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Director’s Welcome

Welcome to the International Arctic Research Center (IARC). We are a nexus of arctic system science composed of researchers focusing on the interconnections between climatology, atmospheric dynamics, oceanography, geophysics, terrestrial and marine ecology, hydrology, and many other disciplines. We strive to foster greater advances in understanding of the Arctic through international collaborations. One of our objectives is to introduce our new Faculty into productive and satisfying collaborations with scientists at IARC and throughout the world. We believe communication is one of the most important keys to success. Please make your supervisor and mentor(s) aware of your goals and the steps critical to achieving those goals. We want to help you be successful. It is in everyone’s interest to help you become a productive researcher, but we also want to help you launch a successful career. It is our hope and expectation that your time at IARC will be intellectually stimulating, academically fulfilling, and scientifically productive.

Larry Hinzman, IARC Director
This handbook provides information intended to ease your transition to IARC and to assist you in being a productive member of the IARC faculty. Your supervisor will help familiarize you with IARC operations so that you are able to quickly and smoothly fit into your workplace. Personnel are referred to throughout the IARC Faculty Handbook by their position title; for convenience a quick reference guide to key personnel is provided at the back of this handbook. You can find complete and current information on who’s who among IARC faculty and staff by exploring the people pages of the IARC website, as well as comprehensive information about the university and its policies in the UAF Faculty handbook.

Organizational Structure

IARC is a Research Institute of the University of Alaska Fairbanks. As such, IARC falls under the directive of the Vice Chancellor of Research, Mark Myers. The Chancellor of the University of Alaska Fairbanks is Brian Rogers. The complete University of Alaska system, under the direction of President Gamble, comprises the University of Alaska Fairbanks, the University of Alaska Anchorage, and the University of Alaska Southeast in Juneau. A pared down schematic of the UA structure showing the “location” of IARC is shown below. A schematic of the compete UA organizational structure can be found here. IARC was jointly established at the University of Alaska Fairbanks by the government of Japan and the government of the United States, together with the State of Alaska. Since its inception the IARC Group has grown and today includes the Alaska Center for Climate Assessment & Policy (ACCAP), the Alaska Fire Science Consortium (AFSC), the Alaska Climate Science Center (AK CSC), the Center for Global Change and Arctic System Research (CGC), the Cooperative Institute for Alaska Research (CIFAR), the Geographic Information Network of Alaska (GINA) and the Scenarios Network for Alaska & Arctic Planning (SNAP).
Logistics

Campus map

The core of IARC is physically located in the Syun-Ichi Akasofu Building, named after IARCs founding director Dr. Syun Akasofu on the “West Ridge” of UAF campus. The Akasofu Building is in the upper left corner of the campus map.

Office Space/Building Access

Contact IARC’s Operations Manager to discuss office space, storage space, building access, and telephone set up. You will be given an access key card that will allow you to enter the building outside normal hours (8 a.m.–5 p.m.). If required you may also have your access card programmed to permit access to the Mather Library and the Commuter room after hours, as well as to access to the Lockers/Showers located on the 1st floor of the building.

Lab Space

Lab space at IARC is limited. It may be necessary to contact other UAF departments to secure appropriate space for any lab-based research activities you plan to conduct. This is best coordinated through your supervisor. If your lab space is located within the IARC building, contact IARC Operations Manager to obtain a lab key.

Food Venues

West Ridge Café is located in the Arctic Health Research Building, Room182, across the street from Syun-Ichi Akasofu Building. The café is open Monday–Friday 7:30 a.m.–3:30 pm and serves breakfast, lunch, and snack items. There are additional dining choices on lower campus in the Wood Center and in Lola Tilly Commons.

Parking

UAF requires that employees wishing to park a vehicle on campus purchase a yearly or semester parking decal. The annual decal fee for a single vehicle is $220 as of September 2013. Parking permits can be paid for through payroll deduction. Weekly or daily passes may be purchased from the parking permit kiosk located on Thompson Drive as you enter the university campus. Some of the visitor parking lots close to the Eielson Building and Signers’ Hall operate on meters. The UAF Parking Services office is located in the Office of the Bursar, Eielson Room 116 on the 1st Floor of Signers’ Hall, on lower campus. Contact Parking Services (x7275) or check their website for additional information.

Bicycle racks are positioned in the front and rear of the building. Secure bicycle garages may be rented for $10/month from Parking Services.

E-mail Account

IARC’s Human Resources Technician will set up your IARC e-mail account and will add you to
the IARC faculty list-serve to ensure you receive pertinent notifications.

**Polar Express Card**

The Polar Express card is your university ID card. It also serves as a library card and a debit card at university cafeterias and vending machines. The Polar Express office (x7657) is located in the Office of the Bursar in Signers' Hall on lower campus. As an IARC employee, you have the option of having a combined Polar Express and IARC access card. See the Operations Manager for the required paperwork for this option.

**Post Office**

Post office boxes are available at the UAF Post Office in Constitution Hall. As of Aug 2013, they are $90/year. Information can be found on the UAF Facilities Services website.

**Recreational Opportunities**

The UAF Student Recreation Center (SRC) located on lower campus houses a weight room, running track, pool, climbing wall, and courts. Passes can be purchased on a daily, weekly, monthly, semester, or annual basis. Hours of operation and fees can be found on the SRC website. The UAF Outdoor Adventure center provides numerous guided trips throughout the year and rents outdoor equipment such as kayaks, canoes, camping gear, skiing and climbing equipment. See their website for rental rates. UA also sponsors a wellness program for faculty, students and staff. Located on the west ridge of the UAF campus IARC is very close to the UAF trails network, maintained for non-motorized use. More information and maps can be found on the North Campus web page.

**Commuter Room**

The commuter room on the 1st floor of the Akasofu building is a great place to store skis and outwear. There are a limited number of lockers available. To secure a locker for personal use, identify an unused one and secure it with your own lock.

**IARC Profile Page**

New Faculty should provide a headshot to the Operations Manager for use on your IARC profile in the online directory. You can customize your profile page with details of your education, research interests, publications, and personal website by logging into the IARC website and clicking the "Edit your profile" link.

**IARC Online Forms and Information**

The internal IARC website has numerous useful links to downloadable forms (e.g., travel, purchasing, letter-head, presentation templates, etc.). Login credentials are required to access this site. See the Web Manager for a user name and password.
Business cards

Contact the Operations Manager if you would like business cards with your information and the IARC logo. Alternatively, use the template found on the [internal IARC website](#) to create and print your own.

Supporting Facilities

Library Services

There are three libraries on the UAF campus: [Bio-Sciences](#), [Rasmuson](#), and [Keith B. Mather](#). Additionally, you will have access to a variety of online catalogues and journals through the library websites. IARC Faculty are encouraged to approach Mather library librarians for a tour and introduction to available resources. Our librarians are very helpful and knowledgeable, and are happy to assist in literature searches. Check the library websites for more information.

Computer/Printer Resources

Contact IARC’s Network Manager to discuss computer and printer needs. IARC has some basic desktop PC’s that you can use. Specialized machines or laptops required for your research should be purchased from your start-up funds. [Printer drivers](#) and instructions can be downloaded from the IARC Tek Server. Contact the Information Systems Manager with questions about linux administration services, IARC in-house computer clusters and data archiving.

IARC has print capabilities for large posters (36” or 42” width paper). A few starter layout templates are available online along with some general poster guidelines and tips on the IARC internal website. For more information or assistance with poster printing, contact the Web Manager. Please submit posters to be printed at least 3 days in advance using the Poster Print Request Form linked from the internal IARC website.

If you require access to High Performance Super Computers and/or mass storage, contact the [Arctic Region Supercomputing Center](#) (ARSC). ARSC, located next door to IARC, serves the computational needs of the University of Alaska. ARSC resources are regularly upgraded in an effort to offer state-of-the-art technology. Accounts for ARSC resources are granted to eligible researchers based on their need for High Performance Computing resources. ARSC is not a general-purpose, academic computing center and preference for project requests will be given to projects led by University of Alaska faculty or staff members and Arctic and high-latitude related research. If your mentor or supervisor has a group allocation, you can simply request a user account and access to the existing group resources. All ARSC users must complete the Information Assurance Awareness training annually. Additional information on ARSC resources and account eligibility can be found on the [ARSC website](#).
Timesheets and Benefits

Submitting Timesheets

IARC timesheets are due bi-weekly. You will be alerted by email when each timesheet is due (make sure you join the IARC listserv). You will submit timesheets electronically using UAonline. When you submit electronically, you will still need to print out your timesheet, have it signed by your supervisor, and hand it in to IARC Human Resources Technician (HR Tec). Your supervisor will instruct you in timesheet protocol and the use of UAonline for submission of online timesheets. For a two-week pay period, you should claim a total of 80 hours. If you are charging your time to more than one grant, make sure that the effort allocation is set correctly. It is important to properly account for all leave, including Sick Leave, Family Medical Leave (FML), or Leave Without Pay (LWP). Over any two week pay period 100% of your time should be allocated to assigned fund numbers or leave codes. You must submit a request form ahead of time in order to claim FML or LWP. To claim Paid Time Off (PTO), you will have to email the HR Tec directly and she will include this on your time-sheet. If you know that you will be away from IARC on leave or travel when a timesheet is due, you should fill out and submit your timesheet ahead of time. If you submit your timesheet when you are away, please inform the HR Tec to ensure that your timesheet gets submitted on time in your absence. If, while away, you are unable to submit your timesheet through the online process, email the HR Tec to let her know where to charge your hours for the pay period. Timesheets that are submitted while you are away from IARC will be received back from the Payroll Office to get the necessary signatures upon your return. Paychecks are issued bi-weekly on Fridays and can be deposited directly into your bank account. The payroll schedule can be found on the Human Resources website. You will be able to view your paystubs and accrued sick leave at UAOnline.

Benefits

All new employees are required to attend a Human Resources (HR) orientation to learn about available retirement plans, health insurance and other benefits, and to set up payroll deduction. New employee orientation can be scheduled online. The UAF HR website has additional information and links to most HR forms. Once you have been set up in the Banner payroll system, you will be able to view a summary of your benefits and contributions at UAOnline. International Faculty must obtain a Social Security card before they can be entered into the payroll system.

IARC Faculty earn 4.62 hours of sick leave per bi-weekly pay period. IARC Faculty generally have a 12-month position and are eligible for 21 days of paid time off (PTO) per year. It is important to note that PTO operates on a "use it or lose it" basis: this time does NOT carry forward year to year. Unlike Sick Leave, PTO is not tracked for Faculty at UAOnline, though it is tracked by the Geophysical Institute HR office. It is important that you write to inform your supervisor, IARC Director, and Executive Officer when you expect to be away from IARC, either on vacation or business travel or if you are ill for more than a few days.
**Union Membership**

When you are initially appointed to a position as IARC Faculty (including postdoc), you will usually be classified as banner class FN (non-represented Faculty <12 months). After the first year of your appointment, you will be transitioned to F9 (UNAC Faculty Union). United Academics is the union representing UAF employees. You are not required to join the union, but the Collective Bargaining Agreement between United Academics and the University of Alaska requires non-members to pay agency fees. This means that you may elect to become a member with full benefits, privileges, and voting rights, or you can choose not to join the union and pay only pay agency fees. Dues for full members are 1.25% of gross salary. Dues and agency fees are deducted bi-weekly from your paycheck. For additional information, contact the union at united.academics@uaf.edu.

**Employee Tuition Waiver**

UAF employees, their spouses, and their dependents are eligible for employee tuition waivers for up to 12 credits per academic year (a maximum of six credits per semester). These waivers cover tuition only, so the recipient is responsible for any other associated fees. Employees hired on or after January 1, 2013 must satisfy the six-month new employee probationary period to be eligible for the tuition waiver benefits for themselves and their dependents. Information about registration, deadlines, and a schedule of available classes can be found in the UAF catalog. Tuition waiver forms for employee credits must be signed by your supervisor and turned in when paying fees.

**Becoming Productive Research Faculty**

**Supervisors and Mentors**

During your time as an IARC Faculty member, you will have both a supervisor and a mentor, though these two roles may often be filled by the same person. Your supervisor will be identified to you in your appointment letter. If no mentor was assigned during the hiring process, before or upon arrival at IARC, you should talk with your supervisor to identify the IARC faculty member(s) you wish to act as your mentor(s). If no suitable mentor exists within IARC, potential mentors outside of IARC may also be identified.

The UAF Office of Faculty Development sponsors a faculty mentoring program for the benefit of faculty members in their first few years at UAF. The mentoring role and strategies for being an effective mentor, as well as an effective mentee are outlined in the New Faculty Mentor Program Handbook.

For clarification, the distinct roles of the supervisor and mentor are presented here:

- The supervisor manages the on-the-job performance of the mentee. The mentor is not involved in performance assessment for purposes of employment or job certification. The mentor's role is to prompt the mentee to do a process of reflection and effective self-assessment, followed by professional growth, goal setting, and planning.
The mentor guides, suggests, teaches, challenges, and coaches using the power of experience, expertise, and caring to influence the mentee's actions and growth.

The supervisor's emphasis is often on meeting short-term targets and effective day-to-day work focused on productivity and results, while the mentor will usually have a longer term, more strategic focus on the mentee’s development.

**Postdoc Mentor Plan**

IARC Postdocs are considered to be regular faculty members. UAF has a mentoring program designed for all new Faculty. All new Postdocs (and their supervisors) should review the [UAF Mentoring Handbook](#) available from the [Office of Faculty development](#). In addition, the [IARC Postdoctoral Mentor Handbook](#) has been developed to assist new Postdocs in getting the most out of their time at IARC and preparing them for their future career. It provides guidance for both the postdoc and the mentor. Both Postdocs and Mentors should familiarize themselves with the Postdoc mentor plan soon after the appointment to IARC is made. Additionally, a brochure on Mentoring at UAF can be picked up at the Office of Faculty Development at 222 Bunnell.

**Workload Agreements and Annual Activities Report**

As a UAF faculty member, you are required to complete a [Workload Agreement](#) and an [Annual Activities Report](#) projecting and reporting your professional activities each year for the period from July 1 through June 30. Workload Agreements for the upcoming year are typically due in April while Activity reports are usually due to the director in early October. To simplify this process, it is highly recommended that you keep a record of your activities throughout the year, including publications, presentations, proposals, training and public and university service. The Activity report provides an opportunity for reflection on self improvement and focus areas for the upcoming year. The self-evaluation is an important part of the evaluation process; it should assess your success or difficulty in meeting expectations identified in your workload plan.

**Annual Evaluations**

Annual evaluations are a required part of the promotion process at UAF. This is in accordance with terms of the collective bargaining agreements and past practices at UAF. Each faculty member holding special academic rank should prepare an Annual Activities Report, and a self-evaluation (see above). Each evaluation file must contain a current curriculum vita and should be submitted to the IARC director in early October each year. Evaluative feedback should be provided. More information on annual evaluations can be found on the provost website and in the [Regulations for the Appointment and Evaluation of Faculty](#). For definitions of terminology see [Faculty Appointment and Evaluation Policies](#) handbook. If you do not receive your annual evaluation from your supervisor, you need to request one from him or her.

**Promotion**

Faculty wishing to be considered for promotion in the next current academic need inform the Director in writing by the end of the current academic year (May). You will need to prepare a ‘file’ that documents your achievements as part of the review process. The file contents and
required format are specified on the Provost website. The Provost's Office holds an annual Promotion, Tenure, Pre-Tenure and Post-Tenure Review File Preparation Workshop each year, usually in August, which provides a lot of useful information on the promotion process at UAF. While IARC does not have university wide approved Unit Criteria for promotion and tenure, the below are promotion guidelines for IARC Research Faculty.

**Associate Professor:** A research associate professor has pursued a course of research to the point of establishment of a sound and well-founded line of scholarly investigation. Evidence of this is publication of a series of papers in refereed journals with a good proportion being first-authored. An additional and essential sign of maturity expected for an associate professor is demonstrated success in securing research funding through peer-reviewed competition. Other positive indicators of performance at the associate professor level are participating in international research projects and serving in international committees, mentoring of graduate students, teaching, service to the University and community at large. Although it is not mandatory, mentoring and teaching are encouraged.

**Full Professor:** A research professor has gained an international reputation for excellence in research in a chosen field. Evidence of this achievement lies in the published well cited papers in refereed journals, invitations to give talks at national and international meetings, writing of critical reviews of work in the chosen field and leadership in both international and national research projects. Additionally, it is expected that a research professor would demonstrate ability to obtain funding for him/herself and his/her post-docs, graduate students, and technical assistants. A research professor will be involved in service to the University and the community at large, and may be credited with excellence in administration of a scientific enterprise. Another positive indication is success in mentoring graduate students and teaching, although they are not mandatory.

**Integrating Research Activities**

**IARC Seminars**

IARC continues an active series of formal and informal seminars given by UAF-based scientists and visiting scientist. IARC Faculty, including Postdocs, are highly encouraged to attend and present seminars in order to meet fellow scientists and become familiar with their research. Each semester the IARC seminar series is coordinated by a different IARC student. If you would like to arrange a seminar for yourself or for a scientist you are hosting, contact IARC Operations Manager for assistance, or submit a request online. If you are hosting a visiting scientist, you are encouraged to invite him or her to conduct a seminar, so that your IARC colleagues might benefit from the opportunity. To ensure good attendance, it is advisable to advertise your seminar through flyers and appropriate departmental listservs. Submitting your event to the UAF Weekly Science Calendar is also recommended.

**Research Highlights and Spotlight Stories**

IARC is always looking for opportunities to inform the public about its researchers' discoveries, milestones, and awards. Any noteworthy development in your research is a potential Research
Highlight or Spotlight Story for the front page of the IARC website and the IARC Facebook page. This is an excellent way for your work to gain exposure. Please contact the Publications and Design Manager if you've had a noteworthy development in your research.

**Showcasing Research Through Print Materials**

Publishing your research in brochures, handouts, and poster-boards can be a great way to advertise a research project and share your findings with a broad audience. These materials can be particularly useful as an outreach and education tool, and can also help in making funding agencies and stakeholders aware of the importance of your research. To find out more about the various print options available and discuss pricing, contact the Publications and Design Manager.

**IARC YouTube Channel**

IARC’s own YouTube Channel is an excellent outreach tool for sharing your research with a wide audience. Hand-held video cameras are available to take along on research expeditions to create short descriptive movies of your work. See the Network Manager for information on the cameras currently available. Contact the Web Manager if you would like to include any videos of your research projects, lectures, or other activities on the IARC YouTube channel. For now, these videos should be ready to go without much editing. The video should have descriptive audio and/or text to explain the activity to the viewer. The Web Manager can process the video so it is in the correct YouTube format, create a title page graphic, and upload the video. If you have already uploaded videos of your research or teaching activities to YouTube, this can be linked to the IARC channel. Please note that UAF takes copyright infringement very seriously. In order to display your video on a public website you must ensure that you use copyright free music or obtain permission to use the copyrighted material.

**Research Integrity**

The Office of Research Integrity (ORI) facilitates the responsible conduct of research through educational, preventive, and service activities. Any researcher wishing to conduct research on live vertebrates, living people (i.e., research participants), recombinant DNA, genetically modified organisms, or infectious agents must contact the ORI for the appropriate clearances. Basic courses related to the Humane Care and Use of Animals, Protection of Human Subjects, and the Responsible Conduct of Research are available online.

The ORI is also responsible for conducting investigations of any allegations of research misconduct made against UAF researchers.

**Training**

The safety of our faculty, staff and students is of paramount concern. If you observe any event, process, or obstacle that you consider may be potentially harmful to any individual, it is your responsibility to inform others in the immediate vicinity and also report it to the proper authorities. All employees are required to complete a mandatory online safety training series which covers subjects such as Hazard Communication; Materials Handling; Electrical Safety Awareness; Ergonomics Awareness; and Slips, Trips and Falls. If you will be supervising an
employee you must also complete the new supervisor training program. Additional training may be required before our faculty may conduct specialized field research. These might include gun and/or bear awareness training, safe driving, or emergency medical training. Proof of completion of the UAF Driver’s Training course is required prior to lease of a vehicle from the UAF vehicle pool.

Other, voluntary training opportunities are available through the Office of Faculty Development. Workshops include syllabus design, teaching, and introduction to UAF libraries and can be very useful for new faculty. Review the Faculty Development calendar for upcoming opportunities. Links to technology training may also be found on the Faculty Development website. Additionally, the Office of Sponsored Programs offers training opportunities related to the proposal process including Pre-Award Overview, Budget Development, Indirect Costs, Matching/Cost-Sharing and Subawards vs. Procurements.

Proposal Writing

IARC Faculty members, including postdoctoral researchers, are permitted to write proposals either as a Principal Investigator (PI) or a Co-PI. If you plan to submit a proposal, contact the Proposals and Grants Manager as early as possible in order to accommodate internal deadlines. They will help prepare the budget, and all other documents required for submission of IARC proposals. Please contact them as soon as you know that you will submit a proposal. IARCs Editor can provide editorial assistance; it is recommended that you make initial contact well ahead of your submission deadline to ensure that there is adequate time to review your text. All IARC proposals must be approved by the director before submission. Please provide adequate time for review. All proposals must be sent to UAF’s Office of Sponsored Programs for final approval prior to submission. Plan to have your proposal completed at least two weeks prior to the submission deadline to allow for enough time for processing. All proposals to the national Science Foundation (NSF) that include a Postdoctoral researcher must contain a Postdoc mentor plan. Both the boiler plate sample NSF postdoctoral mentor plan and a more IARC specific template for this plan can be found on the internal IARC website.

Listservs

Some of the following listservs recommended by IARC faculty will help you to stay up to date with research developments and funding opportunities.

- ArcticInfo is a moderated mailing list maintained by the Arctic Research Consortium of the United States (ARCUS).
- CryoList is an unmoderated electronic mail distribution list intended to communicate information between researchers studying snow and ice.
- Arctic Update is a daily email newsletter that keeps readers abreast of Congressional hearings, legislative actions, noteworthy news stories, and future events related to the Arctic.
- ART list-serve is a low traffic list-serve for those interested in joining an international
pan-Arctic network of interdisciplinary Arctic System Scientists.

- **The Arctic This Week** is a comprehensive weekly briefing of Arctic related stories.

- **UAF science calendar** notification list provides notifications of lectures, seminars, workshops, thesis/dissertation defenses, special events and other UAF science-related activities.

- **NSF Program Announcements and Information** provides updates on active funding opportunities from the National Science Foundation.

**Undergraduate Research Assistants**

IARC Faculty, including postdoctoral researchers, are encouraged to hire undergraduate student assistants. This will provide you with valuable supervisory experience and will expose these students to real scientific research. Discuss with your supervisor the need and possibility of hiring an undergraduate assistant. If funding does not exist through the supervisor’s research program, discuss the hiring possibilities with IARC Director. Once you receive approval to hire an undergraduate student, meet with IARC’s Executive Officer about listing the position posting. Do this at least four weeks prior to the desired start date for the position. You must then compile a list of screening and interview questions. The Executive Officer can provide examples of questions. Job postings will be advertised through **UAKjobs**.

**Traveling for Research/Conferences/Workshops**

If desired, new Faculty can use their start-up funds to cover travel to relevant scientific meetings, workshops, and other events. Additional travel funds will depend on funding availability and will be at the discretion of the supervisor. Other funding opportunities for travel include the EPSCoR office (travel must to be related to the EPSCoR mission). As new Faculty seek to secure their own funding through research proposals they should be mindful of budgeting for appropriate travel related to the proposed project. Travel authorization forms (TAs) must be filled out and approved before travel arrangements can be made. Ideally, TAs should be completed at least a month ahead of known travel dates in order to work out any problems. Contact the Travel Coordinator for assistance, or see the IARC travel page on the IARC internal website for more information.

**Work Related Purchasing**

To make a work related purchase you will need to fill out a Purchase Requisition form ahead of time. An electronic version of the form can be downloaded from the IARC internal website. Information required includes identification of the vendor, item description, item price and the Fund and Org number of the project that is to be charged. Completed forms should be turned in to the Purchasing Officer. Allow up to 5 business days for processing your Purchase Requisition. Once your requisition has been approved either your goods will be ordered for you, or you will be granted purchasing authority on the department credit card. The department credit card must be returned to the Purchasing Officer the same day it is checked out along with receipts received from purchases made.
Information for Foreign Nationals

According with our organization’s nature, IARC faculty come from a very diverse set of backgrounds. The following information is a brief overview of requirements for foreign nationals; it is the individual’s responsibility to ensure that this information is correct and up to date. More detailed information will be available during your International and HR orientations. Faculty coming to IARC from outside the United States must acquire the correct visa, usually an H-1B or in some cases the J1. Depending on your home country, it may take several months for visa approval; please plan accordingly.

You must have the following documents after arriving at IARC:

1) A non-expired passport, valid for the duration of your stay, at minimum 6-months from your date of arrival in the U.S.

2) A valid visa

3) A copy of the electronic I-94 record or if driving into the U.S, the I-94 Arrival and Departure Record which you receive upon arrival into the USA. If your I-94 form has an expiration date, please notify the International Advisor.

4) The I-797 Approval notice for the H-1B status or

5) DS-2019 Certificate of Eligibility for Exchange Visitor form for the J-1 status. This document is requested by your sponsoring organization (IARC), issued by UAF and is used to determine the dates that you are authorized to participate in your research program.

All foreign visitors employed by UAF need to apply in person for a Social Security card. You must check in with the UAF Office of International Programs and Initiatives before submitting the application. Forms, instructions and directions will be provided by the OIPI staff. You should receive your card approximately two weeks after applying.

If you are in J-1 status, you must provide your residence and mailing addresses to the Office of International Programs. If either changes, you are required to notify the OIPI within 10 days of the change(s). If you are in H-1B status, you are required to update your address with U.S. Citizenship and Immigration Services. This may be done online. You may contact the OIPI for the current website.

As you will be earning income in the US, you will be required to file a tax return each year. Compliance with the US tax code is the responsibility of the individual. Annual IRS tax forms must be postmarked no later than midnight on April 15. More tax information for international scholars and links to forms can be found on the OIPI website.

Further information can be found on the Office of International Programs website.
Quick Reference Guide to Key IARC Personnel

Below is a guide to key IARC personnel that can assist you through your time as IARC Faculty. A comprehensive and continually updated guide to who’s who in IARC can be found on the IARC website.

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