FACULTY HANDBOOK

We are excited to have you as part of our team!

College of Information Science

The University of Arizona's College of Information Science, also known as InfoSci and previously known as the School of Information or *iSchool*, explores the intersections of people, data, and technology to empower a diverse, equitable, and inclusive future through information. As UA's newest college, we stand at the forefront of education, research, and service, offering innovation and excellence in information science while preparing students for tomorrow's data-driven workforce.

Our Mission

- Lead the global information higher education community, catalyzing society's capacity to tackle complex problems while ensuring diverse, equitable, and inclusive futures for all.
- Advance state-of-the-art sociotechnical convergence science—across the University of Arizona and beyond—equipping students to succeed in addressing our collective grand challenges.
- Build core strengths in data science and machine learning, extended reality, digital and physical collections, cultural heritage, librarianship, and culture into world-class centers of excellence.
- Generate actualizing resources that foster robust engagement and lifelong learning, empowered by compelling partnerships across academic networks, diverse communities, and public and private enterprise.

GETTING STARTED

Create your UA NetID

Visit https://netid-portal.iam.arizona.edu to create your NetID.

Your UA NetID is your personal identifier for online services at the University of Arizona. Some of the services requiring a NetID include:

- E-mail and UITS computing accounts (CatMail, UAConnect, HPC)
- UAccess applications (Student, Employee, Analytics, etc.)
- D2L – a web-based course management system used in 700+ courses on campus
- New Employee Resources and Benefits Enrollment
- University site-licensed software
- OSCR computer labs
- Classroom computers

NOTE! Once you have your NetID and password, you may use the Account Program to create a U-System, HPC, or qualifying DCC email account. Also be sure to enroll in the two-factor identification, DuoPush.

The UA NetID verifies identity when it is used for online services the University of Arizona provides. It consolidates the disparate authentication mechanisms of various UA online services and helps ensure the privacy of personal information and restricts the use of resources to those for whom they are intended.

The University of Arizona CatCard

The CatCard is the official University of Arizona identification card. The card features a digitized photo, a digitized signature, a Contactless SmartChip, an ISO number, and a magnetic stripe. The CatCard is your key to room/building access, money management, and other privileges on and off campus. Students, faculty, staff, and some Designated Campus Colleagues (DCCs) of the University of Arizona can receive a CatCard.

To obtain your CatCard, bring the following items to the CatCard Office located at the Student Union, Lower Level, Room 142:

- A government or state-issued photograph identification such as a driver's license, state identification card, or passport. A high school-issued ID is not an acceptable form of identification.
- A completed and signed Terms and Conditions form (available at the CatCard office)
- Student or employee ID number

Note: Student and employee ID numbers will not appear on the face of your CatCard but will be encoded electronically to be used for university internal purposes only. The number will not be provided to outside entities without your prior consent.

New Faculty Mandatory Training

The University is committed to creating a safe, equitable, and ethical campus environment. As part of this commitment, employees are required to complete training about important federal, state, and University compliance obligations. EDGE Learning is the University of Arizona's Learning Management System for Training & Professional Development. Access EDGE learning at https://edgelearning.arizona.edu/

Please note:

- For the training listed below, "employees" include all faculty as well as undergraduate and graduate student employees.
- This is not an exhaustive list. There may be additional training that individuals are required to take based on their roles and responsibilities. Please check your Edge Learning tasks page.
- To access training through EDGE Learning, after you select the EDGE Learning links below, you will see a box on the right-hand side of the page that says "Go to EDGE Learning." After you select that box, you can log in with your NetID.
- For training in EDGE Learning, Firefox is the recommended browser.

Training	Population	Initial Requirement	Recurrence
Preventing Harassment and Discrimination	All employees inclusive of Faculty, Staff, Designated Campus Colleagues, and Student Employees.	Within 30 days of hire	Every two years
Arizona Public Service Orientation	All employees.	Within 30 days of hire	None
Security Awareness	All employees and DCCs who access University data.	Within 30 days of hire or prior to receiving access to a University Information Asset	Every year
FERPA	Employees or DCCs who access student information systems or other student records.	Before accessing student information or records	None
Safety Preparedness Training: Active Shooter	All part-time and full-time faculty and staff members, student workers, graduate assistants and associates, and postdoctoral fellows are required to complete the training.	Within 30 days of hire	Every year

The University of Arizona Library

UA Library for faculty is available at https://lib.arizona.edu/faculty

Our College of Information Science librarian is Nicole Pagowsky, nfp@arizona.edu. Her office is in the Main Library – Room A403. She can assist you with individual research, acquiring materials, and using research tools. She can also advise on data management, the campus repository, copyright, open access, citation searches, department academic program reviews, creating a Google Scholar profile, and more.

The University of Arizona – Tucson Main Campus

The University of Arizona was established in 1885, and 27 years later, Arizona became a state. The first building, Old Main, was completed in 1890. It housed the School of Agriculture with classrooms, labs, and a mess hall.

- The Morrill land-grant acts of 1862 and 1890 designated us as Arizona's Land-grant university
- **Bear Down!** Our beloved rallying cry, first heard in 1926, has become part of our core identity and is used by Arizona Wildcats all around the world
- In 1937 we invented tree-ring research and opened the first lab for dendrochronology
- We helped map the moon so that the Eagle could land in 1969 and sampled an asteroid in 2021 for the first time in U.S. history. #SpaceIsWildcatCountry
- Our military history runs deep. In 2016, on the 75th anniversary of the bombing of Pearl Harbor, we honored the service members killed on the USS Arizona with the USS Arizona Mall Memorial
- In Spring 2022, we opened the new Student Success District, a restoration of iconic campus buildings with cutting-edge technologies and services to improve how students live, work, and study

Take a virtual self-guided tour with Arizona Wildcat students as your guide. Explore campus landmarks, learn about our history and traditions, and discover all the opportunities that await you as a Wildcat.
https://www.arizona.edu/virtual-tour
In-person UA main campus tours are also available Monday through Saturday at 9 am. Campus tours consist of a 90-minute outdoor walking tour led by Arizona Campus Ambassadors.
https://www.arizona.edu/admissions/visit

Safety & Emergency Guidelines

Emergency Management is dedicated to empowering our campus community members with the knowledge and skills necessary to effectively respond to and recover from emergencies.

Building Emergency Plans is intended to serve as a guide to be used in conjunction with the University's Campus Emergency Response Plan (CERP) for employees, students, and DCCs in emergency situations.

Employees should familiarize themselves with these procedures, specific to each building before an emergency occurs and review building emergency plans annually. New employees should read the procedures during their onboarding process.

Please locate the building's emergency plan that you are going to work on and read it through. Emergency plans can be found at https://cirt.arizona.edu/resources/building-emergency-plans

Be Aware. Sign up for UAlert - https://cirt.arizona.edu/ualert/ualert-services
- The UAlert system is the University's emergency alert system.
- UAlert is a free service that delivers emergency messages via text and email to students, employees, and designated campus colleagues.

Family, friends, and community members may also register for UAlert.

University of Arizona Police Department
Call or text 911 for any emergency requiring police, fire, or medical assistance.
If non-emergency, call 520-621-8273 (621-UAPD).

Grant & Research Resources

The College of Information Science currently conducts research in a wide array of information fields, including archival studies, artificial intelligence, virtual reality, biodiversity informatics, data management and curation, computer vision, computer-mediated communication and learning, natural language processing, social networking, human-computer interfaces, dark networks, computational art and creation, library sciences and beyond.

If interested in joining one of our current research groups or discussing a new research project, please contact Bryan Heidorn, InfoSci Associate Dean, Research and Graduate Academic Affairs, at heidorn@arizona.edu.

The University of Arizona college and faculty can count on the support of the Office of Research, Innovation, and Impact (RII), website https://research.arizona.edu/research-support. RII expands the capacity of UA research and innovation enterprise with a focus on translating big ideas into important new knowledge and using the power of that knowledge to improve lives and communities in Arizona and across the globe.

RII provides research support and compliance for all UA colleges and departments. They can help you find external and internal funding for your research, create research proposals and projects, and conduct compliant research.

For more information about RII research development services, call 520-621-8585 or email resdev@email.arizona.edu.

InfoSci Faculty Workload

The College's overall goals for division of responsibility among tenure-track, TT, faculty are, generally, 40% teaching (~13% per course given the additional advising load for doctoral students in the unit), 40% research/scholarly activity, and 20% service for a TT or tenured faculty member (i.e., equates to roughly 8 hours/week of unit and disciplinary service). Given the teaching focus of most career-track, CT, faculty, they will, generally, engage a load of 60% teaching (~10% per course), 20% special service (e.g., advising, managing internships etc.), and 20% regular service (i.e., equates to roughly 8 hours/week of unit and disciplinary service). In general terms, and for all faculty, large course size is supported by section leaders, preceptors, or GAs and, therefore, is not a factor in course 'credit' for a faculty member. Loads may vary from year to year depending on the needs of the College and specific life events that are recognized by the University.

InfoSci Faculty Tenure-Eligible Promotion & Criteria

All faculty evaluations in the College of Information Science (InfoSci) occur in line with the guidelines outlined in the University Handbook for Appointed Personnel (UHAP), section 3.3. The College of Information Science follows all guidelines provided by the University of Arizona's Vice Provost Office of Faculty Affairs and provides these guidelines as an augmenting resource for faculty.

The overriding criteria for granting tenure is the quality, quantity, and impact of the candidate's research, teaching, and service/outreach and the promise of continued excellence.

The research function of the University requires faculty members to be actively engaged in the expansion of the frontiers of knowledge, in the application of new knowledge, and/or in the integration of knowledge from various disciplines.

InfoSci Career-Track Faculty Promotion Criteria

All faculty evaluations in the College of Information Science (InfoSci) occurs in line with the guidelines set forth in the University Handbook for Appointed Personnel (UHAP), section 3.3. The College of Information Science follows all guidelines provided by the University of Arizona's Vice Provost Office of Faculty Affairs and provides these guidelines as an augmenting resource for faculty. According to the Definitions in UHAP, career-track faculty have Notice of Appointments that incorporate the ABOR Conditions of Faculty Service (ABOR-PM 6-201), are not eligible for tenure, and do not have visiting or adjunct titles. The University of Arizona has three general title series for such faculty: career-track instructors, career-track lecturers, and career-track professors.

According to UHAP 3.3.03.b, promotion requires excellent performance and the promise of continued excellence as determined by the specific duties assigned to individual faculty members. ABOR section 6-201(I)(4)(a) notes that criteria for evaluation should consider teaching effectiveness; quality of service to the profession, university, and community; and for those with research assigned as part of their formal workload,

the quality of scholarly research, publication, or creative endeavors. Research is also integral to the scholarship of teaching and the scholarship of engagement, as recognized by the University's inclusive view of scholarship.

Career-track faculty may choose to stay in rank as long as they wish and may put themselves forward for promotion after four full years in rank. In the fall semester of the fifth year of employment, a dossier can be submitted for review.

2024 – 2025 Academic Calendar

Dates are subject to change.

FALL 2024	
Classes begin	**26-Aug-24**
Labor Day - no classes	2-Sep-24
Honors Convocation - no classes between 3-5 p.m.	TBA - Traditionally held in October on Friday of Family Weekend
Veterans Day - no classes	11-Nov-24
Thanksgiving recess	November 28-December 1, 2024
Last day of classes and laboratory sessions	**11-Dec-24**
Reading Day - no classes or finals	12-Dec-24
Final examinations	**December 13-19, 2024**
Degree award date for students completing by close of Fall Session	20-Dec-24
WINTER 2024	
Classes Begin	**23-Dec-24**
Christmas Holidays - no classes	December 24-25, 2024
New Year's Holiday - no classes	1-Jan-25
Last day of classes and examinations	**14-Jan-25**
Degree award date for students completing by close of Winter Session	14-Jan-25
SPRING 2025	
Classes begin	**15-Jan-25**
Martin Luther King Jr Holiday - no classes	20-Jan-25
Spring recess - no classes	March 8-16, 2025
Last day of classes and laboratory sessions	**7-May-25**
Reading Day - no classes or finals	8-May-25
Final examinations	**May 9-15, 2025**

InfoSci Faculty Meetings

During Spring 2025, faculty meetings will be on the third Friday of every month, from 10 AM to 11:30 AM. You will receive invitations and reminders through email.

- January 17th – In-person
- February 21st – Online
- March 21st – Online
- April 18th – Online
- May 16th – Online

Dates are subject to change.

InfoSci Information X-Change

An internal email that goes out to faculty, staff, adjuncts, postdocs, and PhDs twice a month. The X-Change has information about Important dates, presentations, publications & public talks, information you can use, administration staff out of office, and a section where you can share things you have been doing out of work called "How Was Your Weekend?".

Please keep in mind that this does NOT go to students. This is an InfoSci internal newsletter email. Information that is specifically for students should be shared in another way.

Examples of information to share:

- *Are you attending a virtual conference?*
- *Did you write something?*
- *Did you publish a book?*
- *Are you having an event?*

This newsletter is managed by Jana Phillips, InfoSci Administrative Support Professional. If you want to contribute, please email Jana at jana42@arizona.edu.

College of Information Science Contact Information

Harvill Building Front Office Room 409
Dept #: 4801-College of Information Science

- **Catherine Brooks,** *Interim Dean*   cfbrooks@arizona.edu

- **Diana Daly**, *Associate Dean,*   didaly@arizona.edu
  Undergraduate Academic Affairs and Student Success

- **Bryan Heidorn,** *Associate Dean,*   heidorn@arizona.edu
  Research and Graduate Academic Affairs

- **Jamie A. Lee**, *Associate Dean, Faculty Affairs*   jalee2@arizona.edu

Please note, this is a general guide for Faculty
*Not all job duties have been listed

Business Team and Duties

- **Don Gates,** *Assistant Dean of Finance and Administration*   dgates@arizona.edu
  Budget development, analysis, and maintenance   (520) 626-3699
  Financial oversight
  Strategic development
  Business and IT team oversight

- **Amy Gordon,** *Assistant Director Business and Finance*   haasa@arizona.edu
  Talent (job postings)   (520) 621-3566
  HR and payroll
  Startup accounts and CUES fellowships
  Budgeting and financial reporting

- **Ben Beshaw,** *Assistant Director Finance and Research*   beshaw@arizona.edu
  Grants (pre- and post-award)   (520) 621-5030
  Scholarships and gifts/endowments
  Hiring and payroll for grant-funded personnel

- **Megan Sego,** *Business Coordinator*   sego@arizona.edu
  Travel   (520) 626-5860
  Reimbursements
  P-card and purchasing

- **Fabian Hernandez-Roman**, *Business Coordinator*   fabianroman@arizona.edu
  Reimbursements (grant-funded)
  P-card reconciler and purchasing (research-related)
  Travel (grant-funded) monitor gift accounts, endowments, and scholarships

Administrative Team and Duties

- **Eric Gonzales,** *Administrative Manager*   ericgonzales@arizona.edu
  Supervisor administration and graduate admissions   (520) 621-3567
  Provisioning/ Training
  Scholarship processing
  DCC requests (Departmental)

- **Priscilla Morales,** *Administrative Support Professional I*   pmmorales@arizona.edu
  Website management   (520) 621-6504
  Global partners DCC
  Life Work Connections Ambassador and special projects
  Administration and general inquiries
  Listservs/ Institutional Surveys

Graduate Team and Duties

- **Holly Brown,** *Director Graduate Programs Global Student Services* brownhb@arizona.edu
  Graduate student services (all)   (520) 621-7879
  Global programming
  Alumni affairs

- **Tavia Szostek,** *Manager of Graduate Enrollment and Retention*   tavia@arizona.edu
  Graduate recruitment and admissions   (520) 621-4986
  Graduate enrollment
  Graduate retention

- **Manny Acuna,** *Program Coordinator*   manuelacuna@arizona.edu
  Room course and instruction   (520) 626-5230
  Curriculum and enrollment
  Global programming

- **Cameron Purdie,** *Program Coordinator*   ckpurdie@arizona.edu
  Handshake/student job and internship postings   (520) 626-4369

- **Jen Bates,** *Program Coordinator*   jmbates@arizona.edu
  Graduate scholarships and funding   (520) 626-4376
  Graduate student announcements

- **Sarah Minson,** *Program Coordinator*   sminson@arizona.edu
  Assisting with global graduate programs

Academic Advising Team and Duties
- **Sean Kramer-Lazar,** *Director of Advising and Student Success*   sikrame@arizona.edu
  Director of undergraduate recruitment   (520)-621-0334
  Advising
  Retention & Persistence

- **Rene Lozano,** *Manager Recruitment*   rlozano@arizona.edu
  Undergraduate recruitment   (520) 626-2519
  Undergraduate outreach
  iSchool Ambassadors

- **Meredith V. Parker,** *Sr. Academic Advisor for Online Students*   mvparker@arizona.edu
  Academic advising
  Career and professional development for UGRADS

- **Danny Downes,** *Undergraduate Academic Advisor*   downes@arizona.edu
  Undergraduate advising   (520)626-3429

- **Audry de la Rosa,** *Undergraduate Academic Advisor*   adlr@arizona.edu
  Undergraduate advising

- **Jessica Chung**, *Undergraduate Academic Advisor*   jchung1@arizona.edu
  Undergraduate advising

Marketing and Communications Team and Duties

- **Simmons Buntin,** *Director of Marketing and Communications*   sbuntin@arizona.edu
  Marketing and branding   520-626-9935 office
  Communications and media relations   520-241-7390 cell
  Website
  Videos and social media

- **Jana Phillips,** *Administrative Support Professional*   jana42@arizona.edu
  Events and calendar   (520) 621-8288
  Information X-Change Internal Newsletter
  Marketing and communications support
  Dean support

Faculty Affairs

- **Paloma Mello Haro,** *Faculty Affairs Coordinator*   pmello@arizona.edu
  Faculty Affairs   (520) 621-1174
  Promotion and tenure
  Annual faculty review
  Sabbaticals

Your hard work and dedication are a big part of our success. We are grateful!
For any questions, contact Paloma Mello Haro, Faculty Affairs Coordinator, at pmello@arizona.edu.