FACULTY ONBOARDING CHECKLIST

FACULTY NAME: ____________________________________
DEPARTMENT CHAIR:_________________________________

Directions: This checklist is designed to assist with the School of Dentistry’s orientation process. This checklist is organized chronologically and helps prepare for the arrival of new faculty.

Pre-Arrival (Completed by Supervisor)

____ 1. Review Faculty Onboarding Checklist.

____ 2. Call or e-mail new faculty member to officially welcome them to UMKC and the School of Dentistry after confirmation of acceptance.

____ 3. Confirm with the Business Office that the new faculty member is scheduled to attend:

   • New Employee Orientation with Human Resources OR the Business Office
     Human Resources, Administrative Center, 5115 Oak, Room 226
     Business Office, Dental School, Room 449

   • During employee orientation
     • New employee should obtain badge
       One Card Office
       The University Center, 5000 Holmes Street, Room 101A (immediate processing time)
       OR
       Dental School
       Room 260E (two week processing time)

     • New employee should obtain parking pass
       Parking Operations
       Administrative Center, 5115 Oak, Room 221
       OR
       Business Office (Monica Baker)

____ 4. Confirm and organize work space for new faculty member.

____ 5. Set up computer, phone (Bill Marse) and office supplies (Gary Wauthier)
Appropriate personnel need to initial all items except 2 and 3; New faculty should complete entire form before assignment and return to their department chair.

1. **All benefit eligible Faculty:** Attend a Pre-Employment Session (Fall Only) for New Faculty. All sessions are held in the UMKC Administrative Center, Conference Area, 5115 Oak, Kansas City, Missouri. Bring Photo Identification, Social Security Card and a voided check for electronic pay deposit. If you are an international, you will need to bring current VISA, Passport, DS 2019 if you hold a J-1 VISA or an I-197 if you hold a H1B Visa or other work authorization documentation. **All other hires will attend employment session at the Business Office, Dental School, Room 449.**

   **Non benefit eligible Faculty:** Complete new hire session in the Business Office, Dental School. Bring Photo Identification, Social Security Card and a voided check for electronic pay deposit. If you are an international, you will need to bring current VISA, Passport, DS 2019 if you hold a J-1 VISA or an I-197 if you hold a H1B Visa or other work authorization documentation.

2. **All Faculty:** To obtain a Parking Pass you must register in person at the Parking Services Office in the Administrative Center (UMKC Campus), Room 221 OR Business Office (Monica Baker)

3. **All benefit eligible Faculty:** Sign-up for benefits on-line within 30 days.

4. **All Faculty:** Go to University Center Lobby (5000 Holmes) to obtain University of Missouri, Kansas City Photo Identification Card (to obtain badge immediately) OR BMC, Room 260E (two week processing time)

5. **All Faculty:** Sign up for an e-mail account in BMC and Order School of Dentistry Name Tag in the Dental School (DS Room 260A).

6. **All Faculty:** Go to Business Office, DS Room 449, to complete School of Dentistry Information Sheet and obtain New Employee Packet.

7. **All Faculty:** Office of Academic Affairs: Obtain Faculty Handbook. Include discussion of faculty development, promotion and tenure, and faculty evaluation with the Associate Dean (DS Room 441).

8. **All Faculty:** Department Chair will explain general department activities and operations and provide a tour of the building, including BMC and their functions, and description of organization:
   a. organizational structure,
   b. departmental history and development, and
   c. general department objectives including CE policy and opportunities.

9. **All Faculty:** Chair will explain the faculty’s specific duties and how they fit into the department and the university objectives. Chair will explain how faculty are annually evaluated. Chair will discuss specific work assignments and review vacation, travel policies, and the Faculty Accomplishment System (FAS) (https://iatsact.missouri.edu/fas/fas)

10. **Clinical Faculty:** Acquire a faculty number from the Office of Facilities and Information Technology. Obtain copy of the Travel Policy, Vacation Policy, UMKC faculty identification card activation, key requests, and HIPPA Rules (www.umkc.edu/research/protections/HIPAA/Training.html). (DS Room 168).

11. **Non Clinical Faculty:** Obtain a copy of the Travel Policy, have your U.M.K.C. faculty identification card activated, fill out office and lab key requests, and HIPAA Rules (www.umkc.edu/research/protections/HIPAA/Training.html). (DS Room 168).
12. **Clinical Faculty**: Obtain information and assistance from the Office of Facilities and Information Technology on the clinic electronic record system (CMS). (DS Room 168)

13. **All Faculty**: Complete the School of Dentistry’s OSHA and HIPPA training courses. (http://blackboard.umkc.edu)

14. **Clinical Faculty**: Register your thumbprint for the electronic record system (CMS) in the computer help section of BMC (Biomedical Communications). (DS Room 260A)

15. **Clinical Faculty**: Office of Clinical Programs will review vacation requests, phone system, and other pertinent paperwork. Clinical Programs will also review Team educator responsibilities and discipline coverage, as well as general orientation to predoctoral and graduate clinical programs. (DS Room 123)

16. **Clinical Faculty**: Office of Clinical Programs will also give you the following manuals:
   a. Clinic Manual (including standards of care, competency statements, and outcome measures) and
   b. Predoctoral clinic manuals for operative, fixed, complete and partial removable prosthodontics, and endodontics. (DS Room 123)

17. **Clinical Faculty**: Rotate through each of the Teams to become familiar with the clinical teaching methods and record keeping. Faculty will observe at least one-half day in a team. New faculty will follow an experienced faculty member as a mentor for at least one week.

18. **Clinical Faculty**: Attend at least one team treatment planning seminar. (Team Coordinator will assign.)

19. **Clinical Faculty**: Rotate through emergency clinic.

20. **Clinical Faculty**: Department Chair will arrange for you to rotate through fixed and removable prosthodontic quality assurance.

21. **Clinical Faculty**: Department Chair will arrange for you to learn about/observe evaluation procedures in preclinical laboratories of endodontics, operative, complete and partial removable prosthodontics.

22. **Clinical Faculty**: Team Coordinator will arrange instruction in the clinical mentoring system.

**Date Form Completed:** __________________________

**Faculty Signature:** ____________________________

**Department Chair Signature:** __________________

Please forward to the Dean’s Office when all items have been initialed.