



EXTENSION

College of Agriculture,  
Biotechnology & Natural Resources

# New Faculty Onboarding Checklist

The University of Nevada, Reno is committed to providing a place of work and learning free of discrimination on the basis of a person's age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion. Where discrimination is found to have occurred, the University will act to stop the discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible.

Welcome to our University of Nevada, Reno Extension team. We are glad you have chosen to join us and our mission to discover, develop, disseminate, preserve and use knowledge to strengthen the social, economic and environmental well-being of people. You are a part of a network of over 270 personnel delivering educational programs to Nevadans. Your success as a faculty member contributes to the success of our organization as a whole.

The *New Faculty Onboarding Checklist* has been designed to help onboard new academic faculty and administrative faculty with programmatic responsibilities. It will help you understand UNR Extension and your role, as well as prepare you for critical points along the way during your first year of employment. It will be your responsibility, with the help of your supervisor and/or Area Director to review and complete the tasks on the checklist within the timelines set forth. As you complete each task on the checklist please note the date it was completed. At the end of each month, send the entire checklist to your supervisor and/or Area Director for review of your progress.

The *New Faculty Onboarding Checklist* is only one part of the new faculty onboarding process. Additionally, there are a series of pre-recorded webinars available on the [Employee Resource](#) webpage, new webinars offered as needed, a two-day face-to-face orientation planned annually or biennially depending on hiring patterns and a formalized mentoring program. Please note the mentoring program is designed for academic and administrative faculty with programmatic responsibilities, except LOAs, temporary faculty appointments or soft funded administrative faculty. Timelines pertaining to the pre-recorded webinars and mentoring program have been included in this checklist. A list of key contacts is provided at the back of the document.

If you have questions, recommended edits or additions to the New Faculty Onboarding Checklist please contact the Associate Director of Extension (see the last page for contact information).

Employee Name:

## Day One

	Obtain a Net ID working with the IT lead in your area (if not already established prior to your start date)
	Meet with your supervisor
	Supervisor provides office tour and introductions to co-workers
	Supervisor reviews and clarifies job responsibilities based on the position description and specific role
	Supervisor reviews and explains the <i>New Faculty Onboarding Checklist</i> (available on the <a href="#">Employee Resource</a> webpage)
	Supervisor discusses UNR new academic faculty orientation and administrative faculty orientation offered on campus (optional)
	Supervisor arranges orientation to office procedures (e.g., keys, accessing the building, printing, reserving conference rooms, reserving conference/teleconference lines, ordering supplies, STAPLES/Office Depot/Amazon business accounts, receiving mail, etc.)
	Supervisor discusses history of Extension, Mission, philosophy, etc.
	Complete I-9. Contact the Administrative Assistant at your location, or if in Clark or Washoe consult with the HR lead in your area.

## Week One

	Complete Workday Onboarding
	Complete online training regarding child abuse: <a href="https://youtu.be/OPxnFhVkROU">https://youtu.be/OPxnFhVkROU</a> (18 minutes, 11 seconds) (must be taken prior to fingerprinting)
	Complete fingerprinting packet and submit fingerprints either on an ink on paper card or digital scan performed at the Las Vegas Extension Office and UNR Police Department (if LOA or temporary faculty appointment consult with your supervisor as results can take 4-6 weeks). Consult the Civil Rights and Compliance Coordinator for packet and questions.
	Supervisor explains UNR Extension's structure and function. Review UNR Extension organizational chart/structure. Discuss state legislative mandates, program teams, area structure, statewide, area and/or county priorities, etc.
	Review UNR Extension Website and directory: <a href="https://extension.unr.edu/directory.aspx">https://extension.unr.edu/directory.aspx</a>
	Review CABNR Website and Department directories: <a href="https://www.unr.edu/cabnr">https://www.unr.edu/cabnr</a>
	Schedule time with IT lead in your area to set up computer, voicemail, telephone code for long distance, and go over new employee information and available software (e.g., Interactive Video, Qualtrics, SPSS, UNR Box, UNR Share Point, Zoom, Microsoft Teams). See OIT software list: <a href="https://unr.teamdynamix.com/TDClient/2684/Portal/Home/">https://unr.teamdynamix.com/TDClient/2684/Portal/Home/</a>
	Take new hire benefits orientation: <a href="https://www.unr.edu/bcn-nshe/benefits/orientation">https://www.unr.edu/bcn-nshe/benefits/orientation</a>
	Familiarize yourself with Workday, view Workday 101 training: <a href="https://unr.teamdynamix.com/TDClient/1886/Portal/KB/ArticleDet.aspx?ID=71483">https://unr.teamdynamix.com/TDClient/1886/Portal/KB/ArticleDet.aspx?ID=71483</a> For support visit: <a href="https://www.unr.edu/workday/support">https://www.unr.edu/workday/support</a>

	Review the Extension Mentoring Program for New Faculty Reference Guide (available on the Employee Resource webpage) and the complete a Mentee Self-Assessment (if applicable to your position type)
	Create Email Signature: <a href="https://www.unr.edu/marketing-communications/email-signature">https://www.unr.edu/marketing-communications/email-signature</a>
	Obtain a list of all planned area and state faculty meeting and next New Faculty Orientation from supervisor or administrative assistant to the Area Director (Area meetings), Extension Director (All Faculty Meetings), and/or Associate Director of Extension (Orientation)
	After you have your email, contact IT lead in your area to ensure you have been added to the appropriate listserves
	Obtain a Purchasing Card: <a href="https://unr.teamdynamix.com/TDClient/1886/Portal/KB/ArticleDet?ID=98641">https://unr.teamdynamix.com/TDClient/1886/Portal/KB/ArticleDet?ID=98641</a> Contact the Fiscal Manager lead in your area for local requirements
	Meet with all of the faculty and/or staff you supervise
	Contact the HR lead in your area to obtain Work Performance Standards, IPOs, Role Statements and/or Position Descriptions for any classified staff and/or faculty you supervise
	If you will supervise classified staff, determine the date that you need to take the state mandatory training for supervisors: <a href="http://nvelearn.nv.gov/moodle/">http://nvelearn.nv.gov/moodle/</a> <i>Note: Trainings must be taken before you do any employee evaluations and must be taken within the first 6 months. Date to be taken by:</i>

## Week Two

	Meet with supervisor to discuss your <i>Mentee Self-Assessment</i> and mentoring needs (if applicable to your position type)
	Take online training “Scholarship of Engagement”: <a href="https://weda.extension.org/professional-development/extension-employee-onboarding-modules/scholarship-of-engagement/">https://weda.extension.org/professional-development/extension-employee-onboarding-modules/scholarship-of-engagement/</a> (9 minutes, 20 seconds)
	Review UNR Extension Employee Resources: <a href="https://extension.unr.edu/employees.aspx">https://extension.unr.edu/employees.aspx</a>
	Review UNR Extension “Communications & Marketing” webinar on the <a href="#">Employee Resource</a> webpage (1 hour, 12 minutes, 28 seconds)
	Review Brand Toolkit (brand guide, logos and templates): <a href="https://www.unr.edu/cabnr/brand">https://www.unr.edu/cabnr/brand</a>

## Week Three

	First meeting with mentor established (mentor to contact mentee)
	Take online training “Adult Education”: <a href="https://weda.extension.org/professional-development/extension-employee-onboarding-modules/adult-education/">https://weda.extension.org/professional-development/extension-employee-onboarding-modules/adult-education/</a> (6 minutes, 23 seconds)

## First Month

	Mentee and mentor relationship(s) established (if applicable to your position type). Within one-week mentor should be in contact to set up and initial meeting
	Take online training "Program Assessment": <a href="https://weda.extension.org/professional-development/extension-employee-onboarding-modules/program-assessment/">https://weda.extension.org/professional-development/extension-employee-onboarding-modules/program-assessment/</a> (8 minutes, 9 seconds)
	Review UNR Extension "Civil Rights & Compliance" webinar on the <a href="#">Employee Resource</a> webpage (29 minutes, 10 seconds)
	Complete Defensive Driving training course: <a href="https://www.unr.edu/ehs/training/driving">https://www.unr.edu/ehs/training/driving</a>
	Obtain Wolfcard (optional): <a href="https://www.unr.edu/wolfcard">https://www.unr.edu/wolfcard</a>
	Order business cards and other stationary as needed: <a href="https://www.unr.edu/brand/business-system">https://www.unr.edu/brand/business-system</a> If in the Southern Area, business cards are printed in the Clark County print shop. Contact Southern Area Administrative Assistant to the Dean, Director and Statewide Faculty and Staff.
	Familiarize yourself with the Employee Resources webpage and related forms/templates and policies/procedures: <a href="https://extension.unr.edu/employees.aspx">https://extension.unr.edu/employees.aspx</a>
	Familiarize yourself with the UNR Administrative Manual, particularly travel policies: <a href="https://www.unr.edu/administrative-manual">https://www.unr.edu/administrative-manual</a> Workday travel and expenses training: <a href="https://unr.teamdynamix.com/TDClient/1886/Portal/KB/ArticleDet?ID=72890">https://unr.teamdynamix.com/TDClient/1886/Portal/KB/ArticleDet?ID=72890</a>
	Familiarize yourself with UNR bylaws, College, Major Unit, and/or Area Bylaws: <a href="https://www.unr.edu/faculty-senate/university-bylaws">https://www.unr.edu/faculty-senate/university-bylaws</a>
	Familiarize yourself with leave and time off policies: <a href="https://www.unr.edu/hr/benefits/leave-and-time-off">https://www.unr.edu/hr/benefits/leave-and-time-off</a>
	See effort reporting information and timeline: <a href="https://www.unr.edu/sponsored-projects/post-award/effort-reporting">https://www.unr.edu/sponsored-projects/post-award/effort-reporting</a>
	Meet with Fiscal Manager contact in your area to review accounts under your authority. Review payroll dates and processes for submitting purchases and other expenses for reimbursement in Workday.
	Search projects in NIMSS to see if there are any multistate projects you would be interested in joining: <a href="https://www.nimss.org/">https://www.nimss.org/</a> . Contact Associate Director of Extension for questions and UNR Extension Guidelines for NIMSS projects.
	Discuss with supervisor and/or Area Director various agencies to begin networking. Supervisor and/or Area Director to orient faculty members to community and discuss getting meeting set up with local collaborators they would need to work with on programming.
	Supervisor or Area Director to provide email subscription information for relevant county (or state) activities (e.g., news and alerts), as appropriate
	Supervisor or Area Director to explain county government structure and expectations, as appropriate
	Discuss with supervisor opportunities for faculty development during the year (review other professional development resources section below)
	Meet with your supervisor or other faculty in your field to identify professional association that would benefit you to join

## First Two Months

	First meeting with mentor
	Develop Mentoring Plan and Goals. Develop a budget for first year expenses.
	Take online training “Extramural Funding for Extension”: <a href="https://weda.extension.org/professional-development/extension-employee-onboarding-modules/extramural-funding-for-extension/">https://weda.extension.org/professional-development/extension-employee-onboarding-modules/extramural-funding-for-extension/</a> (9 minutes, 15 seconds)
	Review UNR Extension “Grants, InfoEd & Resources” on the <a href="#">Employee Resource</a> webpage
	Take InfoEd Proposal Development training: <a href="https://www.unr.edu/sponsored-projects/pre-award/guidelines-resources/infoed">https://www.unr.edu/sponsored-projects/pre-award/guidelines-resources/infoed</a>
	Take Best Practices in Sponsored Projects Management training: <a href="https://www.unr.edu/sponsored-projects/resources/training/best-practices">https://www.unr.edu/sponsored-projects/resources/training/best-practices</a>
	Take online training “Program Evaluation”: <a href="https://weda.extension.org/professional-development/extension-employee-onboarding-modules/program-evaluation/">https://weda.extension.org/professional-development/extension-employee-onboarding-modules/program-evaluation/</a> (5 minutes, 54 seconds) and set up a phone conference or meeting with Extension’s Evaluation Specialist
	Take online training “Sharing Impacts”: <a href="https://weda.extension.org/professional-development/extension-employee-onboarding-modules/sharing-impacts/">https://weda.extension.org/professional-development/extension-employee-onboarding-modules/sharing-impacts/</a> (2 minutes, 48 seconds)
	Familiarize yourself with the evaluation process and timeline for any faculty and/or staff you supervise: <a href="https://www.unr.edu/hr/compensation-evaluation/evaluation">https://www.unr.edu/hr/compensation-evaluation/evaluation</a>
	Meet with the Area Director or Supervisor to review annual evaluation, tenure and promotion expectations (as applicable to your appointment), timeline and process. Be sure to cover 3 <sup>rd</sup> , 4 <sup>th</sup> and 5 <sup>th</sup> year review process. See link above. If Academic Faculty discuss reporting expectations through Interfolio. Contact Associate Director of Extension for Interfolio UNCE Programs Section Instructions and questions.

## First Three Months

	Work with supervisor to Develop Role Statement (academic faculty) or IPOs (administrative faculty)
	Meet with supervisor to review Mentoring Plan and Goals and obtain signature (if applicable to your position type)
	Review UNR Extension “Research Involving Human Subjects, Biosafety, and Animal Studies” webinar on the <a href="#">Employee Resource</a> webpage
	Take any additional Sponsored Projects Required Training based on type of research planned (see below), as applicable
	Take online training “Cultural Awareness & Equity in Extension Programs”: <a href="https://dei.extension.org/extension-resource/increasing-cultural-awareness-equity-in-extension-programs-online-modules/">https://dei.extension.org/extension-resource/increasing-cultural-awareness-equity-in-extension-programs-online-modules/</a> (Module 1 – 18 minutes, Module 2 – 20 minutes)

## First Six Months

	Second meeting with mentor
	Ensure all Mandatory Supervisor Trainings have been taken: <a href="https://www.unr.edu/hr/employee-resources/training-and-development/mandatory-supervisor-training">https://www.unr.edu/hr/employee-resources/training-and-development/mandatory-supervisor-training</a>
	Develop needs assessment plan (if applicable to your position). With approval from the supervisor may be extended to 12 months depending on the scope, complexity and other programming responsibilities.

## First Year

	Minimum of four contacts with mentor during the first year (at least quarterly) (if applicable to your position)
	Complete individual assessment of the mentoring process and outcomes (if applicable to your position)
	Complete needs assessment (if applicable to your position). With approval from the supervisor may be extended 18 months depending on the scope, complexity and other programming responsibilities.

## Additional Resources

### Sponsored Projects Required Trainings:

- InfoEd Proposal Development training (available in-person and online): <https://www.unr.edu/sponsored-projects/pre-award/guidelines-resources/infoed#training>
- Best Practices in Sponsored Projects Management: <https://www.unr.edu/sponsored-projects/resources/training/best-practices>
- Depending on the type of research one is performing and/or the funding sources, further training may be required:
  - [Export Controls](#): For researchers working on projects involving export-controlled items, technology, software, data and/or services
  - [Financial Conflict of Interest](#): For researchers working on projects funded by the Public Health Service (PHS) agencies (e.g. NIH, CDC, etc.) and some non-profit agencies
  - [Responsible Conduct of Research](#): For all employees and students working on projects funded by the National Science Foundation (NSF)
  - [Protection of Human Subjects](#): For all persons involved in the design, implementation, review, and oversight of human research
  - [Animal Welfare, Animal Care and Use](#): For all persons engaged in animal work
  - [Safety Training](#): Customized workplace specific training for all types of personnel
  - Supplemental training available: <https://www.unr.edu/sponsored-projects/resources/training>

### Professional Development Resources

- Other professional development courses: <https://nvelearn.nv.gov/moodle/?redirect=0>
- UNR compliance training (Web Accessibility, Campus Security Authority Training, FERPA, Research Data Management): <https://unr.canvaslms.com/login/canvas>
- Accessibility Resources & Training: <https://www.unr.edu/accessibility>
- Cooperative Extension: <https://extension.unr.edu/default.aspx>

### Helpful Links:

- Publications and Peer Review process: <https://extension.unr.edu/publication.aspx?PubID=2923> and [https://naes.agnt.unr.edu/PMS/Pubs/1366\\_2019\\_130.pdf](https://naes.agnt.unr.edu/PMS/Pubs/1366_2019_130.pdf)
- Effort Reporting (includes instructions and video tutorials): <https://www.unr.edu/sponsored-projects/post-award/effort-reporting>
- Workday Knowledge Base: <https://unr.teamdynamix.com/TDClient/1886/Portal/KB/?CategoryID=6623>
- Preferred suppliers and vendors: <https://www.bcnpurchasing.nevada.edu/for-faculty-staff/preferred-contracted-suppliers/>
- Per Diem Rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- Southwest: <https://www.swabiz.com/> Company number **99881810**
- Rental car vendor contact information: <https://elink.enterprise.com/en/nshe080.html>



## Key Contact List

### Statewide

- Interim Associate Dean/Director of Extension
  - Shannon Horrillo – [horrillos@unr.edu](mailto:horrillos@unr.edu), 775.784.7070
- Executive Assistant to the Director
  - Tatiana Gouem – [gouemt@unr.edu](mailto:gouemt@unr.edu), 775.784.7070
- Associate Director of Extension
  - Shannon Horrillo – [horrillos@unr.edu](mailto:horrillos@unr.edu), 775.682.9510
- Administrative Assistant to the Associate Director
  - Tracy Mendibles – [tmendibles@unr.edu](mailto:tmendibles@unr.edu), 775.784.4779
- State 4-H Youth Development Director
  - Carrie Stark – [starkc@unr.edu](mailto:starkc@unr.edu), 775.784.7449
- Administrative Assistant to the 4-H Youth Development Director
  - Tracy Mendibles – [tmendibles@unr.edu](mailto:tmendibles@unr.edu), 775.784.4779
- Civil Rights and Compliance Coordinator
  - Paul Lessick – [plessick@unr.edu](mailto:plessick@unr.edu)
- Fiscal Officer
  - Dan Brush – [brushd@unr.edu](mailto:brushd@unr.edu), 775.784.4784
- Human Resource Manager
  - Verla Jackson – [verla@unr.edu](mailto:verla@unr.edu), 775.682.8485
- Evaluation Specialist
  - Najat Elgeberi – [nelgeberi@unr.edu](mailto:nelgeberi@unr.edu)
- Southern Area Administrative Assistant to the Dean, Director and Statewide Faculty & Staff
  - Chelsea Gonzales – [cdgonzales@unr.edu](mailto:cdgonzales@unr.edu), 775.257.5508

## Northern Area

- Area Director
  - Holly Gatzke – [gatzkeh@unr.edu](mailto:gatzkeh@unr.edu), 775.336.0245
- Administrative Assistant to the Area Director
  - Leslie Lyn – [lynnle@unr.edu](mailto:lynnle@unr.edu), 775.784.4848
- IT Lead
  - Alyssa Rousseau – [rousseaua@unr.edu](mailto:rousseaua@unr.edu), 775.784.4848
- HR Lead
  - Lindsey Barnes – [lindseybarnes@unr.edu](mailto:lindseybarnes@unr.edu), 775.336.0250
- Fiscal Manager Lead
  - Carla Beier – [beierc@unr.edu](mailto:beierc@unr.edu), 775.784.4848

## Southern Area

- Area Director
  - Eric Killian – [killiane@unr.edu](mailto:killiane@unr.edu), 702.257.5542
- Administrative Assistant to the Area Director
  - Susan Argento – [argentos@unr.edu](mailto:argentos@unr.edu), 702.257.5535
- IT Lead
  - Noel Gueco – [guecon@unr.edu](mailto:guecon@unr.edu), 702.222.3130
- HR Lead
  - Vacant
- Fiscal Manager Lead
  - Lisa Wilson – [wilsonl@unr.edu](mailto:wilsonl@unr.edu), 702.222.3130