Welcome to KU

An introduction to the University of Kansas for new faculty and staff
Dear Colleague,

Welcome to the University of Kansas. I am glad you have decided to contribute to our university’s mission to educate leaders, build healthy communities, and make discoveries that change the world.

A flagship research university is truly a great place to make a living, and a vibrant city like Lawrence is a great place to live. The education and research done across our campuses improves the lives of our fellow Kansans and those living well beyond our state’s borders. I know you will add to this legacy.

You are joining a growing community. As we add a new science building and student facilities to the Lawrence campus, we are working to address the needs of our students, faculty and staff for years to come.

You will find that we are committed to a diverse and inclusive environment, and I am confident you will find professional and personal fulfillment as part of the KU community.

This brochure is an introduction to the resources available to support your success here. I wish you the very best as you take this new step in your career.

Sincerely,

[Signature]

From Chancellor Bernadette Gray-Little
Before You Arrive

In preparation for your first day on the job, you will need to complete essential paperwork in our online system and in person prior to your first day of work. KU’s onboarding system allows employees to complete documents online with quick and easy tutorials. It also will provide you with notification of your assigned Shared Service Representative, who will make an appointment with you to finalize work authorization paperwork, take a photo for your KU employee identification card (KU Card), and answer any remaining questions you have. For more information, go to humanresources.ku.edu/new-employee-onboarding.

KU Online ID
Your KU Online ID gives you access to all the online systems and services you’ll need to be successful at KU. So, be sure to get your KU Online ID and set up your password and security questions for system access before your start date. Just go to myidentity.ku.edu and choose “Set up your KU Online ID.”

Benefits Info
Benefits-eligible employees who want health insurance must enroll within 30 days of their start date. For this reason, we recommend you begin reviewing benefits information now. You can see all benefits categories, including health, leave and retirement at humanresources.ku.edu/benefits-overview. For health insurance information specifically, go to humanresources.ku.edu/health-overview. There you’ll find the information you need to make an informed decision.

GETTING TO KNOW KU
Explore KU’s beginning and storied history over the past 150 years at kuhistory.com. Do you want to learn more about the Jayhawk, the Rock Chalk Chant, and Waving the Wheat? Go to ku.edu/about/traditions. KU’s Bold Aspirations strategic plan is our guide in transforming our institution. Read about Bold Aspirations and find progress updates at boldaspirations.ku.edu. The companion to Bold Aspirations is Changing for Excellence, a set of initiatives designed to implement efficiencies and capture cost savings, which can be redirected toward teaching and research priorities. Learn more about Changing for Excellence at cfe.ku.edu.
Welcome to Campus

Employee Orientation
All new staff members begin their careers at KU by attending an employee orientation session after arriving on campus. There you will learn about the University, your rights and responsibilities as an employee, and details regarding pay and benefits. Orientation sessions are held approximately every two weeks. You can register through mytalent.ku.edu. The Provost’s Office sponsors an orientation for new faculty before fall and spring semesters. New faculty will receive an invitation by email.

Pay & Leave
KU employees are paid on a biweekly basis through direct deposit. Pay dates and other information is available at payroll.ku.edu. You can set up direct deposit, request eligible leave, view paychecks, and more through the HR/ Pay system at hr.ku.edu. Vacation, sick and holiday leave are standard for KU staff, although accrual varies based on several factors. Academic year faculty members are not eligible to earn vacation or holiday leave, but are eligible for sick leave.

KU Card
The KU Card is the official University of Kansas identification card for faculty, staff and students. More than just your official ID, you can also use the card for photocopying, food purchases, access, and more on campus by making a deposit into your Beak ‘Em Bucks declining balance account. You can use your Beak ‘Em Bucks at approximately 40 off-campus merchant locations. And, your KU Card can serve as your debit and ATM card if you open an account at Commerce Bank. Be sure to stop by the KU Card Center in the Kansas Union to learn more about the KU Card.

Information Technology
KU Information Technology provides workstations, software, systems, and technology support for teaching, learning, service, and research. KU IT works with department administrators to provide the right technology tools for each employee. Campuswide services include the fast and secure Jayhawk Wi-Fi network, Blackboard learning management system, research file storage, and HR/Pay. Faculty and staff also are eligible for free and discounted software for home use, including Microsoft Office and Adobe Creative Cloud.
Parking & Transportation

Parking
KU has a closed campus, with traffic generally restricted from 7:45 a.m. to 5 p.m. Parking lots are color-coded, with Red, Blue, and Gold lots available to faculty and staff based on years of service and age. License plate recognition is used to enforce parking regulations, so be sure to register all vehicles when you purchase your permit. Free bus service is available on campus, including from the large Park & Ride lot where parking spots are typically always available.

parking.ku.edu

Buses
The University and the City of Lawrence work together to provide coordinated public transportation through KU on Wheels and Lawrence Transit. KU faculty, staff, and students can ride campus and city buses for free on campus, and by showing their KU Card when boarding off campus. Students, faculty, and staff traveling to and from the Edwards Campus can ride the K-10 Connector (nicknamed “The Jo”), which is operated by Johnson County Transit and runs Monday – Friday between the KU Lawrence Campus, KU Edwards Campus, and Johnson County Community College in Overland Park.

kuonwheels.ku.edu | lawrencetransit.org | thejo.com

myKU Portal
KU offers a growing menu of online applications and services to help you achieve your goals. The myKU portal at my.ku.edu provides quick and easy access to these tools from one central location, including HR, purchasing, academic, and other systems. Plus, you’ll get important notifications in one convenient place.

my.ku.edu
Explore Campus

Accessibility
KU recognizes and values the importance of creating a diverse and inclusive community, and is committed to providing equal opportunities and equal access to all University facilities. For information or issues regarding physical or institutional barriers to access, please contact the ADA Resource Center for Equity & Accessibility at 785-864-4946 or hrdept@ku.edu.

Diversity & Equity
The Office of Diversity and Equity works collaboratively with the campus community on the recruitment, retention, and professional development of under-represented faculty and staff. The Office also coordinates academic support and programs for students from under-represented groups. diversity.ku.edu

Places
There are several ways to explore the Lawrence campus and learn more about its rich history. Start at places.ku.edu for a map, along with comprehensive building and landmark listings and descriptions. Take a virtual guided tour of campus at admissions.ku.edu/tour.

Dining
The Kansas Memorial Unions operates a number of dining facilities on campus, from coffee counters in the Libraries and other buildings, to food courts in the Kansas Union and Wescoe Hall, and a full-service restaurant in the Kansas Union. union.ku.edu/dining/dining-locations

Entertainment & Culture
You'll never lack for something to do during the week or on weekends at KU. Concerts, museums, forums on political and social issues, and other events provide ample opportunity for intellectual and cultural experiences. calendar.ku.edu

When talking about KU many people think of the Lawrence campus, but the University has eight locations across Kansas:

• Lawrence Campus
• Medical Center Campus in Kansas City
• Edwards Campus in Overland Park
• Wichita Campus (School of Medicine and School of Pharmacy)
• Salina Campus (School of Medicine)
• Kansas Law Enforcement Training Center in Hutchinson
• Juniper Gardens in Kansas City
• Life Span Institute at Parsons

The University officially opened on September 12, 1866, on Mt. Oread, overlooking the Kansas River Valley. Today, the Lawrence campus occupies approximately 1,000 acres on Main Campus and West Campus. With approximately 33,200 students, faculty and staff, KU's Lawrence campus would rank as the 13th largest city in Kansas.
**Natural History Museum**
A “must see” is the Panorama of North America Mammals created for the Kansas Pavilion at the 1893 World’s Columbian Exposition in Chicago, which has been the signature exhibit at KU’s Natural History Museum for nearly 125 years.

[naturalhistory.ku.edu](http://naturalhistory.ku.edu)

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**Spencer Art Museum**
With more than 36,000 artworks and artifacts, everyone can find something of wonder at the Spencer Museum of Art. Through its diverse, internationally-known collection, the museum seeks to spark curiosity, inspire creativity, and create connections among people.

[spencerart.ku.edu](http://spencerart.ku.edu)

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**Lied Center**
As a catalyst for the arts, creativity, engagement, and experiential learning opportunities, the Lied Center hosts world-class performing arts and speaking events, and serves as a communal gathering space for shared experience, connection, conversation, and the celebration of achievement.

[lied.ku.edu](http://lied.ku.edu)

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**Dole Institute of Politics**
Unique and stately in its architecture, including a 29-foot stained-glass American flag window which greets visitors, the nonpartisan Dole Institute celebrates the life and work of Kansas senator and presidential candidate Robert J. Dole. The facility houses Dole’s papers and hosts political events.

[doleinstitute.org](http://doleinstitute.org)
Sports
Hearing the Rock Chalk chant echo through Allen Fieldhouse during a basketball game will give you goosebumps; but KU’s 15 other sports offer many thrills and chills too. Whatever your favorite sport, come out and cheer on the Jayhawks! Contact KU Athletics for season ticket information.
kuathletics.com

Health & Fitness
Recreation
KU employees have access to a number of indoor and outdoor recreation facilities, including two fitness facilities, outdoor tennis and volleyball courts, intramural fields, and a challenge obstacle course. Robinson Center is free for KU employees, and offers a swimming pool, basketball courts, fitness equipment, and more. For a low monthly fee, KU employees can join the Ambler Student Recreation & Fitness Center, which includes fitness equipment, basketball, volleyball, racquetball/squash and soccer courts, a climbing wall, equipment rental, indoor track, and other amenities.
recreation.ku.edu

Wellness
Although it primarily serves KU students, Watkins Health Services offers an on-campus Immediate Care Clinic for faculty and staff. Services available to KU employees include immunizations (e.g., flu shots, international travel), laboratory tests and radiology, massage therapy, pharmacy, and physical therapy. The clinic is not intended to provide primary care services on an ongoing basis to faculty and staff.
studenthealth.ku.edu/faculty-and-staff-services

Libraries
KU Libraries sees more than 1.6 million visits every year at seven campus locations. In addition to providing access to print and online materials, KU Libraries provides instructional, research, and publishing support, as well as community outreach. All faculty and staff are eligible to use library services and materials.
libraries.ku.edu
Lawrence Community

If you’re new to KU but not new to Lawrence, you already know our main campus is in the center of a vibrant and culturally-rich community. Those of you from outside the area will soon discover the many wonders of Lawrence, including our thriving downtown, diverse local and regional events, area lakes, vibrant arts and music scene, and our indelible history.

explorelawrence.com

Housing

From tree-lined historic neighborhoods to no-maintenance communities, downtown lofts, or rolling acreage outside of city limits, you’ll find a home in Lawrence to meet your style and needs. The Lawrence Board of Realtors can help you start your search for a house by introducing you to a qualified real estate agent who can show you our city’s diverse neighborhoods.

lawrencerealtor.com

If you prefer to rent a home, there are plenty of options, from individual units in turn-of-the-century houses, to luxury complexes with all the amenities. When searching for the right place to rent, keep in mind that some properties market primarily to students, while others cater more to young professionals, families, or older adults.

Schools

Lawrence public schools are in USD 497, which contains 14 elementary schools (K-5), four middle schools (6-8), and two high schools (9-12). In addition, there are religious-based, Montessori, and other private schools. USD 497’s College and Career Center also provides high school juniors and seniors with focused, experiential learning opportunities in science, technology, business, and industry.

usd497.org

Preschools

There are numerous private and non-profit preschools in Lawrence, including two well-regarded options on the KU Lawrence campus: Hilltop Child Development Center (hilltop.ku.edu) and Edna A. Hill Child Development Center (cdc.ku.edu). Additional information about child care and preschool providers in Lawrence is available at ks.childcareaware.org.
Entertainment & Culture
Lawrence has long been known for its active and diverse music scene, hosting a number of up-and-coming artists before they were big names. A number of venues offer live music to suit almost any taste. A summer family favorite is the Lawrence City Band outdoor concert series at the South Park Gazebo, where Lawrence residents of all ages bring blankets and lawn chairs to enjoy the music.

Theatre Lawrence
In 2013, Theatre Lawrence began a new chapter in its nearly 40-year history when it moved into a new building. The community theater features local and regional actors displaying extraordinary talent. Each season’s line-up includes a mix of plays and musicals, with many opportunities to act, work behind the scenes, or simply enjoy the shows in the audience. Theatre Lawrence also offers classes and workshops for kids and adults.
theatrelawrence.com

Lawrence Arts Center
Visual arts, drama, dance, music—the Lawrence Arts Center is a regional center for visual and performing arts, contemporary exhibitions, film, and lectures. More than 120 teaching artists lead workshops and classes for adults and kids, ranging from ballet to hip-hop dancing, from ceramics to painting, screenwriting, and more.
lawrenceartscenter.org

Lawrence Public Library
It’s not just about books. The Lawrence Public Library is a hub of activity, learning, and creativity. The library offers workshops and programs for people of all ages, DIY and genealogy resources, public computers, a project recording studio, ice skating (winter), and more.
www.lawrence.lib.ks.us

Watkins Museum of History
Explore the history of Lawrence and the surrounding area at the Watkins Museum downtown. Operated by the Douglas County Historical Society, the museum shares stories of the people and events that have shaped our community.
watkinsmuseum.org

Lawrence Farmers Market
Open from April to November on Saturdays, and May to October on Tuesdays, the Lawrence Farmers Market isn’t just a place to buy fresh produce and local products, it’s a community experience.
www.lawrencefarmersmarket.com
Health & Fitness

Hospital
Lawrence Memorial Hospital is a non-profit, community-owned hospital serving Lawrence and the extended community with patient care locations throughout Douglas County. LMH has been recognized as a Top 100 U.S. hospital.
lmh.org

Recreation
Lawrence has a wide range of indoor and outdoor activities for all ages and lifestyles. The city has 54 parks, three public pools, and four public and private golf courses. Numerous city-owned recreation facilities provide access to indoor courts and outdoor playing fields for a variety of sports. Lawrence Parks and Recreation also offers programs and classes, from “Archery” to “Zumba.” Seventy miles of walking/biking trails encircle and run through the city.
lawrenceks.org/lprd

In 2014, the City of Lawrence completed the 181,000 square-foot Sports Pavilion Lawrence at KU’s Rock Chalk Park athletic facility. The Sports Pavilion features a cardio/weight area, indoor space for basketball, volleyball and soccer, a 1/8-mile indoor track, and outdoor lighted tennis courts.
sportspavilion.lawrenceks.org

Youth Activities
Kids will find plenty of opportunities for competitive sports at every level in Lawrence from private, public, and non-profit organizations. Key providers include Lawrence Parks and Recreation, Kaw Valley Soccer Association, Lawrence Youth Football, Douglas County Amateur Baseball Association (LPRD), and Lawrence Girls Fast-Pitch Association (LPRD).
lawrenceks.org/lprd | lawrenceyouthfootball.org | kawvalleysoccer.com

Area Lakes
Two large lakes provide boating, swimming, camping, and other activities near Lawrence. Clinton Lake is just five minutes southwest of Lawrence and covers 35 square miles. Perry Lake, covering 11,150 acres, is located 25 miles northwest of Lawrence.
Clinton: go.ku.edu/G3Gr8 | Perry: go.ku.edu/2K2gUz

EXPLORE MORE ONLINE
As you see, there is plenty to do at KU and in the Lawrence area. You can explore more online with direct links to information, activities, places, and events of interest at go.ku.edu/lokAH.

KU is a great place to work and the Lawrence area routinely appears on various lists of “top places to live.” We know you will find a warm, friendly, and vibrant community both on campus and off campus.

Thank you for joining the University of Kansas and helping us “lift students and society by educating leaders, building healthy communities, and making discoveries that will change the world.”
OUR VISION
To be recognized as a top-tier public international research university.

OUR MISSION
To lift students and society by educating leaders, building healthy communities, and making discoveries that will change the world.

Lawrence Campus Fall of 2015

24,612 Students enrolled

1,649 faculty members

3,606 staff members

9,805,606 Square feet of KU buildings, the oldest existing was built in 1890

6,840 total acres of off-campus facilities

986 total acres to our five main campuses

858 total acres to our Lawrence campus

371 DEGREE PROGRAMS

28 Active startup companies based on KU research

Half of Kansas doctors trained at KU

4,250 Undergraduate degrees granted in 2014

2,440 master's, doctoral and professional degrees granted in 2014

Photos courtesy of KU Marketing Communications and Justine Hamilton
Department of Human Resource Management
University of Kansas
Carruth O’Leary Hall, Room 103
1246 West Campus Road
Lawrence, KS 66045-7521

hrdept@ku.edu
785-864-4946

Statement of Non-Discrimination:

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression, and genetic information in the university’s programs and activities. Retaliation is also prohibited by university policy. The following persons have been designated to handle inquiries regarding the nondiscrimination policies and are the Title IX coordinators for their respective campuses: Executive Director of the Office of Institutional Opportunity & Access, IOA@ku.edu, 1246 West Campus Road, Room 153A, Lawrence, KS 66045, 785-864-6414, 711 TTY (for the Lawrence, Edwards, Parsons, Yoder, and Topeka campuses); Director, Equal Opportunity Office, Mail Stop 7004, 4330 Shawnee Mission Parkway, Fairway, KS 66205, 913-588-8011, 711 TTY (for the Wichita, Salina, and Kansas City, Kansas, medical center campuses).