New Librarian Addendum: Welcome to UNT!

Welcome to UNT! We are glad to have you as part of our Mean Green family. This addendum provides information and helpful information related to your appointment.

The *UNT Policy Manual* contains the official policies and procedures of the University of North Texas. All new librarian faculty members should acquaint themselves with the Policy Manual which can be found on the web at https://policy.unt.edu/policy-manual.

Please also make yourself aware that colleges, schools, and departments may have additional policies and procedures unique to the unit that you need to familiarize yourself with as well.

New UNT librarian faculty members are required to complete or attend the following:

- College/school or departmental faculty orientations and/or required faculty meetings.
- New librarian faculty whose appointments begin at the beginning of a semester are required to attend New Faculty Orientation. That orientation is held in August and January (usually the week before classes begin). If starting at a different time in the year, it is important that you attend New Hire Orientation. There you will receive information regarding the time and place for the orientation. During these sessions various speakers will provide information about UNT. You'll learn about benefits from representatives of Human Resources and will have the opportunity to enroll in various benefit plans and complete required forms (a time sensitive process, so it is very important to attend so that you don't miss a benefit enrollment deadline).
- Faculty/Staff Convocation at the beginning of the fall semester.

Onboarding

As a new faculty, you'll receive an email to complete UNT's onboarding process (required of new employees) in order to submit your information via a secure, self-service portal online. You will not be able to gain access to UNT systems or email until it is fully complete. During this process, you need to provide information regarding employment eligibility that establishes identity and employment eligibility (I-9); biographical data; tax withholding allowance (W-4); selective service; direct deposit for payroll; and compliance training in the Bridge program before your first day of employment.

Faculty Criminal History Checks

To be employed as a faculty member at the University of North Texas, you must receive clearance of a satisfactory criminal history check before beginning work. 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 and for those rehired with more than a two-year break in service. You will receive a separate email to complete the process once you have signed your offer letter.

Insurance And Retirement Benefits:

All new faculty members employed at 50% FTE or greater for 4.5 consecutive months or longer are eligible for the employer-provided health insurance benefit. Once enrolled, your coverage will begin on the first of the month following a 60-day waiting period from their date of hire. There is no waiting period if you are a direct transfer from another Texas state institution covered by the Group Benefits Program administered by the Employees Retirement System (without a break in service of even one day). The effective date of the retirement programs (Teachers Retirement Program – TRS - or the Optional Retirement Program - ORP) is the first date of employment. TRS is the default plan; if you elect the ORP (you will have 90 days to so), your contributions to TRS will be refunded. For more information: https://hr.untsystem.edu/benefits/ and HRBenefits@untsystem.edu for assistance with enrollment, including enrollment deadlines. Participation in a retirement plan is mandatory per State of Texas regulations for benefits-eligible employees.

Transcripts

Prior to the first day of your duties as a new UNT librarian, official transcripts of the highest degree completed must be on file with Academic.Resources@unt.edu (Provost Office) and the departmental office.

If a terminal degree is completed *after* you begin your librarian duties at UNT, a new official transcript indicating the awarding of the degree must be filed immediately in the departmental office and with Academic Resources.

If your transcripts are from UNT, your signature on your offer letter serves as consent for the Office of the Provost (Academic Resources) to request your official UNT transcripts for you. If your highest degree was earned internationally, a certification by an agency certified by the National Association of Credential Evaluation Services (NACES) is required.

Payroll

The pay period for the fall semester is September 1 – January 15 and for spring semester it is January 16 – May 31 regardless of when classes begin and end.

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 is on the following day. For faculty beginning in the fall, the first payday is the **first working day in October**. A list of university holidays is listed on the UNT System HR website.

Paychecks are distributed by electronic funds transfer (direct deposit) to the employee's checking or savings account at any bank in the United States. You must have first completed UNT's onboarding process. Direct deposit may take at least one payroll cycle to become effective. Until then, paper checks are mailed to the address that is in EIS (self-service portal).

Dual and Outside Employment

If proposing to engage in dual employment within the university or with an outside employer (including other UNT System agencies) you must submit an Dual or Outside Employment Request (untsystem.edu) request (eform) which will be sent to your respective chair/supervisor for approval prior to engaging in the proposed activity.

This form is required for any additional employment but is particularly critical when an employee works at more than one Texas state agency to ensure adherence to regulations governing leave and benefits. For additional information, please refer to the policy: https://policy.unt.edu/policy/05-008.

Foreign Nationals

New faculty who are foreign nationals (non-resident aliens and U.S. permanent residents) must complete the Foreign National Information Form (FNI) https://finance.untsystem.edu/vendor-resources/payment-functions/foreign-national-form.php and provide it to the Payroll Office (with required documentation) before any payment can be made.

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 and Title IX Training must be within 10 days of starting employment and then subsequently every other year. You will be automatically registered as part of onboarding process and will complete with the UNT Bridge portal.

Additional information on these trainings can be found here:

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

Title IX: Preventing Discrimination, Harassment, Sexual Misconduct & Retaliation: https://unt.bridgeapp.com/

Contact Information:

Academic Resources: Hurley Administration Ste. 360, 940-565-2496, http://www.vpaa.unt.edu/resources

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

Payroll: 940-369-5500 opt 2; Payroll@untsystem.edu https://finance.untsystem.edu/payroll-and-taxes/payroll/index.php

Position offers made to you if you are a foreign national are contingent upon your 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, you need 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

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