



Faculty Orientation Checklist (For Use by Faculty Member)

See Website for additional information: <http://www.lib.utk.edu/share/training/employee-orientation/>

First Full Day																																			
<input type="checkbox"/> Gail Conner Library Support Services 630 Hodges Library 865-974-4424 gconner@utk.edu	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 2px;">Confirm Completion of Items Below</th> </tr> <tr><td style="width: 20px; text-align: center;"><input type="checkbox"/></td><td style="padding: 2px;">W4 Card (Tax forms)</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="padding: 2px;">ID Card (UT ID Card)</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="padding: 2px;">Parking Permit and Instructions Tyson Lot</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="padding: 2px;">Direct Deposit and paychecks</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="padding: 2px;">I-9 (Employment Eligibility Verification Form)</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="padding: 2px;">Conflict of Interest</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="padding: 2px;">Authorization of Disclosure</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="padding: 2px;">Insurance</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="padding: 2px;">Retirement</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="padding: 2px;">Savings Bonds</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="padding: 2px;">Credit Union</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="padding: 2px;">AMX Application</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="padding: 2px;">English language Competence Form</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="padding: 2px;">Supply Room and Staff Room Access (If Applicable)</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="padding: 2px;">Leave/Holidays</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="padding: 2px;">Apply for Net ID</td></tr> </table>	Confirm Completion of Items Below		<input type="checkbox"/>	W4 Card (Tax forms)	<input type="checkbox"/>	ID Card (UT ID Card)	<input type="checkbox"/>	Parking Permit and Instructions Tyson Lot	<input type="checkbox"/>	Direct Deposit and paychecks	<input type="checkbox"/>	I-9 (Employment Eligibility Verification Form)	<input type="checkbox"/>	Conflict of Interest	<input type="checkbox"/>	Authorization of Disclosure	<input type="checkbox"/>	Insurance	<input type="checkbox"/>	Retirement	<input type="checkbox"/>	Savings Bonds	<input type="checkbox"/>	Credit Union	<input type="checkbox"/>	AMX Application	<input type="checkbox"/>	English language Competence Form	<input type="checkbox"/>	Supply Room and Staff Room Access (If Applicable)	<input type="checkbox"/>	Leave/Holidays	<input type="checkbox"/>	Apply for Net ID
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<input checked="" type="checkbox"/> Training Thura Mack Library Training 630 Hodges Library 865-974-6381 tmack@utk.edu	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;"><input type="checkbox"/></td><td colspan="2" style="padding: 2px;">Introduction to Training Services</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td colspan="2" style="padding: 2px;">Review Training Needs and Opportunities</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td colspan="2" style="padding: 2px;">Library Quick Tour (Departments, Entrances, Elevators, Restrooms, Fire Alarms and Extinguishers, Emergency Exits and Procedures, etc.); Map Services; Escort to Technology Services</td></tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="padding: 2px;">Schedule Walking Tour</td> <td style="padding: 2px;">Date:</td> <td style="padding: 2px;">Time:</td> </tr> </table>	<input type="checkbox"/>	Introduction to Training Services		<input type="checkbox"/>	Review Training Needs and Opportunities		<input type="checkbox"/>	Library Quick Tour (Departments, Entrances, Elevators, Restrooms, Fire Alarms and Extinguishers, Emergency Exits and Procedures, etc.); Map Services; Escort to Technology Services		<input type="checkbox"/>	Schedule Walking Tour	Date:	Time:																					
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First Full Day (continued)			
Jeffrey Hines (continued)	<input type="checkbox"/>	Sharepage	
	<input type="checkbox"/>	Software / Hardware Acquisition	
	<input type="checkbox"/>	Overview of Network and System Usage	
First Week			
<input type="checkbox"/> Team Leader / Coordinator	<input type="checkbox"/>	Welcome and Review of Desk/Office Area and Facilities used by the Team	
	<input type="checkbox"/>	Library Hours	
	<input type="checkbox"/>	Review of Team and Team Meetings	
	<input type="checkbox"/>	Organization and Personnel Introductions	
	<input type="checkbox"/>	Goals/Objectives and Planning Process	
	<input type="checkbox"/>	Performance Expectations: Tools and Policies	
	<input type="checkbox"/>	Supervisor's Role in Promotion/Tenure and Retention Process	
	<input type="checkbox"/>	Research Time and Guidelines for "Work at Home"	
	<input type="checkbox"/>	Library Budget Process and Team Budget Requests	
	<input type="checkbox"/>	Library Outreach	
	<input type="checkbox"/>	Academic Calendar	
	<input type="checkbox"/>	Phone, Voice Mail and Fax Usage	
	<input type="checkbox"/>	Review Safety and Security	
	<input type="checkbox"/>	Disaster Procedures	
First Month			
<input type="checkbox"/> Dean Barbara Dewey Dean of Libraries 607 Hodges Library 865-974-6600 bdewey@utk.edu	<input type="checkbox"/>	Welcome and Overview of UT Libraries and Academic Affairs (1/2 Hour)	
	<input type="checkbox"/>	Schedule Lunch with the Dean	Date: _____ Time: _____
<input type="checkbox"/> Rita Smith Associate Dean 612 Hodges Library 865-974-6600 rsmith19@utk.edu	<input type="checkbox"/>	Schedule meeting with Rita Smith	Date: _____ Time: _____
	<input type="checkbox"/>	Overview: Library commitment to service and learning	
<input type="checkbox"/> Pauline Bayne Assistant Dean 613 Hodges Library 865-974-4465 pbayne@utk.edu	<input type="checkbox"/>	Schedule meeting with Pauline Bayne	Date: _____ Time: _____
	<input type="checkbox"/>	Informational meeting, approximately 15 minutes	
<input type="checkbox"/> Jill Keally Executive Associate Dean 611 Hodges Library 865-974-6600 jkeally@utk.edu	Welcome and Overview (approximately 1 hour)		
	<input type="checkbox"/>	Schedule meeting with Jill Keally	Date: _____ Time: _____
	<input type="checkbox"/>	Library Council	
	<input type="checkbox"/>	Standing and Ad Hoc Committees	
<input type="checkbox"/>	Library Faculty Governance and Bylaws		



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Jill Keally (continued)	<input type="checkbox"/>	Tenure, Retention and Promotion		
	<input type="checkbox"/>	Annual Review and Planning Procedures		
	<input type="checkbox"/>	Salary Increases and Merit Process		
	<input type="checkbox"/>	Mentor		
	<input type="checkbox"/>	Fellowships, Grants and Research Opportunities		
	<input type="checkbox"/>	Travel Money		
<input type="checkbox"/> Sandra Leach Head of Branch Libraries A113 Veterinary Teaching Hospital 865-974-7338 sleach1@utk.edu	<input type="checkbox"/>	Schedule meeting with Sandra Leach	Date:	Time:
	<input type="checkbox"/>	Overview: Branch Libraries		
<input type="checkbox"/> Faculty Member Complete on your own	<input type="checkbox"/>	University Policies and Procedures – HR’s page for employee guidance, http://hr.utk.edu/policies.shtml		
	<input type="checkbox"/>	Faculty Handbook/Manual of Faculty Evaluation – http://info.lib.utk.edu/share/faculty/library-faculty/manual-for-library-faculty-evaluation-policies-and-procedures/		
	<input type="checkbox"/>	Faculty Senate – The UTK Faculty Senate is the representative body through which the faculty participates in University affairs and shared governance. For more information, http://web.utk.edu/~senate/		
	<input type="checkbox"/>	Library Faculty Webpage – Provides helpful links and information to faculty resources, http://www.lib.utk.edu/share/faculty		
	<input type="checkbox"/>	Office of Information Technology (OIT) – Information about Email, passwords, training, the OIT help desk, security, etc. - http://oit.utk.edu/		