

Courtesy Faculty Hire Checklist

Name of Hire: _____ UFID: _____ Hire Date: _____

Dept. & Contact Name: _____ Supervisor: _____

Dept.	Dean's	N/A	Required Steps and Forms
			Letter of Offer (Reviewed and Approved by Dean's Office)
			CV
			Disclosure of relatives employed at UFCD (Nepotism Letter) **Dean's signature/approval required prior to offer**
			Degree Confirmation or Original transcripts of all dental degrees (translations and equivalencies if necessary)
			Copy of driver's license and Social Security card
			Background Clearance: First Advantage through myUFL and/or the Background Check Request Form Date submitted: _____ Date cleared: _____
			Emergency Contact Form
			Health Assessment Requirement: Job Duty Forms , Payment Authorization Form Detailed Information: Department Administrators and New Hires Date cleared: _____ (clearance one day prior to start date)
			Patient Contact(1) Respiratory(2) and TB(3) Forms (Employee completes and takes to Appointment)
			Contact with Human Blood Form (Employee completes and takes to Appointment)
			Bloodborne Pathogen Training in myUFL (Course #EHS850D)
			Copy of CPR/BLS or ACLS card (if clinical)
			Copy of Dental License/or submit application for Teaching Permit
			NPI Number/DEA Number for Clinical Faculty
			Copy of board certificate (if board certified in specialty)
			Copy of Sedation Certificate (Oral Surgery, Pedo, Perio only)
			Animal Contact Form (Renewal exam every three years)
			ePAF initiated in PeopleSoft. Attach Offer Letter.
			Confidentiality Statement
			Code of Conduct
			Complete Required Training Courses: EHS850D – Bloodborne Pathogen Training OOC101 – Compliance & Ethics: Doing Your Part for the Gator Good PRV801 – HIPAA & Privacy: General Awareness PRV804 – Protecting Social Security Numbers PRV803 – FERPA for Faculty PBC809v_OLT – Billing Compliance GET803 – Maintaining a Safe and Respectful Campus: Sexual Violence, Harassment and Discrimination Awareness and Prevention GET807 – The Law and Your Responsibility in Accommodating Students with Disabilities UFCD 2020 Infection Prevention (search title)
			Update UFCD Database: credentials, Visa, DEA, NPI, Teaching permit or license
			Set up GatorLink Account (N/A only if UF transfer)
			Contact IT for ticket: email set up, email distribution lists, appropriate UFCD shared drive folder access and software/applications
			Gator 1/UFID (Request online) Call 273-5044 or visit here for HSC schedule