

**CHECKLIST  
FOR NEW HUMANITIES FACULTY**

**Arriving at UC Santa Cruz**

- O Parking Permit (stop at Parking Services, H Barn, at the base of campus)
- O Check-in with Department Manager
- O Check-in with Academic Service Center (Cowell and Stevenson Colleges and the Humanities 1 building will provide mail box, photocopying, FAXing services, and supplies)

**ACADEMIC SERVICE CENTERS**

220	Cowell College	Matt Bonal	<a href="mailto:mbonal@ucsc.edu">mbonal@ucsc.edu</a>
203	Stevenson College	Candace Freiwald	<a href="mailto:candacef@ucsc.edu">candacef@ucsc.edu</a>
215	Humanities 1	Ann McCardy	<a href="mailto:amccardy@ucsc.edu">amccardy@ucsc.edu</a>
215	Humanities 1	Kathy Durcan	<a href="mailto:kldurcan@ucsc.edu">kldurcan@ucsc.edu</a>

**Humanities Human Resources 403 Humanities 1 Building**

- O Sign-up for employment with Humanities AHR/Payroll staff (bring drivers' license AND social security card OR U.S. passport – foreign faculty should bring all visa documentation as well as passport)

**Library-Identification Card 403 Humanities 1 and McHenry Library**

- O Once you complete your employment sign-up, the AHR staff will issue you an identification card. Bring the card to the Circulation desk at McHenry library for lamination and a zebra code.

**Humanities Business Office 403 Humanities 1 Building**

- O Pick up office and building entrance key from Facilities Coordinator Tony Grant.
- O Make an appointment with Janelle Marines (831-459-4451) upon arrival for reconciliation of moving expenses and start up fund access.

**Computing 165 Humanities 2 Building**

- O For new ladder-rank faculty, arrange for purchase of computing equipment by sending email to Jay Skye-Olson ([jeo@ucsc.edu](mailto:jeo@ucsc.edu)).

O For temporary faculty, find out the location of the faculty computing lab nearest your office

O Establish an email account by visiting the Information Technology Help Desk in Room 54 Kerr Hall. Office hours: 8 a.m. – 5 p.m. Monday through Friday. Bring photo ID with you.

**Humanities Research            Dean's Suite, 5<sup>th</sup> Floor Humanities 1**

O For new ladder-rank faculty, pick up Committee on Research application upon arrival in fall (this applies to fall quarter appointees, only) from Terri Ediger, Humanities Research Coordinator

**University Benefits            2901 Mission Street Ext.**

O Sign-up for benefits, attend Benefits orientations (2<sup>nd</sup> and 4<sup>th</sup> Wednesdays each month from 8:45 a.m. – 10:45 a.m.) and pick-up information about benefits at the campus Benefits Office, off-campus on Mission Street Extension (take Western Drive, cross Highway 1, turn right at first stop sign; building is on the corner of Mission Street Extension and Natural Bridges Drive).

**Faculty Housing (Hagar Court, in faculty apartment complex)**

O Apply for rental housing

O Investigate on-campus housing options

O Investigate MOP home loan options

**Purchase Textbooks**

O Textbooks and desk copies may be ordered through your Academic Service Center.