Faculty Onboarding Responsibilities & Resources

Department Chair/ Vice Chair/Sr. Faculty:

- Introduce the new faculty member to the staff. If the Chair is unavailable, the Vice Chair (or welcoming committee) should assist with their first day on campus before the instruction start date.
- Discuss teaching assignments and courses for the academic year, providing guidance to the Student Services Manager for curriculum updates. This should be done promptly after the new faculty member accepts their appointment and submits their signed letter to the Department Chair.
- Facilitate introductions to colleagues and SASC staff in Financial & AP and Student Services assigned to their unit.
- Conduct a tour of the Department and SASC Offices.
- Provide a brief overview of department and campus life, highlighting available resources.
- Review teaching and research responsibilities outlined in the new faculty member's offer letter.
- Discuss service dates and sabbatical details as outlined in the offer letter.
- Provide information on Disabled Student Programs (DSP).

SASC Staff:

Academic Personnel Coordinator (AP Coordinator):

- Initiate the hiring process via UCPath.
- Coordinate the signing of the UC Oath for U.S. citizens using DocuSign.
- Inform the new hire about the forthcoming email notification regarding I-9 requirements.
- Provide instructions for obtaining a UCSB Net ID (usually within the first week of effective hire).
- Facilitate the issuance of a UCSB email once the UCSBnetID is active.
- Add the new faculty member to appropriate department listservs.
- *Introduce the Administrative Coordinator to the new faculty member via email to coordinate keys, copier codes, and other necessary details.*

Administrative Coordinator:

- *Schedule a 15-minute meeting based on the new faculty member's availability.*
- Provide office and building keys.
- Share copier codes.
- Orient the new faculty member to the location of the mailroom and supply area.
- Coordinate book orders.

- Provide information on the Disabled Student Programs (DSP) process.
- Assist with instructional equipment orders.
- Facilitate the completion of an Emergency Contact Form via Google Form.

Financial & Academic Services Manager and Financial & Budget Coordinator:

- Discuss start-up funding and provide guidance on grants, equipment, or research lab transfers.
- Explain the reimbursement request process.
- Review Forms and Resources on SASC website.
- Provide information on removals, project codes, and access to the financial system.

Student Services Manager:

- Offer general guidance on curriculum planning, particularly related to the new faculty member's designated department.
- *The faculty member should reach out to schedule a meeting.*

Undergraduate Advisor:

- Offer guidance on course scheduling.
- *Reach out to new faculty members to explain the course preference process and scheduling, to avoid surprises when the call goes out.*

Graduate Advisors:

- Provide information on managing ASE hires and using the ASE Responsibility Sheet.
- *Reach out to new faculty members prior to the start of their first course with TAs.*

Director:

- Provide a comprehensive overview of the SASC's structure, highlighting the administrative support services it offers to the Departments of English, English for Multilingual Students Program, Linguistics, Philosophy, and the Writing Program.
- Share relevant faculty resources for policies regarding faculty appointment, advancement, and development of faculty and academic appointees.
- Send faculty removal information packet, which contains guidelines on allowable expenses, receipt management, withholding tax implications, and other pertinent information. Clearly label it as the "Faculty Removal (Moving Allowance) Policies and Process" memo.
- Coordinate new office renovations

Resources for New Faculty

As you begin your journey at UC Santa Barbara, I recommend referring to the University of California Santa Barbara Faculty Handbook. This handbook serves as an essential resource, providing policies and guidelines relating to faculty appointments.

For a comprehensive collection of useful information and resources for faculty members, I encourage you to explore the Faculty website. This website offers a wealth of valuable links and materials tailored to support your professional endeavors.

The Office of Academic Personnel (AP) is a service organization dedicated to facilitating the recruitment, appointment, advancement, and development of exceptional and diverse faculty and academic appointees. You can learn more about AP and access additional resources for Academic Employees by visiting their website.

At UC Santa Barbara, there are two central documents that govern Academic Personnel Policies and Procedures: the Academic Personnel Manual (APM) for University of California system-wide faculty and the Red Binder for academic employees at UCSB.

What's a UCSBnetID

The UCSBnetID is the user ID used to sign in to services and applications available to the UCSB community. Visit our UCSBnetID Service Catalog for details on the various applications that require a UCSBnetID for access.

UCSBnetID Activation

Once UCSB Identity Services has a record for an individual, one must activate a UCSBnetID to attach to their record.

- Use our Identity Manager service to create a UCSBnetID and set up your account.
- Click on "A Faculty or Staff Member"
- Enter your Employee I.D. and click "Sign In"
- Then follow the prompts on each page.
- We will create your email account once you have activated your UCSBnetID.

New Hire Forms

You can use your UCSBNetID to log in to UCPath to complete the following forms:

1. UC Patent Acknowledgment
2. Federal/State Withholding Allowance W4 Form
3. Direct Deposit
4. Electronic selection for W-2
5. Update personal & emergency contact information as needed
6. Benefit Selections

Here is a resource for UCPath Employee Self Service.

State of Oath of Allegiance: The CA State Oath of Allegiance is a declaration of loyalty to the state and an adherence to the laws therein required by all individuals employed by a CA State government agency.

Benefits

If you wish to enroll in a health plan, you must do so **within 31 days of the start of your appointment**.

For information on health and welfare and retirement benefits, please visit the UCnet link: What To Do If You're a New Employee and attend a UCPath Benefits Webinar.

2022 Medical Plan Comparison Video
Complete Guide to UC Health and Welfare Benefits

To enroll in benefits, log into UCPath > **Health and Welfare** > **Enroll in Benefits** or call the UCPath Center at 855-982-7284 for assistance. For additional information and resources regarding your health and welfare options, please visit the Compensation and Benefits page on UCnet.

New Employee Orientation

The department encourages you to attend the New Employee Orientation (eNEO) within your first 30 days. eNEO is available online in the UC Learning Center. You will receive access to the UC Learning Center approximately one week after your start date.

Parking

Faculty on campus are eligible to purchase annual monthly renewable parking ePermits, and thereby realize substantial savings over daily and monthly ePermits. Monthly Renewable ePermits are sold exclusively via pre-tax payroll deduction. If you qualify for Payroll Deduction, a monthly permit fee is deducted directly from your paycheck. Click here to learn more about our Payroll Deduction policy. To apply click here to create an account.

Please feel free to contact Parking Services if you have any questions regarding parking ePermits or parking on campus.

Concur

Concur is the campus' online reimbursement platform for Travel & Entertainment and some Business expenses. Please add your Financial Coordinator as a Delegate.

Moving to Santa Barbara

The Faculty Housing Office provides assistance designed specifically for faculty in the areas of relocation counseling and referrals, housing options, rental housing, and MOP loans. Sheila Lombardo, Community Housing Authority MOP Loan Coordinator, can be reached at 805/893-2529. The Community Housing Authority provides assistance with home purchase and for-sale housing. Rosemary Peterson, Executive Director, can be reached at 805/893-3187.

Coastal Housing Partnership

A nonprofit organization offering housing benefits, whether you are purchasing a home, refinancing your mortgage, or renting an apartment in Santa Barbara and Ventura County. To be added to their Rental Search Site or to find out about other housing benefits, please email them here.

Interactive Campus Map

Locate parking, accessibility, buildings, points of interest, and more in this interactive campus map.