**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 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) 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) 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) 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) and cc Martina Buckley (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, X56755

**CAHSS Conversion Process:** Kathleen Carroll, carroll@umbc.edu, X52169

**Reports**: Autumn Reed, 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 |