

# New Faculty Quick Guide

Welcome to UCSC! We look forward to the positive impact you will have on our community and university life. This Quick Guide introduces some essential resources for the beginning of your academic career here at UCSC. Start with the "Checklist" and then explore the other resources. The Quick Guide is also available on the web at: <http://apo.ucsc.edu/docs/newfacultyquickguide.pdf>

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## Checklist

- I. New Employee
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### I. New Employee

1. Complete employment forms at your divisional academic personnel office. You will need to bring documents that establish proof of your eligibility to work in the US (Further information on the Form I-9 process can be found here <https://www.uscis.gov/i-9>). Paychecks are issued on the first of the month for the previous month.
2. Obtain a Faculty Identification (ID) card from your divisional academic personnel office. You can find your contact's name, email, and number at: <http://apo.ucsc.edu/contacts/index.html>.
3. Activate Faculty ID card for library use. You can do this at the circulation desk of either McHenry Library (<http://library.ucsc.edu/mchenry-library>) or the Science Library (<http://library.ucsc.edu/science/>).
4. Obtain your parking permit (or bus pass, depending on your mode of transportation) from the Transportation and Parking Services office (TAPS). You will need your Faculty ID card and a copy of your appointment letter. <http://taps.ucsc.edu/>
5. A benefits packet will be sent to your campus mailbox that contains information on the various benefits programs offered by the University of California, your benefit enrollment deadline and the schedule for Benefits Orientation. Benefits Orientation is held on a regularly scheduled basis (online at: <http://shr.ucsc.edu/benefits/workshops/orientation.html>). Benefits Orientation provides an overview of UC-sponsored benefit plans, focusing on the health and welfare plans, and is an excellent place to ask specific questions. You may enroll in benefits and designate your beneficiaries on the web using UCnet <http://ucnet.universityofcalifornia.edu/>. You must enroll within your Period of Initial Eligibility (PIE), which starts on the first day of your eligible appointment and ends 31 days later.
6. Open a computer account. Complete the CruzID Computer Account Form (<http://its.ucsc.edu/accounts/cruzid.html>) and mail/fax to activate your account. If you have any computer-related issues, you can request help 1) Online using the IT Request ticket (<http://its.ucsc.edu/get-help/index.html>); 2) Phone 459-HELP; 3) Email [help@ucsc.edu](mailto:help@ucsc.edu); 4) Walk-in support: 54 Kerr Hall (M-F 8AM to 5PM). General ITS account information can be found at: <http://its.ucsc.edu/accounts/index.html>.
7. Check and update your listing in the campus directory (<http://campusdirectory.ucsc.edu/>). This can be done online using your CruzID Gold password, or by campus mail. To obtain the hardcopy form go to: <http://its.ucsc.edu/directory/how-to-update.html>.
8. Attend/Complete mandatory trainings: Ethics, Title IX, Supervisor, EH&S. You will be contacted with signup information.
9. International Faculty: Please contact International Scholar and Student Services (ISSS) during the first week after you arrive in Santa Cruz to arrange an appointment. Bring your passport, Form I-94 departure record (small white card in passport), and all visa eligibility documents for yourself and any family members accompanying you. Phone: 831-459-3550; email: [hvisa@ucsc.edu](mailto:hvisa@ucsc.edu); web: <http://ieo.ucsc.edu/>

### II. Moving/Relocation

1. Housing and Home Loan Programs: Immediately contact Staff and Faculty Housing if you are interested in on-campus programs <http://housing.ucsc.edu/employee-housing/index.html> (rentals, for-sale housing, loan programs). You need to get your name on the waitlists as soon as possible. For off-campus housing, explore the Community Rentals Office <http://housing.ucsc.edu/cro/index.html> and other housing listings <http://apo.ucsc.edu/employment/faculty-relocation/housing-and-lodging.html>.
2. Childcare: The campus offers Early Education Services and you can find more information at <http://childcare.ucsc.edu/index.html>. In addition, community resources are listed on the Academic Personnel Office website <http://apo.ucsc.edu/employment/faculty-relocation/children-and-teens.html>.
3. Movers: Contact the purchasing department (459-2311 or [buy4me@ucsc.edu](mailto:buy4me@ucsc.edu)). Your start-up letter should indicate the amount of money you will have available for the move. You can either move yourself and submit receipts for reimbursement or use one of the

vendors with whom we contract via a purchase order. You must comply with UCSC move policy to be eligible for reimbursement. [http://financial.ucsc.edu/Pages/Moving\\_ExpenseGuideAcademic.aspx](http://financial.ucsc.edu/Pages/Moving_ExpenseGuideAcademic.aspx)

4. Setting up a new home (utilities, e.g. phone, gas & electricity, water, etc.): See "moving nuts & bolts" on the APO website (<http://apo.ucsc.edu/employment/faculty-relocation/moving-nuts-and-bolts.html>) or the Community Rentals website for suggestions on moving (<http://housing.ucsc.edu/cro/resources.html#Living>). Most rentals will include water and garbage services, but often you will need to set up your phone, cable, internet, gas, and electricity services.

5. Banking: Consider opening a local bank account and electing for direct deposit for your paychecks.

6. California Department of Motor Vehicles (DMV): Obtain a California Driver License (or Identification Card), change the registration on your automobile, register to vote, etc. <http://dmv.ca.gov/>

### III. Department

1. Contact your Department Manager regarding mailbox, keys, photocopying, faxing services, and supplies, as well as other services. Department contacts can be found at: <http://deptstaff.ucsc.edu/>.

2. Copiers on campus are accessed by using your CruzID Blue and the last four digits of your Employee ID Number. You will need to set up the funding for your copy needs through your department office. For additional information on UCSC's copy program: <http://copierprogram.ucsc.edu>

3. Mail services: UCSC has a campus mail department with offices in the basement of Baskin Engineering. For business related mail, follow these guidelines <http://cms.ucsc.edu/mailstopguide.html>. Most departments have mail pickup and delivery. For personal mail, go to the US Post Office Kiosk located on the first floor of the Bay Tree Bookstore.

4. Bibliography: Faculty are required to maintain and keep their C.V. up to date (it is used in all personnel review files). To that end, the campus uses a standardized format (<http://apo.ucsc.edu/advancement/academic-advancement/Biobib-Guidelines.html>). The Academic Personnel Office has designed a web interface to simplify and standardize your C.V. called BiobibNet. It can be found at: (<http://apo.ucsc.edu/online-tutorials/index.html>). Use your CruzID Gold to log in.

5. Calendars: There are a variety of calendars on campus such as the Academic and Administrative Calendar (<http://registrar.ucsc.edu/calendar/>), the Administrative Operations Calendar (<http://www.ucsc.edu/tools/calendars.html>), and the Campus Events Calendar (<http://events.ucsc.edu/>). Check the calendars before scheduling events.

6. Your campus email account (*username@ucsc.edu*) can be accessed on campus or via the web (<http://its.ucsc.edu/email/>). UCSC's email is run by Google, so many features will match Gmail. You can also login from the Gmail homepage, using the same account (*username@ucsc.edu*) and your CruzID Blue Password. Some departments will also issue you a departmental email account (e.g. *username@biology.ucsc.edu*). Be sure to check both accounts regularly.

7. There is an online campus calendar service for faculty and staff that facilitates group scheduling and shared calendar access. This service is also provided by Google, so it should be familiar to those accustomed to Google Calendar. Please see the instructions for setting up your calendar when you log in for the first time: <http://its.ucsc.edu/google/calendar.html>

## Faculty Responsibilities

1. Faculty Handbook: This handbook is for faculty members of the University of California. You will find information about key features of UC Governance, Compensation, Benefits, Teaching, Research, and more. <http://www.ucop.edu/academic-personnel/programs-and-initiatives/faculty-resources-advancement/faculty-handbook.html>
2. Faculty Code of Conduct: This University policy addresses 1) professional rights of faculty; 2) faculty responsibilities, ethical principles, and types of unacceptable behavior; and 3) enforcement and sanctions applicable to unacceptable faculty behavior. [http://www.ucop.edu/academic-personnel/\\_files/apm/apm-015.pdf](http://www.ucop.edu/academic-personnel/_files/apm/apm-015.pdf)
3. Academic Senate: The University of California has a long tradition of extensive faculty participation in the educational administration of the University. On each UC campus, the Divisional Academic Senate operates as a legislative body which meets periodically throughout the year and also as a system of committees run by and for the faculty. The senate plays a crucial role in assuring faculty quality through its role in the academic personnel review process. <http://senate.ucsc.edu/>
4. The Americans with Disabilities Act offers guidelines for assisting those with disabilities: [http://shr.ucsc/procedures/reasonable\\_accomodation/index.html](http://shr.ucsc/procedures/reasonable_accomodation/index.html). It is important that you read this and understand your rights and responsibilities as a member of the university community. For further information regarding ADA compliance, please visit: <http://ada.ucsc.edu/>.
5. UCSC Principles of Community: The University of California, Santa Cruz is committed to promoting and protecting an environment that values and supports every person in an atmosphere of civility, honesty, cooperation, professionalism and fairness. UCSC expects every campus member to practice the Principles of Community: <http://www.ucsc.edu/about/principles-community.html>.
6. Equal Employment Opportunity/Affirmative Action: UCSC Policies prohibit discrimination on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. Office of Diversity, Equity and Inclusion: <http://diversity.ucsc.edu/>.
7. See Something, Say Something, Do Something: Important 911 Guide for helping students in distress, including contact information for various campus resources: <http://deanofstudents.ucsc.edu/slug-support/see-say-do/contacts.html>. More information on this program can be found at: <http://deanofstudents.ucsc.edu/student-care/see-say-do/index.html>
8. Additionally, Resources for Assisting Students and Employees provides links to resources available to assist both yourself and students with issues such as sexual harassment, whistleblower policies, conflict resolution, etc.: <http://safe.ucsc.edu> <http://whistleblower.ucsc.edu> <http://conflictresolution.ucsc.edu> <http://conflictresolution.ucsc.edu> .
9. Emergency Notification System (CruzAlert): Consider signing up your cell phone to receive messages in the event of a campus emergency: <http://emergency.ucsc.edu/cruzalert/>.
10. UCSC Computer Security Best Practices: <http://its.ucsc.edu/security/top10.html>.
11. UCSC is a smoke and tobacco-free campus. For tobacco-free campus programs and resources visit: <http://tobaccofree.ucsc.edu/>
12. The Policy on Substance Abuse prescribes standards of conduct expected of faculty and staff to maintain drug-free campus communities and worksites. <http://shr.ucsc.edu/employment/annual-notice-substance-abuse-ltr.pdf>
13. Political Reform Act: This act applies to public officials - [http://fppc.ca.gov/Act/2014/2014\\_Act\\_Final.pdf](http://fppc.ca.gov/Act/2014/2014_Act_Final.pdf) and is important for all public employees to read.
14. Travel Program and Risk Management: If you plan to travel out-of-state for business purposes, you must participate in this program. The procedure for making travel arrangements and obtaining insurance is online; follow the instructions. <http://www.ucop.edu/risk-services/loss-prevention-control/travel-assistance/index.html>.
15. Family and Medical Leave Act (FMLA): The following links provide information on your rights and responsibilities under the FMLA. Department of Labor website: <http://www.dol.gov/dol/topic/benefits-leave/index.htm>. UC policy: [http://www.ucop.edu/academic-personnel/\\_files/apm/apm-715.pdf](http://www.ucop.edu/academic-personnel/_files/apm/apm-715.pdf).

## Teaching

You will be notified by your Department which class(es) you will be teaching. It is a good idea to obtain the syllabus and textbook from the previous instructor. You may also consult with colleagues and conduct research for new textbooks. If you need course relief, contact your Department to explore options.

1. AIS / MyUCSC: Academic Information Systems is the system of record for Student Records. When you are hired, you automatically receive an account in AIS. Your account information is sent to your UCSC email account and to your department manager. You will be able to access class rosters, grade rosters, etc. in AIS through the MyUCSC portal (<https://my.ucsc.edu/>). AIS provides good tutorials (step-by-step instruction sheets) at <http://registrar.ucsc.edu/fags/faculty/myucsc/tutorials.html> and <http://its.ucsc.edu/myucsc-help/faculty-help.html>.

2. UCSC Policy on Privacy of Student Records: <http://registrar.ucsc.edu/records/privacy/>. It is important that all faculty understand and abide by the FERPA regulations. After reading through the text, the FERPA quiz is helpful for reinforcing important concepts.

3. The Navigator Handbook: This publication is the undergraduate education sourcebook. You will find comprehensive information about academic policies and procedures relating to undergraduates. <http://registrar.ucsc.edu/navigator/index.html>

4. The Graduate Student Handbook outlines the policies and procedures that govern graduate education at the University of California, Santa Cruz. <http://graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/index.html>

5. Grading: The Registrar's Office provides a website which details grading policies and includes instructions for preparation and submission of instructor-optional Undergraduate Performance (Narrative) Evaluations: <http://registrar.ucsc.edu/grading/index.html>.

6. Computer-related Faculty Support is provided by Instructional Technology Services (ITS) / Learning Technologies: <http://its.ucsc.edu/faculty/index.html>. Services provided include support for classroom media equipment, instructional development, and the like.

7. FITC: The Faculty Instructional Technology Center lab provides an exclusive faculty computer lab with software, hardware, and staff support to enable the creation and development of multimedia course materials. <http://its.ucsc.edu/fitc>

8. Principles and Procedures for Dealing with Undergraduate Academic Dishonesty can be found here: [http://undergraduate.ucsc.edu/acd\\_integrity/policy\\_1.html](http://undergraduate.ucsc.edu/acd_integrity/policy_1.html). Absolute policy, replacement "Academic Misconduct" [http://ue.ucsc.edu/academic\\_misconduct](http://ue.ucsc.edu/academic_misconduct)

9. Supervising Teaching Assistants (TAs): Faculty are responsible for supervising teaching assistants under the umbrella of a union contract (at the University of California, TAs are represented by the Association of Student Employees [a union affiliated with the United Auto Workers]). This includes assigning appropriate duties, monitoring the workload, and managing performance. Two guides outlining your role are available online: <http://shr.ucsc.edu/elr/TA-Brochure.pdf>; <http://shr.ucsc.edu/elr/ase-toolkit/index.html>.

10. Readers/Tutors may be hired for a course, but you should discuss this in advance with your department manager.

11. University Libraries: Two libraries serve the campus. The McHenry Library houses collections in the Arts, Humanities and Social Sciences, as well as a media center and special collections: <http://library.ucsc.edu/mchenry-library>. The Science & Engineering Library has engineering and physical and biological sciences collections, as well as a video gaming lab and map room: <http://library.ucsc.edu/science/>.

12. The Bay Tree Bookstore facilitates ordering of course materials and desk copies: <http://slugstore.ucsc.edu/>.

13. Print Services: Course readers, lab manuals, copyright resources: <http://copycenter.ucsc.edu/>.

14. The Disability Resource Center assists the UCSC campus with equal educational access for students with disabilities. The active involvement of faculty members in creating an accessible campus has a tremendous impact on the quality of life and retention of hundreds of UC Santa Cruz students with disabilities. More information about best practices and your responsibilities can be found at: <http://drc.ucsc.edu/fac-staff/faculty/index.html>.

## Research

Research will vary by field; your best resource may be your colleagues. The campus has offices dedicated to helping you (including the Office of Research, the Office of Sponsored Projects, and the Office for Management of Intellectual Property—see web URLs below). Previous new faculty have found it helpful to find a mentor. Often, a department will assign one to you, but you can also reach out to others. Mentors can read your grant applications and make suggestions as you set up for research and teaching. Some faculty have found it useful to use research guides such as the book *At the Helm: A Laboratory Navigator* (by Kathy Barker). Your research is key to your success, so give it priority.

1. UCSC Research Portal: Provides overview of research on campus (organized by Division) and valuable resources. <http://www.ucsc.edu/research/>
2. Office of Research: Find information on current research initiatives, research programs and units, research in the divisions, research policy and procedures, opportunities for collaboration, and procedures for licensing innovations in research. <http://officeofresearch.ucsc.edu/>
3. Office of Sponsored Projects: Responsible for reviewing, endorsing and submitting all proposals to extramural sponsors for research, training and public service projects (e.g. NSF, NIH, etc.). <http://officeofresearch.ucsc.edu/osp/> This site includes a link to a good handbook for Principal Investigators (<http://officeofresearch.ucsc.edu/osp/principal-investigator-handbook.pdf>) as well as a link to OSP staff who can assist you: <http://officeofresearch.ucsc.edu/osp/staff-folder/staff-assignments.html>.
4. Office for Management of Intellectual Property (OMIP): OMIP manages intellectual property arising at UC Santa Cruz, including patents, copyrights, trademarks, etc. <http://officeofresearch.ucsc.edu/omip/>
5. Academic Senate Faculty Research Grant: As a member of the Academic Senate, you will be eligible to apply for an Academic Senate Faculty Research Grant each year. These grants can be disbursed over the course of the fiscal year for which they are approved. The grants can be used for computing equipment, research assistance, research travel, and other research-related purposes. The application deadline for this program occurs in the spring of each year, but new faculty can submit applications through the month of September. For more information or assistance with your application, please call your Division Research Coordinator or the Academic Senate Office at 831.459.2086. <http://senate.ucsc.edu/committees/cor-committee-on-research/index.html>
6. Travel Grants: You will also be eligible to apply for travel grants for scholarly meetings through the Academic Senate's Committee on Research (COR). In addition, the Academic Senate funds intercampus research travel. For complete guidelines and details visit the COR website. <http://senate.ucsc.edu/committees/cor-committee-on-research/grant-applications/smt-application-info.html>
7. University of California Office of the President (UCOP): This site lists potential sources of funding <http://www.ucop.edu/research-grants-program/index.html>.
8. Prior to hiring personnel for your labs (e.g. students, postdocs, researchers, specialists, etc.), be sure to consult with your Divisional Academic Personnel Coordinator: <http://apo.ucsc.edu/contacts/index.html>
9. Purchasing and reimbursements: Your department and research accountants will orient you in the use of the on-campus purchasing procedures as well as the process for reimbursement of expenses (e.g. conference travel expenses). The campus departments that oversee these processes are Purchasing ([http://financial.ucsc.edu/pages/ps\\_purchasing\\_process\\_guide.aspx](http://financial.ucsc.edu/pages/ps_purchasing_process_guide.aspx)) and FAST (<http://financial.ucsc.edu/Pages/FAST.aspx>). More information is available at Financial Affairs (<https://financial.ucsc.edu/Pages/default.aspx>).
10. Guidelines and advice for mentoring graduate students can be found at: <http://graddiv.ucsc.edu/current-students/grad-student-resources/mentoring-at-ucsc.html>

## Career

We hope you will make your career at UCSC. To that end, we have many programs and offices to offer you support. Some of them will help you in your career path, while others will support your work/life balance.

1. Resources for Faculty and Staff: Tailored to give quick access to a number of essential campus websites, including important campus information and updates, governance, and administrative and technical support. <http://www.ucsc.edu/quickstart/faculty-staff/>
2. Academic Personnel Office: APO is available to assist with all of your academic personnel questions. <http://apo.ucsc.edu>
3. Academic Review and Promotion Procedures: UCSC's policies and procedures related to review and promotion. <http://apo.ucsc.edu/policy/capm/index.html#appointment-and-advancement>
4. Career Development Workshops: The Academic Personnel Office conducts regular Assistant Professor workshops designed to help Assistant Professors understand many of the policies and procedures in academic personnel reviews. <http://apo.ucsc.edu> (see "Academic Workshops and Training") or call 831.459.4300.
5. Non-tenured Faculty Handbook: This handbook is a resource for non-tenured faculty to learn about advancement and promotion. [http://apo.ucsc.edu/docs/AHRhandbooktext\\_finalv2008.pdf](http://apo.ucsc.edu/docs/AHRhandbooktext_finalv2008.pdf)
6. Sabbatical Leave Benefits Checklist: This document provides information about how your benefits are affected when you go on an approved sabbatical leave. <http://ucnet.universityofcalifornia.edu/forms/pdf/sabbatical-leave.pdf>
7. Employee Assistance Program (EAP): Since personal and family problems can affect an employee's job performance and well-being, UCSC provides confidential, professional consultation and referral for UCSC faculty and staff. Overview with quick contact card at: <http://shr.ucsc.edu/benefits/eap/whats-provided.pdf>. Additional details can be found at: <http://shr.ucsc.edu/benefits/eap/index.html>
8. Family Friendly Policies: The University of California provides numerous family friendly policies and programs aimed at assisting faculty in balancing work and family life: <http://apo.ucsc.edu/policy/family-care-policies.html>. Contact your divisional academic personnel coordinator for information about these innovative work-family policies.
9. UCSC's Academic Organization Chart: <http://www.ucsc.edu/about/files/academic-org-chart.pdf>.

## Community/Diversity

1. Campus Map: <http://maps.ucsc.edu/>. There are downloadable maps at: <http://maps.ucsc.edu/content/printable-maps>, which include a map of campus parking lots and permit restrictions.
2. On campus dining venues are posted at: <http://housing.ucsc.edu/dining/cafes/index.html>.
3. UCSC Affinity Groups: <http://apo.ucsc.edu/employment/faculty-relocation/community-and-diversity.html>.
4. Crime Awareness & Campus Security: Current Community Alerts can be found at: <http://police.ucsc.edu/crime-prevention/alerts/index.html>. Yearly safety reports are available at <http://www.ucsc.edu/about/crime-stats/>. The UCSC Police Department also hosts a number of links to crime prevention and alert resources: <http://police.ucsc.edu/>.
5. Office of Physical Education Recreation and Sports (OPERS): UC Santa Cruz boasts a lively sports and recreation program. Our campus has a state-of-the-art wellness center, a thriving recreation program that offers adventures, activities, classes and workshops, and an impressive offering of physical education classes that are available to faculty members. <http://opers.ucsc.edu/>
6. The Arts Division sponsors an array of public shows, exhibitions, and lectures. Their calendar of events can be found at: <http://arts.ucsc.edu/calendar>.
7. The Center for Agroecology & Sustainable Food Systems (CASFS): On the UCSC campus, the Center operates the 2-acre Alan Chadwick Garden and the 25-acre Farm. Both sites are managed using organic production methods and serve as research, teaching, and training facilities for students, staff, and faculty. CASFS also operates a produce market cart at the base of campus and CSA program from June through October: <http://casfs.ucsc.edu/>.
8. Seymour Marine Discovery Center: Visit a working marine laboratory. Exhibit halls, aquarium, touch tanks, tours to marine mammal research, Ocean Discovery Shop, and unsurpassed vistas of the Monterey Bay National Marine Sanctuary. <http://seymourcenter.ucsc.edu/>
9. The UCSC Arboretum has an excellent collection of flora from around the globe, including California, Australia, South Africa, New Zealand, and Chile: <http://arboretum.ucsc.edu/>.
10. University of California Observatories / Lick Observatory: <http://mthamilton.ucolick.org/>