

## 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](mailto:warners@email.arizona.edu)) and Christina Siqueiros ([siqueirc@email.arizona.edu](mailto: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](mailto:egericke@email.arizona.edu)) and Susan Warner ([warners@email.arizona.edu](mailto: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](mailto:uaifs@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](mailto: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 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 [egericke@email.arizona.edu](mailto: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 ([mcox@email.arizona.edu](mailto:mcox@email.arizona.edu)) in SOBO can provide assistance with the purchase of your computer equipment. Trey Gacon ([fsg3@email.arizona.edu](mailto: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](mailto: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](mailto: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](mailto:warners@email.arizona.edu)) or Jennifer Lundin ([jlundin1@email.arizona.edu](mailto:jlundin1@email.arizona.edu)) in SOBO.
- For questions about Summer Compensation/time reporting, please contact Susan Warner ([warners@email.arizona.edu](mailto:warners@email.arizona.edu)) or Christina Siqueiros ([siqueirc@email.arizona.edu](mailto:siqueirc@email.arizona.edu)).

## Meet with the Department Head/Director

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

- Telescope Facilities:

Facility	Office Contact	Mountain Contact
12m/Kitt Peak	Patricia Orosz-Coghlan (520) 621-5290 <a href="mailto:porosz@email.arizona.edu">porosz@email.arizona.edu</a>	Michael Begam (520) 318-8670 <a href="mailto:mbegam@email.arizona.edu">mbegam@email.arizona.edu</a>

60-Inch/Mt. Lemmon	Carmen Otero (520) 621-7659 otero@email.arizona.edu	Jim Grantham (520) 621-7931 grantham@as.arizona.edu
61-Inch/Mt. Bigelow	Carmen Otero (520) 621-7659 otero@email.arizona.edu	Jim Grantham (520) 621-7931 grantham@as.arizona.edu
90-Inch/Kitt Peak	Carmen Otero (520) 621-7659 otero@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 [otero@email.arizona.edu](mailto:otero@email.arizona.edu)
  - Amanda Morris, (520) 621-2288 or [morrisa1@email.arizona.edu](mailto:morrisa1@email.arizona.edu)
  - Michelle Cournoyer, (520) 621-2289 or [michelle@email.arizona.edu](mailto:michelle@email.arizona.edu)
- Telescope Observing and Schedules:
  - Alison Ford, (520) 621-2495 or [alysonford@email.arizona.edu](mailto:alysonford@email.arizona.edu)
  - Paul Smith, (520) 621-2779 or [pssmith@email.arizona.arizona.edu](mailto:pssmith@email.arizona.arizona.edu)
  - Dennis Zaritsky, (520) 621-6027 or [dennis.zaritsky@gmail.com](mailto:dennis.zaritsky@gmail.com)
  - Eiichi Egami, (520) 621-3161 or [eegami@email.arizona.edu](mailto:eegami@email.arizona.edu)
  - Contact Eiichi to be added to the mailing list [az\\_astro\\_observer@list.arizona.edu](mailto: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](mailto:jlundin1@email.arizona.edu) (or Susan Warner)
- Undergraduate Program Coordinator: Yancy Shirley, (520) 626-3666 or [yshirley@email.arizona.edu](mailto:yshirley@email.arizona.edu)
- Website support: Carlos Burguillo Rodriguez, (520) 626-1582 or [cburguillo@email.arizona.edu](mailto:cburguillo@email.arizona.edu)
- Planning a Meeting/Workshop/Conference: Cathi Duncan, (520) 621-1320 or [cduncanf@email.arizona.edu](mailto:cduncanf@email.arizona.edu)
- Filming at Telescope Sites: Cathi Duncan, (520) 621-1320 or [cduncanf@email.arizona.edu](mailto:cduncanf@email.arizona.edu)
- Department Logos: Cathi Duncan, (520) 621-1320 or [cduncanf@email.arizona.edu](mailto: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](mailto: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>
- 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>
- 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>
- Family Friendly Community: <https://lifework.arizona.edu/wls/resources-support-well-being>
- Employee Wellness including Screenings and Flu Shots: [https://lifework.arizona.edu/wsw/health\\_screenings](https://lifework.arizona.edu/wsw/health_screenings)
- Employee Assistance/Counseling: <https://lifework.arizona.edu/ea/mental-healthaddiction>

## 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://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>.

**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://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>.