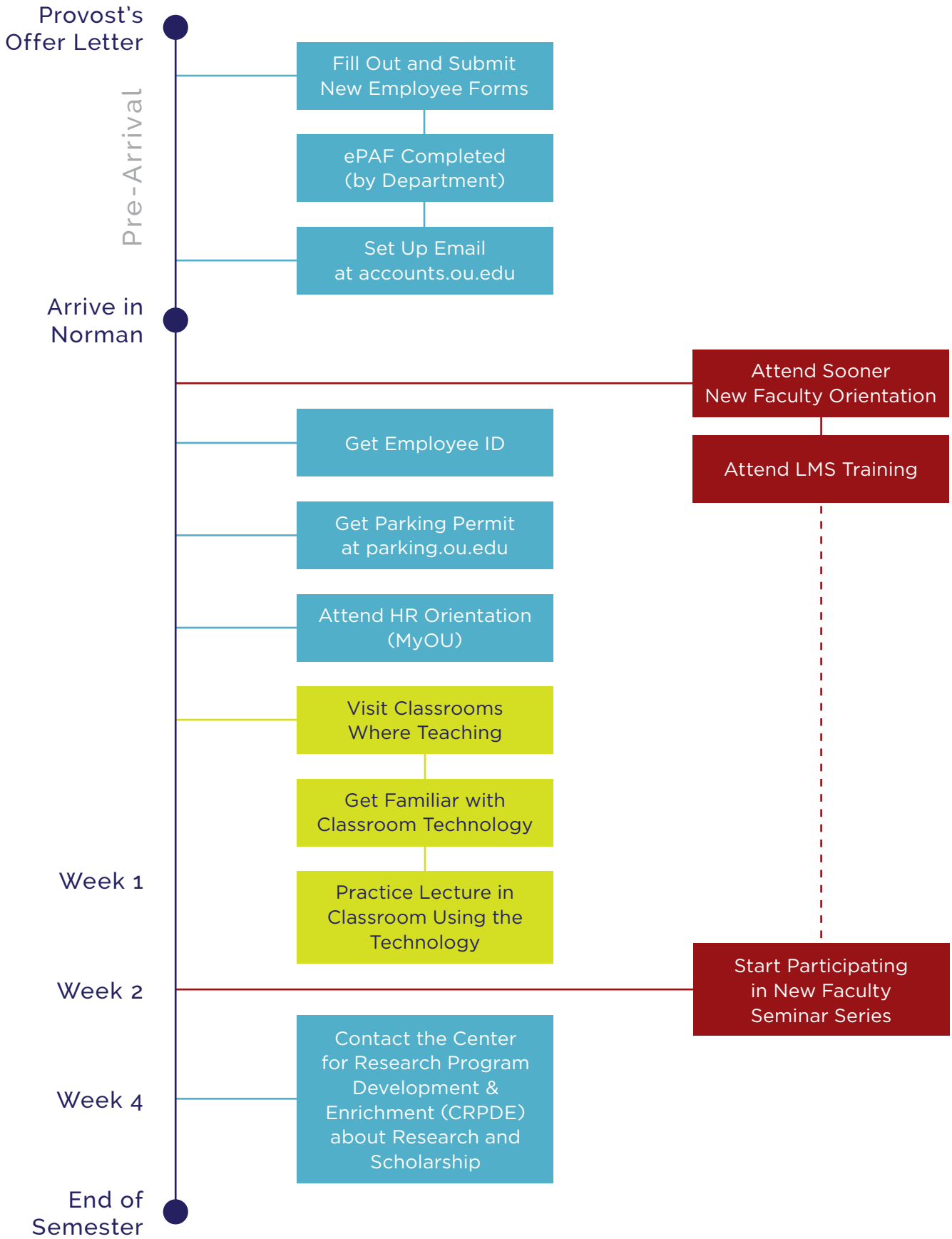


SOONER SHEETS:

Quick Guide for New Faculty Orientation



Timeline



Sooner New Faculty Checklist

Pre-Arrival

New Employee Forms (Printed, Signed, and Turned in to Payroll & Employee Services)

- Employment Eligibility and Verification (I-9)
 - Employee Personal Data Form
 - Loyalty Oath (Notarized)
 - Employee's Withhold Allowance Certificate (W-4)
 - Direct Deposit Authorization Form and Bank Documentation
 - Foreign National Information Form (Foreign Employees Only)
-
-

Before Classes Start

- Attend HR Orientation for Benefits & Retirement
 - Get Employee ID
 - Get Parking Permit (Optional)
 - Attend LMS Training
 - Attend Sooner New Faculty Orientation
-
-

Complete Within 30 Days of Start Date

University Required Trainings (Mandatory and Online)

- Sexual Harassment and Discrimination Awareness Training
- Standards of Conduct Review and Compliance
- General Safety/Hazard Communication Training
- Sooner Fire Safety
- HIPAA Privacy and Security Training (If Dept. Requires)
- FERPA Training (If Dept. Requires)

HR Requirement

- Enroll in OU Benefits
- OU Retirement Package

University

NORTH

Boyd Street

Asp Ave

Felgar Street

North Oval

Jacobson Faculty Hall

Union Parking Center

Oklahoma Memorial Union

Felgar Hall

Engineering Lab

Nuclear Engineering Lab

Evans Hall

Buchanan Hall

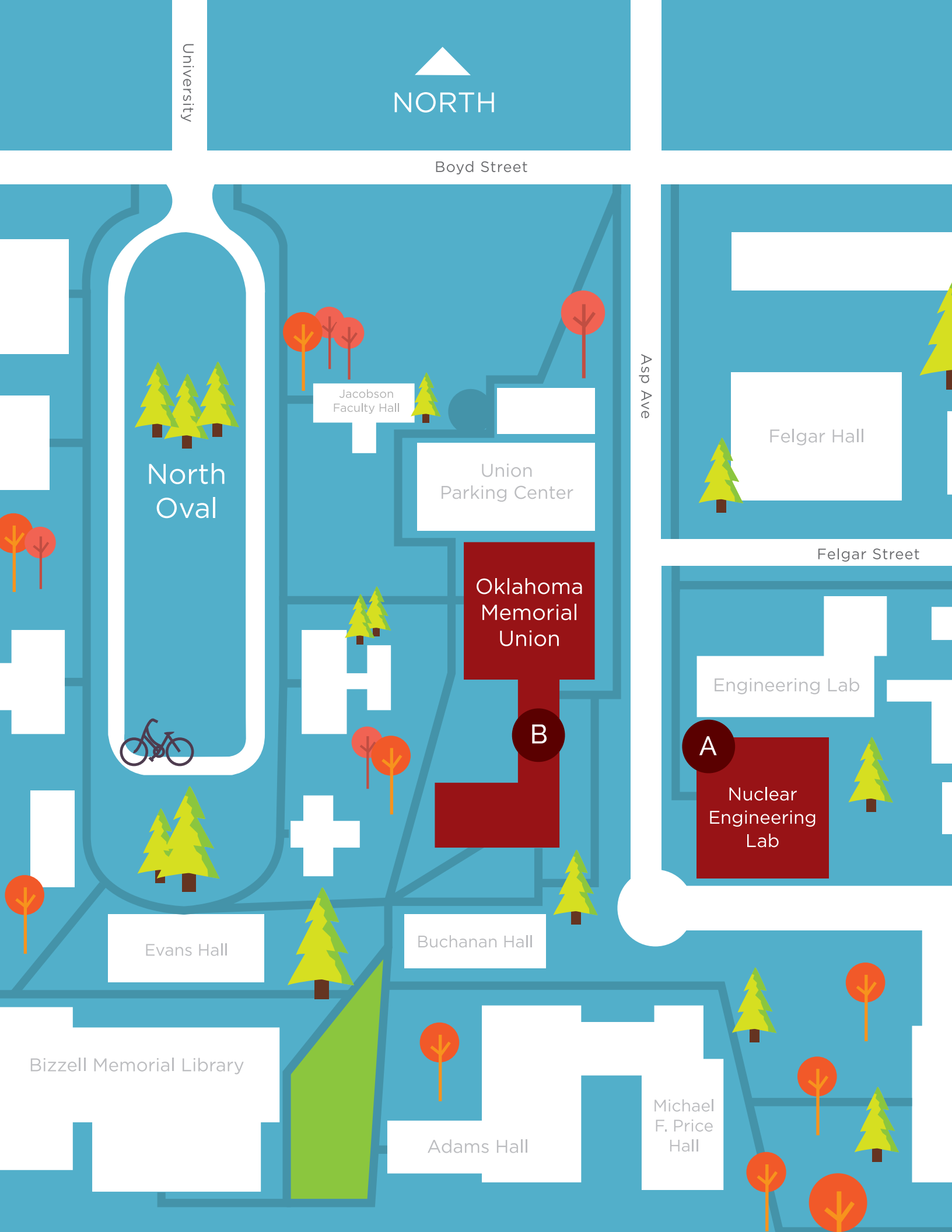
Bizzell Memorial Library

Adams Hall

Michael F. Price Hall

B

A



Human Resources | Payroll and Employee Services

A

Nuclear Engineering Laboratory (NEL), 2nd Floor
905 Asp Avenue
Norman, Oklahoma 73019

HR.OU.EDU

Employee self service
OU employee discount program

HR.OU.EDU/NEW_EMPLOYEE

Step-by-step employment process
Orientation (Benefits & Retirement Accounts)

Sooner Card

B

Oklahoma Memorial Union, Room 127
900 Asp Avenue
Norman, Oklahoma 73019

OU.EDU/SOONERCARD

Employee ID
OU Library Card
Facility and Door Access

Parking Services

Cars

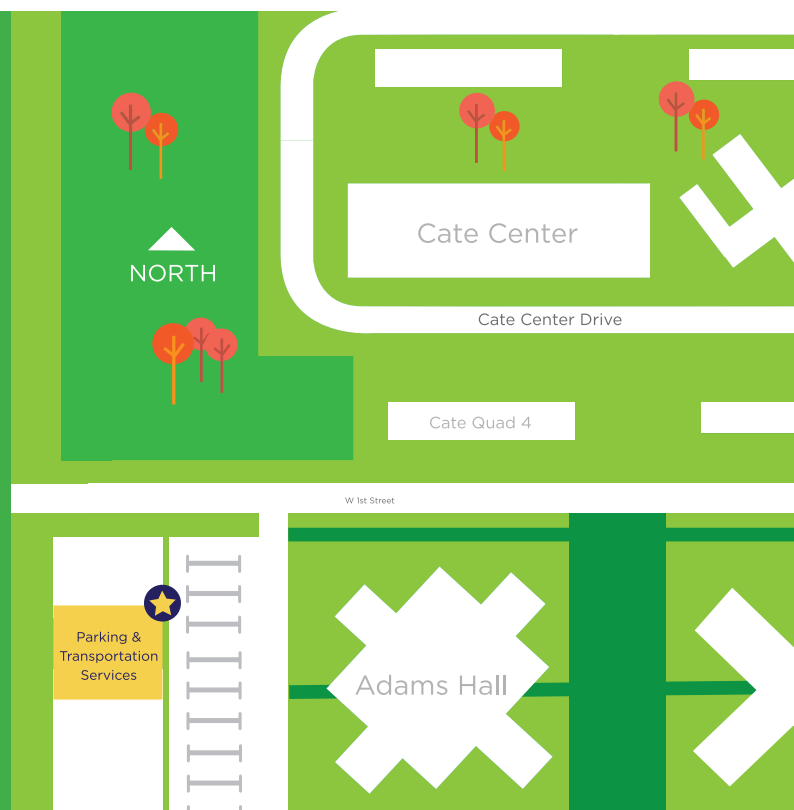
1107 Elm Avenue
Norman, Oklahoma 73072
PARKING.OU.EDU (Permits, Citations)
[@OUPARKING](https://twitter.com/ouparking)

Bicycles

BIKES.OU.EDU (Resources, Registration)

Buses

Cleveland Area Rapid Transit (CART)
CART.OU.EDU (Routes, Schedules, Fares)
[@CARTNORMAN](https://twitter.com/CARTNORMAN)
OU Faculty Ride Free with ID, Free WIFI on Board



Information Technology

325.4357 (HELP)

OU.EDU/CONTENT/OUIT/NEW-FACULTY-STAFF

OU IT Store (Retail)



Retail Store for Hardware & Devices
329 W. Boyd Street
Norman, Oklahoma 73096

ITSTORE.OU.EDU
Faculty Software (Free & Paid Downloads)

DOWNLOADS.OU.EDU
Faculty Software (Free Downloads Online)

Learning Management System (LMS)

325.4418

LEARN.OU.EDU
Learning Management System

MYMEDIA.OU.EDU
Video Content Delivery and Curation
Course Videos and Streaming

Technology Setup

1 Connect to OU Network

NET-REG.OU.EDU

3 Download Free Software

DOWNLOADS.OU.EDU

5 Configure Courses in LMS

LEARN.OU.EDU

2 Configure OU.EDU email

ACCOUNTS.OU.EDU

4 Purchase Software

- OU IT Store
- At the OneU Store
- At the ITSTORE.OU.EDU

6 Access

MYMEDIA.OU.EDU

IT Support by College

College of Architecture
Tony Naranjo | tnaranjo@ou.edu

College of Fine Arts
Dean's Office | 325.7370

College of Education
Chad Bryant | 325.5969

College of Arts & Sciences
Gary Bates | gbates@ou.edu

Gaylord College of Journalism
Buddy Wiedermann | bud@ou.edu

College of Engineering
Karen Kelly | 325.9037

Price College of Business
pcbhelp.ou.edu | 325.4476

College of Law
Law Center IT | 325.0590

College of International Studies
Donna Cline | 325.3581

IT Service Centers

B Engineering Laboratory,
Room 201

200 Felgar Street
Norman, Oklahoma 73019
325.3364

C Gould Hall,
Suite B10

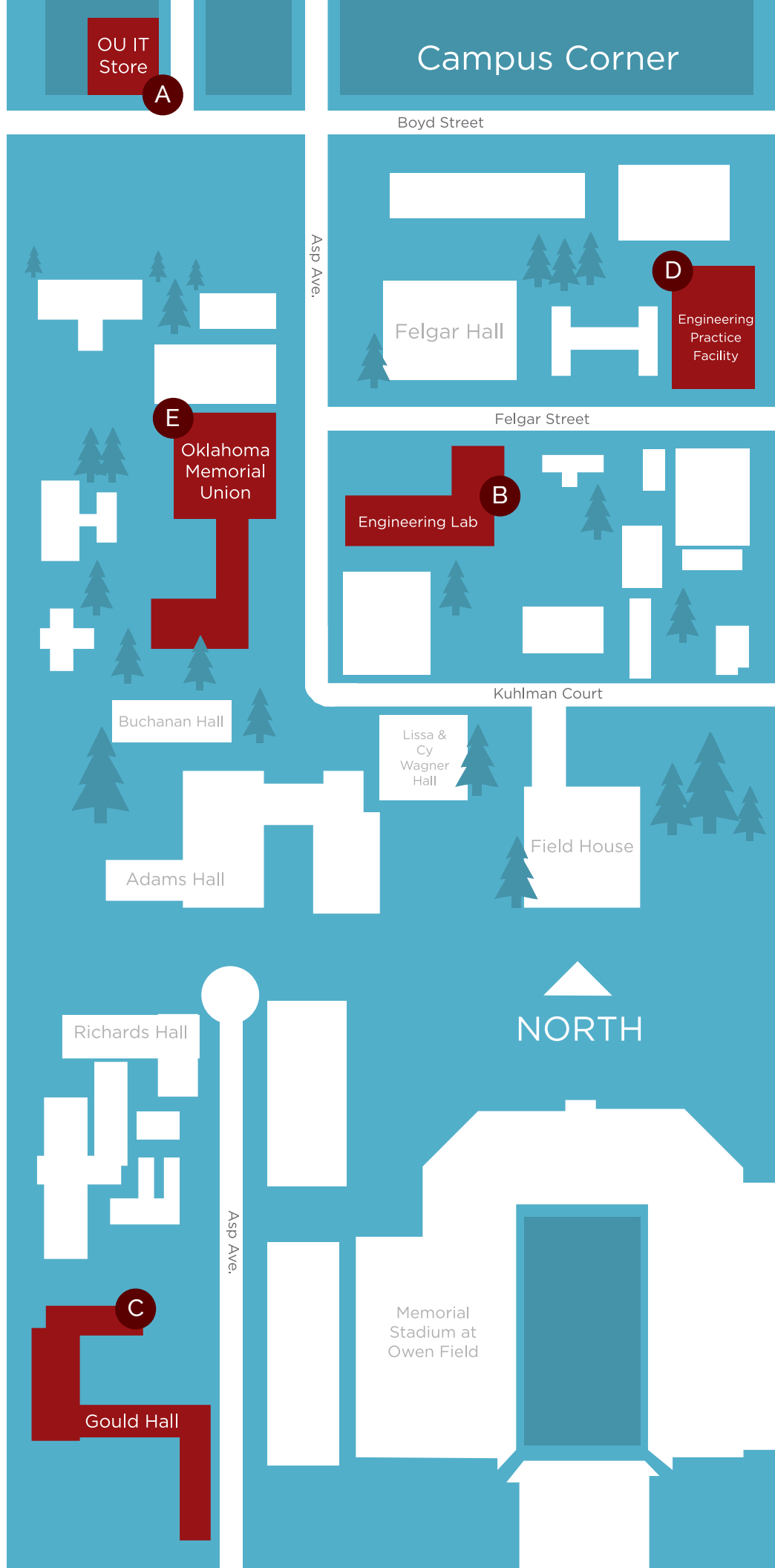
830 Van Fleet Oval
Norman, Oklahoma 73019
325.5981

D Engineering Practice
Facility, 2 Floor

850 South Jenkins Avenue
Norman, Oklahoma 73019
325.5700

E One University Store

Oklahoma Memorial Union,
Room 101
900 Asp Avenue
Norman, Oklahoma 73096



Campus Corner

Boyd Street

Asp Ave.

Felgar Hall

D

Engineering Practice Facility

Felgar Street

Engineering Lab

B

Kuhlman Court

Buchanan Hall

Lissa & Cy Wagner Hall

Field House

Adams Hall

NORTH

Richards Hall

Asp Ave.

Memorial Stadium at Owen Field


Gould Hall

C




Research Support Services

Office of Research Services (ORS)

 Andrea Deaton, Executive Director
Five Partners Place,
201 Stephenson Pkwy, Ste. 3100
Norman, Oklahoma 73019


ORS.OU.EDU
325.4757
adeaton@ou.edu

Institutional Review Board (IRB)

 Faustina Layne, Director
One Partners Place, Suite 1750
350 David L. Boren Boulevard
Norman, Oklahoma 73019

IRB.OU.EDU
325.8110
irb@ou.edu

Center for Research Program Development & Enrichment (CRPDE)

 Todd Fuller, Associate Director
Five Partners Place,
201 Stephenson Pkwy, Ste. 3100
Norman, Oklahoma 73019

CRPDE.OU.EDU
325.0268
crpde@ou.edu

Imhoff Rd.

Jenkins Ave.

Chesapeake St.

Congress St.

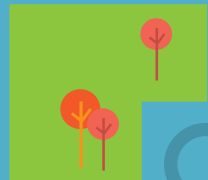
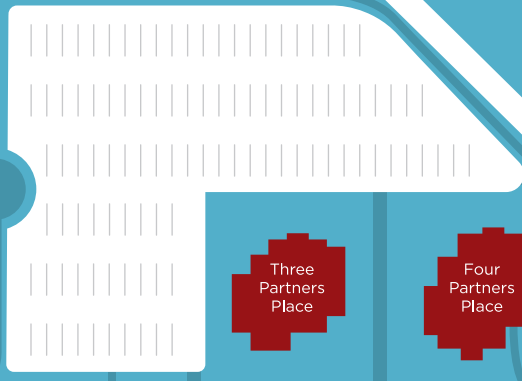
Monitor Ave.

Stephenson Pkwy.

David L. Boren Blvd.

NORTH

Highway 9



Goddard Health Center

B

Lissa & Cy Wagner Hall

A

Bizzell Memorial Library

Adams Hall

Field House

Brooks Street

Zarrow Hall

Hester Hall

Nielsen Hall

Richards Hall

Armory

Robertson Hall

Gittinger Hall

George Lynn Cross Hall

Kaufman Hall

South Oval

Asp Ave. Parking Facility

Memorial Stadium at Owen Field

Parsons Street

Eln Ave.

Ellsworth Collings Hall

Gould Hall

Copeland Hall

Dale Hall

Gaylord Hall

NORTH

Lindsey Street

Cate Center Drive

Cate Center

David L. Boren Hall

Cate Center Drive

Asp Ave.

Hoover Street

W 1st Street

Adams Hall

C

Walker Tower

Huston Huffman Fitness Center

Academic Support Services

Student Learning Center & University College Action Tutoring



Mark Walvoord, Director
Wagner Hall, Room 245
1005 Asp Avenue
Norman, Oklahoma 73019
325.8434

Oklahoma University Writing Center



Michele Eodice, Director
Wagner Hall, Room 280
1005 Asp Avenue
Norman, Oklahoma 73019
325.2936

Student Support Services

OU Cares



Graduation Office,
Wagner Hall, Room 203
325.0841
oucares@ou.edu
Refer students who need help
overcoming personal challenges
to succeed at OU

Behavior Intervention Team

325.7700
normanbit@ou.edu
Contact first and when concerned for
student, faculty, or staff behavior

Disability Resource Center



Goddard Health Center
325.3852
drc@ou.edu
Accommodations for students with
learning disabilities

Academic Integrity Programs

325.3224
integrity@ou.edu

Institutional Equity & Title IX Office



Walker Center, Room W220
1406 Asp Ave.
Norman, Oklahoma 73019
325.3549



University Libraries

LIBRARIES.OU.EDU

Bizzell Memorial Library

401 West Brooks Street
Norman, OK 73019
325.4142

Architecture Library

Gould Hall, Room 105
830 Van Vleet Oval
Norman, OK 73019
325.5521

Engineering Library

Felgar Hall, Room 222
865 Asp Avenue
Norman, OK 73019
325.2941

Fine Arts Library

Catlett Music Center, Room 20
500 West Boyd Street
Norman, OK 73019
325.4243

Physics and Astronomy Library

Nielsen Hall, Room 240
440 West Brooks
Norman, OK 73019
325.2887

Youngblood Energy Library (Geology)

Sarkeys Energy Center, Room R220
100 East Boyd
Norman, OK 73019
325.6451

NORTH

Campus Corner

Elm Ave.

Boyd Street

Stanley Catlett Music Center

D

Fred Jones Jr. Memorial Art Center

Carson Engineering Center

Devon Energy Hall

F

Sarkeys Engineering Center

C

Felgar Hall

Fine Arts Center

North Oval

Oklahoma Memorial Union

Felgar Street

Elm Ave. Parking

Physical Sciences Center

Goddard Health Center

Evans Hall

Buchanan Hall

Kuhlman Court

Jenkins Ave.

Bizzell Memorial Library

A

Adams Hall

Zarrow Hall

Nielsen Hall

E

South Oval

Memorial Stadium at Owen Field

D

Gould Hall

Asp Ave. Parking Facility

Elm Ave.

Copeland Hall

Dale Hall

Gaylord Hall

Lindsey Street

Cate Center Drive

Office of Senior Vice President & Provost

P. Simin Pulat
Vice Provost for Faculty Development

OU.EDU/CONTENT/PROVOST/RESOURCES
pulat@ou.edu



Center for Teaching Excellence (CTE)

Mark Morvant, Executive Director
Wallace Old Science Hall, Room 224
640 Parrington Oval
Norman, Oklahoma 73019

TEACH.OU.EDU | OUCTEBLOG.COM
325.2323
teach@ou.edu

 [@teachOU](https://twitter.com/teachOU)



My Information

Administrative Assistant

NAME:			
PH:		EMAIL:	

College Librarian

NAME:			
PH:		EMAIL:	

Research Liaison

NAME:			
PH:		EMAIL:	

Graduate Liaison

NAME:			
PH:		EMAIL:	

Program Assistant Liaison

NAME:			
PH:		EMAIL:	

NAME:			
PH:		EMAIL:	

NAME:			
PH:		EMAIL:	



OFFICE OF THE
Senior Vice President & Provost
The UNIVERSITY of OKLAHOMA

teach@ou.edu | (405) 325-2323 | teach.ou.edu