New Faculty Quick Guide

THE UNIVERSITY OF ARIZONA

Faculty Affairs

WELCOME

Mission

Our mission in Faculty Affairs is to cultivate and connect institutional structures for faculty advancement across the career lifespan in alignment with the overarching mission and role of the University of Arizona. We take an ecosystem equity approach across all system levels that considers (1) recruitment (2) professional advancement (3) retention (4) policies. Our work is grounded in an affirming, transparent, and inclusive approach to supporting faculty. You can find more details and information on each key area of our work:

- Equity
- Recruitment
- Professional Advancement
- Retention

Vision

We aspire to maintain high levels of accountability, efficiency, and transparency in all areas of faculty affairs. We adhere to the fundamental values of our land grant institution and R1 status. We believe that a humanistic approach to faculty activity will foster excellence, equity, and impact. We aim to promote understanding of the role and contributions of faculty in teaching, research, service, extension, and clinical work

MESSAGE FROM THE VICE PROVOST FOR FACULTY AFFAIRS

Welcome to the University of Arizona!

You have been chosen by your colleagues through a rigorous and competitive process. We are pleased to have you join the University of Arizona. Faculty Affairs is here to help support your contributions in teaching, research, service, extension, or clinical work.

I came to University of Arizona 21 years ago as an Assistant Professor in Mexican American Studies. I found UArizona to be a nurturing place for my research, teaching and with many opportunities for leadership in service. UA faculty have a strong sense of community and connection, and I found meaningful support from my colleagues for promotion.

Our team at Faculty Affairs works with all faculty across their career-lifespan from hiring through promotion and into retirement. The centerpiece of our work is supporting faculty, departments, and review committees through the promotion process.

Equity is a core value in our office and drives our work to increase accessibility and opportunity for all faculty.

Welcome again and thank you all for your commitment to the University of Arizona.

Bear Down Faculty!

Andrea J Romero, Ph.D.
Vice Provost for Faculty Affairs
Professor, Family Studies-Human Development

NEW FACULTY QUICK GUIDE

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We look forward to the amazing impact you will have locally, nationally, and globally. This Quick Guide introduces some essential resources for the beginning of your career here at the UArizona. You can find this guide, as well as more resources, at our website:

https://facultyaffairs.arizona.edu/new-faculty-resources

CONTENT

▸ New Faculty

▸ Equity

▸ Faculty Responsibilities

▸ Faculty Senate & Shared Governance

▸ Teaching

▸ Research

▸ Career & Retention

NEW FACULTY

1. UArizona **Purpose, Mission, and Values**

2. Resources for faculty in the Faculty Affairs website

3. The **New to the UA** website has more information on employee resources, benefits information, new employee orientation, and more.

- **New Employee checklist** from before hiring, to two weeks after hire and through the first three months.
- Visit the **HR resources for prospective faculty** website.
- Contact **HR representatives**.

4. Life and Work Connections: **health and wellness** services for the University employee community:

- **Adult and Elder Care**
- **Childcare**

5. Obtain a CatCard, **UArizona Identification** (ID).

6. Make the best use of our **Library:**

- UArizona **library for faculty.**
- Identify the **librarian assigned to your college**. They can help you with individual research, acquiring materials, and using research tools. They also advise on data management, the campus repository, copyright, open access, citation searches, department academic program reviews, creating a Google Scholar profile, and more.

7. Obtain your **parking** permit or **bus pass** from Transportation and Parking:

- University of Arizona Parking and Transportation Services (UA PTS) **Home Page**
- UA PTS | **Parking & Permits**
- UA PTS | **Bicycle Services**

8. Open a **computing account**. Your UA NetID is your personal identifier for a number of online services at the University of Arizona.

- **Net ID**
- **IT for Faculty**: faculty/staff email, Arizona mobile app, Software and more
- **24/7 IT Support**
- **Software Licensing**
    - **Software Licensing** for faculty

9. Attend/Complete mandatory trainings:

- Institutional Review Board **(IRB) Training & Conflict of Interest**
- Harassment and Discrimination Prevention **Title IX Online Training**

10. Campus **phonebook**

11. **International Faculty**: please contact **International Faculty & Scholars**

12. Graduate College **Resources for Faculty**

WELCOME!
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▶ **EQUITY &** INCLUSION

One of the University of Arizona's distinctive strengths is advancing Inclusive Excellence via equal opportunity, diversity, and inclusion as outlined in the University of Arizona's Purpose and Values. It is a time for action on equity and diverse representation. Faculty Affairs honors that commitment by recognizing the Indigenous lands on which we are privileged to teach and learn, those of the Tohono O'odham and the Pascua Yaqui. We honor the responsibility of being both a Land Grant Institution and a Hispanic Serving Institution.

Innovation, critical thinking, and problem-solving are greatly enhanced in a diverse and inclusive academic community. In Faculty Affairs we create, develop, and support institutional structures that lead to programs, resources, and services to cultivate faculty promotion and success in their scholarship, teaching, and service. We are actively engaged in partnership with leaders across campus to build affirming and inclusive systems for faculty advancement (see McNair, Bensimon, & Malcom-Piqueux, 2020).

1. Faculty Affairs **Equity Website**

2. Equity Minded **Resources**

4. Faculty **Reports, Data and Transparency**

5. UArizona **Office of Diversity and Inclusion**

   Resources for faculty:

   - **Diversity Research Programs**
   - **Funding**

   6. **Inclusive Faculty Groups**

FACULTY RESPONSIBILITIES

1. **University Handbook for Appointed Personnel.** You will find information about key features of UArizona personnel:

- **Chapter 3: Personnel Policies and Procedures for Faculty**
    i. **3.1 Duties and Appointments of Faculty**
    ii. **3.2 Annual Performance Reviews of Faculty**
    iii. **3.3 Promotion and Tenure**
    iv. **3.4 Suspensions and Terminations of Faculty Appointments**

2. University **Policies and Procedures**:

- **Faculty Affairs and Academics**
- **Research**
- **Ethics and Conduct**

3. Nondiscrimination and Anti-Harassment **Policy**

- **Bias Education & Support Team (BEST)**
    i. What BEST Does
        1. Provide care and support to impacted individuals.
        2. Offer optional opportunities to engage in activities and dialogue that promote education, understanding, and healing.
        3. Track reporting trends and utilize these data to inform campus leadership.
        4. Based on the information provided in the BEST report, if there is a reasonable basis to suspect that potential discrimination, harassment, or retaliation in violation of the university's Nondiscrimination and Anti-harassment Policy has occurred, the information will be sent to the appropriate UA office. These offices have procedures to provide due process and address free speech concerns.

- **Title IX** of the Education Amendments of 1972: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance". The University of Arizona is committed to fostering a learning, working, and living environment free from all forms of discrimination, including harassment.
- **Action Collaborative Partner Network**. Institutional commitment to sharing information about our institutions efforts and innovations in preventing and **addressing sexual harassment**.

4. University of Arizona **Global Travel Registry**: This site provides a variety of tools and resources for those planning to travel outside the U.S. for University of Arizona study, research, and business purposes. The tools and links provided here are designed to enhance travel safety, ensure regulatory compliance, and provide for rapid location and communication in the event of an emergency situation.

FACULTY SENATE &
SHARED GOVERNANCE

- The University of Arizona practices **shared governance** with its faculty, appointed personnel, staff, students, and our ultimate governing body, the Arizona Board of Regents. Faculty members not only share in the traditional role of recommending academic curricula and academic personnel policies, but also in the strategic and financial planning process, and in developing policies and procedures relative to the general operations of the University. Participation in the faculty governance process, on committees, in the Faculty Senate, on SPBAC, etc. helps to improve this University and to protect faculty rights.

- The Faculty Center is directed by the Chair of the Faculty, and is staffed by two employees who manage and coordinate the activities and proceedings of the Faculty Senate, as well as the Faculty Senate Standing committees, General Faculty committees, and University-wide committees. The Faculty Center's meeting room can host meetings of up to ten people and offers resources regarding faculty/shared governance to any member of the faculty or the University Community.

Contact the Office of Faculty Governance Personnel

▶ TEACHING

Please talk to your department about which courses you might be teaching. You may also consult with colleagues and conduct research for new textbooks. If you need course relief, contact your department to explore options.

1. The **Office of Instruction and Assessment** (OIA) is here to help support and advance your teaching:

- **Teaching**
- **Course Syllabus Policy** (with template)
- Teaching **with technology**
- **Webinar & Classes**
- **Writing and Learning** - Resources & communities for improving writing instruction
- Desire2Learn **D2L-course website tool**
- Student Course Survey - **teaching evaluation tool**
- **Peer Observation Tool**

2. **Culturally Responsive Curriculum Development Institute**

The Culturally Responsive Curriculum Development Institute is a week-long, summer immersion focused on training and coaching faculty and instructors towards implementation of culturally responsive practices and pedagogy into existing courses of all modalities, including distance and online learning environments.

The institute brings together faculty and instructors from across the university to thoughtfully redesign an existing course through workshops, discussions, and pedagogical practice.

▶ TEACHING

3. **Departmental Graduate Handbooks**: Clear expectations lead to better retention, degree completion, and efficient degree progress as well as greater student satisfaction. The program handbook provides a guide for students and is usually their first and main source of information about policies and procedures.

4. **Academic Programs Policies**

- **Course Policies**
- **Grades and the Grading System**
- **Code of Academic Integrity** | Student Academic Integrity

5. **Graduate Assistants and Associates**

6. **UA BookStores** and Textbooks:

- UArizona **Textbook Adoption** process
- Campus Store **Payroll Deduction Program**

7. **Disability Resource Center**

- **Role of Faculty**

▶ RESEARCH

Research varies by field; one of your best resources may be your department and colleagues. The UArizona has a strong system of support for research, scholarship on campus.

1. Office of **Research, Innovation, and Impact** (RII)

- **Research support**
- **New Investigator Checklist**

Research services facilitates research by identifying funding opportunities, assisting faculty and staff with proposals, proving guidance on the management of grants and contracts, negotiating agreements and accepting awards, interpreting guidelines, training on research administration topics, and providing oversight and support in all areas of research compliance.

Research service units under Research, Innovation & Impact include:

- **Research Development Services (RDS)**
- **Sponsored Projects & Contracting Services (SPCS)**
- **Early Career Investigators**

In addition to the services listed above, **RII** provides programs that promote the safe, legal, and ethical conduct of research:

- **Office for Responsible Outside Interests**
- **Export Controls Program**
- **Human Subjects Protection Program**
- **Institutional Animal Care and Use Committee Program**
- **HIPAA Privacy Program**
- **Research Laboratory & Safety Services**
- **Research Integrity Program**
- **Responsible Conduct of Research Program**
- **Faculty Seed Grants**

▶ RESEARCH

2. Graduate Students

3. Support for Graduate Students | **Graduate Student Center**: their programs and partnerships across campus are designed to help graduate students develop inclusive leadership skills and collaborative opportunities. They support academic units by providing professional development that increases students' success both within and beyond the Academy.

4. Intellectual Property Policy

5. Hispanic Serving Institution Grants and Research Development: as a research-intensive (R1), land-grant, Hispanic Serving Institution, the UArizona has the opportunity to leverage these institutional identities in meaningful and unique ways.

Although the HSI designation does not automatically result in any additional funding to higher education institutions, the opportunity to competitively apply for federal funding earmarked to support HSIs is available. HSI Initiatives staff offers the following services:

- Consultation with individuals or teams to strategize proposal development
- Request institutional data that strengthen proposal arguments
- Receive access to UA Box files with grant tools and resources

HSI Faculty Seed Grant Program: fund established in Spring 2021 to support scholarly research and creative work among early career faculty which enriches the UA's designation as an HSI, and advances scholarship that directly impacts Latina/o/x, Black, Indigenous, and People of Color students and communities.
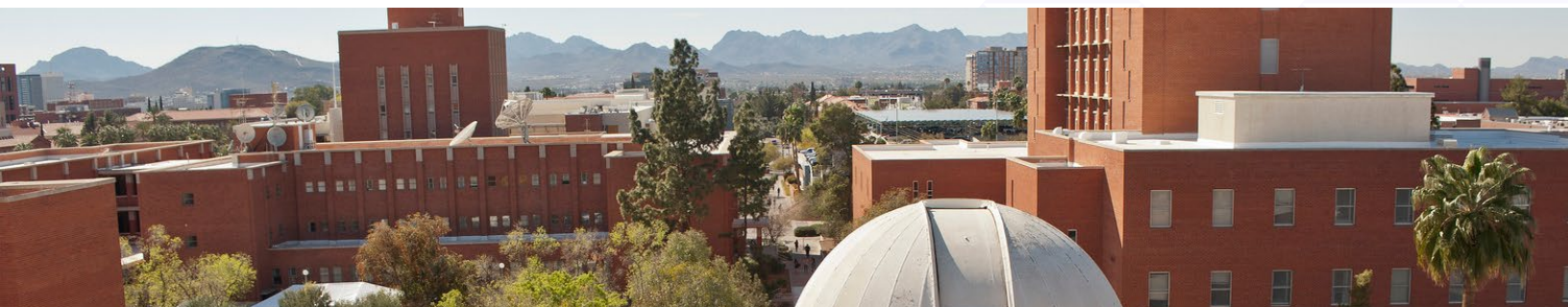
CAREER &
RETENTION
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Faculty Affairs and the entire UArizona campus community will support your career advancement as a faculty member. We have many programs and offices to offer you support that will advance your faculty career lifespan, while others will support your work/life balance.

Faculty Affairs

1. **Faculty Resources**

2. **Academic Affairs**

3. **Faculty Evaluations/Reviews**

4. **Promotion**

5. **Honors & Awards**

6. **Mentoring Resources**

7. **Programs for Faculty**
   - **Programs for families**

THE FACULTY AFFAIRS TEAM

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Faculty Affairs