

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: <a href="#">Housing Link 1</a> and <a href="#">Housing Link 2</a>	Contacts listed on web page

After completing the above, eventually (may take 10-14 days), the new faculty will receive an email<sup>1</sup> from UC with employee number, UC Net ID (i.e. user name), and password. The actual account will not become active until the effective date of appointment (usually July 1).

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. The department cannot contact UC Path on the new faculty's behalf. The department can provide the contact info as necessary.

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<sup>1</sup> This email will be sent to new UCR account, which may not yet be accessible. Supply an alternative email address and the message will be sent to both.

### Items to be completed after Effective Appointment Date

To Do Items	Timing	Required Documents	Contact
Sign up for benefits through the <a href="#">UC PATH portal</a> .	After July 1 (or effective date of appointment). This must be complete within 31 days of date of appointment <sup>2</sup> .	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 <a href="#">R'Space</a> . Department will direct.

### Department Contact Information for Academic Year 2019/2020

Department	Department Contacts	Facilities Admin. Officer (FAO)
Bioengineering	Angela Cherry 951-827-4303 acherry@engr.ucr.edu	Nadine Okuns 951-827-5025 nadine.okuns@ucr.edu
Chemical and Environmental Engineering	Trudi Loder 951-827-2727 trudi@engr.ucr.edu	Sabrina Schuster 951-827-1482 sabrina@engr.ucr.edu
Computer Science and Engineering	Madie Heersink 951-827-2493 madie@cs.ucr.edu	Alissa Rackstraw 951-827-6417 alissa@engr.ucr.edu
Electrical and Computer Engineering	Jessica Duarte 951-827-2254 jessicaduarte@ece.ucr.edu	Bill Bingham 951-827-2397 bill@ece.ucr.edu
Mechanical Engineering	Louis Sandoval 951-827-5830 lsandoval@engr.ucr.edu	Susana Aparicio 951-827-2409 susana@engr.ucr.edu
Human Resources/Benefits	University Village - Bldg A. Suite 208, 1201 University Ave. (951-827-5588)	

<sup>2</sup> Do not miss this deadline. If it is missed, benefits enrollment cannot occur until the next open enrollment period.