



VIRGINIA COMMONWEALTH UNIVERSITY

Required Policies & Training for Faculty: Checklist & Verification of Review

Faculty Name: _____ Start Date: _____

Department: _____

This checklist provides a list of important policies, procedures and other information that help you understand the university and your role and responsibilities as a faculty member. We ask that you review the listed policies, procedures, guidelines and training, then sign at the bottom of the form when you have done so. Return the form to your Personnel Administrator, the Human Resource professional facilitating New Faculty Orientation (NFO), or your immediate supervisor. Thank you!

VCU Policies www.policy.vcu.edu/alphabetical-policy-list/all (unless otherwise indicated below) Additional Guidance www.hr.vcu.edu/policies/		Commonwealth of Virginia Policies www.dhrm.virginia.gov/hrpolicies	VCU Faculty Policies and Procedures www.policy.vcu.edu/alphabetical-policy-list/all (unless otherwise indicated below)	Required training for new faculty must be completed within 90 days of hire unless otherwise noted. Some training must also be completed annually.	
VCU Human Resource Policies and Procedures <ul style="list-style-type: none"> • Criminal Conviction Investigations • Educational and Training Opportunities • Family and Medical Leave • Office Closings • Returning to Work After Illness or Injury • Salary Supplement • Solicitation • Threat Assessment and Prevention of Violence 	Select Policies and Procedures <ul style="list-style-type: none"> • Affirmation of VCU Equal Employment Opportunity • Americans with Disabilities Act (ADA) Services and Accommodations; ADA Amendments; ADA Standards for Accessible Design; Sections 403 and 504 of the Rehabilitation Act – www.equity.vcu.edu/ada/index.html • Conduct of Human Subjects Research • Misconduct in Research and Scholarly Activities • Research Data Ownership, Retention and Access • Responsible Conduct in Research and Scholarship • School of Medicine Policy On Industry Relationships • Sexual Misconduct/Violence and Sex/Gender Discrimination • VCU Alcohol and Other Drugs • VCU Code of Conduct - www.codeofconduct.vcu.edu • VCU Computer and Network Resources Use • VCU Conflict of Interest and Annual Statement of Economic Interests Disclosure – www.assurance.vcu.edu/COI.html • VCU Conflict of Interests in Research • VCU Intellectual Property • VCU Rules and Procedures • Worker's Right-To-Know – <ul style="list-style-type: none"> o Statement: http://oehs.vcu.edu/WRTK-VCU07.pdf o Brochure: http://oehs.vcu.edu/WRTK-VCU.pdf 	Select State Human Resource Policies <ul style="list-style-type: none"> • Policy 1.75, Use of Electronic Communications and Social Media • Policy 2.30, Workplace Harassment 	Select VCU Policies and Procedures <ul style="list-style-type: none"> • Academic Rights and Responsibilities • Annual Assessment of Faculty Performance • Employee-Student Consensual Relationships • Faculty Engaging in International Collaborations, Grants or Activities • Faculty Guide to Student Conduct in Instructional Settings • Faculty Handbook – provost.vcu.edu/faculty-resources/current-and-retired-faculty/faculty-handbook/ • Faculty Mediation and Grievance Procedure • Faculty Promotion and Tenure Policies & Procedures • Faculty Roles and Rewards • Faculty Salary Administration • Faculty Sick Leave Reporting • Faculty Track Transfer • Misconduct in Research and Scholarly Activities • Outside Professional Activity and Employment, Research and Continuing Education • Study-Research Leave • Textbook Adoptions • Textbook Sales • University Policy for Administrative and Professional Faculty and Faculty Holding Administrative Appointments • VCU Global Education Procedures and Guidelines – www.global.vcu.edu/strategies/resources/ 	Commonwealth of Virginia Virginia Terrorism and Security Awareness Orientation <ul style="list-style-type: none"> • Enroll on Blackboard at https://blackboard.vcu.edu Questions? Contact Adam Crowe, Director of VCU Emergency Preparedness, at (804) 827-2238 or ascrowe@vcu.edu	VCU ONE TIME, WITHIN 30 DAYS Title IX Training <ul style="list-style-type: none"> • Enroll at https://studentsuccess.org/SS/Ovcuemup ONE TIME, WITHIN 60 DAYS Online Safety Awareness Orientation <ul style="list-style-type: none"> • Enroll on Blackboard at https://blackboard.vcu.edu WITHIN 90 DAYS, ANNUALLY VCU Information Security Annual Awareness Training <ul style="list-style-type: none"> • Enroll on Blackboard at https://blackboard.vcu.edu Questions? Contact the VCU helpIT Center at (804) 828-2227 or helpIT@vcu.edu

By signing below, I acknowledge that I am aware of the policies above in accordance with state Agency Risk Management Internal Control Standards (ARMICS).

Signature: _____ Date: _____

Note to Personnel Administrators for decentralized hires: Once this form is signed, keep a signed copy with the new hire paperwork and in the department's personnel file.