

# Faculty Onboarding and Resource Guide

University of Memphis  
School of Public Health



**September 2025**

## Table of Contents

Welcome message .....	3
<b>I. School of Public Health Leadership .....</b>	<b>4</b>
<b>II. Academic Support Staff .....</b>	<b>5</b>
<b>III. SPH Faculty and Staff Resource Directory .....</b>	<b>7</b>
<b>IV. Regular Faculty Onboarding .....</b>	<b>12</b>
<b>V. Adjunct Faculty Onboarding .....</b>	<b>15</b>
<b>VI. Mandatory Trainings for All Faculty and Instructors .....</b>	<b>17</b>
<b>VII. Resources for Employees .....</b>	<b>19</b>
Work-Life Balance Resources .....	19
Other Resources.....	22
<b>VIII. Faculty Professional Development Resources .....</b>	<b>23</b>
Teaching Resources.....	23
Faculty Instructional Policies .....	25
Faculty Research, Scholarship, and Creative Works .....	27
<b>IX. Faculty Planning and Evaluation .....</b>	<b>28</b>
Post-Tenure Review .....	29
<b>X. Resources for Public Health Leaders, Educators, and Researchers .....</b>	<b>32</b>
<b>XI. University Calendars.....</b>	<b>37</b>
A. 2025-26 9-Month Faculty Appointment Calendar .....	37
B. The University holiday schedule for the 2025/26 Calendar Year .....	38
C. Academic Calendar.....	38
D. Deadlines for Degree Candidates .....	40
<b>XII. Regular Faculty Checklist .....</b>	<b>41</b>
<b>XIII. Adjunct Faculty Checklist .....</b>	<b>44</b>

## Welcome message

Welcome to the School of Public Health at the University of Memphis! It is with great pride and excitement that I extend a warm welcome to our new faculty members, as well as a heartfelt greeting to our returning faculty. Together, we form a vibrant community dedicated to advancing public health through education, research, and service. Your commitment to these values is what makes our school a beacon of excellence, and I am thrilled to have you as part of our team.

The field of public health is more critical now than ever before. The challenges we face—from global pandemics to health disparities—are complex and demand innovative, evidence-based solutions. Our collective expertise and dedication will allow us to rise to these challenges, making a tangible impact on the health and well-being of communities locally, nationally, and globally. At the University of Memphis, we are uniquely positioned to lead in this effort, with our diverse community engagement and interdisciplinary approach that is at the heart of public health practice.

This Faculty Onboarding and Resource Guide has been carefully crafted to support you in your journey with us. Whether you are just beginning or have been part of our school for years, this guide is designed to provide you with the resources, insights, and connections necessary to thrive. It is our goal to ensure that every faculty member feels empowered, informed, and supported as they contribute to our mission. I encourage you to take full advantage of the resources available to you, engage with your colleagues, and explore new avenues for research, teaching, and community engagement.

I want to express my sincere gratitude for your dedication to public health and to our school. Together, we have the power to make a difference, to innovate, and to inspire. I look forward to the incredible work we will accomplish together, and I am confident that, as a community of scholars, we will continue to elevate the University of Memphis School of Public Health as a leader in the field.

Welcome to an exciting journey of innovation, growth, and impact!

Sincerely,

*Ashish Joshi*

Ashish Joshi, PhD, MBBS, MPH  
Dean and Distinguished University Professor  
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## I. School of Public Health Leadership



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### III. SPH Faculty and Staff Resource Directory

Topic	Main Contact Persons	Information
Academic Advising - Undergraduate Students	<a href="#">Rebecca Kronenberg</a> Coordinator, Undergraduate Advising, Student Engagement, and Accelerated Bachelors to Master Program Advisor	<a href="mailto:rkrnnbrg@memphis.edu">rkrnnbrg@memphis.edu</a> Phone: (901) 678-8243 Office: 136C Robison
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## IV. Regular Faculty Onboarding

This overview will assist you with some of the important tasks required to get set up at the University of Memphis School of Public Health.

### BEFORE YOUR FIRST DAY

- Complete your Pre-Hire Checklist tasks in WorkforUM.
- If you are starting in Fall 2025, [register for a New Faculty Orientation session](#).
- Review the [UofM's Parking information](#) and choose appropriate parking arrangements.
- Activate your campus e-mail account. [UofM accounts](#) provide faculty, staff, students and guests access to a variety of technology resources and online services. For information about requesting a sponsored account, visit the [Sponsored Accounts page](#) of the Service Catalog.
- Complete on-boarding registry with Annette Brown-Rhodes Email: [abrown3@memphis.edu](mailto:abrown3@memphis.edu), Phone: (901) 678-5688, Office: 133 Robison, including:
  - Register for Mailchimp SPH updates
  - Room assignment, keys, and doorplates
  - Basic office supplies
  - Set up your PC and printer, software updates
  - Set up your office phone
  - Gain access to the community printer
  - Complete a swipe access request (if applicable)
  - Create asset/serial tags for university equipment
  - Order business cards
- [Tour the campus virtually!](#)

### BEFORE ORIENTATION

- Please be prepared to make choices regarding insurance coverage during New Employee Orientation by reading the [New Employee Benefits Packet](#) before your scheduled session.
- Orient yourself to the [myMemphis](#) website and app which is the self-service hub for all employees and students.
- International Faculty: Please contact Deanna McMillian, Business Officer, to discuss any eligibility and visa related issues. Email: [dmcmilln@memphis.edu](mailto:dmcmilln@memphis.edu); Phone: (901) 678-3316; Office: 236 C Robison

## ON YOUR FIRST DAY

- Provide your [Form I-9 supporting documents](#) to Human Resources (178 Administration Building). **Form I-9, Employment Eligibility Verification**, is required by federal law. All University employees must present documentation verifying their identity and eligibility to work in the U.S. within three (3) days from their hire date. All employees that need to complete an I-9 form should contact [i9@memphis.edu](mailto:i9@memphis.edu) to request the electronic link.
  - **Step One:** Employees are required to complete Section 1 of the Form I-9 through a link provided in an e-mail by Data Facts, the University's I-9 vendor, with the login credentials they provide.
  - **Step Two:** At the link provided by Data Facts, employees will also upload the documents they plan to bring in-person to Human Resources for physical examination and completion of Section 2 of Form I-9. Access the list of Acceptable Documents by clicking [here](#).
  - **Step Three:** A Human Resources representative must examine the original documents that were uploaded to the Form I-9 record in Section 1. Please bring the documents uploaded in Section 2 to Human Resources, Room 178 of the Administration Building between 8:00 am and 4:30 pm Monday through Friday within three (3) business days from your date of hire.
- Attend your scheduled [orientation](#) session. (may also occur on the first day of your second week of employment)
- Get your Campus ID Card made. Every current employee, whether regular or temporary, is eligible to receive a Campus ID Card. Faculty/Staff Campus Cards can be obtained in person at the Campus Card Office by meeting the following criteria:
  - Employment information can be verified on the PEAEMPL screen in the Banner Human Resources System.
  - Bring a current government or state issued ID (i.e. passport or state issued driver's license) that displays both your name and photograph.

The Campus Card Office is located at 115 Wilder Tower on the main campus and in 109 Varnell-Jones Hall on our Lambuth Campus. [Learn more about Campus Cards.](#)

- After you have logged into your UofM account, [complete your assigned benefits & beneficiary tasks in State of TN Edison System](#).
- Review and register [payroll information for new employees](#).
- After you have logged into your UofM account, complete your [Direct Deposit New Employee Payroll & Employee Reimbursement Authorization form](#).

## AFTER YOUR FIRST DAY

- After you have logged into your UofM account, [complete your W-4 Form](#).
- Learn how to complete & submit your [monthly leave report](#).
- [Schedule a UofM headshot](#). Professional headshots are available at no charge to be used for your faculty profile on the website and in connection with the University of Memphis only. Please take care of it within the first week of your employment.
- Please use the [CV Information](#) page to create and update your CV and profile for the website.
- Review the [Registrar's semester calendars](#). The Academic Year begins with the start of the Fall semester and concludes with the end of the summer semester of the succeeding calendar year. Used chiefly for event planning and scheduling, these calendars contain dates for these major term/part-of-term events: first/last day of classes, breaks/holidays, and Study Day/exams. The current calendars are provided at the end of this document.
- Contact your division director and review your division's programmatic handbook.
- Sign in and orient yourself with Canvas, our web-based learning management system, or LMS. All of UofM's current learning technologies integrate with Canvas, including Banner Student Information System, Microsoft Office 365 and Teams, Qualtrics, Turnitin, and Zoom. Please be sure to use the [Canvas Checklist](#) to prepare for the new semester.
- To apply for [Graduate Faculty](#) status, either as a Full, Associate, or External member, please review the requirements and follow the linked instructions. Further graduate faculty and staff resources are available at the [Graduate School](#) pages.

## V. Adjunct Faculty Onboarding

The following information will assist you with some of the important tasks required to get set up at the University of Memphis School of Public Health.

### BEFORE YOUR FIRST DAY

- Complete your Pre-Hire Checklist tasks in WorkforUM.
- Activate your campus e-mail account. [UofM](#) accounts provide faculty, staff, students and guests access to a variety of technology resources and online services. For information about requesting a sponsored account, visit the [Sponsored Accounts page](#) of the Service Catalog.
- Sign your e-contract; a link is in your Memphis e-mail account.
- Review the [UofM's Parking information](#) and choose appropriate parking arrangements.
- Please orient yourself to the [myMemphis](#) website and app which is the self-service hub for all employees and students.
- [Tour the campus virtually!](#)

### ON YOUR FIRST DAY

- Provide your [Form I-9 supporting documents](#) to Human Resources (178 Administration Building) by your first day. **Form I-9, Employment Eligibility Verification**, is required by federal law. All University employees must present documentation verifying their identity and eligibility to work in the U.S. within three (3) days from their hire date. All employees that need to complete an I-9 form should contact [i9@memphis.edu](mailto:i9@memphis.edu) to request the electronic link.
  - **Step One:** Employees are required to complete Section 1 of the Form I-9 through a link provided in an e-mail by Data Facts, the University's I-9 vendor, with the login credentials they provide.
  - **Step Two:** At the link provided by Data Facts, employees will also upload the documents they plan to bring in-person to Human Resources for physical examination and completion of Section 2 of the I-9 Form. Access the list of Acceptable Documents by clicking [here](#).
  - **Step Three:** A Human Resources representative must examine the original documents that were uploaded to the Form I-9 record in Section 1. Please bring the documents uploaded in Section 2 to Human Resources, Room 178 of the Administration Building between 8:00 am and 4:30 pm Monday through Friday within three (3) business days from your date of hire.
- Get your campus ID card made. Every current employee, whether regular or temporary, is eligible to receive a Campus Card. Faculty/Staff Campus Cards can be obtained in person at the Campus Card Office by meeting the following criteria:



- Employment information can be verified on the PEAEMPL screen in the Banner Human Resources System.
- Bring a current government or state issued ID (i.e. passport or state issued driver's license) that displays both your name and photograph.

The Campus Card Office is located at 115 Wilder Tower on the main campus and in 109 Varnell-Jones Hall on our Lambuth Campus. [Learn more about Campus Cards.](#)

- Know that part-time faculty members generally receive six biweekly checks within the semester in which they are teaching.
- After you have logged into your UofM account, complete your [Direct Deposit New Employee Payroll & Employee Reimbursement Authorization form.](#)
- Sign in and orient yourself with Canvas, our web-based learning management system, or LMS. All of UofM's current learning technologies integrate with Canvas, including Banner Student Information System, Microsoft Office 365 and Teams, Qualtrics, Turnitin, and Zoom. Please be sure to use the [Canvas Checklist](#) to prepare for the new semester.

#### **AFTER YOUR FIRST DAY**

- After you have logged into your UofM account, [complete your W-4 Form.](#)
- Review the [Registrar's semester calendars.](#)
- [Schedule a UofM headshot.](#) Professional headshots are available at no charge to be used for your faculty profile on the website and in connection with the University of Memphis only. Please take care of it within the first week of your employment.
- Please use the [CV Information](#) page to create and update your CV and profile for the website.

## VI. Mandatory Trainings for All Faculty and Instructors

The following online training modules have been developed to ensure that all faculty understand the basic requirements for confidentiality, safety, and ethics which are foundational to the functionality of the University. Most modules require logging in with your UUID. These trainings are brief.

Please complete them promptly and retain your certificates both in electronic and paper copy formats for your record. Non-compliance will result in reminders to you and the Dean's office.

- **Confidentiality Acknowledgement**

This is a simple mandatory agreement signed by all employees at the University, acknowledging that in the course of your employment you may be exposed to confidential documents and/or information related to the University, such as potential or pending litigation, student records, highly sensitive personal or medical, information, donor records, faculty and staff records, etc. that must not be disclosed.

- **Title VI Training**

This is an online Title VI Civil Rights training module. It takes 15 minutes to complete.

- **Discrimination & Harassment Prevention Training**

Please complete this training session to familiarize yourself with the discrimination and harassment prevention policies of the University.

- **FERPA Tutorial**

This tutorial will give you a basic knowledge of the rules governing the release of student information. You will be asked to answer several questions at the end as part of completing the tutorial. Once you have completed the tutorial, you will receive an e-mail confirming your completion. Although your completion will be recorded in the University's database, you may want to retain the confirmation e-mail for your records.

- **IT Security Awareness Training**

Note for New Employees: Training enrolment is updated weekly. You will receive an email when training is available. If your start date was more than a week ago and you have not received a training notification email, please contact [securitytraining@memphis.edu](mailto:securitytraining@memphis.edu). Be sure to click the "Complete Training" button on the final screen of the training module to receive credit for completion. All UofM employees and emeritus faculty with active accounts are required to complete Security Awareness Training annually.

This training gives users the tools and skills necessary to recognize common attack methods and help protect our systems and data. Additionally, these principles can be applied to your personal digital life to help keep your personal data safe. Training is provided by KnowBe4. Training takes approximately 30 minutes to complete for new hires and those who did not complete training during the previous training cycle. For all others, training takes approximately 15 minutes. Required trainees should receive email notifications and

reminders during the training period, as well as a confirmation email upon completion. If you have received a notification email, training is required.

- **[Workplace Safety Training](#)**

For this simple workplace safety training, you will be required to read several important basic safety information documents then complete a brief quiz to complete the course.

- **[CITI Training \(Collaborative Institutional Training Initiative\)](#)**

Please complete or refresh this important training about Human Subjects Research. It is a requirement for conducting research in the School of Public Health. At all times, you are expected to keep your CITI training current.

## VII. Resources for Employees

### Work-Life Balance Resources

These resource pages (which can be found at the [Office of the Provost](#)) include information about family and childcare resources, health and wellness policies and resources, campus life information, and employee perks.

#### **Family and Childcare pages include information about:**

- [University Schools](#) - the tuition-free public schools located at the University of Memphis campus.
- [The Family Medical Leave Act](#) (FMLA) outlines qualifications and policies for FMLA.
- [Paid Parental Leave](#) explains procedures and policies for parental leave.
- [Annual and Sick Leave](#) outlines the university's annual and sick leave policy details.
- [Sick Leave Bank](#) provides sick leave to members of the Sick Leave Bank for personal illness or injury after leave is exhausted.
- [Support for Nursing Mothers](#) contains information about the benefits of breastfeeding and links to lactation room locations and other resources.
- [University Housing/Rentals](#) provides information about university rental properties and how to access them.

#### **Health and Wellness pages contain information about:**

- [Americans with Disabilities Act](#) links to the university's ADA accommodation plans and related resources.
- [Campus Recreation Center](#) provides programming and services that promote positive physical health and encourage lifetime interest in active, healthy lifestyles.
- [Psychological Service Center](#) offers therapy and psychological evaluation through a team of graduate student clinicians and expert supervisors.
- The [Employee Assistance Program \(EAP\)](#) is available for full-time faculty and staff and can assist with many work-related and personal issues, including relocation resources, advice about financial questions, and dealing with a stressful work situation.
- [Human Resources](#) supports the University's mission of teaching, research, and community involvement.
- [The EverBridge App](#) alerts university faculty, staff, and students to emergencies and incidents around campus. Please make sure to download and sign up for it during the first week of your employment at the UofM.
- [Medical Insurance](#) links to university insurance plans.
- [Tobacco - Free Tiger Zones](#) outlines campus policy about tobacco use and the 'healthy campus' initiative.

- [UofM Health Center](#) empowers students and faculty to make informed healthy choices, provides personalized health services to enhance academic achievement and personal growth.
- [University Eye Care of Southern College of Optometry](#) in Memphis is open Monday through Friday 8 am to 5 pm. To schedule an appointment, call 901.252.3697, or reach by email at [info@uofmeyecare.com](mailto:info@uofmeyecare.com).

### **Campus Life and Resource pages include:**

- [Campus Map](#) links to an interactive campus map, or [tour the campus virtually!](#)
- Take advantage of the [TigerPerks](#) to which you are entitled. TigerPerks are discounts on a variety of entertainment, food, and other services in the Memphis area.
- [UofM Dining](#) shows all the dining options on campus and their current status. There are some special discounts for faculty, please explore these possibilities.
- [Tiger Copy & Graphics](#) provides full-service copying, digital printing, binding & finishing services, and self-serve copying among other service needs. It provides the University community with valuable resources and services that meet the production-oriented needs of the students, staff, and faculty, whether it be for professional or personal use. Per BF4036 policy: Utilization of University Services, University departments must utilize any service provided by the University prior to seeking external vendors.
- [The University of Memphis Police Department](#) is comprised of dedicated, professional women and men, both sworn and civilian. It is a full-time, full-service police agency. Its goal is to ensure that the campus community is a safe environment for our students, staff, faculty, and visitors. Emergency Phone: 901.678.HELP (4357). Non-Emergency Phone: 901.678.3848. Fax: 901.592.4673. E-mail:
- The [UofM Mobile App](#) connects to the latest mobile application information.
- [Campus Bookstore](#) contains course materials and texts as well as tech supplies and other student essentials.
- [Arboretum Map](#) provides a self-guided walking tour of 100 trees on campus.
- [Athletics pages](#) include an up-to-date calendar of Tiger athletic events and coverage.
- [Conference & Events Services](#) offers comprehensive event management services on campus.
- [Department of Theatre and Dance](#) offers dynamic performance, design, and production opportunities both in the classroom and in our four on-campus performance spaces.
- [Rudi E. Scheidt School of Music](#) brings hundreds of stunning, free performances to Memphis audiences throughout the academic year.
- [Things to do in Memphis](#) links to the Memphis Tourism organization with resources for local events in the area.

- Campus Museums
  - [Art Museum](#) serves the University and its region as a resource and laboratory for the study, interpretation, and presentation of the visual arts and the dissemination of artistic scholarly research.
  - [Institute Of Egyptian Art and Archaeology](#) maintains a collection of over fourteen hundred ancient Egyptian antiquities.
  - [C.H. Nash Museum at Chucalissa](#) links to information about this important local archaeological site, how to visit, and what to expect.

### New To Memphis

- Visit [Choose901](#) – provides information about the Memphis community.
- Visit MoverJunction's [Moving to Memphis](#) site.

### More Information about Compensation

- [Dependent Eligibility Required Documentation](#) outlines definitions and required documents.
- [Insurance Effective Date](#) – your eligibility date is your hire date; you must complete enrolment within 30 days after your hire date.
- [Related Benefits Resources and Links](#) connects to important Human Resources information.
- Understand your [paycheck's deductions](#). (requires login)
- [Retirement Options](#) for faculty and staff are described and contact information for eligible programs provided on this page.
- Notifications for business travel and requests for travel reimbursement are handled through the [Chrome River](#) app, which can be found in your myMemphis Finance section which requires Login your UofM MyMemphis account. Also please see the SPH Business Travel Quick Guide and the [University Travel Policies](#).

### Building Access Information

In the event that administrative staff are unavailable to unlock building or classroom doors:

- Log in to your MyMemphis account (authenticate user access privilege – Faculty/Staff)
- Go to UMTECH-INFORMATION TECHNOLOGY SERVICES
- Click Desktop and Smart Technology Support
- Scroll down past the list of departments to the bottom of the page. Under Additional Resources, you will see the clickable link for [Alarm Codes- Computer Labs and Smart Classrooms](#) (*Alarm codes are only viewable to Faculty and Staff*)
- Note: *Students cannot see these codes and we do not give them out.*  
Remember: *Alarm the classroom when you leave by entering #2 or #Away.*

## Other Resources

More information about these resources is housed with the [Office of the Provost](#).

- [Behavioral Intervention Team](#) monitors the safety and welfare of students, faculty, and staff.
- [Center for Regional Economic Enrichment](#) focuses on enhancing the educational, environmental, and economic well-being of the larger community in West Tennessee.
- [Counseling Center for Students](#) provides confidential and free therapy services for students.
- [Crisis Management](#) oversees the development and implementation of programs and projects for emergency preparedness, training, response, and recovery.
- [Divisive Concepts Act Information & Resources](#) contains guidance for students, faculty, and staff to help promote a welcoming, creative, and supportive learning environment.
- [Drug Free Schools and Communities Act of 1989](#) outlines university standards of conduct for faculty, staff, and students regarding alcohol and drug use.
- [Expecting Nursing Mothers Brochure \(PDF\)](#) and the [Pregnancy Accommodation Brochure](#) summarize support and accommodations for pregnant and nursing mothers at the university.
- [Faculty Ombudsperson](#) serves as an advocate for fairness, equity, and compliance with policies and due process.
- [Harassment and Discrimination](#) provides an overview of harassment and discrimination policy at the university.
- [Intensive English for International Students \(IEI\)](#) contains resources for those seeking intensive English language learning opportunities.
- The [EverBridge](#) App is linked to the university police department and alerts the campus community to campus safety issues and inclement weather warnings.
- [Office for Institutional Equity](#) monitors the University's policy on equal opportunity and provides a range of services that uphold values of equity and diversity, non-discrimination and Title IX.
- [Preparedness Resources](#) lists important links and resources for emergency preparedness.
- [Student Evaluation of Teaching Effectiveness](#) (SETE) allows students to offer input on their courses to guide ongoing improvement.
- [Title IX](#) protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance.
- [Tuition Assistance](#) is available via several programs to assist employees and their dependents.
- The [Faculty Senate](#) is a forum for the formulation of faculty opinion and policies, a university-wide voice for faculty perspectives, and the primary vehicle for faculty participation in university governance.



## VIII. Faculty Professional Development Resources

The following pages contain important information and useful links about opportunities for professional development, including summaries of instruction, research, evaluation, and tenure policies. This information can be found at the [Office of the Provost and Academic Affairs](#).

### IMPORTANT LINK:

The [Faculty Handbook](#) is a compilation of UofM policies and procedures, organizational structure, instructional materials, and other useful information for new or current faculty.

Faculty development resources are available to all faculty to help each meet their maximum potential and to acquire new skills, technologies, and bodies of knowledge in a society that is rapidly changing. In the area of teaching, sources of faculty development provide information on course development, instructional techniques and technologies, pedagogical strategies that promote learning, and effective methods of collaboration with student teaching assistants. In the area of scholarship, sources of faculty development assist the faculty in enhancing the quantity and quality of written publications, conference presentations, proposals for external funding, performances, and creative products. In the area of outreach and service, sources of faculty development assist the faculty in contributing to departments, colleges, universities, communities, and professions.

The department chair, in consultation with faculty within the department, is responsible for making suggestions on how to improve teaching, scholarly productivity, outreach and service. In academic units without departments, the dean will consult with faculty in the academic unit and will be responsible for making suggestions for faculty improvement. Each academic unit and department will devise mechanisms to ensure that faculty have opportunities for professional development.

### Teaching Resources

The Office of the Provost provides useful resources that support faculty to create classroom environments that facilitate student engagement and success.

Tap into our extensive [Library resources](#), and note the [Faculty Resources](#) page, where you can request a library instruction session and learn about course reserves, Canvas Library Modules, and interlibrary loan, as well as other helpful connections.

[Syllabi suggestions](#) are available for use by all SPH faculty. Please contact Ilias Kavouras, PhD, Assistant Dean of Academic and Student Affairs and Professor, [kavouras@memphis.edu](mailto:kavouras@memphis.edu), for a copy of the SPH syllabi template. The link outlines university and school policies about academic integrity, classroom behavior, equity, inclusion and accommodations, mental health, personal or academic challenges including food and housing insecurity, personal relationships, and Title IX.

[Book adoption](#) for the University of Memphis Bookstore is managed by Barnes & Noble and offers an Adoption and Insight Portal (AIP) tool for researching, adopting and sharing insights about textbooks and course materials. This portal helps Faculty and Department Administrators research and adopt course materials in one convenient place, with 24/7 support. Follow the link to explore the program

and contact the store manager Emily Swisher (Email: [eswisher@bncollege.com](mailto:eswisher@bncollege.com) Phone: 901.678.2011) with questions.

[UM3D](#)'s pedagogical support and instructional technology training enhance courses and programs at the University of Memphis. They provide individual consultations, departmental trainings, and on-going professional development opportunities for faculty center around the design, development, and delivery (the 3Ds) of high-quality courses.

[CANVAS](#) is the web-based learning management system, or LMS. All of UofM's current learning technologies integrate with Canvas, including Banner Student Information System, Microsoft Office 365 and Teams, Qualtrics, Turnitin, and Zoom. Canvas provides enhanced reporting of metrics at the student, course, program, degree, and institutional level. Canvas Studio allows faculty and students to quickly record and caption video. Please be sure to use the [Canvas Checklist](#) to prepare for the new semester.

[Professional Development Resources on Cultural Responsivity](#) provides an opportunity for the campus community to share resources towards building greater cultural responsiveness. Share resources that you find valuable and see what others have shared.

[Learning Curve](#) provides faculty and staff training opportunities and is accessible through log in only.

[umTECH](#) is the link to university IT services. Here you will find the information you need to reset your password, learn more about the DUO app, and explore the school's VPN, video conferencing system, Microsoft Teams usage, Lab Hours, and OneDrive cloud storage services.

### **Operational Hours for the Service Desk**

Call the ITS Service Desk Call Center (901.678.8888) any day of the week and weekend!

(Excluding Some Holidays)

Monday - Friday, 8:00 am - 8:00 pm CDT

Saturday, 10:00 am - 2:00 pm CDT

Sunday, 1:00 pm - 5:00 pm CDT

ITS Service Desk Walk-in Hours (AD 100) Monday - Friday, 8:00 am - 4:30 pm CDT

You can contact the Service Desk for assistance with technical login difficulties or other issues. Incoming calls after hours will be handled by voicemail services. If you require assistance after 8:00 pm CDT, please leave a message or submit a service request. You can also email [umtech@memphis.edu](mailto:umtech@memphis.edu) with a description of your issue, and a service request will automatically be created.

## Faculty Instructional Policies

This information is drawn from the [Faculty Handbook Section 3.2: Faculty Instructional Policies](#).

### TEXTBOOKS AND FACULTY-AUTHORED EDUCATIONAL MATERIALS

The selection of textbooks is a departmental function. Faculty members submit orders for books and supplies required in their classes through the university bookstore. When requesting student acquisition of course resources, faculty should consider course content accessibility issues such as cost, format, platform, and availability. Course resources should be available for student use in a common area, such as the University Libraries' reserve rooms or electronic reserves system, with disability-related accessibility for all users at all times, on all devices.

### STUDENT BEHAVIORAL EXPECTATIONS AND RESPONSIBILITIES

[The Student Code of Rights and Responsibilities](#), which is maintained on the university website, describes policies and procedures related to expectations and responsibilities for students.

### ACADEMIC ADVISING

The university is committed to quality academic advising to foster student growth and development. Faculty advisors have the following responsibilities:

- Maintain up-to-date files on advisees;
- Provide information about course offerings, departmental policies, degree requirements, study habits, grade point averages, graduate study opportunities, and career choices;
- Prepare an accessible advising schedule which includes flexible times for individual sessions;
- Encourage advisees to review their progress toward degree completion.
- Connect Advisees with accurate information to further their studies, including guidance, timelines, and up to date access to [Graduate School Forms](#).

Advising assistance is available from the academic unit advisor, degree analysis, and on the [university website](#).

### ADVISING STUDENT ORGANIZATIONS

Faculty members are asked to serve as advisors to honorary, leadership, and recognition societies, professional organizations, social fraternities and sororities, and special interest groups. Faculty advisors are expected to maintain records and sign for the expenditures from student activity fees.

### CONFIDENTIALITY OF STUDENT RECORDS

The university complies with the Family Education Rights and Privacy Act (also called FERPA or the Buckley Amendment), which protects the confidentiality of personally identifiable educational records of students and former students. The [full guidelines](#) are available of the university website.

### GRADING

Faculty members are responsible for documenting students' standing in classes throughout the semester. Faculty should post grades as instructed on the Registrar's website. Grades are available

to students within two to three days after they are reported to the Registrar's Office. Please check with the Registrar's Office before furnishing anyone with a written certification of final grades.

### **CLASS ATTENDANCE AND GRADING**

Students may not attend classes unless they are enrolled. Faculty are responsible for ensuring that the students appear on the official class roster. The procedures for handling extenuating circumstances that limit a student's ability to attend class are described in the [university policy](#).

### **FACULTY AVAILABILITY**

Academic units or departments shall post guidelines to ensure that faculty establish, communicate, and maintain reasonable opportunities and access for student-faculty interaction outside the classroom. At a minimum, faculty members shall provide opportunities and access consistent with the mode of instruction and commensurate with the number of credit hours of the course offering.

### **FACULTY ABSENCES**

If a faculty member has an anticipated absence from a class, they will notify the department chair of the absence in advance and provide a plan to ensure there is no reduction in student learning. The department chair may reject the plan and implement an alternative plan. If the absence is unanticipated, the faculty member will notify the department chair as soon as possible and upon their return develop a plan to ensure that there will not be a reduction in student learning.

### **INCLEMENT WEATHER AND EMERGENCY CLOSINGS**

When inclement weather or other emergency situations make driving hazardous, university officials may curtail all operations until conditions improve. Unless and until an official closing announcement is issued, faculty members are expected to hold classes as usual. Please utilize the [Everbridge app](#) to stay current with weather and emergency updates.

### **VETERAN AND ATHLETE PROGRESS REPORTING**

The university is required to submit to the Veterans Administration information regarding class attendance and participation of veterans and dependents receiving benefits. The Center for Athletic Academic Services asks faculty for progress reports of athletes in their classes.

### **EXAMINATIONS**

The schedule of final examinations for each term is maintained on the [university website](#). Examinations are to start promptly at the designated times and may not extend beyond the period indicated (two hours for the fall and spring semesters, ninety minutes for the summer terms).

### **DISABILITY RESOURCES FOR STUDENTS**

[Disability Resources for Students \(DRS\)](#) collaborates with the campus community to design an inclusive and accessible environment for students with disabilities. Faculty should refer any student requesting accommodation to DRS to ensure professional standards are applied to the development of accommodation plans. The faculty will then receive notification of accommodation, if applicable, for that student. Faculty may also log in to the DRS Online Faculty portal to see student accommodation plans.

## Faculty Research, Scholarship, and Creative Works

Please utilize the university's research resources, including:

[Research Computing](#) provides infrastructure, support, storage, and education for ongoing research.

[Research Support Services](#) is the hub for research resources at the university.

[The Division of Research & Innovation](#) walks you through the Research Proposal Lifecycle. Please familiarize yourself with the [System Overview](#), including [Cayuse](#) (virtual trainings at the link).

The following summary of policy information is drawn from the [Faculty Handbook Section 3.3](#).

### RESEARCH MISCONDUCT

Consistent with federal regulations, the university is the primary agent for the prevention, detection, and investigation of research misconduct by faculty, staff, and students. The university strives to ensure the integrity of research, protection of the rights of faculty, staff, and students involved in research, the rights of research subjects, and the protection and rights of the public. The university observes local requirements related to federal research funding and other external funding sources.

### INTELLECTUAL PROPERTY

The university's policy on [Intellectual Property](#) is applicable to all faculty, administrators, staff, students, and other individuals employed by or enrolled in the university. It is the responsibility of these individuals to acquaint themselves with this policy.

### SAFEGUARDING RESEARCH IN PROGRESS

It is the responsibility of the individual faculty member to take the necessary steps to protect research in progress.

### REGULATORY ISSUES

Federal and state regulatory agencies, granting agencies, and other funding sources promulgate regulations, standards, and related requirements that have the potential to impact laboratory research activities. The standing committees at the university which oversee compliance of many of these requirements can be found on the [university website](#).

### DISCLOSURE OF FINANCIAL INTEREST RELATED TO SPONSORED RESEARCH

University employees responsible for the design, conduct, or reporting of a sponsored project at the university must disclose significant personal financial interests related to the Investigator's institutional responsibilities. When the university determines that such an interest might be affected by the sponsored project, the university will take steps to manage or eliminate the conflict of interest.

### CERTIFICATION OF EFFORT

As a condition of receiving federal funding, institutions must maintain an accurate system for reporting the percentage of effort that employees devote to federally sponsored projects. Compliance with the [Certification of Effort policy](#) protects the university against penalties and funding disallowance due to inaccurate, incomplete, or untimely effort reporting.

## IX. Faculty Planning and Evaluation

The Provost's Office holds all information about [Annual Evaluations](#). These pages provide a summary of the steps for faculty evaluation. Online, find user manuals for faculty and all levels of administration, and current deadlines for all evaluations. Annual evaluations include opportunities for faculty members to provide input into their annual evaluation and to provide input into the evaluation of their chair or director.

### ANNUAL PERFORMANCE REVIEW

The annual faculty planning and evaluation process, also known as the Annual Performance Review process, is conducted in the spring semester. Information about the standard faculty evaluation, the instrument, and planning documents can be accessed on the [university website](#).

The Annual Performance Review process exists to provide fair, objective, constructive feedback, and relevant support to faculty members. Annual Performance Reviews are used as a basis for decisions relating to tenure, promotion, workload assignments, recommendations for salary increases and other personnel actions, including decisions regarding renewal of tenure track faculty appointments.

The goals of these performance reviews are to:

1. review accomplishments as compared to previously set specific objectives for the faculty member by the faculty member and the chair consistent with this handbook and academic unit and departmental guidelines;
2. establish new objectives for the coming year, as appropriate, using clearly understood standards that are consistent with this handbook, academic unit guidelines, and departmental guidelines;
3. provide the necessary support (resources, environment, personal and official encouragement) to achieve these objectives;
4. fairly and honestly assess the performance of the faculty member by the department chair; and
5. recognize and reward outstanding achievement.

The department chair will inform the departmental faculty of the schedule for the reviews, any materials that should be prepared and submitted for the reviews and schedule an annual review conference with each tenured and tenure-track faculty member at least two weeks in advance.

### Faculty Performance Ratings:

Faculty performance must be evaluated in a manner consistent with all applicable university, academic unit, and/or departmental policies and procedures, and must apply the following performance ratings:

- 0-Not Evaluated
- 1-Failure to Meet Responsibilities
- 2-Improvement Needed
- 2.5-Good Performance/Improvement Needed
- 3.0-Good Performance
- 3.5-Very Good/Good Performance

- 4.0-Very Good Performance
- 4.5-Exceptional/Very Good Performance
- 5.0-Exceptional Performance

Within 30 days of receipt of the fully executed Annual Performance Review from the dean, any faculty member whose overall performance rating is less than 3.0 (Good Performance) will receive notice from the dean that they must collaborate with the department chair to develop a performance improvement plan unless the performance rating triggers a Post-tenure Review, as described in Section 4.9.2 of the [faculty handbook](#).

## Post-Tenure Review

Information about [Promotion & Tenure](#) is in the Provost's Office. Relevant information, forms, and more, can be found at the [Forms, Guidelines, and Instructions](#) page. Procedures for conducting a Post-tenure Review are also set forth in Appendix E of the [faculty handbook](#). This policy recognizes that the work of a faculty member is not neatly separated into academic or calendar years. The period of performance subject to Post-tenure Review is the five most recent Annual Performance Review cycles.

### PROBATIONARY PERIOD

A tenure-track faculty member must serve a probationary period prior to being considered for tenure. Except as otherwise stated in Sections 4.9.3 (A-F) of the [faculty handbook](#), the probationary period will be six years.

### TENURE UPON APPOINTMENT

No faculty member shall be granted tenure upon initial appointment except by positive action of the Board of Trustees upon the recommendation of the president. In exceptional cases, an outstanding distinguished faculty member, dean, or provost may be awarded tenure through an expedited tenure review. In all cases, the candidate's application file will take the place of the traditional dossier which is described in Section 4.9.7B of the [faculty handbook](#).

### CREDIT FOR PRIOR SERVICE

Credit toward completion of the probationary period may be permitted for previous full-time service at other universities provided that the prior service is relevant. All credit for prior service shall be approved by the provost upon the recommendations of the department chair and dean and must be confirmed in writing at the time of the initial appointment.

### CREDIT FOR TRANSFER

If a faculty member serving a probationary period is transferred to another unit or department, time spent in the first appointment will count toward the probationary period unless a request from the faculty member to begin a new probationary period is approved in writing by the president.

### EXTENSION OF PROBATIONARY PERIOD

A faculty member in a tenure-track appointment may request a one-year extension to the probationary period only when such probationary period was originally negotiated for less than six years. Extensions will not be granted if the total probationary period exceeds six years.



## **SUSPENSION OF THE PROBATIONARY PERIOD**

In general, the provost will not approve suspension of the probationary period for work that advances the faculty member's record in teaching, research, or service. A faculty member in a tenure-track position may request a suspension of the probationary period, for one year during his/her probationary period when circumstances exist that interrupt his or her normal progress toward building a case for tenure. The intent of this policy is to serve the best interests of the university without showing a preference for or against award of tenure to the faculty member.

## **NOTICE OF NON-RENEWAL**

Notice that a tenure-track faculty member's appointment will not be renewed will be made in writing by the president after consideration of the recommendations by the department chair, the dean, and the provost. Allegations that non-renewal constituted a violation of academic freedom may be appealed under the general appeals procedures described in Appendix B.1 of the [faculty handbook](#).

## **MID-TENURE-TRACK REVIEW**

For each tenure-track faculty member, the department tenure and promotion committee and the department chair will conduct a Mid-Tenure Track Review to assess the faculty member's record of performance since the beginning of the probationary period. For information about this process, please see the Annual Performance Review process in Section 4.9.1 of the [faculty handbook](#).

## **CRITERIA FOR TENURE**

Full-time, tenure-track faculty appointments at the academic rank of assistant professor, associate professor, or professor are eligible for tenure consideration. Tenure is awarded after a thorough review, which culminates in the university acknowledging a reasonable presumption of the faculty member's professional excellence and the likelihood that this excellence will continue to contribute to the mission and anticipated needs of the academic unit in which tenure is granted.

## **TENURE AND PROMOTION REVIEW**

Before beginning the sixth (or final) probationary year, a faculty member with the rank of assistant professor or higher must make an application for tenure and promotion. Absent an approved exception as described in Section 4.9.3 of the [faculty handbook](#), application and all supporting documentation for tenure should be submitted in the sixth or final probationary year in accordance with tenure and promotion calendar maintained by the provost which shall be posted on the university website.

### **A. PREPARATION FOR TENURE AND PROMOTION REVIEW**

Tenure track faculty should work closely with the tenured faculty and department chairs to establish documented evidence of excellence to be sure that they are meeting the obligations and performing at the level expected by the department, academic unit, and university. All such evidence becomes part of the faculty member's dossier, which is described in Section 4.9.7B of the [faculty handbook](#).

## **B. THE DOSSIER**

All candidates applying for tenure or promotion are required to submit a dossier unless an exception is granted as specified in Section 4.9.3A of the [faculty handbook](#) Tenure Upon Appointment.

## **C. DEPARTMENT PROCEDURES FOR TENURE AND PROMOTION REVIEW**

1. Notification of Intent
2. External Peer Review
3. Submission of the Dossier
4. Review by Department Tenure and Promotion Committee
5. Vote of Department Tenure and Promotion Committee
6. Review and recommendation by Department Chair

## **D. ACADEMIC UNIT PROCEDURES FOR TENURE AND PROMOTION REVIEW**

1. Review by Academic Unit Tenure and Promotion Committee
2. Vote of Academic Unit Tenure and Promotion Committee
3. Review and recommendation by the Dean

## **E. UNIVERSITY PROCEDURES FOR TENURE AND PROMOTION REVIEW**

1. Review and recommendation by the Provost
2. Appeals of a negative tenure and/or promotion decision
3. Review and recommendation by the President
4. Action by the Board of Trustees

## X. Resources for Public Health Leaders, Educators, and Researchers

Here is a list of local, national, and international public health organizations that may be of some interest to you. Please follow the links for specific information.

- **[The Association of School and Programs of Public Health \(ASPPH\)](#)**

ASPPH is the voice of academic public health and works to train the next generation of public health professionals, convene leaders, generate evidence, and advocate for policies that improve the health and well-being of all communities through the principles of social justice, especially in academic public health institutions. ASPPH's vision is of a world where all people thrive, supported by the work of strong and prepared public health sector.

**Resources:**

[Scholarship of Teaching and Learning](#) is comprised of four working groups to drive the creation of science-based products to advance important scholarly activity in ASPPH-member schools and programs.

[Professional Development](#) includes information about ASPPH Annual Meeting opportunities.

[Institutional Research](#) includes an array of data in support of academic public health efforts.

- **[Council on Education for Public Health \(CEPH\)](#)**

An independent agency recognized by the U.S. Department of Education to accredit schools of public health, and public health programs outside schools of public health.

- **[The Association of University Programs in Health Administration \(AUPHA\)](#)**

This global network of colleges, universities, faculty, individuals and organizations is dedicated to the improvement of health and healthcare delivery through excellence in healthcare management and policy education.

**Resources**

- [Faculty Resources](#) shows you how to get involved with AUPHA.
- [Resources for Practitioner Scholars](#) routes you to links relevant to scholars and professionals in the health administration field.

- **[Commission on Accreditation of Healthcare Management Education \(CAHME\)](#)**

Since 1968, the Commission on Accreditation of Healthcare Management Education (CAHME) has served the public interest by advancing the quality of healthcare management education globally.

**Resources:**

[CAHME's Impact on Program and Academic Career Development](#) is a page of testimony from faculty who have worked with CAHME.

[Master Your Healthcare Career Podcast](#) provides thought provoking episodes about healthcare leadership and the modern healthcare landscape.

[The CAHME Mentorship Circle Educational Series](#) is a series of webinars about quality improvement from a variety of CAHME accredited programs.

- **[Society for Public Health Education \(SOPHE\)](#)**

A non-profit, professional organization representing a diverse membership of public health and health promotion professionals, educators, and students in the US and around the world.

**Resources:**

[Professional Development](#) includes information about the Annual Conference, Annual Advocacy Summit, the Center for Online Resources and Education, Continuing Education, professional preparation courses, and public health webinars.

- **[American Public Health Association \(APHA\)](#)**

APHA serves as a convenor, catalyst and advocate to build capacity in the public health community.

**Resources:**

[Professional Development Resources](#) include continuing education opportunities and tools to strengthen your connection to the public health profession.

- **[Centers for Disease Control and Prevention \(CDC\)](#)**

CDC is the nation's leading science-based, data-driven, service organization that protects the public's health. CDC works 24/7 to protect America from health, safety and security threats, both foreign and in the U.S.

**Resources:**

[Research Guides](#) may help you find information on library products or services within the CDC library system.

[Professional Development Practices](#) are a series of practices to support and strengthen the competency of a particular workforce.

[The Health Education Teacher Training Manual](#) is designed to help future health educators improve instruction and curricula. It is appropriate for upper-division undergraduate, pre-service, and graduate-level health education.

[Public Health Professionals Gateway](#) contains a multitude of resources for public health professionals.

- **[National Institutes of Health \(NIH\)](#)**

The National Institutes of Health (NIH), a part of the U.S. Department of Health and Human Services, is the nation's medical research agency — making important discoveries that improve health and save lives.

**Resources:**

[Library Resources](#) includes links to the National Library of Medicine (NLM), the NIH Library, and the National Institute of Environmental Health Sciences Library.

[Research Resources](#) include research sourcebooks, the NIGMS Human Genetic Cell Repository, the NIH Mammalian Gene Collection, and more.

[Grants and Funding](#) includes information about upcoming grants, due dates, and finding and applying for NIH funding opportunities.

[Office of Intramural Training and Education](#) hosts learning opportunities and resources both in and out of the NIH.

- **[American Statistical Association \(ASA\)](#)**

The ASA's goal is to promote the practice and profession of statistics.

**Resources:**

[The ASA Western Tennessee Chapter](#) engages in statistical activities including, but not limited to, holding meetings, organizing seminars, participating in educational efforts, providing information about the application of statistics, and making statistics of service to the local community while making society aware of statistics as a science.

[Undergraduate Educators](#) pages information about undergraduate statistics education communities and resources, publications, guidelines and reports, as well as student competitions.

[Graduate Educators](#) pages include guidelines and reports for graduate faculty and resources for graduate students.

- **[World Health Organization \(WHO\)](#)**

WHO is the United Nations agency dedicated to global health and safety.

**Resources:**

WHO's [Global Health Workforce Network Education Hub](#) provides the opportunity to connect with agencies and institutions to collaborate toward the development and dissemination of public health education.

- **[Tennessee Public Health Association \(TPHA\)](#)**

The Tennessee Public Health Association protects, promotes and improves the health and prosperity of people in Tennessee by advancing health policy and practice, increasing awareness about public health issues and providing education and professional development for public health professionals.

**Resources:**

[Public Health Resources](#) includes research and reports relevant to public health in the state.

- **[Tennessee Department of Health \(TDH\)](#)**

The state health department is the repository for official public health efforts statewide.

**Resources:**

[Health Statistics](#) pages include a collection of important data and special reports about the health of Tennesseans.

- **[Tennessee Academy of Nutrition and Dietetics \(TAND\)](#)**

TAND is an affiliate of the Academy of Nutrition and Dietetics comprised of over 1,300 professionals and students who are committed to improving dietary health outcomes in Tennessee through research, education, and advocacy.

**Resources:**

[The 2021 Webinar Series](#) includes some interesting modules about the powerful connection between nutrition and health and the importance of dietary health communication.

- **[Tennessee Medical Association \(TMA\)](#)**

The Tennessee Medical Association is a nonprofit organization representing Tennessee physicians by advocating for policies, laws and rules that promote healthcare safety and quality for all Tennesseans and improve the non-clinical aspects of practicing medicine.

**Resources:**

[Educational opportunities](#) include online training modules about DEA licensure, effective decision-making, and other important topics for healthcare professionals.

[Wellness Resource Center](#) includes a list of studies about the health of health workers and other self-care resources for healthcare workers.

- **[Shelby County Health Department \(SCHD\)](#)**

The Shelby County Health Department strives to build a community where everyone is safe, healthy, and valued.

**Resources:**

[Tools and Resources](#) provides links to promising practices, funding opportunities, community health improvement efforts, and community health reports.

[Explore Data](#) includes links to three comprehensive data dashboards with detailed information about demographics, health and quality of life metrics, and health disparities in Shelby County.



# XI. University Calendars

The Academic Year begins with the start of the Fall semester and concludes with the end of the summer semester of the succeeding calendar year. Please check the [calendar online](#) at the Office of the Provost for changes.

## A. 2025-26 9-Month Faculty Appointment Calendar

### Fall 2025

First Day for Faculty to Return | **Monday, August 18, 2025**

First Day of Classes | **Monday, August 25, 2025**

Labor Day | **Monday, September 1, 2025**

Fall Break | **October 11 - 14, 2025 (Saturday - Tuesday)**

Thanksgiving Holiday | **November 26 - 30, 2025 (Wednesday - Sunday)**

Last Day of Classes | **Wednesday, December 3, 2025**

Exams | **December 5 - 11, 2025 (Friday - Thursday)**

Last Day of Semester for Faculty | **Friday, December 19, 2025**

Winter Break | **December 20 - 31, 2025 (Saturday - Wednesday)**

### Spring 2026

Winter Break | **January 1 - 11, 2026 (Thursday - Sunday)**

First Day for Faculty to Return | **Monday, January 12, 2026**

M. L. King, Jr. Holiday | **Monday, January 19, 2026**

First Day of Classes | **Tuesday, January 20, 2026**

Spring Break | **March 9 - 15, 2026 (Monday - Sunday)**

Last Day of Classes | **Wednesday, April 29, 2026**

Exams | **May 1 - 7, 2026 (Friday - Thursday)**

Last Day of Semester for Faculty | **Thursday, May 14, 2026**

## **B. The University holiday schedule for the 2025/26 Calendar Year**

This calendar applies to all university employees, including faculty, staff, and graduate assistants.

**Sept. 1, 2025:** Labor Day

**November 27-28, 2025:** Thanksgiving Day & One Administrative Closing Day

**December 24-31, 2025:** Christmas Day & Five Administrative Closing Days

**January 1, 2026:** New Year's Day

**January 19, 2026:** Martin Luther King, Jr. Day

**May 25, 2026:** Memorial Day

**June 19, 2026:** Juneteenth

**July 3, 2026:** Independence Day (observed)

**Sept. 7, 2026:** Labor Day

**November 26-27, 2026:** Thanksgiving Day & One Administrative Closing Day

**December 24-31, 2026:** Christmas Day & Five Administrative Closing Days

## **C. Academic Calendar**

**Fall 2025**

**All Parts of Term**

Registration Period Begins: **April 7, 2025 / Monday**

Commencement: Check [Commencement website](#)

**Full Part of Term**

First Day of Classes: **August 25, 2025 / Monday**

Labor Day: **September 1, 2025 / Monday**

Fall Break: **October 11-14, 2025/ Saturday-Tuesday**

Thanksgiving Holidays: **November 26-30, 2025 / Wednesday-Sunday**

Last Day of Classes: **December 3, 2025 / Wednesday**

Study Day: **December 4, 2025 / Thursday**

Exams: **December 5-11, 2025 / Friday-Thursday**

### **1st Half Part of Term**

First Day of Classes: **August 25, 2025 / Monday**

Labor Day: **September 1, 2025 / Monday**

Last Day of Classes/Exams: **October 10, 2025 / Friday**

### **2nd Half Part of Term**

First Day of Classes: **October 15, 2025 / Wednesday**

Thanksgiving Holidays: **November 26-30, 2025 / Wednesday-Sunday**

Last Day of Classes/Exams: **December 3, 2025 / Wednesday**

### **Spring 2026**

#### **All Parts of Term**

Registration Period Begins: **November 10, 2025 / Monday**

Commencement: [Check Commencement website](#)

#### **Winter Intersession**

First Day of Classes: **December 18, 2025 / Thursday**

Last Day of Classes/Exams: **January 9, 2026 / Friday**

#### **Full Part of Term**

M. L. King, Jr. Holiday: **January 19, 2026 / Monday**

First Day of Classes: **January 20, 2026 / Tuesday**

Spring Break: **March 9-15, 2026 / Monday-Sunday**

Last Day of Classes: **April 29, 2026 / Wednesday**

Study Day: **April 30, 2026 / Thursday**

Exams: **May 1-7, 2026 / Friday-Thursday**

#### **1st Half Part of Term**

M. L. King, Jr. Holiday: **January 19, 2026 / Monday**

First Day of Classes: **January 20, 2026 / Tuesday**

Last Day of Classes/Exams: **March 6, 2026 / Friday**

### **2nd Half Part of Term**

First Day of Classes: **March 16, 2026 / Monday**

Last Day of Classes/Exams: **April 29, 2026 / Wednesday**

## **D. Deadlines for Degree Candidates**

<b>Degree Completion Term</b>	<b>Summer 2025</b>	<b>Fall 2025</b>	<b>Spring 2026</b>	<b>Summer 2026</b>
Last day to "Apply to Graduate" in MyMemphis Portal for All Doctoral, Masters and Certificate degrees.	May 30, 2025	Aug. 29, 2025	Feb. 5, 2026	May 29, 2026
UPDATE – Last day to submit <b>Doctoral</b> Candidacy form through the Etrieve Systems. Master’s & Certificate level students – in the Fall semester Candidacy forms are no longer required; UMDegree will be used to verify competition progress.	May 30, 2025	Aug. 29, 2025	Feb. 5, 2026	May 29, 2026
Deadline to upload defended and final copy of thesis or dissertation to ProQuest for review along with required documents to the Graduation Analyst	July 7, 2025	Oct. 31, 2025	Mar. 27, 2026	July 6, 2026
Comprehensive Exams – Doctoral exam results are sent to the Graduation Analyst when complete. Please submit Comp Exam results before the last day of the term	July 27, 2025	Dec. 5, 2025	May 1, 2026	July 24, 2026
Commencement Ceremony Date	No Ceremony	Dec. 13, 2025	May 9, 2026	No Ceremony

## XII. Regular Faculty Checklist

BEFORE YOUR FIRST DAY		Faculty complete ✓	Admin complete ✓
Complete your Pre-Hire Checklist tasks in WorkforUM	<a href="https://workforum.memphis.edu/">https://workforum.memphis.edu/</a>		
If you are starting in Fall 2025, register for a New Faculty Orientation session	<a href="https://memphis.co1.qualtrics.com/jfe/form/SV_0vVB8gd3HWBClv4">https://memphis.co1.qualtrics.com/jfe/form/SV_0vVB8gd3HWBClv4</a>		
Review the UofM's Parking information and decide what parking arrangements are right for you	<a href="https://www.memphis.edu/parking/new_employee_info.php">https://www.memphis.edu/parking/new_employee_info.php</a>		
Activate your campus e-mail account	<a href="https://www.memphis.edu/umtech/service_catalog/accounts/index.php">https://www.memphis.edu/umtech/service_catalog/accounts/index.php</a>		
Complete your Direct Deposit New Employee Payroll & Employee Reimbursement Authorization form	<a href="https://www.memphis.edu/bf/forms/index.php">https://www.memphis.edu/bf/forms/index.php</a>		
Complete on-boarding registry with administrative staff	Contact Annette Brown-Rhodes Email: <a href="mailto:abrown3@memphis.edu">abrown3@memphis.edu</a> Office: 133 Robison		
Register for Mailchimp SPH updates			
Room assignments, keys, and doorplates			
Basic office supplies			
Set up your PC and printer, software updates			
Set up your office phone			
Gain access to the community printer			
Complete a swipe access request (if applicable)			
Create asset/serial tags for university equipment			
Order business cards			

<b>BEFORE ORIENTATION</b>		<b>Faculty complete</b> ✓	<b>Admin complete</b> ✓
Be prepared to make choices regarding insurance coverage during New Employee Orientation	<a href="https://acrobat.adobe.com/id/urn:aaid:sc:US:b1ecd273-2669-46af-b02b-84d683e3befc">https://acrobat.adobe.com/id/urn:aaid:sc:US:b1ecd273-2669-46af-b02b-84d683e3befc</a>		
Orient yourself to the myMemphis website and app which is the self-service hub for all employees and students	<a href="https://portal.memphis.edu/campusm/home#select-profile">https://portal.memphis.edu/campusm/home#select-profile</a>		
International Faculty: Please contact Deanna McMillian, Business Officer, to discuss any eligibility and visa related issues	Email: <a href="mailto:dmcmilln@memphis.edu">dmcmilln@memphis.edu</a> ; Phone: (901) 678-3316; Office: 236 C Robison		
<b>ON YOUR FIRST DAY</b>		<b>Faculty complete</b> ✓	<b>Admin complete</b> ✓
Provide your Form I-9 supporting documents to Human Resources (178 Administration Building)	<a href="https://www.memphis.edu/hr/i9.php">https://www.memphis.edu/hr/i9.php</a>		
Attend your scheduled orientation session			
Get your campus ID card made	<a href="https://www.memphis.edu/campuscard/">https://www.memphis.edu/campuscard/</a>		
Complete your assigned benefits & beneficiary tasks in State of TN Edison System	[requires prior login to your UofM account]		
Know your pay schedule by reviewing the University's Payroll information	<a href="https://www.memphis.edu/payroll/new_employee_info.php">https://www.memphis.edu/payroll/new_employee_info.php</a>		
Complete your Direct Deposit New Employee Payroll & Employee Reimbursement Authorization form [requires prior login]	<a href="https://sso.memphis.edu/idp/profile/SAML2/Redirect/SSO?execution=e1s1">https://sso.memphis.edu/idp/profile/SAML2/Redirect/SSO?execution=e1s1</a>		
<b>AFTER YOUR FIRST DAY</b>		<b>Faculty complete</b> ✓	<b>Admin complete</b> ✓
Complete Your Form W-4 [requires prior login]	<a href="https://www.irs.gov/pub/irs-pdf/fw4.pdf">https://www.irs.gov/pub/irs-pdf/fw4.pdf</a>		
Learn how to complete & submit your monthly leave report	<a href="https://www.memphis.edu/hr/pdf/wte_at_training_b9.pdf">https://www.memphis.edu/hr/pdf/wte_at_training_b9.pdf</a>		

Schedule a UofM headshot	<a href="https://calendly.com/wdmsrley/uofm-faculty-staff-headshots-clone?month=2024-07">https://calendly.com/wdmsrley/uofm-faculty-staff-headshots-clone?month=2024-07</a>		
Use the CV Information page to create and update your CV and profile for the website.	<a href="https://www.memphis.edu/aa/resources/cv_information.php">https://www.memphis.edu/aa/resources/cv_information.php</a>		
Review the Registrar's semester calendars	<a href="https://www.memphis.edu/registrar/calendars/index.php">https://www.memphis.edu/registrar/calendars/index.php</a>		
Review your division's programmatic handbook	Contact your division director.		
Set up and orient yourself with Canvas	<a href="https://www.memphis.edu/um3d/canvas/faculty_canvas_basics/best_practices/canvas_checklist.php">https://www.memphis.edu/um3d/canvas/faculty_canvas_basics/best_practices/canvas_checklist.php</a>		
Review application process for applying for a graduate faculty position	<a href="https://www.memphis.edu/gradschool/resources/gradfac_guidelines.php">https://www.memphis.edu/gradschool/resources/gradfac_guidelines.php</a>		

<b>TRAININGS TO COMPLETE</b>		<b>Faculty complete</b> ✓	<b>Admin complete</b> ✓
Confidentiality Acknowledgement	<a href="https://www.memphis.edu/hr/resources_new.php">https://www.memphis.edu/hr/resources_new.php</a>		
Title VI Training	<a href="https://memphis.co1.qualtrics.com/jfe/form/SV_e9X7bm1YfocWpy5">https://memphis.co1.qualtrics.com/jfe/form/SV_e9X7bm1YfocWpy5</a>		
Discrimination & Harassment Prevention Training	<a href="https://memphis.co1.qualtrics.com/jfe/form/SV_8wCxdPfvvOL1EoZ">https://memphis.co1.qualtrics.com/jfe/form/SV_8wCxdPfvvOL1EoZ</a>		
FERPA Tutorial	<a href="https://www.memphis.edu/hr/resources_new.php">https://www.memphis.edu/hr/resources_new.php</a>		
IT Security Awareness Training	<a href="https://www.memphis.edu/its/security/security-awareness.php">https://www.memphis.edu/its/security/security-awareness.php</a>		
Workplace Safety Training	<a href="https://memphis.co1.qualtrics.com/jfe/form/SV_9pGjNsvGSzuK9FP">https://memphis.co1.qualtrics.com/jfe/form/SV_9pGjNsvGSzuK9FP</a>		
CITI Training (Collaborative Institutional Training Initiative)	<a href="https://about.citiprogram.org/series/human-subjects-research-hsr/?h=human%20subjects">https://about.citiprogram.org/series/human-subjects-research-hsr/?h=human%20subjects</a>		

### XIII. Adjunct Faculty Checklist

<b>BEFORE YOUR FIRST DAY</b>		<b>Faculty complete</b> ✓	<b>Admin complete</b> ✓
Finish your Pre-Hire Checklist tasks in WorkforUM	<a href="https://workforum.memphis.edu/">https://workforum.memphis.edu/</a>		
Activate your campus e-mail account	<a href="https://www.memphis.edu/umtech/service_catalog/accounts/index.php">https://www.memphis.edu/umtech/service_catalog/accounts/index.php</a>		
Sign your e-contract; find link in your Memphis e-mail account			
Review the UofM's Parking information and decide what parking arrangements are right for you	<a href="https://www.memphis.edu/parking/new_employee_info.php">https://www.memphis.edu/parking/new_employee_info.php</a>		
Orient yourself to the myMemphis website	<a href="https://portal.memphis.edu/campusm/home">https://portal.memphis.edu/campusm/home</a>		
<b>ON YOUR FIRST DAY</b>		<b>Faculty complete</b> ✓	<b>Admin complete</b> ✓
Provide your Form I-9 supporting documents to Human Resources (178 Administration Building)	<a href="https://www.memphis.edu/hr/i9.php">https://www.memphis.edu/hr/i9.php</a>		
Get your campus ID card made	<a href="https://www.memphis.edu/campuscard/">https://www.memphis.edu/campuscard/</a>		
Know that part-time faculty members generally receive six biweekly checks within the semester in which they are teaching	<a href="https://www.memphis.edu/payroll/new_employee_info.php">https://www.memphis.edu/payroll/new_employee_info.php</a>		
Complete your Direct Deposit New Employee Payroll & Employee Reimbursement Authorization form	<a href="https://www.memphis.edu/bf/forms/index.php">https://www.memphis.edu/bf/forms/index.php</a>		
Set up and orient yourself with Canvas	<a href="https://www.memphis.edu/um3d/canvas/faculty_canvas_basics/best_practices/canvas_checklist.php">https://www.memphis.edu/um3d/canvas/faculty_canvas_basics/best_practices/canvas_checklist.php</a>		



<b>AFTER YOUR FIRST DAY</b>		<b>Faculty complete</b> ✓	<b>Admin complete</b> ✓
Complete Your Form W-4	<a href="https://www.irs.gov/pub/irs-pdf/fw4.pdf">https://www.irs.gov/pub/irs-pdf/fw4.pdf</a>		
Review the Registrar's semester calendars	<a href="https://www.memphis.edu/registrar/calendars/index.php">https://www.memphis.edu/registrar/calendars/index.php</a>		
Schedule a UofM headshot	<a href="https://calendly.com/wdmsrley/uofm-faculty-staff-headshots-clone?month=2024-07">https://calendly.com/wdmsrley/uofm-faculty-staff-headshots-clone?month=2024-07</a>		
Use the CV Information page to create and update your CV and profile for the website.	<a href="https://www.memphis.edu/aa/resources/cv_information.php">https://www.memphis.edu/aa/resources/cv_information.php</a>		

<b>TRAININGS TO COMPLETE</b>		<b>Faculty complete</b> ✓	<b>Admin complete</b> ✓
Confidentiality Acknowledgement	<a href="https://www.memphis.edu/hr/resources_new.php">https://www.memphis.edu/hr/resources_new.php</a>		
Title VI Training	<a href="https://memphis.co1.qualtrics.com/jfe/form/SV_e9X7bm1YfocWpy5">https://memphis.co1.qualtrics.com/jfe/form/SV_e9X7bm1YfocWpy5</a>		
Discrimination & Harassment Prevention Training	<a href="https://memphis.co1.qualtrics.com/jfe/form/SV_8wCxdPfvvOL1EoZ">https://memphis.co1.qualtrics.com/jfe/form/SV_8wCxdPfvvOL1EoZ</a>		
FERPA Tutorial	<a href="https://www.memphis.edu/hr/resources_new.php">https://www.memphis.edu/hr/resources_new.php</a>		
IT Security Awareness Training	<a href="https://www.memphis.edu/its/security/security-awareness.php">https://www.memphis.edu/its/security/security-awareness.php</a>		
Workplace Safety Training	<a href="https://memphis.co1.qualtrics.com/jfe/form/SV_9pGjNsvGSzuK9FP">https://memphis.co1.qualtrics.com/jfe/form/SV_9pGjNsvGSzuK9FP</a>		
CITI Training (Collaborative Institutional Training Initiative)	<a href="https://about.citiprogram.org/series/human-subjects-research-hsr/?h=human%20subjects">https://about.citiprogram.org/series/human-subjects-research-hsr/?h=human%20subjects</a>		