NEW FACULTY RESOURCES

PART I

WHAT TO DO BEFORE AND AFTER YOUR ARRIVAL AT STEWART 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 Elsie Gericke (egericke@email.arizona.edu) and 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 an 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 uaiifs@email.arizona.edu.

Provide Information for the department’s Faculty Webpage, Online Directory, and Email Lists
- Email a head and shoulder photograph to Elsie Gericke (egericke@email.arizona.edu), and include a brief biography and a list of your Areas of Interest to be added to the Faculty webpage and SO online directory: https://www.as.arizona.edu/people/faculty.
- Provide Elsie 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 All Steward 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 egericke@email.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 or bicycle on campus, you can contact Parking and Transportation Services before your arrival to inquire about availability. Visit https://parking.arizona.edu/parking/permit-info/ for detailed information about parking locations, parking permits, and other services such as CatTran Shuttle, Park ’n Ride, Ride Amigos.

Buying and Setting up Computer Equipment
Computer equipment can be purchased before your arrival to help you settle in faster. Miranda Cox (mscox@email.arizona.edu) in SOBO can provide assistance with the purchase of your computer equipment. Trey Gacon (fsg3@email.arizona.edu) in the SO IT department can provide technical advice and assistance with setting up your computer, logging into the UA system, and setting you up with a printer.

Relocating to Tucson
- Obtain information about the UA policy regarding moving allowances, moving companies etc. at https://policy.fso.arizona.edu/fsm/900/914
- 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). Please keep receipts that pertain to your move; you may be asked for them.
- You are encouraged to seek competitive estimates of your relocation costs. A list of vendors with existing UA contracts is available at: https://pacs.arizona.edu/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 Elsie Gericke (egericke@email.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@email.arizona.edu) in SOBO (Annex Bldg., room 11) 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 (520) 626-9162 located in the Student Union: https://catcard.arizona.edu/. You will need to provide your employee ID number to verify your official status at the UA.
- Fees -- Cost to DCCs: $25 / Cost to employees: None / Replacement card: $25.

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://uaccess.arizona.edu/ and log in with your UA NetID and password. Click on Time Reporting on your UA Employee Home Page.
- If you have questions about filling out your timesheet, contact Susan Warner (warners@email.arizona.edu) or Jennifer Lundin (jlundin1@email.arizona.edu) in SOBO.
- For questions about Summer Compensation/time reporting, please contact Susan Warner (warners@email.arizona.edu) or Christina Siqueiros (siqueirc@email.arizona.edu).
Meet with the Department Head/Director
As soon as you are settled in, contact Elsie Gericke (egericke@email.arizona.edu) or Angela Miles (angelam3@email.arizona.edu) to schedule a meeting with the Department Head.

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 hammondll@email.arizona.edu
- Air conditioning/heating, lighting, insects, vents etc.: Gabe Coronado, (520) 304-6880 or bldg@as.arizona.edu / coronadog@email.arizona.edu
- Buell’s calendar, email lists, office space, furniture, white/chalk/cork boards: Elsie Gericke, (520) 621-6082 or egericke@email.arizona.edu
- Business cards, Angela Miles (520) 621-6524, angelam3@email.arizona.edu
- Computer purchases and moving/traveling allowances: Miranda Cox Hauser, (520) 626-1979 or mscox@email.arizona.edu
- Computing/IT support: Trey Gacon, fsg3@email.arizon.edu
- Conference room scheduling: roomscheduling@as.arizona.edu
- Copier/Xerox Account: Amanda Morris, (520) 621-2288 or morrisa1@email.arizona.edu
- Graduate Program Advisor: Josh Eisner, Room N414, (520) 626-7645 or jeisner@email.arizona.edu
- Grants and Proposals: Jennifer Pierson, (520) 621-1938 or jpierson@email.arizona.edu
- H1B Visa: Elsie Gericke, (520) 621-6082 or egericke@email.arizona.edu
- Human Resources/Benefits: Susan Warner, (520) 621-6526 or warners@email.arizona.edu, or Christina Siqueiros, (520) 621-2371 or siqueirc@email.arizona.edu
- J1 Visa: Susan Warner, (520) 621-6526 or warners@email.arizona.edu
- Office-door name plates: Elsie Gericke, (520) 621-6082 or egericke@email.arizona.edu
- Office keys: Michelle Cournoyer, (520) 621-2289 or michelle@email.arizona.edu
- Office supplies: Amanda Morris, (520) 621-2288 or morrisa1@email.arizona.edu (or Michelle Cournoyer)
- Postdoctoral Fellowship Program Coordinator: Dan Marrone, (520) 621-5175 or dmarrone@email.arizona.edu
- Parker Library (3rd floor) schedule or other library-related questions: Betty Fridena, (520) 621-2046 or bfridena@as.arizona.edu
- Safety Training: Mark Buglewicz, (520) 621-6536 or buglewic@email.arizona.edu
- Reimbursements, travel and UA vehicle rentals: Diana Sigala, (520) 621-3820 or dianas1@email.arizona.edu

- Telescope Facilities:
  - Facility 12m/Kitt Peak
    - Office Contact Patricia Orosz-Coghlan (520) 621-5290 porosz@email.arizona.edu
    - Mountain Contact Michael Begam (520) 318-8670 mbegam@email.arizona.edu
60-Inch/Mt. Lemmon  Carmen Otero (520) 621-7659  oteroc@email.arizona.edu  Jim Grantham (520) 621-7931  grantham@as.arizona.edu
61-Inch/Mt. Bigelow Carmen Otero (520) 621-7659  oteroc@email.arizona.edu  Jim Grantham (520) 621-7931  grantham@as.arizona.edu
90-Inch/Kitt Peak Carmen Otero (520) 621-7659  oteroc@email.arizona.edu  Bill Wood (520) 318-8690  bwood@email.arizona.edu
LBT/Mt. Graham Cindy Kontowicz (520) 626-7971  cdevereaux@lbto.org  Bonnie Ferguson (520) 626-1466  bferguson@lbto.org
MMT/Mt. Hopkins Susan Wahl (520) 621-1558  swahl@mmto.org  Observer Control Room (520) 879-4547
SMT/Mt. Graham Patricia Orosz-Coghlan (520) 621-5290  porosz@email.arizona.edu  Bob Moulton (520) 621-4328  rmoulton@email.arizona.edu
VATT/Mt. Graham Paul Gabor (520) 621-6043  pgabor@email.arizona.edu  Gary Gray (520) 626-6365  ggray@as.arizona.edu

- Telescope Keys:
  - Carmen Otero, (520) 621-7659 or oteroc@email.arizona.edu
  - Amanda Morris, (520) 621-2288 or morrisa1@email.arizona.edu
  - Michelle Cournoyer, (520) 621-2289 or michelle@email.arizona.edu

- Telescope Observing and Schedules:
  - Alison Ford, (520) 621-2495 or alysonford@email.arizona.edu
  - Paul Smith, (520) 621-2779 or pssmith@email.arizona.arizona.edu
  - Dennis Zaritsky, (520) 621-6027 or dennis.zaritsky@gmail.com
  - Eiichi Egami, (520) 621-3161 or eegami@email.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: Jennifer Lundin, (520) 621-0045 or jlundin1@email.arizona.edu (or Susan Warner)
- Undergraduate Program Coordinator: Yancy Shirley, (520) 626-3666 or yshirley@email.arizona.edu
- Website support: Carlos Burguillo Rodriguez, (520) 626-1582 or cburguillo@email.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/email fastcopy@email.arizona.edu
Fast Design, (520) 621-5305

Diversity & Inclusion: https://diversity.arizona.edu/support-centers-faculty

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/faculty.
**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/cc/childcare-choice-employee](https://lifework.arizona.edu/cc/childcare-choice-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](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](https://hr.arizona.edu/employees-affiliates/benefits/insurance-benefits/flexible-spending-accounts-general-information)
- Lactation and Family Spaces: [https://lifework.arizona.edu/cc/lactation_information](https://lifework.arizona.edu/cc/lactation_information)
- Flexible Work Arrangements: [https://lifework.arizona.edu/wls/flexworkarrangements](https://lifework.arizona.edu/wls/flexworkarrangements)
- Family Friendly Community: [https://lifework.arizona.edu/wls/resources-support-well-being](https://lifework.arizona.edu/wls/resources-support-well-being)
- Employee Wellness including Screenings and Flu Shots: [https://lifework.arizona.edu/wls/flexworkarrangements](https://lifework.arizona.edu/wls/flexworkarrangements)
- Employee Assistance/Counseling: [https://lifework.arizona.edu/ea/mental-health addiction](https://lifework.arizona.edu/ea/mental-health addiction)

**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/](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](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://uavitae.arizona.edu/content/faculty-how-guides](https://uavitae.arizona.edu/content/faculty-how-guides)

*(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](https://facultyaffairs.arizona.edu/content/about-promotion)

**Proposal Development:** [https://rgw.arizona.edu/development/proposal-development](https://rgw.arizona.edu/development/proposal-development)

**Research:** [https://rgw.arizona.edu/](https://rgw.arizona.edu/)

**Teaching:** [https://facultyaffairs.arizona.edu/content/programs-resources-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://www.titleix.arizona.edu/title_ix](https://www.titleix.arizona.edu/title_ix)
Writing Groups
Writing accountability groups can help improve publication rates and promote work-life balance: https://diversity.arizona.edu/faculty-writing-groups.