**Salaried and Adjunct (OPS) Faculty Hire Checklist**

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Dean’s</th>
<th>N/A</th>
<th><strong>Required Steps and Forms</strong></th>
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<td>Three documented references/recommendation letters or letter of transmittal for faculty hires without a search</td>
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<td>Letter of Offer (Approved by Dean’s Office)</td>
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<td>CV</td>
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|       |        |     | **Disclosure of relatives** employed at UFCD (Nepotism Letter)  
**Dean’s signature/approval required prior to offer** |
|       |        |     | If Hiring a Foreign National: Use the **Hiring Foreign Nationals process** |
|       |        |     | Original transcripts of all Dental degrees (translations and equivalencies if necessary) |
|       |        |     | Copy of driver’s license and Social Security card or other acceptable I-9 documents |
|       |        |     | Background Clearance: First Advantage through myUFL and/or the Background Check Request Form Date submitted: _________ Date cleared: _________ |
|       |        |     | **Emergency Contact Form** |
|       |        |     | **Compliance Form for an Investigator Transferring to UF** |
|       |        |     | 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) |
|       |        |     | 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 first page of Loyalty Oath (4-in-1 form), I-9 documents (SS card, Driver’s License), offer letter, emergency contact forms and other forms required.  
GatorStart – In I-9 Management, for those hires that do not qualify for GatorStart, a new I-9 will need to be created. For those that go through GatorStart, please complete section 2 of the I-9 in I-9 Management, within 3 days of hire date.  
Selective Service Verification (for males between the ages of 18-26 years) |
|       |        |     | **Confidentiality Statement** |
|       |        |     | **Disclosure of Outside Activities** (if applicable) |
|       |        |     | Loyalty Oath (requires notary) |
|       |        |     | **Accept documents/training on the Intranet:**  
UFCD Code of Conduct  
ECO Copyright Agreement  
Hand Hygiene |
### Donning and Doffing PPE

**Complete Required Training Courses through myUFL:**
- EHS850D – Bloodborne Pathogen Training
- OOC101 – Compliance & Ethics: Doing Your Part for the Gator Good
- PRV801 – HIPAA & Privacy: General Awareness
- GET803 – Maintaining a Safe and Respectful Campus: Sexual Violence, Harassment and Discrimination Awareness and Prevention
- PRV804 – Protecting Social Security Numbers
- PRV803 – FERPA for Faculty
- PBC809v_OLT – Billing Compliance
- GET807 – The Law and Your Responsibility in Accommodating Students with Disabilities
- KOG100 – At-Risk for Faculty & Staff Kognito Training
- ITT102v – Protecting UF: Information Security Training
- UFCD 2020 Infection Prevention (search title)
- UF Health Complimentary Parking for Patient and Visitors (search title, Gainesville only)
- Hospitality and Service Standards of Behavior (search title)

Check here for updates on training requirements: [https://dental.ufl.edu/about/human-resources/required-training/](https://dental.ufl.edu/about/human-resources/required-training/)

**Review Supervisory Challenge Training and other UF Training courses (n/a for Adjunct)**

- Clinical Providers Only-CMS Form (PDF)-Send to Jodi Geiger

**Schedule meeting with Christina Perez**
- Enroll in UF Benefits within 60 days of hire and Retirement within 90 days
- Update UFCD Database: credentials, Visa, DEA, NPI, Teaching permit or license
- Submit house hunting and moving expenses
- **Gator 1/UFID** (Request online) Call 273-5044 or visit here for HSC schedule
- Request appropriate PeopleSoft security roles
- Obtain parking decal through Transportation and Parking Services (Department)
- Schedule portrait appointment with **UF Photography** (or, department may take digital photo) (n/a for Adjunct)
- Set up office area and/or lab space prior to employee’s arrival and order name plate and business cards (Department)
- Contact Communications Director if faculty member is providing patient care. UF Health Provider Directory Update.
- **Contact** IT for ticket: email set up, email distribution lists, appropriate UFCD shared drive folder access and software/applications (AxiUm/Epic/Dolphin/MiPACS access) (Department)