social Security card, please apply for a new card. You will receive a receipt for your request. Along with the receipt, please ask for a Social Security number verification form which must to be provided to HR.

Submit official copy of transcripts to your departmental HR administrator

Check with your departmental administrator to make sure all of your hiring paperwork is in order. Use the new-hire checklist for reference.

Discuss Moving Expense Reimbursements with your department.

Browse the Faculty Handbook and make a list of questions for discussion with your departmental contacts and at orientation.

Moving with a Family

Dual Career Academic Hire process 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 (Note: Baby Gator does not guarantee placement. Alternative education and childcare options may be found by vising the Fun 4 Gator Kids website)

Alachua County Public Schools and Private, Charter, and Preschools

Summer Camp Directory

Housing

UF Faculty Housing– rental and sublet listings from UF community members

Gainesville Neighborhoods

Gainesville Regional Utilities

Commuting to and Parking on Campus

Purchase a parking decal (Decal restricted hours M-F 7:30am – 4:30pm) – you must present your UF ID or offer letter when purchasing a decal.

Parking Map (Your decal will determine which zone(s) you may park in). Parking may also be located via the interactive campus map, by clicking the Transportation checkbox.

Carpool and commuting options

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Get to know Campus

Campus Map

Take the Virtual Tour of UF

Experience UF is an academic year-long program tailored for new faculty and professionals, especially those who have recently relocated here. You will receive an invitation to attend the social events each month from UF Human Resources with details about the venue and a link to register. If you don't receive an invitation, please contact experienceuf@hr.ufl.edu.

Preparing to Teach at UF

Even though the start of the semester may be a few months away, you may wish to start creating your syllabi and planning for your courses:

Schedule of Courses – check to make sure all your sections are properly listed. If you find an error, bring it to the attention of your department administrator as soon as possible.

Familiarize yourself with the UF Class Meeting Times (Periods)

UF Calendar – When drafting your syllabi, make sure that you have taken into consideration all important dates (drop/add dates, holidays, reading days, exam dates). Avoid scheduling assignments or assigning groups during drop/add period.

UF Syllabus Policy and example Syllabi – Additional Guidance from the Office of Teaching Excellence (OTE) - Check with your department/college for specific syllabus requirements, exams and assignments, and expectations about office hours.

Your departmental administrator will be able to help you Submit your Textbook Adoptions for your first semester teaching at UF - The posting of textbook requirements for courses is a requirement in the Florida Statutes. Following your first semester, you will be able to submit your own textbook adoptions by logging in with your GatorLink credentials.

- Summer textbook adoption deadlines are typically in late March.
- Fall textbook adoptions are due in early July.
- Spring textbook adoption deadlines are typically due late October.

UF All Access – you may choose to have your textbook offered as an e-book to help cut costs for your students. (Note: some lead time is required for the bookstore to work with the publisher.)

Learn about support services available to your students:

Teaching Center – Tutoring services, study skills, and study groups

University of Florida Writing Program – Broad based instruction in composition

Disability Resource Center – Accommodated testing and resources; in the beginning of semester, students must present you with a letter from DRC detailing the type of accommodation they require and you are obliged to facilitate such requests.

Counseling and Wellness Center – Learn how to recognize students in distress and find resources that can help.

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U Matter, We Care provides care related resources and programs focused on health, safety, and holistic well-being for students.

Dean of Students Office – Provides a variety of services including Student Conduct and Conflict Resolution. The Orange Book (UF Regulation 4.040) is your and your students' guide to the Student Honor Code and Student Conduct Code.

Title IX support resources

Preparing graduate teaching assistants to help you teach:

How to be a Great Online or Hybrid TA online workshop

Passport to Great Teaching for TAs certificate program (new for fall 2019)

TA Development workshops, orientation, and UF's Teaching Assistants Handbook

UF Course Evaluation's system is called GatorEvals (as of Fall 2019; the previous system was called GatorRater). GatorEvals allows for mid-term evaluations as well as the addition of instructor chosen, college approved questions.

Preparing to do Research at UF

Transferring Grants to UF:

- 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
- Review UF Award Management guidelines, procedures, and tools
- Complete the Compliance Form for an Investigator Transferring to UF

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.

Setting-up your UF lab: Environmental Health and Safety offers assistance to New Principle investigators / Researches setting up their labs at UF.

Information on start-up funds/conference reimbursements

Research Tools and Resources

UFIT Research Computing

Research Computing Walk-in Support

Principle Investigator Eligibility

Environmental Health and Safety – report a hazard, risk assessment, trainings, ergonomic evaluations, and more resources to support your research.

UF Libraries Open Access Publishing Fund

RefWorks Free with UF credentials

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EndNote Free with UF credentials

ARCS (Academic Research Consulting & Services) - library professionals who offer unique expertise and services to support your research activities, through data collection to dissemination of results to evaluation of outputs to archiving.

Find a subject specialist - Liaison or subject specialist librarians are assigned to each unit or discipline on campus.

3D printing at Marston Science Library

3D scanning at Marston Science Library

Interlibrary Loans

UF Data Guide – Use this tool to make informed decisions where to safely store, analyze and share data at UF. Visit the Integrated Risk Management website for more tools related to data storage and transfer.

Official Employment Date & First Few Days on Campus

Basics

Create your GatorLink Account: A GatorLink is necessary to access most UF systems. Get help with your Gatorlink

UF Wireless Onboarding – Eduroam@UF

> VPN to access UF Web-based resources remotely

Get your Gator 1 Card (UF ID); Not on the main campus? Order your Distance Gator 1 Card. Spouses/Domestic Partners may also get a Gator 1 Card.

Login to MyUFL

- Fill out your W-4, and review the W-2s and Payroll information.
- If you were unable to complete direct deposit set-up via GatorStart, sign-up for direct deposit in MyUFL. Direct deposit is required.
- Fill in your Directory Information and emergency contact information (MyUFL > Main Menu > My Account > Update My Directory Profile; Update Emergency Contact)

Decide which benefits you will enroll in. Use ALEX, UF's online virtual benefits counselor to determine which benefits are right for you, or schedule an appointment with a UF Benefits specialist. You must elect your benefits within 30 days of your hire date.

Coordinate with your department administrator to request supplies, including keys and to order your UF business cards

Set up your office phone.

Set up your UF email signature.

Meet with your faculty mentor, or designated department colleague. Arrange for a tour of your department and introductions with colleagues and co-workers.

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Meet with your Department Chair/supervisor to review the following (some of these discussions will flow into your first few weeks):

- your schedule
- your department and job specific orientation plan
- job responsibilities, competencies, expectations
- department's mission, strategy, values, key functions, policies and procedures, organizational structure of the department, department directory and key department contacts/resources, department calendar, confidentiality information, department emergency procedures and plans, necessary health and safety training for your role/ dept.
- Clarify any performance or policy questions you may have.
- set initial goals/projects/priorities

Begin familiarizing yourself with UF Policies and Regulations. HR provides a comprehensive list of policies, as does the Office of the Provost, and all UF Regulations, Amendments, and Notices can be found here. It is also important to understand that Florida is a Public Records State. Title IX resources and reporting procedures are available here.

Preparing to Teach at UF – Things to do before the semester starts

Now, that you have a Gatorlink account, there are a number of resources available to you that will be useful – and necessary - for teaching at UF. Take some time to familiarize yourself with these resources, especially Canvas – UF's online learning management system (LMS). You will also hear Canvas referred to as e-Learning. Login to Canvas.

IMPORTANT: You must request that your courses be added to Canvas. Canvas will not populate automatically until the week before the start of the term. This is likely to be too late for you to get everything set up.

Visit e-Learning FAQs for directions on how to do the most common Canvas tasks.

Visit the Canvas Instructor Guide for more detailed information on how to use Canvas.

You can also make an appointment with an Instructional Designer (the sooner you can do this the better!)

To learn more about Canvas and other instructional tools explore the following resources:

- LinkedIn Learning (formerly Lynda.com) – online trainings, Introduction to Canvas
- Qualtrics – web-based surveys
- Zoom – video conferencing
- Microsoft Imagine Academy – training in Microsoft software's
- Center for Instructional Technology & Training (CITT) tools menu – extensive list of tools for teaching
- Office of Teaching Excellence – Workshops and resources to support your development as an instructor.
- UF Instructor Guide is full of UF-specific information, resources, and tips.

Training

Begin completing required trainings and review the breadth of trainings available at UF.

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- Research Training Utility will help you determine which trainings you must take.
- UF Training registration and training transcripts
- Harassment Prevention – All UF employees must take this training with the first 30 days of employment. This training must be retaken every two years.
- Environmental Health and Safety Trainings
- UFIT Trainings

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Your First Few Weeks

Continue to complete your trainings. Track your training progress and print transcripts if necessary

Meet people important to your role, whether in your department, college, or other areas of UF, and external business partners.

Work with your Department Chair and Administrator to determine which department/regular meetings should be on your calendar and what important College/Institutional meetings to add your calendar.

Become familiar with the UF annual performance appraisal tools that will be used to evaluate your performance. Ask about the procedures and template for your department.

Review the Faculty Handbook (only available in web format)

Review UF Tenure and Promotion Information

Make sure you have completed your benefits enrollment – this must be completed within 30 days of your hire date. There are a several retirement plans to choose from.

Review your paycheck details in MyUFL and make sure you understand your paycheck. If you have any questions, contact your Department Administrator.

Your First Few Months

Attend monthly department faculty meetings to learn more about their department and build relationships.

Begin participating in professional development trainings.

- Center for Instructional Teaching & Technology (CITT)
- Office of Teaching Excellence Events and Workshops
- Research Computing
- Human Resources – Learn & Grow
- Mentor Academy – develop mentoring skills through 4 mo. program with biweekly sessions
- Leadership@UF – Maximize your leadership potential
- National Center for Faculty Development & Diversity – Free membership with Gatorlink credentials
- UF Libraries

Join Faculty Organizations to build your campus-wide network.

- Faculty Senate – Build your network and participate in shared governance.
- Association of Academic Women (AAW)
- Association of Black Faculty & Staff (ABFS)
- Academic & Professional Assembly (APA)

Start taking advantage of the GatorPerks employee discount program and Explore Gainesville!

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Login to your Online Promotion and Tenure (OPT) packet account and start populating the self-service modules to keep your accomplishments documented and to facilitate the promotion process in the future. MyUFL > My Self Service > Faculty Promotion & Tenure.

Familiarize yourself with your leave benefits, including the option to join the Sick Leave Pool, a way for employees to combine a portion of their individually accrued sick leave for collective use. As a member of the sick leave pool, you would be able to draw upon the pool--after approval from the sick leave pool committee--in instances where you used all of your sick, vacation, and compensatory leave hours.