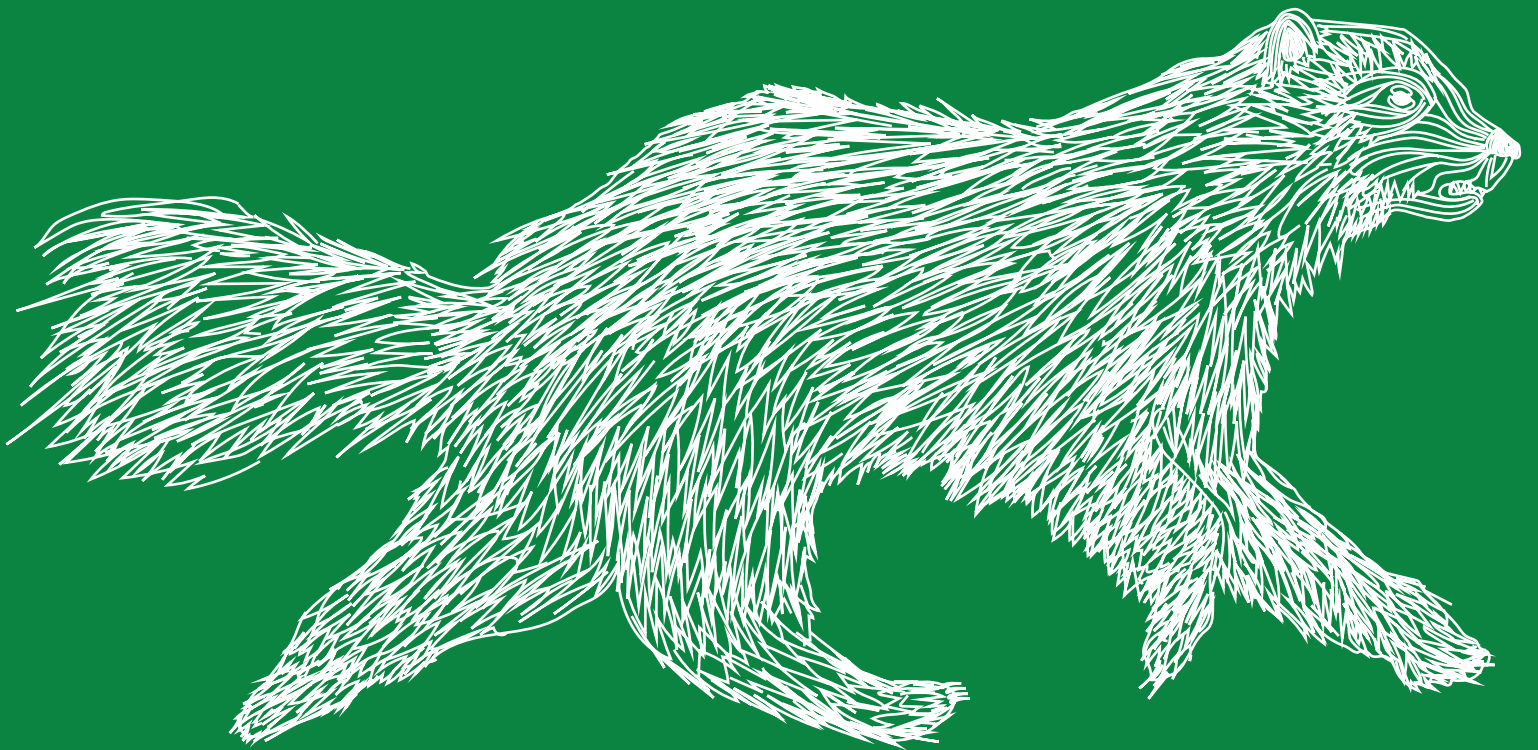


FACULTY



GUIDEBOOK



“Welcome to UVU! We are thrilled that you have joined our family of gritty wolverines.

As individuals charged with helping students succeed, we are committed to creating a campus environment that is founded on exceptional care, exceptional accountability, and exceptional results. As you learn more about our university, I hope you will see that we are living and applying these values every single day. You could not have chosen a more exciting time to join UVU. I look forward to building a bright future for this university together with you!”

- President Astrid Tuminez



This guidebook is your guide to all things UVU. We know job transitions come with questions, concerns, and a steep learning curve, and it is our goal to make your transition as smooth as possible. This book is designed to help in your transition and it does not create any additional different rights or duties of a substantive policy or procedural nature. You can also contact your department admin, department chair, or faculty mentor for additional information.

Your Faculty Guidebook is laid out in chronological order to prevent you from getting overwhelmed. Do not feel as though you need to read the entire book right away. Get started with the “After Acceptance” section, and gradually make your way through this UVU road map.

After the Table of Contents you will find your New Faculty Checklist; make sure to read this thoroughly and complete it in a timely manner to assure a smooth transition into UVU employment.

If you are viewing this on an electronic device, all of the green links will lead to external websites or other pages in the guidebook. The page titles in the Table of Contents are also linked to their respective pages.

We are excited to have you join our team. Feel free to contact People and Culture (HF 105) at 801.863.8207 with any questions.

Sincerely,

Utah Valley University People and Culture

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New Faculty Checklist

AFTER POSITION ACCEPTANCE

Congratulations on your UVU position! You will receive three separate emails with links to the following:

1) Background Check, 2) New Hire Paperwork, and 3) I-9 Section One

You cannot receive a UVID until your I-9 is complete, therefore, **you need to do this 4-7 days before your start date.**

- ☐ Complete Background Check online. (Email will come from customer_service@accurate.com)
- ☐ Complete New Hire Paperwork online. (Email will come from noreply@visualvault.com) (Put your CURRENT living address; cannot be a PO box or an out-of-country address)
- ☐ Complete I-9 Section One online. (Email will come from customer_service@accurate.com)
- ☐ Must visit People and Culture (HF 105) to complete I-9 Section Two **within four days of your start date.** (Bring a physical, original, federally-accepted copy of proof of eligibility to work in U.S.)
- ☐ Contact Faculty Development (x8372) to gain access to their faculty orientation.

ONCE YOU RECEIVE YOUR UVID

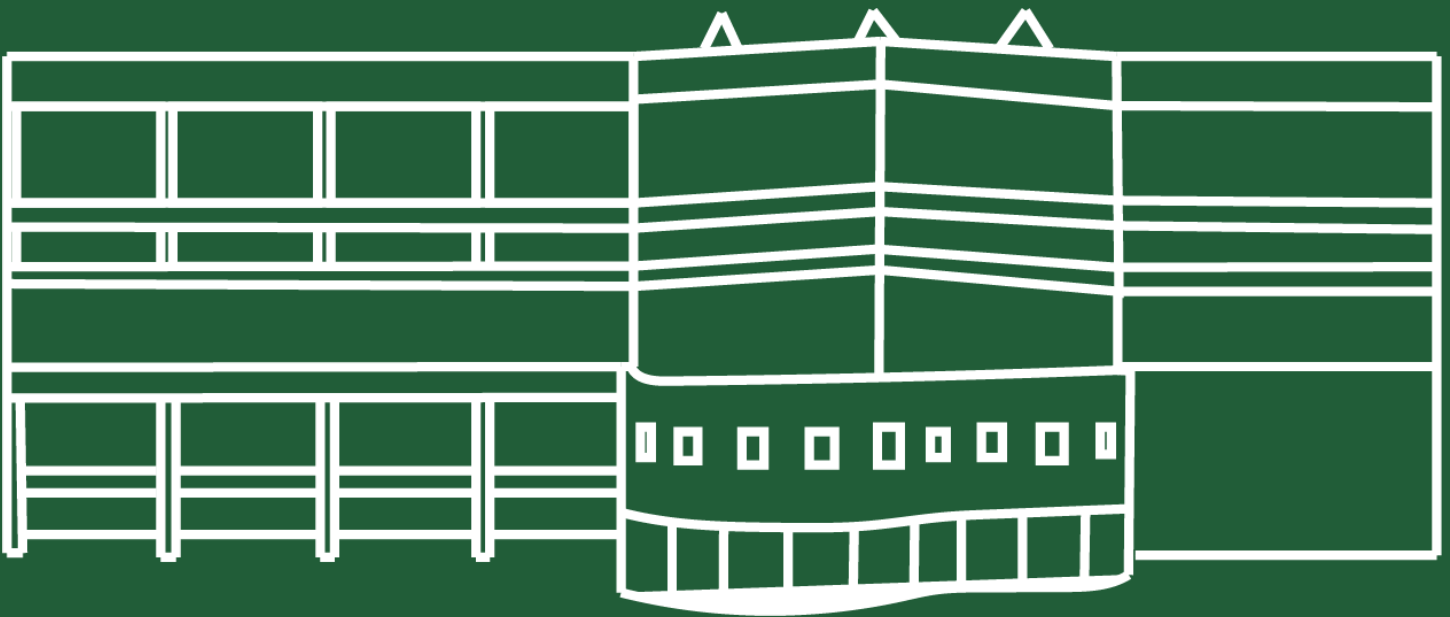
- ☐ (Full-time faculty and part-time faculty taking 6 or less credits only) Register for a free employee parking permit through the parking portal at <https://www.uvu.edu/parking/>

FIRST DAY

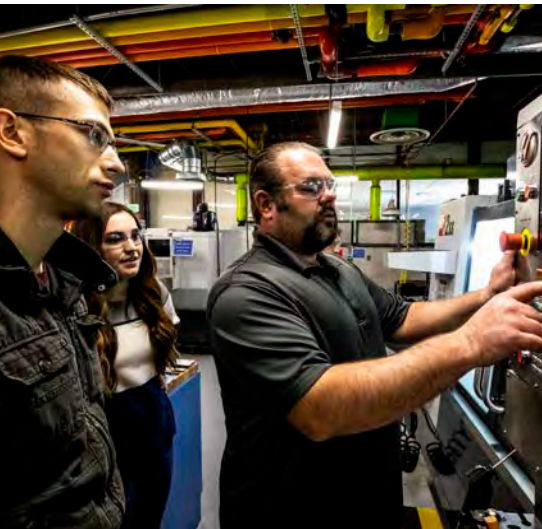
- ☐ Meet with your supervisor to cover important employment topics and policies.
- ☐ Visit Campus Connection (SC 106f) for your UVU Employee ID Card. Talk to your supervisor to find out if you need to pay the \$5 or if your department covers the fee.
- ☐ After you are notified, visit facilities to receive your key. (If applicable)
- ☐ You will receive emails to complete Title IX, FERPA, Workplace Conduct, Freedom of Speech, and Cybersecurity trainings; complete these within your first **30 days** of employment.

Our Mission

Utah Valley University is an integrated university and community college that educates every student for success in work and life through excellence in engaged teaching, services, and scholarship.



Our Values



Exceptional Care

We invite people to “come as you are” and let them know that “UVU has a place for you.” Care means that we strive always to “see” the person in front of us – their strengths and weaknesses, struggles and triumphs, past and potential, and inherent dignity and worth. This does not mean that we set low expectations or make excuses for poor efforts. Instead, our commitment to exceptional care means that we set the bar high and provide challenging, honest conversations and feedback because we are deeply invested in seeing every member of our community succeed.

Exceptional Accountability

We are strongly committed to working ethically and effectively. We approach each situation from a position of integrity, knowing that everything we do can help or hinder a positive student experience. We honor the resources and mandates we have been entrusted with and strive always to do our best with what is under our control. We respect each member of our community, seek to understand and fulfill our responsibilities, and recognize both individual and collective successes.



Exceptional Results

We are committed to creating opportunity systematically for as many people as possible. Our engaged curricula, programs, and partnerships address the intellectual and practical needs of our service area and the larger community. We seek to prepare our students to thrive in a rapidly changing economy and an interdependent, complex world. We aspire to greatness in all that we do, while also measuring progress against rigorous metrics that show our students are becoming competent and ethical professionals, lifelong learners, and engaged citizens.

Our Action Commitments

Student Success

Student Success is the essence of UVU's mission and the focus of the mission statement. Action commitments identify thematic areas of activity that lead toward fulfillment of the mission.

Objectives are specific actions that UVU will take to achieve its mission. They will be implemented in operational and organizational plans. Success is defined by metrics that assess achievement of the objectives.



I nclude

- 1:** UVU integrates educational opportunities appropriate to both community colleges and universities.
- 2:** UVU provides accessible, equitable, and culturally diverse learning experiences and resources for students of all backgrounds, including those historically underrepresented in higher education.
- 3:** UVU fosters an inviting, safe, and supportive environment in which students, faculty, and staff can succeed.

E ngage

- 1:** UVU faculty, staff, and students practice excellent, engaged teaching and learning activities as a community of scholars, creators, and practitioners.
- 2:** UVU develops relationships and outreach opportunities with students, alumni, and community stakeholders.
- 3:** UVU employees demonstrate a commitment to student success, professionalism, ethics, and accountability.

A chieve

- 1:** UVU supports students in completing their educational goals.
- 2:** UVU students master the learning outcomes of the University and their programs.
- 3:** UVU prepares students for success in their subsequent learning, professional, and civic pursuits.

Our History

Throughout its history, UVU has responded to its service region's (Utah, Wasatch and Summit counties) population changes and business/industry needs. This responsiveness is evidenced in its mission, program offering, degree level, and enrollment changes.

Central Utah Vocational School

Utah Valley University was established in 1941 as Central Utah Vocational School (CUVS) with the primary function of providing war production training.



Utah Trade Technical Institute

In 1963, the school's name changed to Utah Trade Technical Institute to reflect its growing role in technical training.



Utah Technical College at Provo

The name again changed in 1967 to Utah Technical College at Provo. Through the next two decades, the institution was approved to grant Associate of Applied Science, Art, and Science degrees.



Utah Valley Community College

With its expanded degree offerings, the institution's name changed again to Utah Valley Community College in 1987.



Utah Valley State College

In 1993, the institution's name changed to Utah Valley State College and the mission was expanded to include the offering of bachelor's degrees.



Utah Valley University

On July 1, 2008, the institution underwent another mission and name change to Utah Valley University and began offering master's degree programs.



Our Leadership



President

Dr. Astrid S. Tuminez

Dr. Astrid S. Tuminez was appointed the seventh president of Utah Valley University in 2018, and is the institution's first female president. Tuminez brings to UVU a broad and rich experience in academia, philanthropy, technology, and business. Born in a farming village in the Philippine province of Iloilo, Tuminez moved with her parents and six siblings to the slums of Iloilo City when she was two years old, her parents seeking better educational opportunities for their children.

Her pursuit of education eventually took her to the United States. She earned a master's degree from Harvard University in Soviet Studies and a Ph.D. from the Massachusetts Institute of Technology in political science.

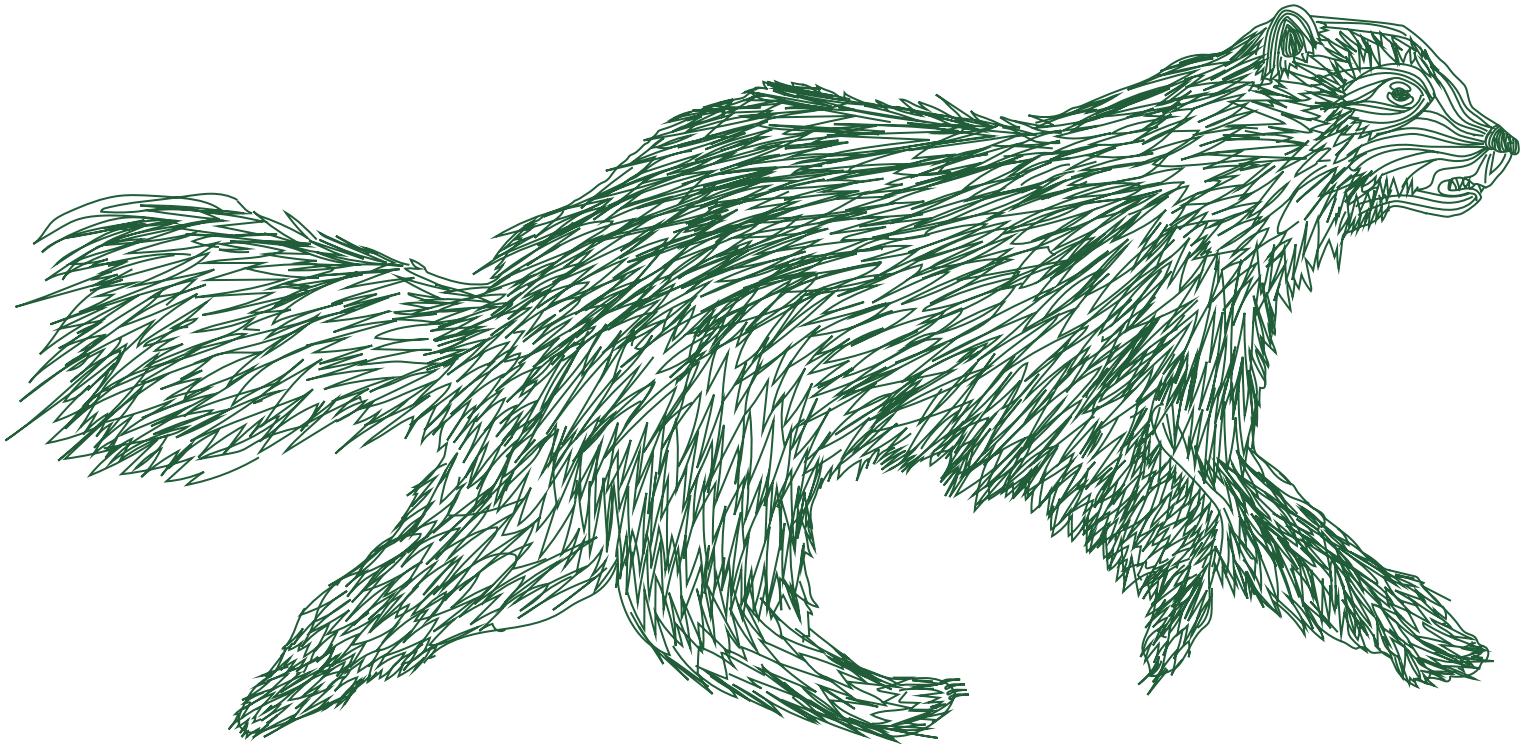
Before assuming her current position, President Tuminez was a world leader in the fields of technology and political science, most recently serving as an executive at Microsoft, where she led corporate, external and legal affairs in Southeast Asia.

For more information on President Tuminez's President's Council visit

<https://www.uvu.edu/admin/index.html>

Section One

After Acceptance



UVID

What's a UVID?

An eight-digit ID number that will act as your personal identifier and will give you access to myUVU, create your employee email, clock you in and out of work, allow you to acquire your UVID card, and award discounts and benefits.

You will want to memorize this number.

Because this number is crucial to so many things, and cannot be assigned until I-9 completion, we stress the importance of completing your I-9 as soon as possible.



I-9

What's an I-9?

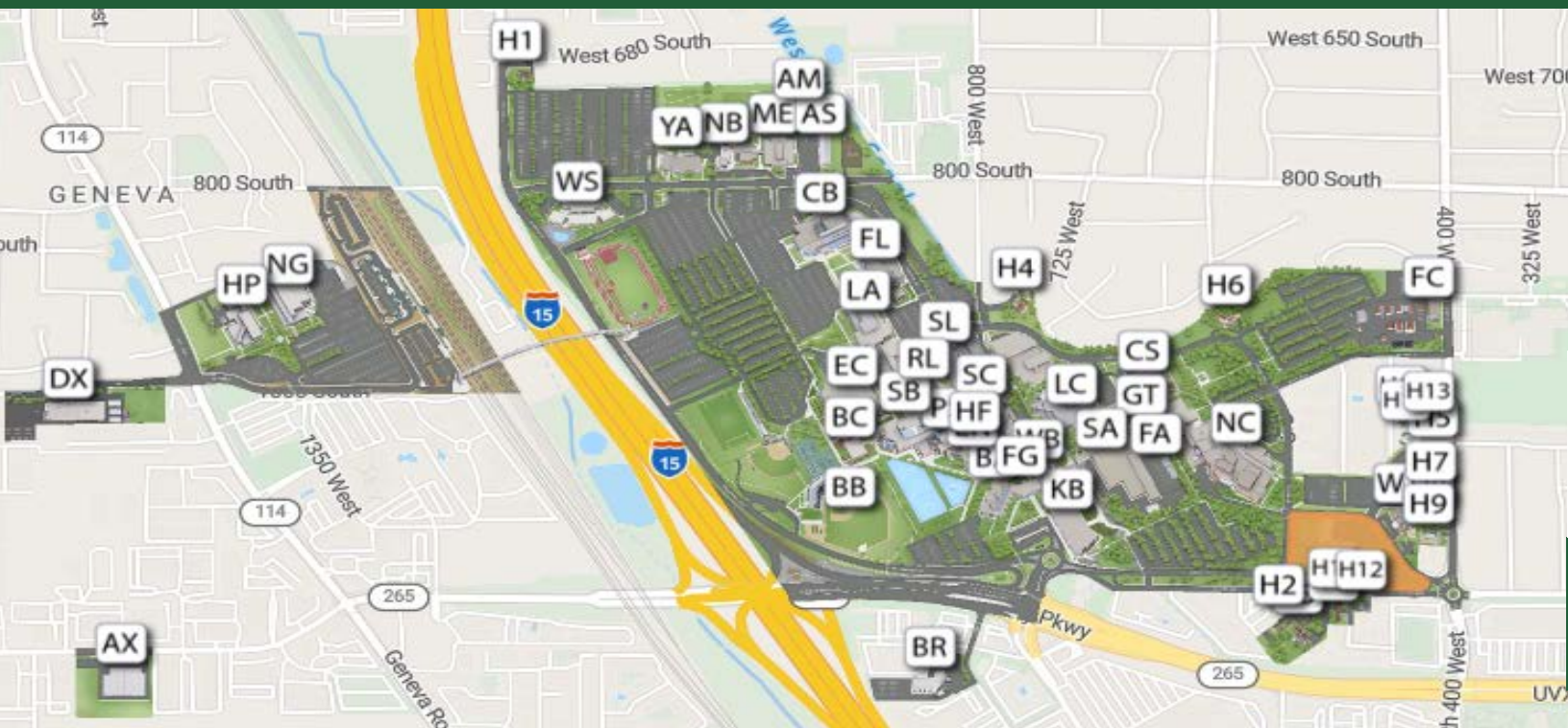
An I-9 is a required federal form that is used to verify the identity and employment authorization for individuals hired for employment in the United States.

There is an online section of the I-9, as well as an in-person section that requires specific documents. For acceptable documents visit <https://www.uscis.gov/i-9-central/acceptable-documents>.



Campus Map

UVU is committed to providing an efficient, beautiful, and safe environment for both employees and students to learn and work in. In addition to our main Orem Campus, we have the Culinary Arts Institute, Woodbury Art Museum, Wasatch Campus, and Capitol Reef Field Station. We also have facilities in and partnerships with Eagle Mountain, Salem, Santaquin, Spanish Fork, Vineyard, the Provo Airport, and Thanksgiving Point. For an interactive map of all of UVU's locations and an accessibility map go to <https://www.uvu.edu/maps/>.



AS	UCAS	FA	Faculty Annex	LA	Liberal Arts	SB	Science Building
BA	Browning Administration	FC	Facilities Complex	LC	Losee Center	SC	Sorensen Center
BC	Nuvi Basketball Center	FL	Fulton Library	ME	McKay Education	SL	Student Life and Wellness
CB	Clarke Building	GT	Gunther Technology	NB	Nellesen Center for Autism	SP	SCUP
CS	Computer Science	HF	Hall of Flags	NC	Noorda Theatre	WB	Woodbury Business
C2	Continuing Education 2	H2	Gear Up	PS	Pope Science	WE	Wee Care Center
EC	UCCU Event Center	H3	TRIO Upward Bound	RL	Rebecca Lockhart Arena	WS	Wolverine Service Center
EE	Extended Education	H4	ROTC	SA	Sparks Automotive	HP	Health Professions (West)
EN	Environmental Technology	KB	Keller School of Business			NG	National Guard (West)

Parking



All vehicles parked on campus require a parking permit. To register for your permit go to <https://www.uvu.edu/parking/permits.html>

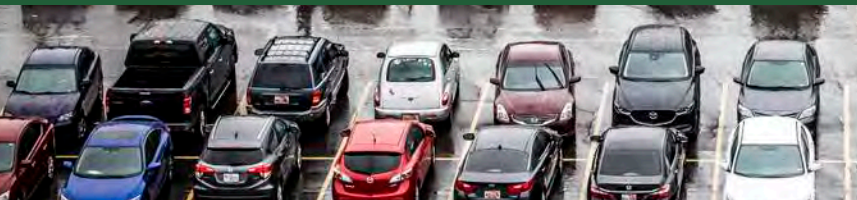
Employee Parking Permits

All full-time employees may register for a free Employee Parking Permit. Part-time employees may also register for an Employee Parking Permit if **they are taking six or less credits**. Can park in Employee Parking Lots (Green).

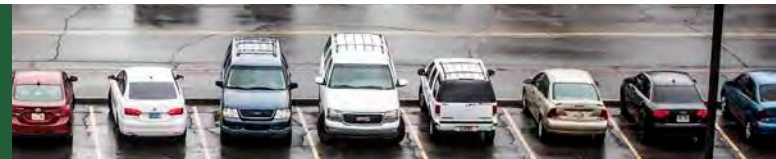
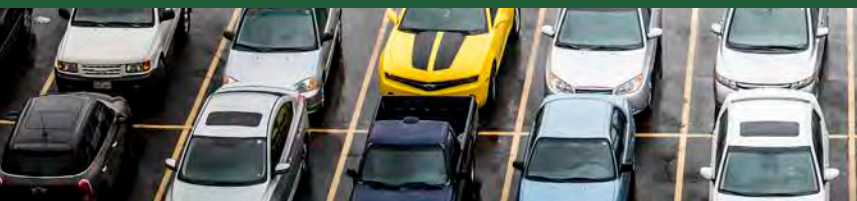
Visitor/Paid Parking Permits

These lots can be found by the UCCU, LC, SLWC, and BA buildings. They are purchased on location at parking kiosks or using the Park Mobile app. Pay stations take credit cards and cash. \$1 per hour for students, employees, and visitors.

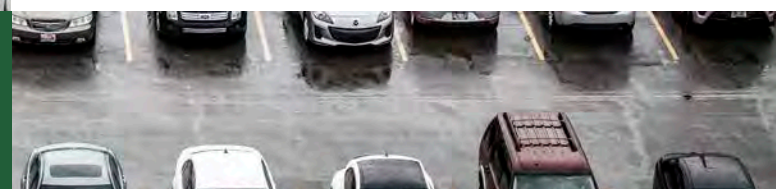
ADA, Bicycle, EV, and Motorcycle Parking are also available. Visit <https://www.uvu.edu/parking/#> for interactive maps and more information.



Renewal: Full-time employees must renew their parking permits annually. Part-time employees will need to renew their parking permit each semester, including summer.



Hours: Parking Services does not require parking permits in employee, student, or purple lots on weekdays after 5 p.m., or on Saturdays and Sundays. Pay lots require payment from 5 a.m. through 10 p.m. seven days a week.



Number of Vehicles: Students may register up to two vehicles to their student account, and employees may register up to three vehicles to their account. Only one of these vehicles may be on campus at a time.

Transportation

One of the perks of being a UVU employee is that your UVID card ([see page 21](#)) can be activated for the UTA Transit System for free! You will have access to:



UTA Buses: A bus system with routes throughout Salt Lake, Utah, and Davis counties.



TRAX: A train system with 3 lines. Connects to FrontRunner, the Salt Lake Airport, and multiple cities throughout Salt Lake Valley.



FrontRunner: A train system with 15 stations stretching from Odgen to Provo. The Orem station is a seven-minute bus ride from UVU.



UVX: A bus system that runs through Orem and Provo. Its route connects Orem and Provo stations with 18 stops, including one at UVU.

Plan your trip at <https://www.rideuta.com/>

For questions about your UTA pass, contact
Campus Connection (SC 106f) at (801)-863-8797.

Payroll

Pay Cycle

Because UVU is on a lag payroll, your first paycheck will be deposited two pay periods after you start work.

- If your first day is the 1st-15th, you will receive your first paycheck on the 1st of the next month.
- If your first day is the 16th-31st, you will receive your first paycheck on the 16th of the next month.

Adjunct pay calendars can be found on [UVU's payroll web page](#).

Pay Stubs

To access your pay stubs:

- 1** Sign in to myUVU with your UVID and password ([see page 18](#))
- 2** Click on your “Employee Resources” tab
- 3** Select “Pay Information”
- 4** Select the pay stub you would like to view
- 5** Or select “See all” and select the year and hit “Display”

Direct Deposit

Having a direct deposit account is recommended for UVU employees. To change or add a bank direct deposit:

- 1** Sign in to myUVU with your UVID and password ([see page 18](#))
- 2** Click on your “Employee” tab
- 3** Select “Pay information”
- 4** “Direct Deposit Information” will allow you to make edits

Benefits

Utah Valley University understands that the benefits provided support you and your family's health and well-being, and are an important part of your overall compensation. UVU is pleased to offer a comprehensive array of quality benefits created to protect you, your family, and your income in the case of unforeseen illness and life events, as well as assist in building financial security for retirement.

The following pages give a basic overview of the health insurance plans UVU offers as well as additional benefits such as retirement, life insurance, leave, and tuition waivers.

A more in-depth overview of benefits will be provided at your New Employee Benefits Orientation. This orientation will be your opportunity to hear about the benefits offered, learn how to complete the online enrollment process, and ask any questions you may have.

Prior to New Employee Benefits Orientation, you can view the UVU Benefits Guide and learn more about Leave, the UVUFit Employee Wellness Program, the Employee Assistance Program, and other voluntary benefits by visiting <https://www.uvu.edu/peopleandculture/benefits/>

Your health insurance coverage begins the first day of the month following your date of hire, unless your employment date meets one of the following requirements:

1. Falls on the first calendar day of the month.
2. Falls on the first working day of the month (i.e. if Saturday is the 1st, Monday the 3rd would be the first working day).

For the above examples, coverage would begin immediately as of the first day of the current month. You will have 31 days from your benefits-eligible date to elect coverage. Failure to enroll will result in an automatic waiver of benefits through the next open enrollment period or a qualified event.

The following employees are eligible for UVU's benefits:

You are eligible for health insurance coverage and additional benefits if you work at least 130 hours per month (30 hours per week) in a 12-month measurement period. If you enroll yourself in one of the offered plans, you may also enroll your eligible dependents, which include:

1. Your legally married spouse.
2. Your children (including your natural children, stepchildren, adopted children, or children for whom you have legal custody) up to age 26. Married children under age 26 may be covered, however, the plan will not cover their spouse or dependents.
3. Disabled children age 26 or older, who meet certain criteria, **may** qualify for continued health insurance coverage with supporting documentation which must be approved prior to aging off the plan.

Benefits

UVU is proud to offer you the following health insurance options to choose from:

Medical insurance through Regence BlueCross BlueShield: UVU offers two medical plans to choose from; a Traditional plan and a High Deductible Health Plan. Within each of these two plans, UVU offers two separate network options; the Participating (PAR) Network and the Preferred ValueCare (PVC) Network.

Prescription benefit administered through Regence Pharmacy: Employees who elect one of the medical plans will automatically be enrolled in the prescription benefit administered by Regence Pharmacy.

Dental insurance through Regence Dental: The Expressions Dental ValueCare dental plan allows a maximum benefit of \$2,000 per year, per covered individual.

Vision insurance through EyeMed: The supplemental vision plan helps cover the cost of eyewear (frames, lenses, and contacts) and provides an annual routine eye exam with a \$15 co-pay. Please note that the medical plan also covers an annual routine eye exam, covered at 100% within the Regence BlueCross BlueShield network.

Tax Advantage Plans administered by WageWorks and Health Equity:

Flexible Spending Accounts (FSA): An FSA is an option for employees who elect a Traditional health plan and want to set aside a portion of their income on a pre-tax basis to pay for “qualified health-related expenses”. Funds contributed to the FSA must be used within the plan year or they will be lost.

Dependent Care Flexible Spending Accounts (DCFSA): The Dependent Care FSA is for employees who want the pre-tax savings for eligible dependent care expenses, including child day care and custodial elder care. Funds contributed to the DCFSA must be used within the plan year or they will be lost.

Health Savings Account (HSA): To elect an HSA, an employee must be enrolled in UVU’s High-Deductible Health Plan. The HSA is a special savings account that allows employees to set aside a portion of their income on a pre-tax basis to pay for “qualified health-related expenses”. Unlike the FSA, the HSA allows you to roll the funds in your account from year to year.

Retirement investment options through TIAA, Fidelity Investments, or URS: Full-time, benefits-eligible employees will be enrolled in a 401(a) Defined Contribution Plan with a contribution of 14.2% based on the employee's compensation. Employees have the investment option through TIAA and/or Fidelity Investments and are 100% vested from their first day of employment.

Employees who have participated in Utah Retirement Systems (URS) in the past and wish to remain in URS may do so. Please contact the P&C Service Center at (801)-863-8207 for more information.

UVU employer paid Life, AD&D, and LTD: UVU provides all full-time, benefits-eligible employees with a Basic Life and Accidental Death and Dismemberment (AD&D) insurance policy at no cost. In addition, Voluntary Life and Voluntary Accidental Death and Dismemberment (AD&D) insurance can be elected for employees, their spouses, and their unmarried dependent children, up to age 26, for an additional cost to the employee.

UVU also provides all full-time, benefits-eligible employees with Long-Term Disability Insurance (LTD) and Workers Compensation Insurance at no cost.

Types of Leave

UVU provides full-time, benefit-eligible employees with a generous leave package including sick and personal leave, as well as 12 paid holidays.

To check and/or use your sick and personal leave:

- 1** Sign in to myUVU with your UVID and password ([see page 18](#))
- 2** Click on your “Employee Resources ” tab
- 3** Click on “TIMS Time and Leave Entry”
- 4** Click on “My Leave”
- 5** Submit a Leave Request any time you plan on using any type of leave

Sick Leave

Sick leave may be used for the illness or preventive care of the employee or for immediate family members.

Full-time Faculty: Accrue sick leave at the rate of one day (7 hours) for each full calendar month served.

Part-time Faculty: Do not accrue sick leave.

All unused days may be carried forward from one year to the next.

An employee may not use his or her sick leave longer than five months without applying for Long-term Disability and Social Security Disability.

Personal Leave

Personal Leave can be used for any reason. The assumption of personal leave is that the faculty member should arrange, but not pay for, appropriate coverage of classes missed as a result of them taking personal leave.

Full-time Faculty: Faculty members have available 1.5 days of personal leave for each full academic semester worked (21 hours) per fiscal year and a proportional allocation for summer term.

Part-time Faculty: Do not receive personal leave.

Other Leave

Other leave options provided include: Medical, Maternity, Parental, Funeral, Military, Jury Duty, Family Medical Leave Act (FMLA), and Faculty Sabbatical Leave.

For more leave details, see the [Leave of Absence Policy](#) (Policy 361).

Tuition Remission

UVU provides eligible employees and their dependents opportunities for continual educational development through the use of undergraduate tuition and fee waivers. Please read the Tuition Remission policy in depth at <https://policy.uvu.edu/getDisplayFile/58f91a1d871972f32d1de257>



UVU offers a tuition remission benefit for eligible full-time employees. The tuition remission waives up to 18 undergraduate credit hours for full-time employees and their dependents (up to age 26 and unmarried).

For information on graduate financial aid available to full-time employees, [see page 38](#).

For questions about Utah residency, visit the Admissions Office (BA 115).



If you are part-time staff, you can submit a tuition remission for one course per semester once you have completed the course registration on the myUVU Workplace site.

You must work 480-hours in six consecutive months each semester to be eligible for the tuition remission benefit.

The tuition remission benefit can only be applied after you have been employed at UVU for six months and have fulfilled the 480-hour requirement.

Eligible tuition waivers can be submitted on the Tuition Waiver page of myUVU Workplace ([page 18](#)) (myUVU Workplace > Employee Resources > People and Culture > Benefits > Tuition Remission) on or after the following dates:

FALL: JULY 1st

SPRING: NOV 1st

SUMMER: APRIL 1st

As an employee, you will still need to apply and be accepted to UVU. UVU is an open enrollment institution. Visit <https://www.uvu.edu/admissions/> to apply.

For questions contact the P&C Service Center at (801)-863-8207.

Mental Health Resources

Life is full of challenges and sometimes balancing them is difficult. Utah Valley University is proud to provide a confidential program dedicated to supporting the emotional health and well-being of our employees and their families. The Employee Assistance Program (EAP) is provided at NO COST to benefit-eligible employees and covered dependents.

In addition to the following, other resources can be found at <https://my.uvu.edu/workplace/peopleandculture/benefits/#mental-health-and-wellness>

Mental Health

Counseling: Up to eight confidential sessions for many issues, including those related to parenting, relationships, anxiety and work stress.

24-Hour Crisis Help

Personal Advantage: A life balance website that offers interactive resources for solving and preventing a range of personal problems.

Life

A free, half-hour consultation and 25% discount on legal fees.

Mediation: Free for personal, family, and non-work related issues.

Financial Consultations: For debt counseling, budgeting, retirement, etc.

Child and Elder Care Support: For locating local resources and information.



Instructional Preparation

Your Class Schedule and Roster

1. Log in to myUVU with your UVID and password ([see page 18](#))
2. Under the tab “Faculty”, click on “My classes”
3. Here you can view your “Schedule” as well as your “Roster” (as photos of the students or as a downloadable list)
*Note, if students add/drop you will not receive a notice, but this site will have the most up-to-date list.

To view other classes besides your current semester or with you as an instructor, you can also go to my.uvu.edu and under the “Faculty Resources” tab, click on “Banner Faculty Services.” Then click on “Faculty Schedule” and be sure to include the necessary semester and other information in the drop-down windows to see the rest of the course offerings and enrollment numbers.

Office of Teaching and Learning (OTL)

1. Go to [OTL's website](#)
2. Click on the “Faculty” tab
3. Select “Faculty Resources”

Offers workshops, seminars, and full classes for faculty to learn/improve teaching skills, learn to use learning management systems (Canvas), and develop online courses, etc. OTL also offers videos to share with students to help them develop things like video recordings for submission on assignments or projects.

Faculty Development

Provides faculty onboarding through the All Aboard faculty orientation and teaching conferences. Faculty Development also arranges for peers or students to observe and give feedback formally or informally to you as an instructor on your teaching, syllabus, or course content.

Canvas

1. Login to myUVU with your UVID and password
2. Click on the circle icon at the top of the page

This learning management system is automatically populated with the classes you will be teaching each semester and with the students currently enrolled. You can use it to obtain, display, and share information with your students. There are many options within the system and OTL offers classes to help you learn to use and navigate Canvas and its options.

Canvas also has an “inbox” system that does not go to your Outlook, but stays within the Canvas system, so please do not use this for emailing content to students that you wish them to see outside of the specific course and semester.

The course content set up in Canvas can be transferred as a whole package to other instructors or other semesters. Any specific student information (names, grades, etc.) is not transferable and cannot be changed after the semester closes. Videos and content in Canvas can be viewed and edited by the creator or owner (likely you as the instructor) anytime even after the course has ended.

Instructional Preparation

Courseleaf

1. Log in to myUVU with your UVID and password
2. Select the “Faculty Services” tab
3. Click on “Curriculum Management”

The current catalog of classes in your program are listed and described within Courseleaf. In here you can search for your course by its program acronym and number. The course description and objectives are listed in there, which is expected to be covered by each course offered.

Microsoft Teams

All livestreaming courses are automatically set up with a MS Teams class. This Teams class will automatically be populated with the students currently enrolled in the course as “members”. If you have a different course delivery and still want to set up a class MS Teams, you can do so through Canvas and it will also populate the Team with your class roster.

You can start a livestreaming course session by clicking “Meet” in the upper right-hand corner. There are several options and features within MS Teams that you can learn about with an OTL course or videos.

It is encouraged that after starting a class session (after clicking “Meet”) that you also go into the settings and “Record” the session so any students who miss or want to review the lecture can go back and watch it at a later date.

Please note that anything within a MS Team will only be accessible to the students while they are on the list of that Team as a member. Several options (like recorded videos) used within MS Teams are not easily transferable outside the class environment.

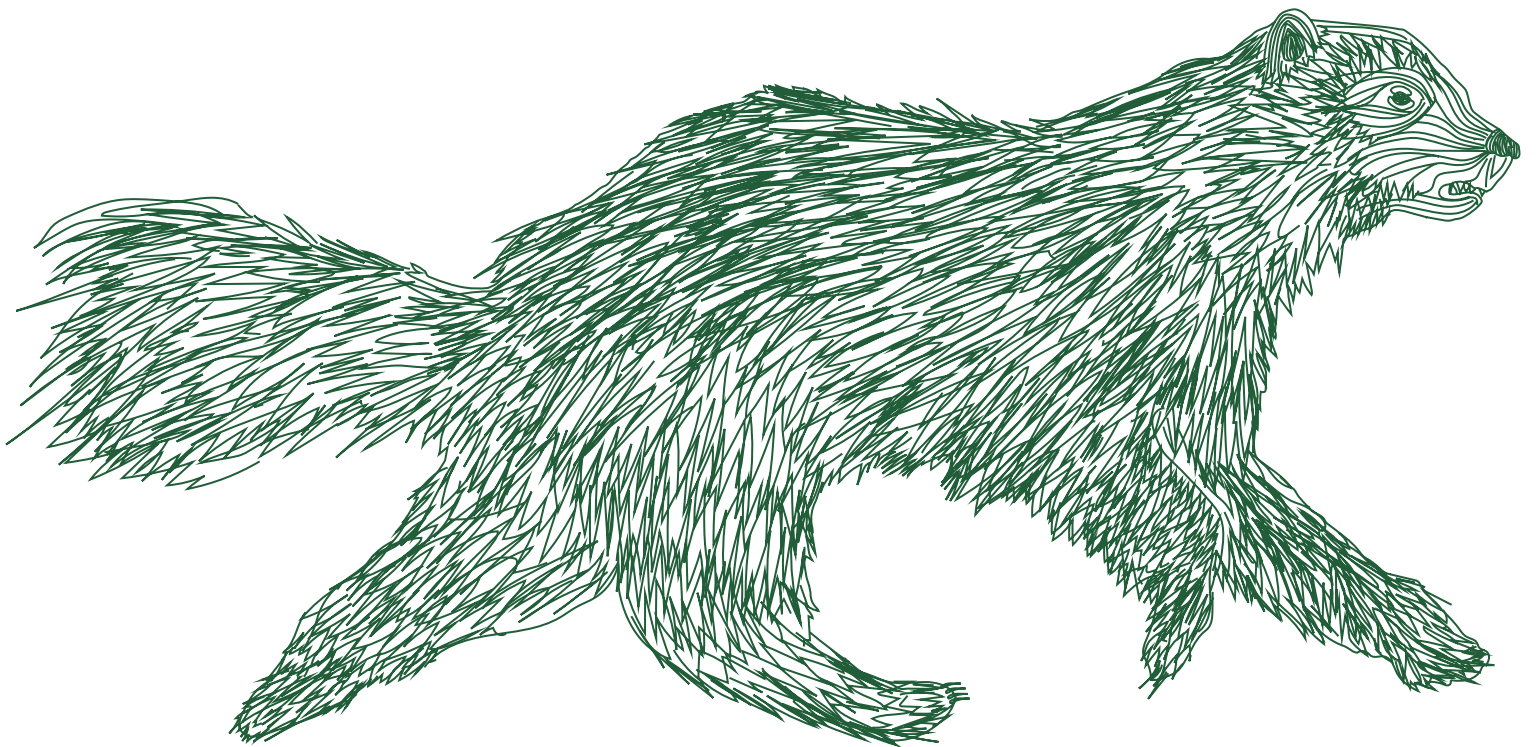
Textbooks

Textbooks are typically selected for the following semester by either October 1 or March 1 for spring or fall courses. Please work with your department or program administration to make sure your textbook order goes in the system or to verify which textbook is selected for your given course. Interactive textbooks (those linked directly with Canvas) must be approved earlier by several entities, so be sure to get those requests in sooner than the deadline.



Section Two

First Day



myUVU

myUVU is an online portal that provides access to many UVU services and systems. All employees will have access to their UVU email, benefits, pay stubs, IT systems, calendars, announcements, and other resources. **Everyone is encouraged to log into myUVU regularly.**

To sign into myUVU for the first time:

- 1** Go to <https://my.uvu.edu/>
- 2** Use your UVID as your user name
- 3** Use your eight-digit birth date (MMDDYY) for your password
- 4** For help logging in, go to <https://www.uvu.edu/itservices/accounts-access>



After you sign in to myUVU for the first time, you will be prompted to change your password. Follow the following guidelines:

- **Must be at least 16 characters long**
- **Must have at least one uppercase letter**
- **Must have at least one lowercase letter**
- **Must not include part of your name**
- **Must not include part of your user name**
- **Will be tested against commonly-hacked passwords**

Employee Email

UVU automatically creates an Outlook email account for every employee. Employee emails are in the Microsoft Cloud and are accessible through the Outlook Client on desktop and laptop computers, Outlook Online, and through the Outlook app or native mobile apps on mobile devices. For help setting up your email on any electronic device go to [IT Service's web page](#).

All employees must use their UVU emails for all UVU Business.

To sign into your UVU email for the first time:

1. Log into myUVU ([see page 18](#))
2. Click into "Outlook.com" using the mail icon
3. Username is UVID@uvu.edu, and Password is your UVU Password

Your employee email is automatically generated as [UVID]@uvu.edu. You need to change your email address so that your UVID does not get sent to everyone when we send a mass email.

To change your outgoing email address:

1. Go to the [Email Address Utility](#)
2. Log in using your UVID and password
3. Click the "Change" button to the right of the address
4. Select the proxy address you wish to use
5. Click "Save Changes"
6. Log out

When a student becomes an employee, or an employee becomes a student, a second email account is created. In all cases, the UVU employee email account becomes the preferred email account for both UVU work-related and UVU student classwork/business-related emails.

For everyone in this situation, it is critical to check both email accounts regularly to avoid missing notifications.

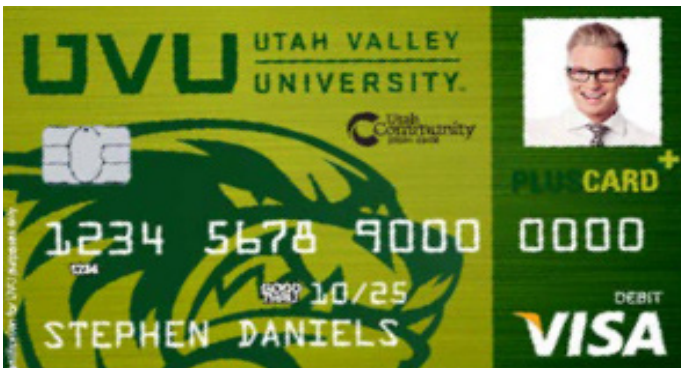
UVID Card and Keys

Your UVID Card will be your access card to many benefits on and off campus.

To get your UVID Card, go to Campus Connection (SC 109f) and bring the following:

- Your UVID number (see page 6)
- Government-issued photo ID*
- ID Request Form filled out by your department OR Verification of employment and \$5

*For a list of valid documentation go to [Campus Connection's web page](#).



UVU Plus Card

The UVU PlusCard is a UVID Card and VISA debit card in one. It can be used anywhere VISAs are accepted, and is managed through Utah Community Credit Union (UCCU). UCCU has an on-campus branch, making depositing and withdrawing easier than ever. They also offer incentives for UVU employees who open accounts.



Building Access

Your Department Chair or admin will put in a request for you to obtain keys to your office, labs, and exterior doors (for days the campus might be closed). This may take a couple days to get approved. Some doors will require a physical fob or a digital app installed on your phone, you can have either but not both. Be sure the application for access states which version you request.

Other Systems

UVU uses many different systems depending on the department. This is not a complete list of every system used by UVU, but rather a list of the most common. Talk to your supervisor to receive training on the required systems for your department.

Banner

An administrative software application. To access:

1. Log into myUVU ([see page 18](#))
2. Click on the “Employee Resources” tab
3. Click on “Banner Services”

UVULearn

UVU’s employee learning management system where employees can improve on and develop key performance competencies expected of all UVU employees. Supervisors can also create, group, and/or assign courses to their direct and indirect reports. To access:

1. Log into myUVU ([see page 18](#))
2. Click on the “Employee Resources” tab
3. Click on “Performance and Development” under “People and Culture”
4. Select “UVULearn”

Teams

Teams is a communication platform designed to allow UVU employees to communicate with other employees. This tool allows for remote meetings and collaboration of files. To access:

1. Go to <https://teams.microsoft.com/>

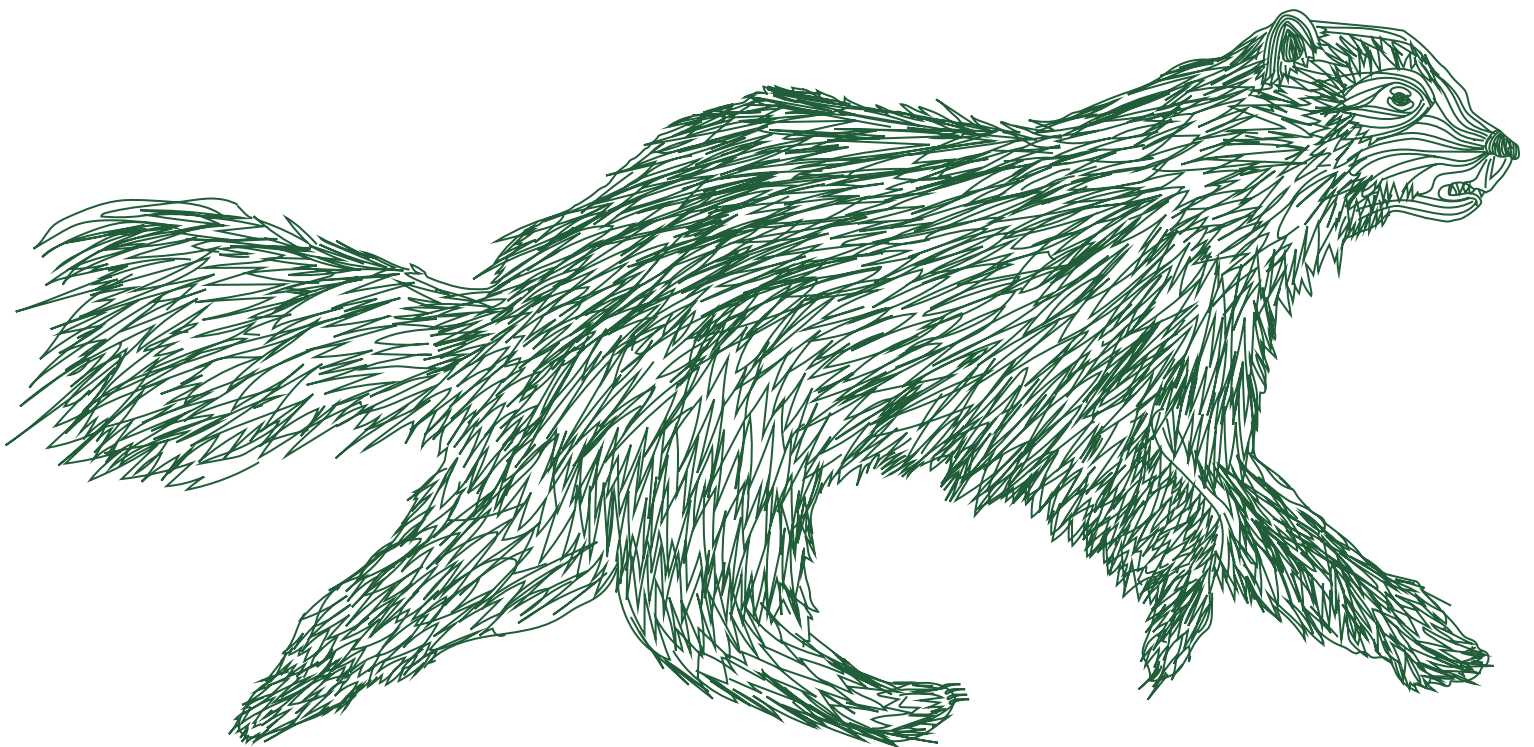
Sharepoint

UVU’s preferred cloud storage provider that allows each employee to collaborate internally and externally. To access:

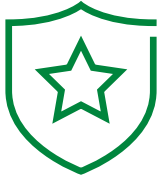
1. Go to https://uvu365.sharepoint.com/_layouts/15/sharepoint.aspx

Section Three

First Week



Important Contacts



UVU Campus Police

Escorts, tips, safety
801.863.5555 | GT 331



Parking

Permits, tickets
801.863.8188 | 936 S 400 W



People and Culture

Benefits, employee relations,
training, paperwork
801.863.8207 | HF 105



IT Service Desk

myUVU, email, computer
repair, system accounts
801.863.8888



Academic IT

Canvas, course evaluations
801.863.8405



Faculty Development

Faculty onboarding and training
801.863.8372 | FL 4th floor



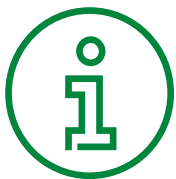
Facilities and Planning

Keys, maintenance, classroom
access, custodial
801.863.8130 | FC 101



Payroll

TIMS, paystubs, direct deposit
801.863.8841 | HF 104



Campus Connection

UVID card, lost & found, UTA
801.863.8797 | SC 106f



Admissions

Applications, residency
801.863.8706 | WSB 128



Printing/Copy Services

Printing, business cards, name
plates
801.863.7003 | FL 209



Network & Telecom

Wi-Fi, phones, phone numbers
801.863.8888

Required Trainings

There are five required trainings all UVU employees must complete in order to provide a safe campus for both employees and students. Notifications for these trainings will come to your UVU email and the training modules can be accessed through [Auzmor](#).

All five trainings are repeated annually, so be sure to re-take them in future years to demonstrate you are up-to date on the information. There is also Conflict of Interest training (optional). *However, full-time employees are required to sign the Conflict of Interest Disclosure annually.

Discrimination Prevention

Explains the proper methods of disclosing, handling, and reporting sexual harassment and discrimination.



Cybersecurity

Uncovers popular hacking tricks and promotes the proper use and secure handling of UVU student, employee, financial, and other sensitive data.



Freedom of Speech

Training required by and related to Utah's HB 261 regarding academic freedom and academic speech.



FERPA

Reviews the Family Educational Rights and Privacy Act (FERPA): a Federal Law that protects the privacy of student education records.



Workplace Conduct

Discusses what abusive conduct is and is not, and how to report it.



Emergency Procedures

IN AN EMERGENCY CALL 9-1-1

Each department has different emergency procedures; therefore, ask your supervisor for an overview of your department's emergency supplies locations, fire drills, AED locations, fire extinguishers, and exit routes.

Compliance Hotline

Provides individuals with the ability to report concerns anonymously and confidentially. Reports can be made by calling 877.228.5401.

Campus Police

The Utah Valley University Police Department (UVUPD), a police force fully accredited by the State of Utah, is charged with protecting your safety and property on our Orem campus. Offers police escorts. 801.863.5555

SafeUT App

A statewide service that provides crisis intervention through a live chat and tip program. Helps with emotional crises, bullying, relationships problems, mental health, or suicide-related issues. Available 24/7, free, and confidential.

Text Message

To assist with communications in the case of an emergency, UVU has implemented an emergency text messaging system. Opt-in on [UVU's Safety web page](#).

Equal Opportunity

If you feel that you have experienced sexual misconduct, discrimination, harassment, or retaliation, you have several options available to you. The Office for Equal Opportunity, Affirmative Action, and Title IX is here to offer support and resources to address your concerns through informal or formal options. To learn more about your resources and options please call (801)-863-7999, submit a claim on the [Title IX web page](#) or email TitleIX@uvu.edu .

Resources to Support Students

Student Health Services

SC 221 | 801.863.8876

Provides low-cost services for UVU students in the areas of medical and psychiatric care, mental health services, learning disability assessment services, and crisis services. Health insurance is not required to use these services.

Academic Tutoring

LA 201 | 801.863.5376

Provides students a place to study independently, meet as groups, or work in guided review sessions. Staff will engage with students in the learning process to develop strategies for the future rather than improve just a single assignment. Often, this can be working through homework or providing test prep activities, but plans can be tailored to the needs of the specific student. Labs include the Math Lab (LC 404), Writing Center (FL 208), Language Lab (LA 003G), and Public Speaking Lab (CB).

Financial Aid and Scholarship Office

BA 103

Provides assistance and guidance for students in navigating the FAFSA and scholarship applications and requirements.

Career Development Center

LC 409 | 801.863.6364

Connects students with occupational opportunities through individual career counseling, interview preparation, resume building, career fairs, and job search engines.

Resources Cont.

Center for Social Impact and the Food Pantry

SC 105 | 801.863.8786

Offers a variety of events, programs, academic opportunities, and connections to community partner organizations and basic needs resources. The center also runs a fully functioning food pantry that is available to students, faculty, and staff struggling with food insecurity. The UVU Food Pantry offers canned goods and boxed items along with basic hygiene items, and some baby products such as formula, diapers, etc. These items are available only when our partner Community Action Services and Food Bank has them in stock. The UVU Food Pantry provides bags for students to use during their visit, though students are encouraged to bring reusable bags. In addition, meal vouchers for campus restaurants are also available for use up to three times per semester.

Military-Affiliated Student Hub (MASH)

LC 408 | 801.863.8212

Facilitates the successful navigation of student veterans, services members, and their dependents from registration to graduation. They work closely with students to assist with their education benefit.

Wee Care Center

1140 S Wolverine Way | 801.863.7266

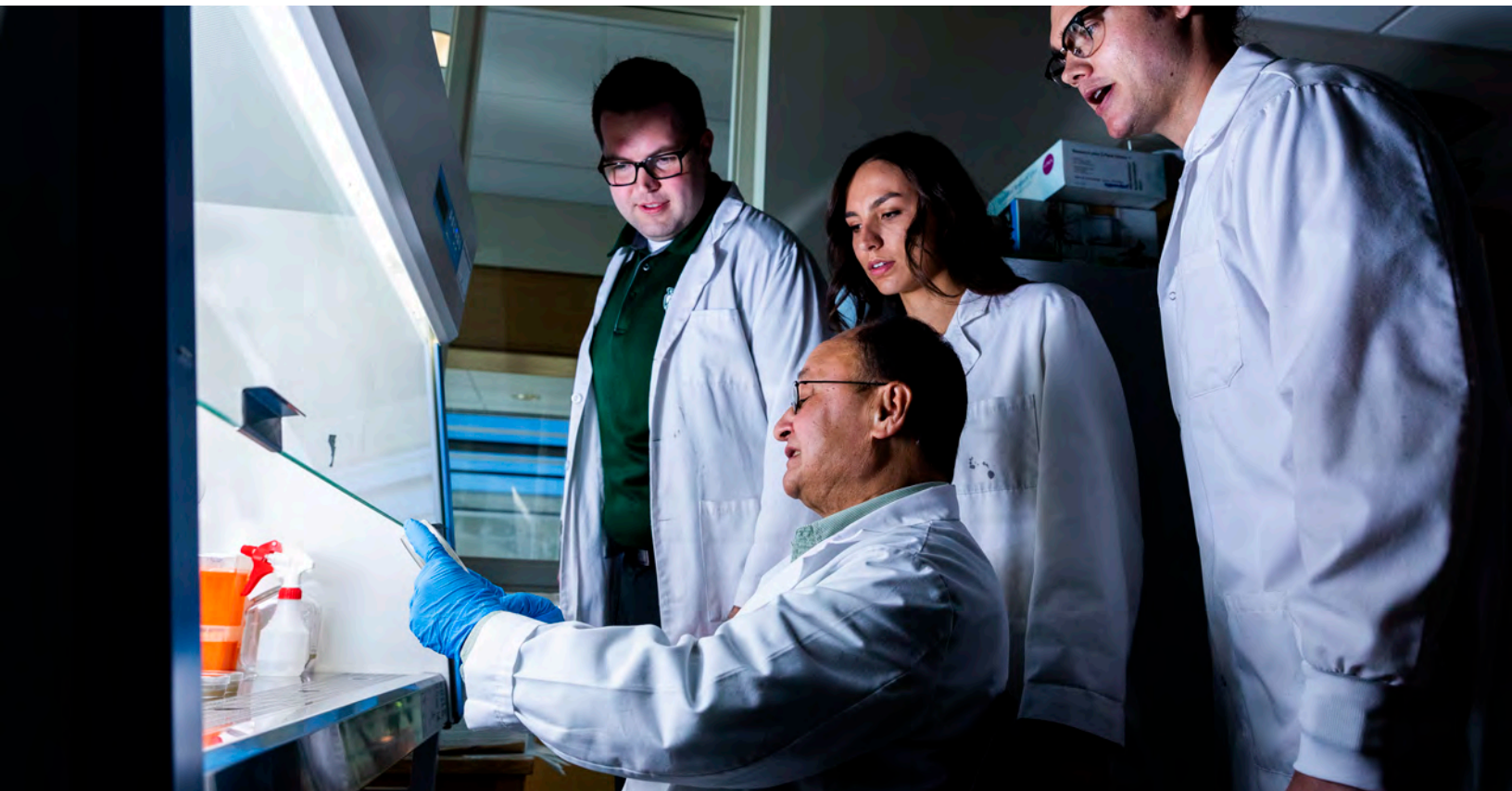
Provides high-quality, on-campus childcare to the children of students. The center is nationally accredited and meets or exceeds all state licensing requirements. The center uses a top-ranked curriculum to help children learn and grow while their parents pursue their education at UVU.

Resources Cont.

Accessibility Services

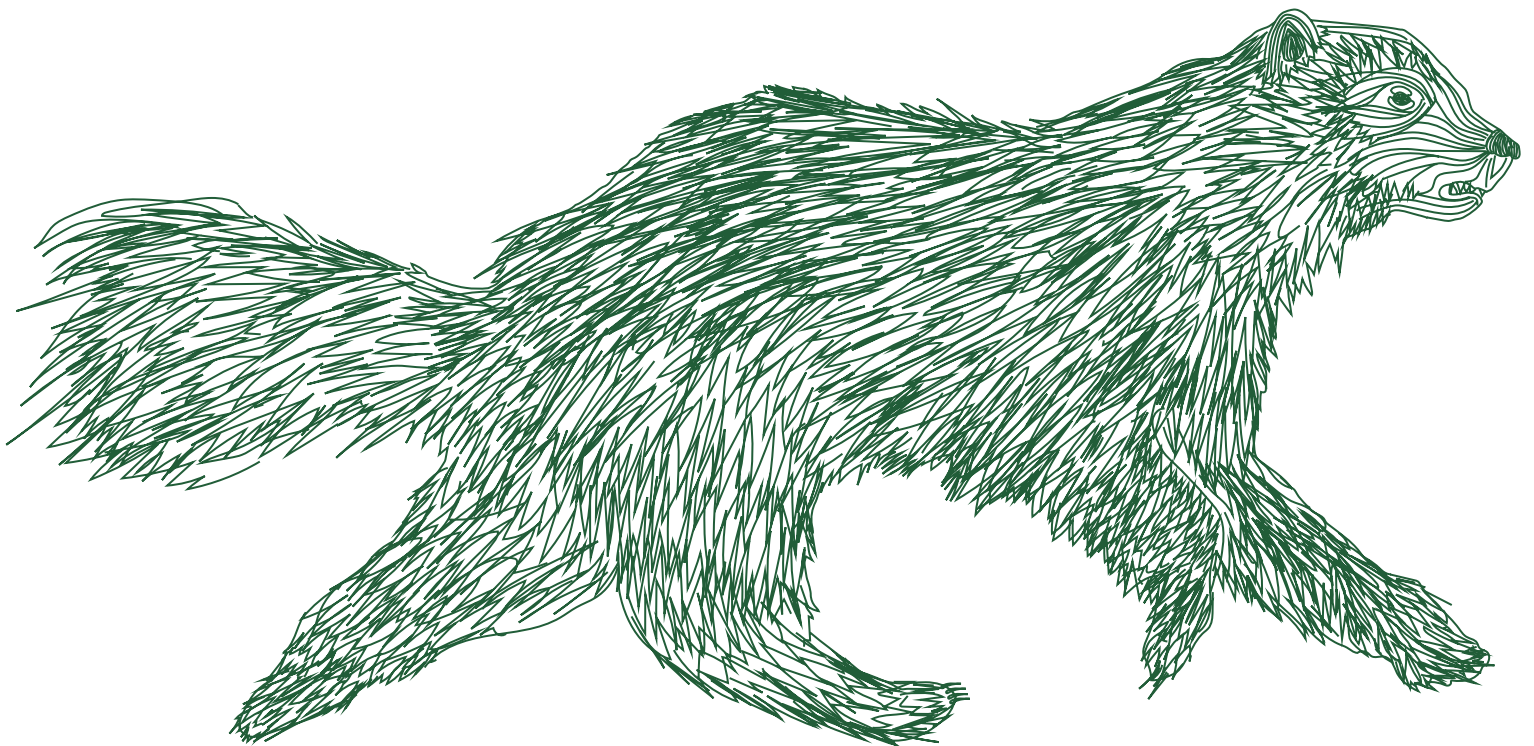
LC 312 | 801.863.8747

Provides accommodations to students based on the functional limitations of a disability. Accommodations are approved so long as doing so does not impose an undue hardship on the university or fundamentally alter the educational program. OAS partners with the student, faculty, and appropriate campus departments to establish the accommodations needed to remove the student's unique access barriers.



Section Four

First Month



Faculty Senate + PACE

What is Faculty Senate?

The Faculty Senate serves as the official voice of the faculty and an advisory body in **University policy development, shared governance, and the promotion of the general welfare of faculty.**

Every department has a faculty senate representative to ensure each area's feedback, ideas, and concerns are heard, totaling over 50 members.

For upcoming meeting times and locations, as well as information on how to get involved, visit the [Faculty Senate web page](#).

What is PACE?

UVU's Professional Association of Campus Employees (PACE) is for all full-time and part-time staff (excluding student employees, faculty, and executives). Their mission is all about helping their members have a better working environment and atmosphere. PACE's objectives are to **Advocate, Unify, Communicate, and Involve.**

PACE helps its members by providing a unified voice to the administration in all areas that involve PACE members. Visit the [PACE web page](#) for more information.

Wolverine Wednesday

Not only does wearing your UVU Apparel around campus on Wednesdays promote a common pride and spirit, but it also qualifies you for a number of discounts for food, apparel, and more. Find out more discount details on the [Wolverine Pride web page](#).

Rank, Tenure, and Promotion (RTP)

There are few, if any, career milestones as important and career-altering as that of tenure in academia. Here at UVU, we want to make sure that every deserving faculty member receives tenure and is able to enjoy the benefits of that milestone.



Please become familiar with the [Faculty Tenure Policy](#) (Policy 637). For additional information regarding your department's RTP practices, talk to your department chair.

Holidays

Event
New Year's Day
Martin Luther King Jr. Day
President's Day
UVU Spring Break
Memorial Day
Juneteenth National Freedom Day
Independence Day
Pioneer Day
Labor Day
Thanksgiving Break
Thanksgiving Break
Holiday Break
Holiday Break

<https://www.uvu.edu/pace/events/>

Professional Development

UVU invites you to always continue learning. Therefore, the University provides many opportunities for you, as an employee, to develop personally and professionally. Along with frequent speakers and conferences held on campus, UVU offers both online and face-to-face options for furthering your education.

New Faculty Training

Two online self-paced courses are available for all new faculty: Canvas Skills for Faculty and New Faculty Jumpstart. The Office of Faculty Development runs the All Aboard program for new full-time faculty during their first year; Adjunct faculty may also participate but are not required to attend.

People and Culture also provides a New Employee Orientation, which includes a campus tour, that faculty are welcome to attend. To register for New Employee Orientation, visit the [New2UVU web page](#).

LinkedIn Learning

Previously known as Lynda.com, LinkedIn Learning is an online educational platform that helps you discover and develop business, technological, and creative skills through expert-led videos.

With more than 10,000 courses and personalized recommendations, you can discover, complete, and track courses related to your field and interests.

As a UVU employee, you now have access to the complete LinkedIn Learning library! To access, go to MyUVU > Employee Tab > People and Culture > Workplace Culture. This will lead you to a page with a step-by-step guide to create a LinkedIn Learning account.

Development Cont.

Cultural Competency Workshops

The UVU Cultural Competency Workshops (CCWs) are designed to introduce faculty, staff, and administrators to topics related to diversity and inclusion, such as Ageism, Gender, Class & Socioeconomic Status, Global Competence, Mental Health, Body Image, Refugees, Veterans, Accessibility & ADA, and Autism. The workshops follow an Awareness-Understanding-Skill Development Model. Enroll in these trainings through [Auzmor](#).

UVULEAD Workshops

A year-round workshop series that provides training on the thirteen [Leadership Expectations](#) that supervisors will be rated on during the annual Supervisor Review. Each workshop is offered one to two times per semester. Register for a session in [UVULearn](#).

Tuition Waiver

UVU offers an undergraduate full-tuition waiver for full-time employees and a three-credit tuition waiver for part-time employees. For more information see [page 15](#).

Licenses

UVU also offers its employees free software licenses to a variety of different systems such as Adobe Creative Cloud. To access these licenses visit [UVU's End User Technology Support Page](#).

Travel

Travel Requests must be completed and approved before booking and paying for any travel arrangements. Requests to travel are completed in SAP Concur.

To access Concur and get approved to travel:

- 1** Sign in to myUVU with your UVID and password ([see page 18](#))
- 2** On the left side of the page, click on "Employee Resources."
- 3** Select "SAP Concur Travel and Expense" under Procurement.
- 4** Click on the "SAP CONCUR TRAVEL & EXPENSE" button.
- 5** Review the documents in the "Getting Started" section and scroll down to find any other helpful resources needed.
- 6** Any time you are traveling on behalf of the University, you must complete a Request in SAP Concur.
- 7** Once your request has been approved, you can make and pay for travel arrangements
- 8** Full-time employees can obtain a travel card to pay for travel expenses. A completed application and training course are required and can be found in the Travel Card section on the Travel page in myUVU.
- 9** You must reconcile all travel expenses within 30 days of your return on an Expense Report in SAP Concur.
- 10** You will receive a travel reimbursement for any qualified out-of-pocket expenses on your report.

For more information on Requests, Travel Expense Reports, Travel Cards, and group and guest travel, please see the Travel page on myUVU.

<https://my.uvu.edu/workplace/procurement/travel/index.html>

Report and Support

UVU is committed to providing a safe and welcoming campus and culture. At UVU, our policies are intended to provide a fair and reliable process to support safety-related concerns. We have a network of people and departments who can offer prompt and appropriate assistance through the mechanisms listed on our [Report and Support page](#).



The University is dedicated to the highest standards of ethical conduct. As such, the University encourages employees to call unethical behavior to the attention of the appropriate supervisor, university auditor, other responsible university officers, or report the concern through EthicsPoint. To file a report through EthicsPoint, visit [UVU's Internal Audit web page](#).

Acknowledgments

CONTENT/DESIGN

Wording by Justine Gamble, Daniel Delgadillo, and department websites, with inspiration from Summer Valente's Center for Social Impact Handbook.

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FONTS

United Sans: House Industries - https://houseind.com/hi/united_sans

Stratum: Adobe Fonts - <https://fonts.adobe.com/fonts/stratum>

PHOTOGRAPHS

Lifestyle and Architectural Shots done by UVU Marketing

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UTAH VALLEY UNIVERSITY