



University
of Idaho

UI SYSTEMS SUPPORTING FACULTY WORK

DAY 3

NEW FACULTY ORIENTATION

AUGUST 17, 2022



VANDALWEB—PORTAL TO ALL THINGS

VANDALWEB.UIDAHO.EDU

- I Personal information
- I Access to payroll and benefits
- I Grades and advising
- I Other access as assigned

University of Idaho VandalWeb

[Personal Information](#) [Faculty & Advisors](#) [Employees](#) [Finance](#) [Advancement](#) [Sponsored Programs](#)

Search

Main Menu

[Personal Information](#)
[Employees](#)
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PERSONAL INFORMATION

- I Personal information—emergency contact information
- I Vandal alerts (Moose! Snow! Campus closures! And More)
- I FERPA Tutorial--The Family Educational Rights and Privacy Act of 1974, as amended, also known as the Buckley Amendment, is a federal law that governs the confidentiality of student records
- I <https://www.uidaho.edu/registrar/faculty/ferpa>

The screenshot shows the University of Idaho VandalWeb interface. At the top, there is a navigation bar with tabs for Personal Information, Faculty & Advisors, Employees, Finance, Advancement, and Sponsored Programs. Below the navigation bar is a search box with a 'Go' button and links for RETURN TO MAIN MENU, SITE MAP, HELP, and EXIT. The main content area is titled 'Personal Information Menu' and features a 'NEW' badge next to the 'Review and Update Personal Information' link. Below this link is a list of options: Update your W2 address here, Update your Diploma address by emailing graduation@uidaho.edu, and Update your Employee Campus Mail address here. Other links in the menu include Update Emergency Contacts, Vandal Alert - Emergency Notification System, Name Change Information, Social Security Number Change Information, Change Password and Manage Technology Account, Update Ethnicity and Race, Take the FERPA Tutorial, and Vandal Card. At the bottom of the page, the release version is listed as 8.9.1.3.



EMPLOYEE MENU ITEMS

- I Enter sick leave under Payroll>Web Time
Entry/Supervisor Approvals
- I If you're on a fiscal year appointment, enter
annual leave under Payroll >Web Time
Entry/Supervisor Approvals
- I Tax withholdings and more
- I Benefits and medical coverage (renew every
year)

University of Idaho VandalWeb

[Personal Information](#) [Faculty & Advisors](#) [Employees](#) [Finance](#) [Advancement](#) [Sponsored Programs](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Employee Main Menu

- myBenefits**
Links to the myBenefits enrollment site.
- Payroll**
 - Electronic Personnel Action Form (EPAF)**
- Employee Information**
- Financial Tasks**
- UI Administrative Tasks**
- Finance Query for Non-Banner Users**
- Purchasing Service Contract**

RELEASE: 8.9.1.3

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GRADES AND ADVISING

- I** Early warning grades, Tuesday, Sept 20 at noon PDT (Links to VandalStar)
- I** Midterm grades—Monday, Oct 17 at noon PDT
- I** Final grades—Tuesday, December 20 by noon PST
- I** <https://www.uidaho.edu/registrar/faculty/grades>

University of Idaho VandalWeb

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Search

Grades Menu

Term Selection
CRN Selection
Faculty Midterm and Final Grade Entry
For more info see the [Grade Entry Quick Guide](#) or the [Grade Entry Detailed Guide](#)
Enter Early Warning Grades
Early Warning Grades are now entered in VandalStar. Clicking this link will open VandalStar in a new window.
Submit Grade for Incomplete
Request Grade Correction

RELEASE: 8.9.1.3



VANDALSTAR

VANDALSTAR.UIDAHO.EDU

VandalStar is an initiative focused on student success and increasing graduation completion rates


- I** Students can communicate with faculty through the platform.
- I** Early warning grades entered here.
- I** Allows communication between offices—sends kudos to students or notifies offices of concerns.
- I** Helps academic support offices reach out to students who are struggling
- I** <https://www.uidaho.edu/sem/vandalstar/resources/faculty-staff>

The screenshot shows the VandalStar website interface. At the top, there is a yellow navigation bar with the VandalStar logo and a search bar labeled "Search for Students". Below the navigation bar, there is a "System Announcement" section with a yellow star icon. The main content area is divided into two columns. The left column contains a light blue box with text explaining the VandalStar service and a link to "A well-connected campus is a better campus, so start using VandalStar now!". The right column contains the "Office Hours Setup Wizard" form, which includes a "Go ahead and get started" message, a "1. What day(s) do you have office hours?" section with radio buttons for days of the week, a "2. What time are your office hours?" section with input fields for start and end times, and a "3. Where are they?" section with a dropdown menu for "Type" and input fields for "Details" and "Instructions". At the bottom of the form, there is a checkbox for "Show me this Office Hours Setup Page again next time I login if I don't have any Office Hours" and two buttons: "Close" and "Set up Office Hours".



OTHER UI SYSTEMS

VANDALS ELECTRONIC RESEARCH ADMINISTRATION SYSTEM (VERAS)

 <https://www.uidaho.edu/research/faculty/submit-proposal/internal-proposal-routing>

TO DO!

- I FERPA tutorial
- I Emergency contact info
- I Sign up for Vandal Alerts
- I Explore VandalStar and set up your preferences
- I Take a tour around payroll



Dr. Tonia A. Dousay
@tadousay · [Follow](#)



So, yeah. Happy **#Friday**, from **#uidaho**, y'all! 😂
#wildlifeoncampus #mooseisloose #MoscowID



8:06 AM · Feb 18, 2022



NEW(ER) FACULTY SEMINAR 2022-23




Fall 2022 Schedule

All Seminars occur on Thursdays from 3:30pm-4:30pm unless noted. *Locations tbd.*

- Sep 1 Hot Topics and Difficult Dialogues: Applied Strategies for Teaching the Tough Stuff
12:30pm-1:20pm
- Sep 22 Developing a Strategic Plan for Funding Your Research
- Oct 13 Establishing and Managing Your Digital Presence as a Faculty Member/Researcher
- Nov 3 Mentoring Graduate Students and Preparing Future Faculty
- Dec 1 Third Year Review: Practical Advice to Support Your Success
- Dec 8 End of Semester Happy Hour/Looking Back and Looking Ahead

Spring 2023 Schedule

- Jan 26 Developing a Productivity Pipeline: Goals, Action Plans, and Work-Life Balance
- Feb 16 Utilizing the Library to Support your Teaching and Research
- Mar 9 Developing a Sustainable and Productive Research Agenda
- Apr 6 DEIA and UDL: Small Changes that Make a Big Difference
- Apr 27 Preparing for Promotion and/or Tenure
- May 4 End of Semester Happy Hour/Looking Back and Looking Ahead

 <https://www.webpages.uidaho.edu/cetl/new-faculty.asp#seminar>