



SCHOOL *of*
OSTEOPATHIC
MEDICINE

FACULTY & STAFF ONBOARDING PROCEDURES



Staff Onboarding

- I.** Prior to Start Date:
 - A.** Hiring Manager completes Key Request Form
 - 1. Admin pulls keys for new hire (day before start date)
 - B.** Coordinator/AA emails forms for completion/submittal (2 weeks prior to start date)
 - 1. Business Cards
 - 2. Nametag
 - C.** Coordinator adds new hire to Faculty/Staff Directory
 - D.** Coordinator/AA adds new hire to all pertinent group email lists
 - E.** Coordinator/AA creates door sign for office
 - F.** Work Study Student creates new hire mailbox
 - G.** Coordinator/AA orders necessary office supplies
- II.** First week
 - A.** University New Hire Orientation - Day 1 Orientation on Main Campus Includes:
 - 1. UIW Employee Handbook/Policy Review
 - 2. Benefits Overview
 - 3. Vehicle Registration
 - 4. Main Campus Tour
 - 5. Employee ID Card
 - 6. University Administrative Departments Overview
 - a) Campus Police
 - b) Payroll
 - c) IT
 - d) Accounts Payable
 - e) Purchasing
 - f) Business Office
 - g) Mandatory Online Trainings
 - (1) Survival Mindset Training
 - (2) Harassment Training
 - (3) Mosaic
 - B.** Training in daily work flow specific to position - Hiring Manager
 - C.** SOM Orientation (Dean's Asst. to arrange) - Includes:
 - 1. HR Overview (HR Specialist)
 - 2. SOM Organizational Review (Dean's Asst.)

3. Standard Operating Procedures (Dean's Asst.)
 - a) Mailing – UPS, Mailroom
 - b) Supplies
 - c) Travel
 - d) Designated Support Staff
 - e) Authorization & Reimbursements
 - f) SOM Van Use/Enterprise Rentals
4. Facilities (Dir. Accreditation & Planning)
5. Library Services Overview (Dir. Library Services)
6. IT/Academic Support Overview (IT Tech)
7. Curriculum Overview (AD-OMIE)



Faculty Onboarding

- 1. CASE Coordinator or AD ADMIN sends Onboarding Follow-Up Form to Chair**
Includes:
 - a) Job title
 - b) Faculty rank
 - c) Anticipated start date
 - d) Candidate contact information
 - e) Office location
 - f) Professional development eligibility
- 2. CASE Coordinator or AD Admin sends work order to IT to arrange following (2 weeks prior to start)**
 - a) Computer
 - b) Phone
 - c) Phone number
 - d) Printer access
- 3. CASE Coordinator or AD Admin emails new hire forms for completion:**
 - a) Emergency Contact
 - b) Name Badge Request
 - c) Business Card Request
 - d) Membership Information
 - e) White Coat Instructions
 - f) Parking Permit Instruction
 - g) LDC Request
- 4. Dean's Asst. adds new hire to Faculty/Staff Directory**
- 5. Dean's Asst. adds to all pertinent group email lists**
- 6. Office door sign and mailbox created as appropriate**
- 7. CASE Coordinator or AD Admin completes Key Request Form (day before start date) and pulls key for new hire (start day) as appropriate**
- 8. CASE Coordinator or AD Admin schedules orientation**
 - a) SOM New Hire Orientation (first 2 weeks after start date)
 - (1) HR Overview (HR Specialist)
 - (2) SOM Organizational Review (Dean's Asst.)
 - (3) Standard Operating Procedures (Dean's Asst.)
 - i. Mailing – UPS, Mailroom
 - ii. Supplies
 - iii. Travel
 - iv. Authorization & Reimbursements

- v. SOM Van Use/Enterprise Rentals
 - (4) Facilities (Dir. Accreditation & Planning)
 - (5) IT/Academic Support Overview (IT Tech)
 - (6) Curriculum Overview (AD-OMIE)
- b) Department Chair
- c) Mentor
- d) Mission & Ministry
- e) Faculty Development (Dir. Faculty Development) – Week 1
 - (1) OMIE Team Introductions
 - (2) Curriculum Orientation (SIGS, LGs, DOCS, STRX)
 - (3) Tour of Center for Faculty Development
 - (4) Sedona Training
 - (5) Osmosis Access
- f) Compliance Training– 30 Day Deadline from Start Date
 - (1) Mosaic: Prevent Discrimination and Harassment
 - (2) Mosaic: Prevent Sexual Violence Together training
 - (3) Information Privacy and Security IPS
 - (4) FERPA 101: For Colleges and Universities
 - (5) Faculty Staff FERPA form
 - (6) OSHA Blood-borne Pathogens
 - (7) Optional Trainings (based on appointment/research)
 - Animal Care and Use
 - Animal Care and Use: Working with the IACUC
 - Animal Care and Use: Additional Modules of Interest
 - Biosafety: Introductions and Risk Assessment
 - Biosafety: Risk Management
 - Biosafety: Shipping Regulated Biological Materials
 - Biosafety: Selects Agents Biosecurity and Bioterrorism
 - Biosafety: Recombinant DNA Research
 - Biosafety: Animal Biosafety
 - Biosafety: Dual Use Research of Concern
 - Conflicts of Interest
 - Good Clinical Practice
 - Good Laboratory Practice
 - Healthcare Ethics Committee
 - Responsible Conduct of Research
 - Human Subjects Research SOM Mandatory Compliance Training



SIGS Facilitator Onboarding

I. Prior to Start Date:

- A.** CASE Coordinator emails forms for completion/submittal (2 weeks prior to start date):
 - 1. Nametag
 - 2. Parking Permit
- B.** CASE Coordinator adds new hire to Faculty/Staff Directory
- C.** IT adds new hire to all pertinent group email lists

II. First week

- A.** Day 1 – CASE Coordinator arrange first day schedule and send confirmation to new hire in advance
 - 1. Get ID/Access Card – CASE Coordinator
 - 2. Get Name Badge (if available) – CASE Coordinator
 - 3. SOM Orientation – Dean's Asst.
 - a) SOM Organizational Review
 - b) Standard Operating Procedures (SOPs)
- B.** SOM Mandatory Compliance Training (see II.A. 9c) – Director of Professional development