New Faculty Onboarding Checklist

Welcome to UMBC! We recognize that starting a new job is challenging. To facilitate your transition to your new position, we have developed this checklist with links to university resources. As you go through the list, please work with your department chairs to address any questions that you may have. UMBC is committed to your success in your new position!

Logistics

Name:
Position:
College:
Department:
Start Date:
UMBC email:
Personal email:
Office phone:
Cell phone:

For additional resources please visit:
- https://fdc.umbc.edu/resources/resources-for-new-faculty/
- https://hr.umbc.edu/new-employee-resources/
- https://provost.umbc.edu/faculty-mentorship-programs/

Pre-arrival (before you start):

Payroll and Benefits
- I-9 https://hr.umbc.edu/new-employee-resources/new-employee-payroll/
- W-4 (federal tax withholding form) https://hr.umbc.edu/new-employee-resources/new-employee-payroll/
- MW507 (State of Maryland tax withholding form) https://hr.umbc.edu/new-employee-resources/new-employee-payroll/
- Health insurance https://hr.umbc.edu/new-employee-resources/new-employee-benefits/
- Retirement plan election https://hr.umbc.edu/new-employee-resources/new-employee-benefits/retirement/retirement-plan-selection-information/
- Direct deposit https://hr.umbc.edu/new-employee-resources/new-employee-payroll/
- Email setup https://doit.umbc.edu/services/

- Non-resident alien documents (if applicable) https://hr.umbc.edu/payroll/payroll-preparerapprover/new-hires/

Departmental Setup

- Office
- Lab
- Phone and voicemail setup
- Access to myUMBC, Blackboard https://doit.umbc.edu/services/
- Access to Google drive and Box https://wiki.umbc.edu/display/faq/Cloud+Storage
- Photocopier access
- Printer access
- Keys: office, building, lab, departmental common room
- Mailbox
- Departmental organizational chart with administration, staff and their assigned tasks
- Basic office supplies
- Computer with network access

UMBC setup

- Sign up for UMBC emergency text message system https://wiki.umbc.edu/display/faq/Emergency+Alerts
- Check out available technology services https://doit.umbc.edu/services/ And download any needed software https://doit.umbc.edu/services/faculty/
- UMBC Faculty Orientation https://fdc.umbc.edu/resources/resources-for-new-faculty/
- UMBC benefits orientation
- ILL system https://umbc.illiad.oclc.org/illiad/logon.html
- UMBC ID card https://campuscard.umbc.edu/about/
- Parking https://hr.umbc.edu/new-employee-resources/parking-transit/

Pre-arrival

Update online directory

First Week

- Departmental chair meets with faculty candidate to discuss classes, logistics, mentoring, describe roles and responsibilities of department administration and staff
- Ensure that new faculty member gets appropriate seminar and colloquia announcements
- Introduce the new faculty member to members of the department
- Introduce new faculty member to graduate students

- Provide old syllabi, previous class notes, and other materials to facilitate teaching classes
- Describe procurement procedures for new equipment

First Semester

- Assign new faculty mentors and discuss roles and responsibilities
- Procedures for applying for grants are described in detail with appropriate timelines (see https://research.umbc.edu/investigator-manuals/)
- Introduce the hire to potential collaborators and colleagues across the university
- Suggest the new hire visit the faculty development center (fdc.umbc.edu), introduce Dr. Linda Hodges
- PI Research Administrative Training & Education (PIRATE) https://research.umbc.edu/principal-investigator-training/
- Entrepreneurship training
- Apply for Associate Member of the Graduate Faculty https://gradschool.umbc.edu/facultyforms/
- Identify mentor for Eminent Scholar Program. https://facultydiversity.umbc.edu/eminent-scholar-mentoring-program/
- Attend welcome meeting with Dean of CNMS

End of First Year

Department chair meets with new faculty and mentors to discuss progress after one year