

NEW FACULTY RESOURCES

PART I

WHAT TO DO BEFORE AND AFTER YOUR ARRIVAL AT STEWARD OBSERVATORY (SO)

Start the Hiring Process

- After accepting the employment offer as outlined in your offer letter, contact Susan Warner (warners@email.arizona.edu) and Christina Siqueiros (siqueirc@email.arizona.edu) in the Steward Observatory Business Office (SOBO) as soon as possible to inquire about actions you need to take to start the hiring process.
- Susan and/or Christina can help answer basic questions about UA benefits and insurance options. For more detailed information, please visit:
 - <https://hr.arizona.edu/employees-affiliates/benefits/benefit-options-ua-employed-postdoctoral-scholars>
 - <https://hr.arizona.edu/employees-affiliates/benefits/insurance-benefits/arizona-department-administration-adoa-health-plans#hdr-1>

Notify us of your Visa Status

- If you are not a US Citizen or Permanent Resident, inform Susan Warner (warners@email.arizona.edu) immediately of your immigration status so we can be proactive in assisting you with a visa application. Susan processes J-1 visa applications and Elsie handles H-1B and Permanent Resident applications.
- International faculty are encouraged to visit the International Faculty and Scholars website at <https://global.arizona.edu/ifs>. For questions, contact the Office of Global Initiatives at (520) 626-6289, or email them at uaifs@email.arizona.edu.

Provide Information for the department's Faculty Webpage, Online Directory, and Email Lists

- Email a head and shoulder photograph to Kelly Merrill (kmerrill@arizona.edu) and Josephine Tolsa Santillan (jtolsasantillan@arizona.edu), and include a brief biography and a list of your Areas of Interest to be added to the Postdoc webpage and SO online directory:
<https://www.as.arizona.edu/people/postdoctoral>
- Provide Kelly and Josephine with your UA email address **as soon as** it is set up in order to have your email address added to the department's *Faculty and AllSteward* email distribution lists.

Obtain Designated Campus Colleague (DCC) Status

- The department can submit a request for DCC pre-hire status for faculty who have accepted a new position providing they have a current work visa or US citizen/permanent resident status. DCCs are provided with a UA NetID and email address before their actual start date which allows incoming faculty to submit proposals/grant applications before they officially start.
- You will receive a DCC Worksheet from the SO Director's office; please send the completed form back to kmerrill@arizona.edu along with a copy of your CV (and immigration documents if applicable).
- If you have trouble setting up your NetID and password, contact UITS 24/7 IT Support:
 - Phone: (877) 522-7929 / (520) 626-8324
 - Chat: <https://support.arizona.edu/>

Information about Parking on Campus/Commuting

If you are interested in parking your vehicle on campus, it is best to contact Parking and Transportation Services before your arrival to inquire about availability. Visit these websites for detailed information about parking and other services such as CatTran Shuttle, Park 'n Ride, Ride Amigos, etc. : <https://parking.arizona.edu/>

Steward Observatory has a locked bicycle cage that is accessed with a code. You can request a bike cage form from Josephine Tolsa Santillan (jtolsasantillan@arizona.edu) or visit the front desk in the director's office (N205).

Buying and Setting up Computer Equipment

The Computing Support Group (<https://www.as.arizona.edu/computer-support-group>) can provide technical advice as well as assistance and support for your information technology needs both at Steward and University-wide. Please contact Kiriaki Xiluri-Lauria (kxiluri@arizona.edu) head of the CSG group (csg@as.arizona.edu) to let us know how to assist in your transition.

Relocating to Tucson

Obtain information about the UA policy regarding moving allowances, moving companies etc. at <https://policy.fso.arizona.edu/fsm/900/914>

- Obtain information about the UA policy regarding moving allowances, moving companies etc. at <https://policy.fso.arizona.edu/pur/6/69>
- Effective January 1, 2018, household moving allowances are taxable under Public Law, PL 115-97. If your offer includes a moving allowance, payment will be provided to you through your paycheck and will have taxes withheld based on your Federal and State Withholding form selections (Federal W-4 and State A-4).
- You are encouraged to seek competitive estimates of your relocation costs. A list of vendors with existing UA contracts is available at: <https://financialservices.arizona.edu/purchasing/vendors/moving>
- The University is contracted with *Above and Beyond Relocation Services* - a great resource to help assist out-of-town candidates with their transition: house-hunting, rental resources, schools, and general information about Tucson: <http://aboveandbeyondrelo.com/>

Arrival Date at Steward Observatory

- Notify Kelly Merrill (kmerrill@arizona.edu) of your arrival date at SO as soon as you have finalized your moving plans so we can ensure that your office is ready.
- Meet with Susan Warner (warners@arizona.edu) as soon as possible and preferably before your start date to present required hiring documentation for completing the I-9 process.

Obtain a CatCard

- Your CatCard is your key to room/building access and other privileges on campus. CatCards are picked up from the CatCard Office located in the lower level of the University Bookstore <https://catcard.arizona.edu/>. You will need to provide your employee ID number to verify your official status at the UA.
- CatCard Fees -- Cost to DCCs: \$25 / Cost to employees: None / Replacement card: \$25.
- You can also obtain a CatCard online and pick it up in the cat card office upon your arrival. Please review the directions (<https://catcard.arizona.edu/mycatcard-instructions>) prior to starting the process. The CatCard online service portal (<https://mycatcard.arizona.edu/portal/>) requires a digital photo and proof of ID.

Time Reporting

- Timesheets are filled out bi-weekly. Note: Because you are categorized as an “exempt” employee, you do not have to complete a timesheet, EXCEPT when you take vacation and/or sick time. UA holidays are pre-populated.
- To complete your timesheet, go to: <https://beebole-apps.com> and log in with your UA NetID email and Password.
- If you have questions about filling out your timesheet, contact Jennifer Lundin (jlundin1@arizona.edu) or so-payrollaccounting@list.arizona.edu in SOBO.

Meet with the Department Head/Director

- Department Head, Buell Jannuzi, is interested in learning more about you and your research. As soon as you are settled in, contact Kelly Merrill (kmerrill@arizona.edu) to schedule a meeting.

PART II--DEPARTMENT AND UNIVERSITY RESOURCES

Steward Observatory Resources

A variety of department resources -- from High Performance Computing, Safety, Diversity and Inclusiveness, Who to Contact, etc. -- can be accessed on the Steward Observatory website at <https://www.as.arizona.edu/so-resources>.

Below is a shortlist of people to contact within the department:

- Account Numbers: Laura Hammond, (520) 621-4463 hammondl@arizona.edu
- Air conditioning/heating, lighting, insects, vents etc.: Gabe Coronado, coronadg@arizona.edu or (520) 304-6880
- Buell's calendar, email lists, office space, furniture, white/chalk/cork boards: Kelly Merrill, (520) 621-6082 or kmerrill@arizona.edu, or Josephine Tolsa Santillan (520) 621-6524 or jtolsasantillan@arizona.edu
- Computer purchases and moving/traveling allowances: so-humanresources@list.arizona.edu
- Computing/IT support: The Computing Support Group (csg@arizona.edu)
- Conference room scheduling: astro-roomscheduling@list.arizona.edu
- Copier/Xerox Account: Michelle Cournoyer (520) 621-2289 or michelle@arizona.edu
- Graduate Program Advisor: Kaitlin Kratter, Room N328, (520) 621-0260 or kkratter@arizona.edu
- Grants and Proposals: Jennifer Pierson, (520) 621-1938 or jpierson@arizona.edu
- H1B Visa: Susan Warner, (520) 621-1829 or warners@arizona.edu
- J1 Visa: Susan Warner, (520) 621-1829 or warners@arizona.edu
- Human Resources/Benefits: Susan Warner, (520) 621-1829, warners@arizona.edu, or Christina Siqueiros, (520) 621-2371, or so-humanresources@list.arizona.edu (??)
- Office-door name plates: Josephine Tolsa Santillan (520) 621-6524 or jtolsasantillan@arizona.edu
- Office keys/keyless access: Michelle Cournoyer, (520) 621-2289 or michelle@arizona.edu
- Office Space & Furniture: Kelly Merrill, (520) 621-6082 or kmerrill@arizona.edu
- Office supplies: Michelle Cournoyer, (520) 621-2289 or michelle@arizona.edu
- Postdoctoral Fellowship Program Coordinators: Erika Hamden, (520) 621-9524 or hamden@arizona.edu or Jared Males, (520) 485-9699 or jrmale@arizona.edu
- Safety Training: Mark Buglewicz, (520) 621-6536 or buglewic@arizona.edu
- Reimbursements, travel and UA vehicle rentals: Diana Gerardo, (520) 621-2215, or dianag27@arizona.edu

- Telescope Facilities:

Facility	Office Contact	Mountain Contact
12m/Kitt Peak	Patricia Orosz-Coghlan (520) 621-5290 porosz@arizona.edu	Michael Begam (520) 318-8670 mbegam@arizona.edu
60-Inch/Mt. Lemmon	Barbara Abril (520) 621-7659 babril@arizona.edu	Jim Grantham (520) 621-7931 grantham@as.arizona.edu
61-Inch/Mt. Bigelow	Barbara Abril (520) 621-7659 babril@arizona.edu	Jim Grantham (520) 621-7931 grantham@as.arizona.edu
90-Inch/Kitt Peak	Barbara Abril (520) 621-7659 babril@arizona.edu	Paul Smith (520) 621-2779 psmith@arizona.edu
LBT/Mt. Graham	Cindy Kontowicz (520) 626-7971 ckontowicz@lbto.org	Kara Hatch (520) 626-1466 khatch@lbto.org
MMT/Mt. Hopkins	Susan Wahl (520) 621-1558 swahl@mmt.org	Observer Control Room (520) 879-4547
SMT/Mt. Graham	Patricia Orosz-Coghlan (520) 621-5290 porosz@arizona.edu	Bob Moulton (520) 621-4328 rmoulton@arizona.edu
VATT/Mt. Graham	Paul Gabor (520) 621-6043 pgabor@arizona.edu	Gary Gray (520) 626-6365 ggray@as.arizona.edu

- Telescope Keys:

- Michelle Cournoyer, (520) 621-2289 or michelle@arizona.edu
- Barbara Abril (520) 621-7659 or babril@arizona.edu

- Telescope Observing and Schedules:

- Paul Smith, (520) 621-2779 or psmith@as.arizona.edu
- Dennis Zaritsky, (520) 621-6027 or dfz@arizona.edu
- Eiichi Egami, (520) 621-3161 or [eegami@arizona.edu](mailto:eeгами@arizona.edu)
- Contact Eiichi to be added to the mailing list az_astro_observer@list.arizona.edu to reserve telescope proposal information and other observer-related messages

- Timesheets: **Susan Warner, (520) 621-1829 or warners@arizona.edu; or Laura Hammond, (520) 621-4463 or hammondl@arizona.edu Do we put so-humanresources@list.arizona.edu instead?**

- Undergraduate Program Coordinator: Brenda Frye, (520) 626-1857 or bfrye@email.arizona.edu
- Website support: Josephine Tolsa Santillan, (520) 621-6524 or jtolsasantillan@arizona.edu
- Planning a Meeting/Workshop/Conference: Cathi Duncan, (520) 621-1320 or cduncanf@email.arizona.edu
- Filming at Telescope Sites: Cathi Duncan, (520) 621-1320 or cduncanf@email.arizona.edu
- Department Logos: Cathi Duncan, (520) 621-1320 or cduncanf@email.arizona.edu

University of Arizona Resources

Copying, Printing and Design Services

Fast Copy, <http://union.arizona.edu/fastcopy/> or call (520) 621-5306 or email fastcopy@arizona.edu Fast Design, (520) 621-5305

Diversity & Inclusion: <https://diversity.arizona.edu/cultural-and-resource-centers>

Faculty Programs and Resources:

The University has various resources and networks to assist new and current faculty in achieving their goals. Please visit <https://facultyaffairs.arizona.edu/content/new-faculty-resources> for more information.

Information Technology

IT services are available through UITs including HPC, database hosting & administration and many more. For detailed information visit <https://it.arizona.edu/services>.

UA Health and Wellness Services

UA offers resources and support available to employees, including the confidential [Employee Assistance Counseling](#), which are free to benefits-eligible employees, dependents, and household members. More information on health and wellness services offered by the UA can be found at the following link: <https://www.arizona.edu/health-wellness-students>

Counseling and Psych Services (CAPS)

CAPS provides individualized care and mental health resources to all enrolled UA students. Services include counseling sessions, assistance with connecting to off-campus resources, confidential crisis support, and more. Some major health insurance plans are accepted, but insurance is not required to use CAPS. Call or visit online to schedule a Zoom appointment. <https://caps.arizona.edu/>

Life & Work Connections

In addition to health-, educational- and financial benefits, the University is committed to providing family- friendly benefits to support employees' family needs, e.g. dependent- and child care, employee assistance and wellness, and work/life support. The Life & Work Connections webpage contains a myriad of information that can be accessed at <https://lifework.arizona.edu/>. Below are some links for a few of these services:

- Childcare Choice Reimbursement Program/Employee Assistance
 - <https://lifework.arizona.edu/childcare-employee>
- Sick Child and Emergency/Back-Up Care, and Out of Town Childcare Support for Professional Conference or Research Projects
 - https://lifework.arizona.edu/cc/sick_child_and_emergency_back_up_care_program
- Childcare Flexible Spending Accounts
 - <https://hr.arizona.edu/employees-affiliates/benefits/insurance-benefits/flexible-spending-accounts-general-information>
- Lactation and Family-Friendly Spaces
 - <https://lifework.arizona.edu/family-spaces>
- Flexible Work Arrangements
 - https://hr.arizona.edu/content/Flexible-Work-Guidelines?_gl=1%2Aak7ow4%2A_ga%2AMTk3Mjk4OTAzMS4xNjU0MDk3MDM0%2A_ga_7PV3540XS3%2AMTY1NDEyNDU1MS4zLjEuMTY1NDEyNjg1OC42MA..
- Employee Wellness including Screenings and Flu Shots
 - <https://lifework.arizona.edu/health-screenings>
- Employee Assistance/Counseling
 - <https://lifework.arizona.edu/counseling>

Notary Public Service

Notary Public services are available at the Post Office in the Student Union Building. The cost is \$2 per signature. Check or cash only. Call before you go: 520-626-6245

Ombuds Program

The Ombuds Program is a confidential, informal, impartial, and independent resource for effective communication, collaboration, and conflict management: <http://ombuds.arizona.edu/>

Onboarding & Orientation

Helping new faculty settle in is a priority for the department and the university. For information about onboarding and orientation, please visit <https://hr.arizona.edu/supervisors/onboarding-orientation>. Contact the Faculty Affairs Office at (520) 626-0202 for more information regarding faculty orientation.

Performance Reviews

UA Vitae is the University's online system for faculty annual reviews. Detailed information about the performance review process, UA Vitae How To Guides, etc. is available at <https://facultyaffairs.arizona.edu/annual-review-policy-updated-summer-2022-key-changes>

(Note: Information about the department's annual performance review process is provided to faculty by the Director's office on an annual basis)

Promotion and Tenure / Continuing Status: <https://facultyaffairs.arizona.edu/content/about-promotion>.

Proposal Development: <https://rgw.arizona.edu/development/proposal-development>

Research: <https://rgw.arizona.edu/>

Teaching: <https://facultyaffairs.arizona.edu/content/programs-resources-teaching>

Title IX

The University wants all members of its community to know where to turn to if they have a concern, need assistance or support, or would like to file a complaint against any form of discrimination or harassment. For more information visit <https://equity.arizona.edu/title-ix>

Writing Groups

Writing accountability groups can help improve publication rates and promote work-life balance: <https://postdoc.arizona.edu/content/postdoctoral-writing-groups>. For more information, contact Jenna Coalson at jcoalson@arizona.edu