New Employee Orientation Checklist
Faculty Supplement
University of Illinois Library at Urbana-Champaign
Questions? http://www.library.illinois.edu/administration/human/

Compensation
___ Where to view contract in NESSIE: https://nessie.uihr.uillinois.edu/cf/noa/login.cfm
___ No time sheets submitted
___ Pay date is the 16th of the month, for the month immediately preceding, e.g. September 16 for August 16 to September 15
___ Vacation accrual - 2 work days per month, cumulative up to 48 maximum
___ Sick leave accrual - 1 work day per month, cumulative up to 12 per year, additional 13 per year available if the first 12 are exhausted
___ Salary increases Based on Faculty Review Committee recommendations

Attendance
___ Benefit usage reporting (requires login): https://my.library.illinois.edu
___ Instructions for Reporting Benefit Usage
   http://www.library.illinois.edu/training/resources/new_employee/Benefits_Usage.pdf
___ Your work schedule
___ Unit coverage and your responsibilities
___ Positive Time Reporting is not yet required for faculty, but may become required in the future. http://www.ahr.illinois.edu/employees/ler/positive.html
___ Online reporting tool
___ Instructions on using the reporting tool
   https://nessie.uihr.uillinois.edu/pdf/policy/JobAid_PTR.pdf

Safety and Security
___ Emergency procedures and Policies
   http://www.library.illinois.edu/administration/services/sub_policies/p_emergency.html
   http://www.library.illinois.edu/prescons/index.html
___ Your responsibilities for your unit
___ Building Emergency Action Plans (BEAP)
   http://www.library.illinois.edu/prescons/disaster_response/BuildingEmergencyActionPlans.html
___ Employee Emergency Plan (EEP)
   https://wiki.cites.illinois.edu/ds/?target=https%3A%2F%2Fwiki.cites.illinois.edu%2Fwiki%2Fpages%2Fviewpage.action%3FpagelId%3D123244939
___ Emergency Contacts http://www.library.illinois.edu/administration/facilities/emergency.html
___ Campus Security Authority Training http://police.illinois.edu/crime-reporting/clery-compliance/campus-security-authorities/
Communication Permissions/Access from IT/Systems
___ Library Listserv LibNews-L Send an email to LibNews-L - request@postoffice.cso.uiuc.edu
http://www.library.illinois.edu/it/helpdesk/wikiblogmore/index.html
___ Library Gateway http://www.library.illinois.edu/
___ Online Directory http://www.library.illinois.edu/people/phone.php
___ Online Directory updates http://www.library.illinois.edu/mailform/mail.php?emailcode=directory
___ Telephone and Voice Mail, telephone number
___ Library Staff website http://www.library.illinois.edu/staff/
___ Online Tracking Report Systems (OTRS) https://www-s2.library.illinois.edu/otrs/customer.pl permission to log OTRS tickets (Requested by your department) http://www.library.illinois.edu/administration/facilities/instructions.html
___ Email alias, wiki, blog used by department
___ Squirrel mail for departmental email service
http://www.library.illinois.edu/it/helpdesk/exchange/cliff.html
___ Growing People blog on staff training http://libstaffdev.wordpress.com/
___ IM collaborator (request access via David Ward)
http://www.library.illinois.edu/askus/imcollaborator/
___ LibAnswers Edits to LibAnswers entries are monitored by the RIS web services specialist (http://www.library.illinois.edu/rex/staff/infodeskstaff.html)
___ access to folders on the G drive http://www.library.illinois.edu/it/helpdesk/permissions.html
___ CMS access (requires training; requested by your department)
https://cms.library.illinois.edu/export/CMS/training.html
___ LibGuides access (requires training) See your unit head or request from Lisa Hinchliffe
http://www.library.illinois.edu/it/helpdesk/service/libguides.html
___ Voyager Account See the following web page for department to request accounts
http://www.library.illinois.edu/voyager/
___ University of Illinois Box https://uofi.account.box.com/login
___ Google Apps @ Illinois

Professionalism
___ Conflict of interest and commitment, Faculty and Academic Professional
http://research.illinois.edu/coi/
___ Workday expectations, full day
___ Positive Time Reporting Policy
https://nessie.uihr.uiuc.edu/cf/policies/index.cfm?Item_id=4094
___ Diversity issues, staff and patrons, Office of Equal Opportunity and Access
http://oeea.illinois.edu/
___ Confidentiality http://www.library.illinois.edu/circ/policies/Confidential.html
___ Research ethics http://www.research.illinois.edu/ethics/
___ Institutional Review Board http://irb.illinois.edu/
___ Nepotism considerations, employment of relatives: http://cam.illinois.edu/ix/ix-a/ix-a-3.htm
**Equipment, Supplies, and Property Use**

- Ordering business cards and letterhead
  
  [http://www.publicaffairs.uiuc.edu/idstandards/gsm/stationery/businesscards.html](http://www.publicaffairs.uiuc.edu/idstandards/gsm/stationery/businesscards.html)

  To order business cards and letterhead email [supplies@library.uiuc.edu](mailto:supplies@library.uiuc.edu)

- Computer configurations and software requests
  
  [http://www.library.illinois.edu/it/helpdesk/pstaff.html](http://www.library.illinois.edu/it/helpdesk/pstaff.html)

- Laptop equipment availability, instructions for use
  
  [http://www.library.illinois.edu/it/helpdesk/ctap.html](http://www.library.illinois.edu/it/helpdesk/ctap.html)

- Loaner equipment
  
  [https://shibboleth.illinois.edu/idp/profile/SAML2/Redirect/SSO;jsessionid=qfy80ehyflm2jbedfag5l13u?execution=e1s1](https://shibboleth.illinois.edu/idp/profile/SAML2/Redirect/SSO;jsessionid=qfy80ehyflm2jbedfag5l13u?execution=e1s1)

- Key policy
  
  [http://www.library.illinois.edu/administration/facilities/keyrequest.html](http://www.library.illinois.edu/administration/facilities/keyrequest.html)

- Remote access and network resources, see IT Help Desk
  
  [http://www.library.illinois.edu/it/helpdesk/](http://www.library.illinois.edu/it/helpdesk/)

- Requesting meeting room and instruction space
  
  [http://www.library.illinois.edu/administration/facilities/conferencerooms/](http://www.library.illinois.edu/administration/facilities/conferencerooms/)

**Job Expectations**

- Meet with Associate University Librarian for Services

- Responsibilities of Unit Head

- Peer Review Committee
  
  [http://www.library.illinois.edu/committee/faculty/documents/statement_on_the_relationship_between_tenure_track_faculty_and_peer_review_committees.html](http://www.library.illinois.edu/committee/faculty/documents/statement_on_the_relationship_between_tenure_track_faculty_and_peer_review_committees.html)

- Collection Development responsibilities (CDC)
  
  [http://www.library.illinois.edu/administration/collections/about/statements/](http://www.library.illinois.edu/administration/collections/about/statements/)

- Fund Management responsibilities
  
  [http://www.library.illinois.edu/acq/fund_man_manual/](http://www.library.illinois.edu/acq/fund_man_manual/)

- Preservation/Conservation responsibilities
  
  [http://www.library.illinois.edu/prescons/](http://www.library.illinois.edu/prescons/)

- Principles on Academic Freedom:
  
  [http://www.ahr.illinois.edu/forms/1940.pdf](http://www.ahr.illinois.edu/forms/1940.pdf)

- Statement on Professional Ethics:
  

- Teaching campus courses
  
  [http://www.library.illinois.edu/administration/services/policies/teaching_payments.html](http://www.library.illinois.edu/administration/services/policies/teaching_payments.html)

- Division meetings
  
  [http://www.library.illinois.edu/staff/division.html](http://www.library.illinois.edu/staff/division.html)

- Administrative travel
  
  [http://www.library.illinois.edu/administration/busoff/travel.html](http://www.library.illinois.edu/administration/busoff/travel.html)

- Instruction responsibilities (meet with Information Literature Coordinator)
  
  [http://www.library.illinois.edu/training/resources/new_employee/teaching_responsibilities.html](http://www.library.illinois.edu/training/resources/new_employee/teaching_responsibilities.html)

- Annual report and statistics
  
  - Unit Annual Report Due in early August
    
    [http://www.library.illinois.edu/assessment/libannual.html](http://www.library.illinois.edu/assessment/libannual.html)

  - Individual Annual report for calendar year, due in February
    
    [http://www.library.illinois.edu/committee/faculty/documents/index.html](http://www.library.illinois.edu/committee/faculty/documents/index.html)

  - Annual evaluation of staff
    
    [http://www.library.illinois.edu/administration-human/forms/](http://www.library.illinois.edu/administration-human/forms/)

- Working with support staff

- Bargaining Unit information 698 and 3700

- Graduate Assistant, roles and responsibilities
Research, Scholarship & Service

__ Research and Publication Committee
http://www.library.illinois.edu/committee/rpc/index.html
__ Orientation to the Library and Information Science Library and its services (such as Table of Contents)
__ Research time http://www.library.illinois.edu/committee/exec/policies/research.html
__ Sabbatical requests http://www.library.illinois.edu/staff/sabbatical.html
__ Campus statement on Tenure http://provost.illinois.edu/communication/09/
__ Travel funding
  ▪ Library
  ▪ Research http://www.library.illinois.edu/committee/rpc/index.html
  ▪ Presentation Travel
  ▪ Scholar’s Travel https://crb.research.illinois.edu/programs/scholars-travel-fund
  ▪ Campus Research Board https://crb.research.illinois.edu/application-information
__ PITA funds http://provost.illinois.edu/committees/tab/pita.html
__ Academic Senate http://www.senate.illinois.edu/
__ Office of the Provost funding (see above)
  ▪ Scholar’s travel
  ▪ Campus Research Board

Performance Review and Evaluations

__ Calendar
__ Faculty Review Committee http://www.library.illinois.edu/committee/faculty/charge.html
  ▪ Peer Review Committee - expectations and responsibilities
    http://www.library.illinois.edu/committee/faculty/documents/statement_on_the_relation
    onship_between_tenure_track_faculty_and_peer_review_committees.html
__ Promotion and Tenure Advisory Committee
http://www.library.illinois.edu/committee/promo/charge.html
__ Provost’s Communications for Faculty, e.g. Communications #9 (tenure) and #21 (annual review)

Grants

__ Library Policy and Procedures-- Oversight Of Gifts, Grants, and Contracts
http://www.library.illinois.edu/administration/services/policies/gift_grant.html
__ Campus Policy and Procedures
Gifts https://www.obfs.uillinois.edu/gifts/university-received/
Grants and Contracts https://www.obfs.uillinois.edu/grants/
__ Management
Data management plans http://www.library.illinois.edu/lsdata/dmp/dmp.html
Finances—contact Kathie Veach in the Business Office
Library Social events
___ Faculty/Academic Professional Recognition reception (early fall)
___ Staff recognition event (mid fall)
___ Holiday party (end of first semester)
___ Library Worker’s Day (April)
___ New Employee Recognition (early summer)

Committees
___ Library Committees and Task Forces http://www.library.illinois.edu/committee/
___ Volunteers usually sought in May (contact the University Librarian’s Office)
   http://www.library.illinois.edu/committee/cvf/committees_volunteer.html
___ Search Committees (Search Procedures Manual)
   http://www.library.illinois.edu/administration/human/pdffiles/search_procedures_manual.pdf

(Supervisor and Employee should initial this form)

Dates this checklist was reviewed ___________   Initials _____  _____
                  ___________   Initials _____  _____
                  ___________   Initials _____  _____

Questions?

Phone Library Human Resources Office at 333-8169
Or visit http://www.library.illinois.edu/administration/human/

After checklist is completed, employee should retain a copy, and original should be returned to Library Human Resources.

Thank you 09/08/16