

Librarian Faculty Offer Letter Addendum

The UNT Policy Manual contains the official policies and procedures of the University of North Texas. All faculty members should acquaint themselves with the Policy Manuals which can be found on the web at <http://www.unt.edu/policy/>. New faculty should be aware that colleges, schools and departments may have additional policies and procedures unique to the unit that they need to familiarize themselves with as well.

Faculty are Required to Attend the Following:

- Orientation. This is held in on the second and fourth Tuesdays each month.
- Librarians will hear about benefits from representatives of the Business Services Center (BSC) and Human Resources and will have the opportunity to enroll in various benefit plans and complete required forms within days of their arrival. Orientation sessions are conducted at least twice monthly on the second and fourth Tuesdays.
- New faculty Orientation at the beginning of the fall semester. This is held in August usually the week before classes begin. New faculty will receive information regarding the time and place for orientation. During these sessions various speakers will provide information about UNT.

Transcripts

Prior to the first day of the new faculty member's duties at UNT, there must be on file in the departmental office and in the Office of the Provost and Vice President for Academic Affairs, official transcripts of the highest degree completed. If a terminal degree is completed after the new faculty member begins his/her teaching duties at UNT, a new official transcript indicating the awarding of the degree must be filed immediately in the departmental office and the Office of the Provost and VPAA.

Faculty Criminal History Checks

To be employed or to attain tenure as a faculty member at the University of North Texas the faculty member must receive clearance of a satisfactory criminal history check. Providing the authorization to conduct the criminal history check is a term of employment. Criminal history checks must be completed for all first time hires, for those rehired who never underwent a criminal history check, and for those rehired with more than a two-year break in service.

Onboarding

Onboarding is UNT's required process for new employees to submit their information via a secure, self-service portal. During this process you will need to provide information regarding, employment eligibility that establishes identity and employment eligibility (I-9); biographical data; withholding allowance (W-4); selective service; and direct deposit.

The Faculty Information System

UNT relies on the Activity Insight software solution provided by Digital Measures to gather information on faculty accomplishments and activities. This system is also used by over 600 other U.S. colleges and universities. At UNT, this system is used for accreditation purposes, to comply with

certain requirements specified in state law, for some internal evaluation processes, and to showcase our faculty to the public. While it is not required that you do so before you begin employment, you might want to get an early start on this important task. Once you have completed the onboarding process a shell will be created for you, and you can access and edit your profile through the my.unt.edu portal. It is important to know that faculty members are expected to keep their profiles updated, and that the annual evaluation process is based on data generated from FIS profiles. If you have questions about the system, or to request that an existing profile you have from a previous institution using this same system be transferred to UNT, please contact faculty.info@unt.edu. To access additional information relating to the Faculty Information System, please go to <http://vpaa.unt.edu/provost/faculty/fis>.

Foreign Nationals

New faculty who are foreign nationals (non-resident aliens and U.S. permanent residents) must complete the Foreign National Information Form (FNI) and present it with required documentation to the Payroll Office before any payment can be made. The FNI Form may be found on the UNT System Payroll website:

https://www.untsystem.edu/sites/default/files/foreign_national_form.pdf

Position offers made to foreign nationals are contingent upon the person having all appropriate visas and other documentation required for legal employment in time for assuming the position's duties. If a temporary employment-based visa is required, the employee needs to contact the UNT International Office immediately. As a non-U.S. citizen, continued employment at UNT is contingent upon maintenance of appropriate work authorization throughout the employment. If an extension or change of status petition related to the work authorization is denied or delayed, employment will be terminated effective with the expiration date of the current work authorization documents.

Payroll

Faculty members are paid on the first working day of the month for the previous month's work. If a state holiday falls on that day, payday shall be the following day. Checks are available in the departmental offices or may be distributed by electronic funds transfer (direct deposit) to the employee's checking or savings account at any bank in the United States. To arrange for the latter, the faculty member must have a W-4 form on file in the Payroll Office and must have submitted the request form approximately a month prior to the time the check is to be issued.

Insurance and Retirement Benefits

All new regular faculty members and adjuncts who are employed at .5 FTE or greater are eligible for health insurance beginning the first of the month following a 60-day waiting period from their date of hire. There is no waiting period if the new faculty member is a direct transfer from another Texas state institution covered by the Group Benefits Program administered by the Employees Retirement System of Texas. The effective date of the retirement programs (Teachers Retirement Program or the Option Retirement Program) is the first date of employment. Contact HR (Benefits) for more information on these programs.

FERPA and Title IX Training

All UNT faculty members are required to complete training related to protecting student privacy (Family Educational Rights & Privacy Act or FERPA), including in a virtual learning environment, Title IX and nondiscrimination. FERPA training must be completed before the first day of class. Title IX and nondiscrimination training must be completed within 30 days of employment and periodically throughout employment. You can find the training at:

FERPA: <https://ferpa.unt.edu/>

Title IX: Preventing Discrimination, Harassment, Sexual Misconduct & Retaliation:
<https://unt.bridgeapp.com/learner/courses/6cc24182/enroll>

Contact Information

UNT International: Sycamore Hall 206, 940-565-2197, <http://international.unt.edu/>

Payroll: 1112 Dallas Dr. Ste. 4000, 940-369-5500, <http://bsc.untsystem.edu>

HR (Benefits): 3500 Camp Bowie Blvd. Ft. Worth, 76107, 855-878-7650, <https://hr.untsystem.edu>

Vice President for Academic Affairs: Hurley Administration Ste. 207, 940-565-2550,
<http://www.vpaa.unt.edu/>