**New Postdoctoral Checklist**

**Cohort V1, 2021-2023**

**Prior to Start Date:**

**Provost Office Responsibilities**:

* **New Hire Paperwork**
  + Ensure paperwork is completed and submitted to HR (recruitment, retirement selection, and payroll)
  + Submit new hire RT ticket to AAOU SSC prior to fellow’s start date (indicate start date and attach Offer Letter)
* **Benefits Orientation**
  + Confirm date and time with HR

**Department Responsibilities**:

* **Parking**
  + Obtain temporary parking permit and give fellow parking instructions for first day (Not eligible for free 2-week parking pass. Can purchase $2/day passes.)
* **Office Space/Technology Access** 
  + Order furniture and telephone
  + Order office keys and arrange for building/room access
  + Order nameplate for office door or cubicle
  + Order business cards
  + Arrange for computer user ID’s, passwords, and access to shared drives as needed
  + Add new fellow to department distribution lists, org chart, website, etc.
  + Provide applicable reading materials (e.g. mission, vision, organization charts, etc.)
  + Prepare a “First Week” schedule of meetings and tasks to include a meeting with the mentor and introductions to colleagues
  + Direct fellow to helpful information on the UMBC website
  + Other items as needed: *(e.g. mailbox, set up document templates on computer, add to appropriate ListServs, long-distance code, Caller ID, basic office supplies, etc.)*

**Department Responsibilities During Employment:**

* **Payroll:**
  + **Timesheets** 
    - Instruct fellow on timesheet process.
    - Review work schedules, overtime/comp time, time off requests.
    - Department Chair approves weekly timesheet.
    - Fellows should begin working on July 1, 2021 (12-month contract).
    - Please ensure that fellows use vacation time because this appointment does not provide payout for unused leave upon separation from this appointment (documented in signed offer letter).
    - Please note that fellows will complete paper timesheets until they are added to the online timesheet system. Timesheets can be accessed [here.](https://aaoussc.umbc.edu/files/2020/06/AAOU-SSC-Timesheet-Fillable.pdf)
      * This timesheet is designed for hourly employees, please insruct the postdoc to put “D” in the “Time In” column for duty days, rather than enter hours.
    - To submit the timesheet, visit [**https://aaoussc.umbc.edu/**](https://aaoussc.umbc.edu/) **and click on the “AAUO RT Tickets” option**
  + **Paychecks**
    - Until we return to campus, HR will mail any paper paychecks to employees. Please ensure that the fellow’s current address is in our system.
* **Moving Expense** 
  + Fellows relocated 50 miles or more are eligible for up to $2,500 in moving expense reimbursement (as documented in the offer letter). Please remind fellows that this reimbursement is taxable by the IRS.
  + [UMBC Moving Expense Policy](https://businessservices.umbc.edu/moving-expense-policy/)
* **Postdoctoral Fellow $5,500 Research, Travel, Equipment, and Technology Fund and Reimbursement**
  + No additional funds are available from the Provost Office once the funds are exhausted.
  + Departments are responsible for tracking the fellow’s expenditures of these funds and requesting reimbursement from the Office of the Provost on a quarterly basis.
  + Please complete and submit Provost Approved Funding Request form with supporting documentation to [provostfinance@umbc.edu](mailto:provostfinance@umbc.edu) for reimbursement for research, travel, equipment and technology.
  + **Travel:**
    - Currently all university-related travel for faculty, staff, and students is prohibited. However, in recognition of the nature of limited mission-critical activities, the appropriate Vice President of Dean may approve an exception for domestic travel for faculty and staff. To apply for a Travel Exception, please complete the [Travel Exception Pre-Approval Form.](https://t.e2ma.net/click/rji9kg/zdfpdbc/jl6in5)
* **Faculty Development Plans** 
  + Mentors and Mentees (fellows) should develop a plan that details the fellow’s research, teaching, and professional development goals at the beginning of each semester.
  + Chairs and Mentors should schedule an expectation-setting meeting to discuss job duties and performance expectations during Summer 2021.
  + Please email completed plans to Autumn Reed ([autumn2@umbc.edu](mailto:autumn2@umbc.edu)) by the following dates:
    - August 23, 2021
    - January 28, 2022
    - August 22, 2022
    - January 23, 2022
* **End of Semester MENTEE and MENTOR Reports**
  + Please use the template provided to complete and submit the MENTEE and MENTOR End of Semester Reports to Autumn Reed ([autumn2@umbc.edu](mailto:autumn2@umbc.edu)) by the following dates:
    - December 17, 2021
    - May 20, 2022
    - December 17, 2022
    - May 19, 2023
* **Conversion Process to Convert the Fellows to a Tenure-Track Assistant Professor** 
  + Department initiates conversion
  + Please see CAHSS Conversion Process (separate document).
  + Contact Associate Dean, Kathleen Carroll ([carroll@umbc.edu](mailto:carroll@umbc.edu)) with any questions
* **Non-Converted Fellows**
  + If a fellow is separating from UMBC at the conclusion of the fellowship, the Department Chair must notify Autumn Reed ([autumn2@umbc.edu](mailto:autumn2@umbc.edu)) and cc Martina Buckley ([mbuckley@umbc.edu](mailto:mbuckley@umbc.edu)) by May 2023.
  + The final date of the fellowship is June 30, 2023
* **General On-Boarding Items**
  + Give tour of buildings/departments relevant to their job
  + Verify fellow has attended or is scheduled for Benefits Orientation Session
  + Review parking options and how to get a parking permit
  + Have new fellow obtain their Campus Card
  + Review telephone use policy, and voicemail protocol including vacation messages
  + Provide telephone directory and department phone list
  + Review procedures for department calendar and mail
  + Review missions, visions and goals of all departments within your division/college; review organization charts and explain interrelationships with other departments
  + Review training all new employees should complete and how to register
  + Discuss additional position-specific training and registration
  + Review campus/department/building emergency procedures, safety and security
  + Gather emergency notification information

**Provost Office Responsibilities During Employment:**

* Collect and distribute Faulty Development Plans and Mentee and Mentor progress reports to the Executive Committee on the Recruitment, Retention, and Advancement of Underrepresented Minority Faculty.

**Helpful Contacts/Websites**

**New Hire Paperwork:** AAOU SSC, [aaoussc@umbc.edu](mailto:aaoussc@umbc.edu), X56755

**CAHSS Conversion Process:** Kathleen Carroll, [carroll@umbc.edu](mailto:carroll@umbc.edu), X52169

**Reports**: Autumn Reed, [autumn2@umbc.edu](mailto:autumn2@umbc.edu), X51099

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| **Human Resources:** www.umbc.edu/hr | **Parking:** www.umbc.edu/parking | |
| **Comm. Services:** www.umbc.edu/commserv | **Safety:** [www.umbc.edu/safety](http://www.umbc.edu/safety) and /police | |
| **Procurement:** www.umbc.edu/procurement | **OIT:** www.umbc.edu/oit | |
| **Training Registration:** www.umbc.edu/training | |