This document provides a checklist of important items that new faculty should complete. For each item, the table specifies the required information, a schedule, and a person to help with problems.

**Items that can be completed prior to Effective Appointment Date**

|  |  |  |  |
| --- | --- | --- | --- |
| To Do Items | Timing | Required Information | Contact |
| Talk with Main Department Contact to determine needs (e.g., visa, relocation). | After accepting the offer (signing letter). Preferably before June. |  | Department contact. See below. |
| Complete onboarding materials provide to faculty by department. | Preferably before June. Usually faculty can complete within 24-48 hours after receipt. | Provide an email to include for output of next step. | Department contact. See below. |
| In person meeting to complete oath, patent, and I9 processes. | Earlier is better. Latest is during first official day on campus. If visiting informally earlier, stop by department to get this done. | See USCIS Form I-9 for required information and documents. | Department contact. See below. |
| Ask about office and lab space. | About a month after signing acceptance. |  | Chair or FAO |
| Arrange relocation to Riverside | After signing acceptance and well before start date. | This is scheduled by UCR, using approved vendors. | FAO |
| Find housing | After signing acceptance and well before start date. | Information available at these links: [Housing Link 1](https://res.ucr.edu/?_ga=2.222686107.1446342303.1565634879-1303135011.1496766918) and [Housing Link 2](https://res.ucr.edu/facultystaff-housing) | Contacts listed on web page |

After completing the above, eventually (may take 10-14 days), the new faculty will receive an email[[1]](#footnote-1) from UC with employee number, UC Net ID (i.e. user name), and password.

If there are any issues, with the above process or the email does not arrive within 10 working days, the new faculty should talk with UC PATH directly at 855-982-7284 Email: [askucpath@universityofcalifornia.edu](mailto:askucpath@universityofcalifornia.edu). The department cannot contact UC Path on the new faculty’s behalf. The department can provide the contact info as necessary.

**Items to be completed after Effective Appointment Date**

|  |  |  |  |
| --- | --- | --- | --- |
| To Do Items | Timing | Required Documents | Contact |
| Sign up for benefits through the [UC PATH portal](https://ucpath.universityofcalifornia.edu/user/logged-out). | After July 1 (or effective date of appointment). This must be complete within 31 days of date of appointment[[2]](#footnote-2). | Username and password | HR/Benefits or Department contact can direct as appropriate. |
| Pick up office key | Day 1 on campus, after July 1. |  | FAO |
| Coordinate parking | Day 1 on campus, after July 1. | Personal legal ID | Department contact will direct. |
| Get UCR ID card | After July 1. | Personal legal ID and UCR documents | Get directions and documents from department contact. |
| Get BCOE computer system and building/lab key card access with UCR ID | After July 1. | Departmental authorization | Department contact will direct. |
| Complete mandatory training: lab safety, cybersecurity, sexual harassment. | Within 30 days of appointment. | Username and password. | Through the Learning Management System (LMS) in [R’Space](https://rspaceinfo.ucr.edu/). Department will direct. |

Department Contact Information for Academic Year 2022/2023

|  |  |  |
| --- | --- | --- |
| Department | Department Contacts | Facilities Admin. Officer (FAO) |
| Bioengineering | Trudi Loder  951-827-2727  [trudi@engr.ucr.edu](mailto:trudi@engr.ucr.edu) | Robert Godoy  951-827-1482  [robert.godoy@ucr.edu](mailto:robert.godoy@ucr.edu) |
| Chemical and Environmental Engineering | Trudi Loder  951-827-2727  [trudi@engr.ucr.edu](mailto:trudi@engr.ucr.edu) | Robert Godoy  951-827-1482  [robert.godoy@ucr.edu](mailto:robert.godoy@ucr.edu) |
| Computer Science and Engineering | Mallorie Hardcastle  951-827-2493  [mallorie@cs.ucr.edu](mailto:mallorie@cs.ucr.edu) | Grace Caslavka  951-827-2559  [grace.caslavka@ucr.edu](mailto:grace.caslavka@ucr.edu) |
| Electrical and Computer Engineering | Eva Barriga  951-827-3059  [eva.barriga@ucr.edu](mailto:eva.barriga@ucr.edu) | Nicole Kramer  951-827-2397  [nicole.kramer@ucr.edu](mailto:nicole.kramer@ucr.edu) |
| Mechanical Engineering | Louis Sandoval  951-827-5830  [lsandoval@engr.ucr.edu](mailto:lsandoval@engr.ucr.edu) | Malina Beatrice  951-827-2409  [malina.beatrice@ucr.edu](mailto:malina.beatrice@ucr.edu) |
| Human Resources/Benefits | <https://hr.ucr.edu/human-resources-benefits/new-faculty-and-staff> | |

1. This email will be sent to their provided email address on the hiring paperwork. Although UCPath portal may not yet be accessible until hire date, UCR systems can be accessible with NetID and password. [↑](#footnote-ref-1)
2. Do not miss this deadline. If it is missed, benefits enrollment cannot occur until the next open enrollment period. [↑](#footnote-ref-2)