

## 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 / (520) 621-1636, or email them at [uifs@email.arizona.edu](mailto:uifs@email.arizona.edu). Upon arrival at the UA, visit the IFS office at 615 N. Park Avenue, Room 142.

##### 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.

## Computer Equipment / IT Support

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 the Steward Observatory Business Office can assist you with the purchase of your computer equipment. Trey Gacon ([fsg3@email.arizona.edu](mailto:fsg3@email.arizona.edu)) and Greg Rogers ([gregorynrogers@email.arizona.edu](mailto:gregorynrogers@email.arizona.edu)) in the 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. Carlos Burguillo Rodriguez is the Systems and Network Administrator: [cburguillo@email.arizona.edu](mailto:cburguillo@email.arizona.edu).

## 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.
- Provide official documentation to verify your terminal degree (i.e. degree, transcript, letter from institution and must include both the degree and the major, as well as the granting date). If it is in a different language, please provide an English translation. The documentation will become part of your hiring documents.

## 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 / [so-facilities@list.arizona.edu](mailto:so-facilities@list.arizona.edu)
- Director's calendar, email lists, office space, furniture, white/chalk/cork boards: Elsie Gericke (520) 621-6082 / [egericke@email.arizona.edu](mailto:egericke@email.arizona.edu)
- Business cards: Diana Gerardo (520) 621-3820) / [dianas1@email.arizona.edu](mailto:dianas1@email.arizona.edu)
- Computer purchases and moving/traveling allowances: Miranda Cox Hauser (520) 626-1979 / [msox@email.arizona.edu](mailto:msox@email.arizona.edu)
- Computing/IT support: Trey Gacon ([fsg3@email.arizon.edu](mailto:fsg3@email.arizon.edu)) and Greg Rogers ([gregorynrogers@email.arizona.edu](mailto:gregorynrogers@email.arizona.edu))
- Conference room scheduling: [astro-roomscheduling@list.arizona.edu](mailto:astro-roomscheduling@list.arizona.edu)
- Copier/Xerox Account: Amanda Lohmoeller (520) 621-2288 / [morrisa1@email.arizona.edu](mailto:morrisa1@email.arizona.edu)
- General Education Program Coordinator 520-621-5049 / [taf@email.arizona.edu](mailto:taf@email.arizona.edu)
- Graduate Program Advisor: Dan Marrone (520) 621-5175 / [dmarrone@email.arizona.edu](mailto:dmarrone@email.arizona.edu)
- Grants and Proposals: Jennifer Pierson (520) 621-1938 / [jpierson@email.arizona.edu](mailto:jpierson@email.arizona.edu)
- H1B Visa: Elsie Gericke (520) 621-6082 / [egericke@email.arizona.edu](mailto:egericke@email.arizona.edu)
- Human Resources/Benefits: Susan Warner (520) 621-6526 / [warners@email.arizona.edu](mailto:warners@email.arizona.edu), or Christina Siqueiros (520) 621-2371 / [siqueirc@email.arizona.edu](mailto:siqueirc@email.arizona.edu)
- J1 Visa: Susan Warner (520) 621-6526 / [warners@email.arizona.edu](mailto:warners@email.arizona.edu)
- Office-door name plates: Elsie Gericke (520) 621-6082 / [egericke@email.arizona.edu](mailto:egericke@email.arizona.edu)
- Office keys: Michelle Cournoyer (520) 621-2289 / [michelle@email.arizona.edu](mailto:michelle@email.arizona.edu)
- Office supplies: Amanda Lohmoeller (520) 621-2288 / [morrisa1@email.arizona.edu](mailto:morrisa1@email.arizona.edu) (or Michelle Cournoyer)
- Postdoc Program Coordinators: Erika Hamden ([hamden@email.arizona.edu](mailto:hamden@email.arizona.edu)) and Jared Males ([jrmale@email.arizona.edu](mailto:jrmale@email.arizona.edu))
- Safety Training: Mark Buglewicz (520) 621-6536 / [buglewic@email.arizona.edu](mailto:buglewic@email.arizona.edu)
- Reimbursements, travel and UA vehicle rentals: Diana Gerardo (520) 621-3820) / [dianas1@email.arizona.edu](mailto:dianas1@email.arizona.edu)

- Telescope Facilities:

|               |   |
|---------------|---|
| Facility      | Office Contact  |
| 12m/Kitt Peak | Patricia Orosz-Coghlan (520) 621-5290<br><a href="mailto:porosz@email.arizona.edu">porosz@email.arizona.edu</a> |

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| Mountain Contact   |
| Michael Begam (520) 318-8670<br><a href="mailto:mbegam@email.arizona.edu">mbegam@email.arizona.edu</a> |

|                     |   |  |
|---------------------|---|--|
| 60-Inch/Mt. Lemmon  | Diana Vargas (520) 621-7656<br>dianavargas@email.arizona.edu      | Jim Grantham (520) 621-7931<br>grantham@as.arizona.edu   |
| 61-Inch/Mt. Bigelow | Diana Vargas (520) 621-7656<br>dianavargas@email.arizona.edu      | Jim Grantham (520) 621-7931<br>grantham@as.arizona.edu   |
| 90-Inch/Kitt Peak   | Diana Vargas (520) 621-7656<br>dianavargas@email.arizona.edu      | Bill Wood (520) 318-8690<br>bwood@email.arizona.edu      |
| LBT/Mt. Graham      | Cindy Kontowicz (520) 626-7971<br>cdevereaux@lbto.org             | Bonnie Ferguson (520) 626-1466<br>bferguson@lbto.org     |
| MMT/Mt. Hopkins     | Susan Wahl (520) 621-1558<br>swahl@mmto.org                       | Observer Control Room<br>(520) 879-4547                  |
| SMT/Mt. Graham      | Patricia Orosz-Coghlan (520) 621-5290<br>porosz@email.arizona.edu | Bob Moulton (520) 621-4328<br>rmoulton@email.arizona.edu |
| VATT/Mt. Graham     | Paul Gabor (520) 621-6043<br>pgabor@email.arizona.edu             | Gary Gray (520) 626-6365<br>ggray@as.arizona.edu         |

- Telescope Keys:
  - Diana Vargas (520) 621-7656 / dianavargas@email.arizona.edu
  - Amanda Lohmoeller (520) 621-2288 / morrisa1@email.arizona.edu
  - Michelle Cournoyer (520) 621-2289 / michelle@email.arizona.edu
- Telescope Observing and Schedules:
  - Alison Ford (520) 621-2495 / alysonford@email.arizona.edu
  - Paul Smith (520) 621-2779 / pssmith@email.arizona.arizona.edu
  - Dennis Zaritsky (520) 621-6027 / dennis.zaritsky@gmail.com
  - Eiichi Egami (520) 621-3161 / 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 / [jlundin1@email.arizona.edu](mailto:jlundin1@email.arizona.edu) (or Susan Warner)
- Undergraduate Program Coordinator: Don McCarthy 520-621-4079 / [mccarhd@email.arizona.edu](mailto:mccarhd@email.arizona.edu)
- Website support: Carlos Burguillo Rodriguez (520) 626-1582 / [cburguillo@email.arizona.edu](mailto:cburguillo@email.arizona.edu)
- Planning a Meeting/Workshop/Conference: Cathi Duncan (520) 621-1320 / [cduncanf@email.arizona.edu](mailto:cduncanf@email.arizona.edu)
- Filming at Telescope Sites: Cathi Duncan (520) 621-1320 / [cduncanf@email.arizona.edu](mailto:cduncanf@email.arizona.edu)
- Department Logos: Cathi Duncan (520) 621-1320 / [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 (520) 621-5306 / [fastcopy@email.arizona.edu](mailto:fastcopy@email.arizona.edu)

Fast Design: (520) 621-5305

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

**Funding Sources & Research Development Services:** <https://rgw.arizona.edu/development/rds-new-homepage>

*Early Career Researchers:* <https://rgw.arizona.edu/development/early-investigators>

*Funding Sources:* <https://rgw.arizona.edu/development/find-funding> and

<https://rgw.arizona.edu/development/limited-submissions> (for limited submissions)

*Newsletter:* <https://rgw.arizona.edu/development/newsletter>

### 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 at a low cost. 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>.