



UA ENGAGE
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Bridge Program

Department Chair/Head: Preboarding Checklist

Pre-Boarding Step 1: after offer letter is signed and ideally at least 30 days before arrival

- Schedule Pre-arrival meeting with new faculty (phone, virtual or in person)
 - Determine needs for mentoring team
 - Course assignments
 - Other job duties
 - Moving Expense Policy
- Designate Chair of Mentoring Team (Chair may work with you and new faculty to select other members after arrival)
 - Share team information with the [Bridge Program](#)
 - Sign and send Mentoring Team appointment Letters (Appendix B)

Pre-Boarding Step 2: Once in workday and UARK email address has been assigned

- Send welcome email with departmental resources
- Connect faculty to relevant Unit Leaders
- Add new faculty to
 - Course schedule
 - Email distribution lists
 - Digital Measures
 - Website
 - Unit Faculty meetings
- Start [Graduate Faculty Status Request](#)