



UNIVERSITY OF
ARKANSAS[®]

**College of Education
& Health Professions**

Staff Onboarding Handbook

[Greetings from the Dean](#)
[Getting Started](#)
[Human Resources and Benefits](#)
[College Information and Resources](#)
[Campus Information and Resources](#)
[Did You Know...?](#)
[Things to Do in Northwest Arkansas](#)
[First Day Checklist](#)

Greetings from the Dean



Kate Mamiseishvili, Ph.D.
*Dean and Henry G. Hotz Endowed Chair
Professor of Higher Education*

Welcome to the College of Education and Health Professions or, as we like to call it, the “Caring College”!

From training tomorrow’s teachers and healthcare professionals to being at the forefront of transformative research and service in the fields of health and education across our state, region, and nation, care is at the heart of everything we do in our college. I believe that you will find a caring and welcoming home in our college community which will allow you to flourish personally and professionally. I hope you are as excited as I am about your future with our college.

Thank you again for making the decision to join us. If I can ever be of assistance, please don’t hesitate to reach out to me.

With care,

A handwritten signature in black ink that reads "Kate Mamiseishvili". The signature is written in a cursive, flowing style.

Getting Started

Razorback Card Office

Visit the Razorback Card Office to get your official university ID card. This card is used for identification, security access, enrollment verification, meal plan access, and Razorback\$ to purchase goods and services.

Key Office

Visit the Key Office (located inside Facilities Management) to get your university keys. Your supervisor will prepare the appropriate paperwork for you to receive your keys. Please be sure to have your University of Arkansas ID card with you before going to the Key Office.

Payroll Services

The payroll services page has information about managing benefits, reading your pay slip, calculating IRS withholding, and updating your direct deposit instructions. This page also includes information about when payroll will run and the date you can expect to receive your paycheck.

Parking Maps & Permits

Once hired, staff are immediately eligible to purchase a parking permit. Permits for yellow faculty/staff lots do not require approval and can be purchased online through the parking account [portal](#). Please be sure to follow all [parking regulations](#) and only park in lots covered by your permit. Check the [parking map](#) to verify you are legally parked.

Official University Portrait

Be sure to [schedule an appointment](#) with the photography studio (photo@uark.edu) located in Davis Hall for an official U of A employee portrait. You can also update your profile through the university's [Campus Web Data](#) platform.

Emergency Communications

Be sure you're receiving the university's emergency communications.

- RazALERT (pronounced raise-alert) is the primary emergency and inclement weather notification system for students, faculty, and staff at the University of Arkansas. These messages are sent automatically to all campus landlines and email addresses, and to personal cell phones when that information has been provided to the university in Workday. In order to receive these alerts, you **must** list your cell phone number in Workday as your 'mobile' number.
- WxALERT notifications are the most common messages sent through the RazALERT system. These are sent when snow, ice, or heavy rain forces the university to cancel/postpone classes and/or close/delay business operations.

Please note that there is no need to sign up to receive RazALERT or WxALERT notifications. If you aren't receiving these notifications, please check to make sure your cell phone is listed correctly in Workday. Learn more about how and where to check your contact info on the [RazALERT Preferences and Contact Information](#) page.

Human Resources and Benefits

Benefits Elections

As part of the onboarding process, you will be prompted to make your benefits elections (including medical, dental, and vision coverage) as well as add dependents and designate beneficiaries. Please keep in mind that if you decline coverage when you are hired, you will not be eligible to make new benefits elections until the window opens at the end of the calendar year without a qualifying life event.

Employee Assistance Program

The university contracts with the Employee Assistance Program to provide confidential personal, professional, and family counseling to benefits-eligible employees and their immediate family at no cost. EAP assists to identify and resolve marital, family, financial, health, substance abuse, legal, and emotional concerns that may negatively impact employee job performance.

Discounted Tuition

Employees at the University of Arkansas Fayetteville are eligible for a significant tuition discount! Employees hired after May 1, 2017, or who begin taking classes or resume taking classes after May 1, 2017, will receive a 90% reduction in tuition at the Fayetteville campus but will be limited to no more than 132 discounted credit hours for undergraduate classes and no more than 72 discounted credit hours for graduate classes. Employees in this category can receive a 50% discount for undergraduate courses only taken at any other University of Arkansas campus, up to 132 credit hours. Learn more [here](#).

Additional Discounts

U of A staff are eligible for additional discounts on cell phone service, childcare, fitness, and travel – just to name a few!

College Information and Resources

COEHP Units

Academic Departments and Divisions

Department of Communication Disorders and Occupational Therapy (CDOT)
Department of Counseling, Leadership, and Research Methods (CLRM)
Department of Curriculum and Instruction (CIED)
Department of Education Reform (EDRE)
Department of Health, Human Performance, and Recreation (HHPR)
Eleanor Mann School of Nursing (EMSON/NURS)

College Academic and Administrative Units

Boyer Center for Student Services (BCSS)

Office of the Associate Dean of Administration (OADA)

Outreach Units

Arkansas A+
Arkansas Teacher Corps
Autism Support Program
Center for Children and Youth
Early Care and Education Projects
Education Renewal Zone
EMPOWER
IMPACT Arkansas Principal Fellowship
Northwest Arkansas Writing Project
Office for Education Policy
Office of Innovation for Education
Osher Lifelong Learning Institute
Partners for Inclusive Communities
Speech and Hearing Clinic
UA CURRENTS
University of Arkansas Clinic for Literacy

Research Units

Adventure Therapy Lab
Augmentative and Alternative Communication Lab
Cachexia Research Laboratory
Center for Public Health and Technology
Classical Education Research Lab
Exercise Science Research Center
Molecular Muscle Mass Regulation (M3R) Laboratory
National Lab for the Study of the College President
Office for Education Policy
Office for Sport Concussion Research
Office for Studies on Aging
Office of Play Therapy Research and Training
Violence, Crisis, and Trauma Research Lab

COEHP Staff Council

The College of Education and Health Professions Staff Council represents staff members from across the college, provides opportunities for professional development, and acts as an advisory unit to the dean.

COEHP History

COEHP just celebrated its 25th anniversary as the College of Education and Health Professions! In 1997, the name was changed from the College of Education to the College of Education and Health Professions to better reflect the broad array of its academic and professional programs. Learn more about [COEHP's history](#)!

COEHP Facilities & Maps

Learn more about our [COEHP facilities](#) and find them on the [campus map](#)!

Staff Mentorship Program

COEHP's staff mentorship program was established as part of the WE CARE strategic plan in order to improve the staff onboarding process and provide opportunities for professional development. Specifically, the mentorship program exists to connect incoming staff members with the college community, foster ongoing discussion regarding job responsibilities and college/university processes, provide an encouraging sounding board, and improve retention.

All new staff are automatically part of the mentorship program as mentees, whereas seasoned employees from across the college are identified by Staff Council to be potential mentors. Mentors will be provided with guidance about the program prior to the initial meeting. Once potential mentors are identified and have agreed to participate in the program, the Chief of Staff in their ex-officio role on the council will work to pair mentors with mentees who share similar job responsibilities. Mentors and mentees may be from within the same unit or from another unit across the college. The program will not exceed one year for each mentee, and the experience will be tapered: monthly meetings for the first four months, followed by meetings every six weeks for the second four months, culminating in bi-monthly meetings for the last four months. Mentors will be allotted a budget of \$70 for meetings over coffee or lunch.

WE CARE

WE CARE stands for Wellness and Education Commitment to Arkansas Excellence. Dean Kate Mamiseishvili launched the five-year WE CARE Strategic Plan in August 2023. It will guide the college's work in producing impactful research that improves people's lives, increasing transformative learning opportunities for students, and engaging in meaningful partnerships across the state. The strategic plan also calls for the college to embrace a culture of caring that empowers people to thrive in all aspects of life.

Communications

Email COEHP-FACULTYSTAFF-request@LISTSERV.UARK.EDU or Kay Brusca, Chief of Staff, at brusca@uark.edu to be added to our faculty/staff listserv and stay in the loop on everything happening in our college.

Be sure to check out the college's annual [Leading with Care magazine](#) to learn even more!

Campus Information and Resources

Faulkner Performing Arts Center

Faulkner Performing Arts Center is a community-centered art venue which hosts a variety of renowned performers, culturally relevant events, and music department concerts. U of A faculty and staff are eligible to receive a discount on tickets (see the [box office website](#) for details).

UREC

The Department of University Recreation (UREC) serves the university community by providing a diverse selection of recreational opportunities and facilities. All full-time U of A staff are eligible to purchase a [UREC membership](#) for themselves and their family.

Pat Walker Health Center

The Pat Walker Health Center offers comprehensive medical care, compassionate mental health care, and positive lifestyle health education. Active U of A employees are eligible to schedule medical services at Pat Walker Health Center.

Dine on Campus

The U of A has a wide variety of on-campus dining options available! Visit the [Dine on Campus website](#) to check hours and see what's on the menu.

Razorback\$

Razorback\$ is a debit system that students, faculty, and staff can use to add money to their university ID card. Razorback\$ is accepted at most places on campus and can be used for food purchases, haircuts, textbooks, printing, copying, paying parking tickets, and paying fees at Pat Walker Health Center. There are many [merchants](#) on and [off campus](#) to maximize your Razorback\$ experience.

Windgate Studio + Design Center

The Windgate Studio and Design Center was completed in 2022 and is a state-of-the-art facility located at the corner of [Martin Luther King Boulevard and Hill Avenue](#) in South Fayetteville. The center was designed with both the U of A and northwest Arkansas communities in mind and includes a coffee shop, art exhibitions, events with visiting artists and designers, and a courtyard and amphitheater.

U of A Athletics

Support Razorback athletics by attending any University of Arkansas sporting event and be on the lookout for staff discounts. Click [here](#) for details about discounted season tickets for the upcoming football season.

U of A History

Learn more about the University of Arkansas – the first public university in the state! And be sure to check out the university's [interactive timeline](#).

Jean Tyson Child Development Center

The Jean Tyson Child Development Study Center is a University of Arkansas family-centered program focused on best practices in early childhood education and enhancing the learning experience for university students. Early childhood professionals meet the physical, social,

emotional, and cognitive needs of all children ages eight weeks to five years old and provide individualized care for infants, toddlers, and preschoolers.

Armed Forces Employee Impact Group (AFEIG)

The Armed Forces Employee Impact Group brings together veterans and those still serving in order to provide opportunities to meet other veterans and have a positive impact on the campus and the community. You can contact Steve McClain for more information at smcclain@uark.edu.

Walmart on Campus

Walmart on Campus is conveniently located at 616 N Garland Ave, Suite 363, and includes fresh groceries, full pharmacy service, and a locker system for picking up online orders.

Campus Calendar

The campus calendar will provide upcoming campus events such as festivals, fairs, exhibitions, sporting events, clubs, and many other upcoming information sessions for both students and staff.

U of A Staff Senate

Staff Senate serves as a bridge between campus staff and leadership to make the university a positive place to work and bring positive changes for their fellow staff members on campus in a constructive manner. By providing a forum for exchanging ideas, evaluating proposals, and expressing suggestions and concerns that affect the university, Staff Senate serves as an advocate for changes and improvements in the lives of staff members. Staff Senate recognizes and awards Employee of the Quarter and Employee of the Year Awards. [Staff Senate Scholarships](#) (including the Barbara G. Taylor Staff Senate Scholarship, the Rick A. Haley Memorial Scholarship, and the Susan Imes Yell Scholarship) are available to degree-seeking University of Arkansas staff members. These scholarships are offered for the fall and/or spring semesters with up to \$250.00 awarded per semester. The number of scholarships and amount awarded per recipient is determined by Staff Senate and dependent on funds available.

Employee and Colleague Resource Groups

University of Arkansas Employee and Colleague Resource Groups (ECRGs) are voluntary, employee-led communities that support a positive and collaborative work environment aligned with our organizational mission and values. These groups bring together employees who share common characteristics, experiences, or interests to provide support, enhance career development, and contribute to personal and professional growth.

Center for Community Engagement

The [Volunteer Action Center](#) and other programs within the Center for Community Engagement provide multi-level leadership experiences that encourage students and staff to address complex social issues through service-based solutions.

Community Outreach and Involvement

The University of Arkansas Police Department is committed to proactive crime prevention. The department regularly presents programs covering relevant crime prevention topics, including women's self-defense, general self-defense, campus safety, alcohol awareness, and travel safety.

Campus Safety App

SafeZone app is a free mobile application for all university faculty, staff and students. With the push of a button, you can call for medical, non-emergency, and emergency assistance. The app connects you directly to the University of Arkansas Police Department (UAPD) when there is an emergency on campus, 24 hours a day, seven days a week. Once you activate the app on your phone and request help, your location will be shown on a map for police officers to provide assistance.

Jane B. Gearhart Full Circle Food Pantry

The Jane B. Gearhart Full Circle Food Pantry is a student-led emergency food assistance program serving anyone with a U of A or UAMS student, faculty, or staff ID as well as their household. The food pantry provides a three-day supply of both non-perishables, fresh local produce, and personal care items up to two times per week.

Did You Know...?

Did you know that there's a garden and courtyard located on the roof of [Vol Walker Hall](#)? The view of South Fayetteville is especially beautiful in the fall.

Did you know that [Old Main](#) was the first permanent building on the Arkansas Industrial University campus? It was completed in 1875 and originally known as University Hall until the name was officially changed to Old Main in 1991. Read more about the history of Old Main [here](#).

Did you know that the earliest football games at the university were played on [Old Main Lawn](#)? Today, the lawn is a green space and home to one of every type of tree in Arkansas (with only a few exceptions).

Things to Do in Northwest Arkansas

New to the area? Welcome! Northwest Arkansas (NWA) is a [vibrant community](#) that offers exciting opportunities for outdoor activities, cultural events, entertainment, shopping, and food. NWA is nestled in the Ozark Mountains where residents and visitors can mountain bike on the many trails or indulge in water sports on Beaver Lake. For music and art aficionados, the [Walton Arts Center](#), [Walmart AMP](#), and [Crystal Bridges Museum of American Art](#) provide incredible performances and exhibits that connect our region to the world. Foodies flock to the area to partake in the dynamic cuisine that ranges from top-ranked barbecue at Wrights to Asian fusion at Saiwok.

First Day Checklist

Before your first day, your supervisor will complete several forms to assist you in adjusting to working on campus.

- ☐ Activate your UARK email – Visit password.uark.edu and click “Activate New Account”.
- ☐ Campus ID card – Your supervisor will complete your [ID card authorization form](#). When they’ve completed the form, head to the [Razorback Card Office](#) located at the Student Union (435 Garland Avenue #380) to get your ID card.
- ☐ Key card – Your supervisor will complete your key card. Take the completed key card to the key office at 521 S. Razorback Road. The entrance is marked and located on Mitchell Street across from the intramural fields. You will need to bring your campus ID. Be sure not to sign the card until instructed to do so by the key office personnel.
- ☐ Parking permit – Parking permits can be [purchased online](#) using the Manage Parking Account portal. There are two permit options for staff: a yellow permit is designated as general parking for faculty/staff and is somewhat limited. Blue permits are reserved by specific lots but are more expensive.
- ☐ Office phone number – Your supervisor will request an office phone number for you.
- ☐ Official university portrait – [Schedule an appointment](#) to take your portrait. Portraits are taken at Davis Hall (1030 W Maple Street).
- ☐ Office and education information – Update your office location and education information in [Workday](#).
- ☐ College listserv - Email COEHP-FACULTYSTAFF-request@LISTSERV.UARK.EDU and request to be added to our faculty/staff listserv.