School of Health and Human Sciences

New Faculty Handbook

2011-12

Information for the New Faculty Member
School of Health and Human Sciences
Dean’s office 401 HHP
PO Box 26170, UNCG
Greensboro, NC 27402-6170
(336) 334-5980
FAX (336) 334-5089 (Stone); 336-334-3238 (HHP)
Website: www.uncg.edu/hhs
Revised: August, 2011
Welcome to the School of Health and Human Sciences (HHS). The following handbook is being provided to familiarize you with policies and resources at UNCG and to give you the tools that you need to make a smooth transition into the School’s academic community.

UNCG and our School of Health and Human Sciences offer many services to help you with your teaching and research. This handbook provides you with resources which will help you in your teaching and research activities. It is organized in two sections:

1. Checklist of things to do or review for the new or returning faculty member
2. A listing of university resources and policies to support your teaching and research activities

If you have additional questions, please contact your Department Chair or one of our Associate Deans:

Dr. Kathy Williams, Associate Dean for Undergraduate Programs, k_willia@uncg.edu, 227 Stone, 256-0218.

Dr. Dave Demo, Associate Dean for Graduate Programs, 229 Stone, dhdemo@uncg.edu, 256-0089.

Dr. William Dudley, Associate Dean for Research, 235 Stone, wndudley@uncg.edu, 256-2475.

**Checklist of Things to Do or Review**

**Upon arrival at UNCG before the semester begins:**

1. Complete all required employment and payroll forms and turn them into the secretary of the department in which you are employed. Also, visit the UNCG Human Resources Office (123 Mossman Building) to complete your I-9 form and the UNCG First Card Center in Elliot University Center (Room 121) to obtain your UNCG ID Card.

   This is extremely important because campus email, personal web/server space, UNCG ID’s, parking permits, and other necessary resources are not available to you until all required forms are complete and processed through the Provost’s Office.
Departments and their locations within the School are:

**Communication Sciences and Disorders**  
300 Ferguson  
Main telephone number: 256-2008  
**Kristine Lundgren, Chair**  
K_lundgr@uncg.edu

**Community and Therapeutic Recreation**  
420 HHP  
Main telephone number: 334-5327  
**Stuart Schleien, Chair**  
sjs@uncg.edu

**Human Development and Family Studies**  
248 Stone  
Main Telephone number: 334-5307  
**Dr. Mark Fine, Chair**  
mafine@uncg.edu

**Kinesiology**  
250 HHP  
Main telephone number: 334-5347  
**Dr. Joe Starnes, Chair**  
jwstarne@uncg.edu

**Nutrition**  
318 Stone  
Main Telephone number: 334-5313  
**Dr. Deborah Kipp, Chair**  
D_kipp@uncg.edu

**Public Health Education**  
437 HHP  
Main telephone number: 334-3240  
**Dr. Dan Bibeau, Chair**  
bibeau@uncg.edu

**Social Work**  
268 Stone  
Main Telephone number: 334-5147  
**Dr. Elizabeth Lindsey, Chair**  
evlinse@uncg.edu
2. Consult your Department Chairperson and ask for a copy of past course syllabi. Copies of syllabi for all courses can be normally be found in your department’s main office. Syllabi should follow the format outlined in the UNCG Curriculum Guide (http://provost.uncg.edu/Underedu/content/Curriculum_Committee/Curriculum_Guide/2010-2011%20Curriculum%20Guide/Printed%20Curriculum%20Guide%2010-11.pdf, see pg 71).

3. You may order books for your class directly from the UNCG Bookstore website at http://uncg.bncollege.com. Click on the Faculty and register to create an account. Students often can save money by renting their textbooks or purchasing them online.

4. Directors of Instructional Technology Consult with Pam Howe, pkhowe@uncg.edu, 256-0294, 230 Stone, or Jane Harris, 334-3269, jane_harris@uncg.edu, 300A HHP concerning the use of a wide range of tools for instructional technology and pedagogy. Consult with Frances Clerk, fmclerk@uncg.edu. See the Appendix for a list of the services provided.

5. Arrange for your parking permit by calling the Parking Office at 334-5681, signing up online at http://parking.uncg.edu, or going by the office from 7:30 AM – 4:00 PM on weekdays. Reserved parking for guest speakers and visitors to Stone may be requested from the School receptionist by coming by the office in 235 or calling 334-5980. The School has three parking places that are available on a first come, first serve basis behind Stone Building. For visitors to other HHS buildings, contact the Dean’s Office, 334-5744 for instructions.

6. Ask your department secretary about the location of your department mailbox. Be sure to check it often for messages and other important information.

7. Ask your department secretary about availability of office space. You will need a key. Your department secretary will assist you with obtaining your key. Since keys have to be made by the locksmith, it takes several days to receive a key. Depending on where your office is located and what other locations you will need to access (Departmental Office, Laboratory, etc.), you may be issued an ‘intellikey’ or a swipe card. These latter materials will often enable you to enter multiple locations without carrying multiple keys. You will be given instructions about which entry mechanism is used in which building/location. You will be notified when they are ready and must be picked up personally from the Work
Information Center, 2nd floor, Sink Building, located on the corner of Highland and Oakland Avenues, 334-3456. Keys will not be issued by Physical Plant without an UNCG ID. Keys are to be turned in to the department secretary or Physical Plant upon leaving university employment.

Generally, keys will not be needed for classrooms. These are usually left open during class times. If a classroom is locked, you may come to the Dean’s Office, 235 Stone, between the hours of 8:00 AM – 5:00 PM (for Stone Building), ask a Housekeeper, or call Campus Security at 334-5963. Faculty with offices in the HHP Building can access locked classrooms using their outside door key.

___ 8. Departments have different policies concerning assistance with word processing and copying needs. Be sure to discuss this with your chairperson and department secretary.

___ 9. Most classrooms are equipped with multimedia teaching stations. Check the classroom that has been assigned to your course. You will need to make arrangements with staff from the Teaching and Learning Center (TLC) in the McIver building (334-5078) for training and to get a key for the teaching stations. These keys should help you gain access to any multimedia podium on the UNCG campus. Seminar rooms, 246 belonging to HDF, 269 belonging to SWK, and 350 belonging to NTR, in the renovated 1929 Wing of Stone Building have data projectors in the ceiling and ports in the walls to connect a laptop. Laptops are available through the respective departments. The HDF Department, SWK Department, and the Nutrition Department have keys to their rooms and computer cabinets. Teleconference capabilities are available in Stone 169 and 186 by reservation. Call Mr. Lane Ridenour at 334-3969.

___ 10. Your class roster can be accessed through UNCGenie. Go to: http://www.uncg.edu/reg/Faculty/classRosters.html before the first day of class.

___ 11. By the end of the first week of the semester, turn in a copy of your course syllabus to your department.

A sample syllabus format can be accessed at the following website under Standard Syllabus Format at the bottom of the page. http://provost.uncg.edu/publications/academic/curriculum.asp

___ 12. Consult the Undergraduate and Graduate Bulletins for additional information about the academic programs in your department. You will find these to be very helpful in answering questions about class calendars, academic policies and procedures, and areas of study. Both Bulletins are on the web at http://web.uncg.edu/reg/Bulletin/Current/Default.aspx (undergraduate) and http://www.uncg.edu/grs/bulletin/index.html (graduate).
Listing of University Resources and Policies

E-mail Accounts

All faculty, staff and enrolled students can activate Unix accounts to send/receive mail at UNCG. Listservs and e-mail aliases are other mail services UNCG provides. To obtain an E-mail account, complete the on-line UNCG Computer Account Request Form at https://banweb.uncg.edu/prod/hwzkcsar.P_UncgCSAR. You can reset your passwords at any time at: reset.uncg.edu. Additional help may be obtained by e-mailing 6-TECH@uncg.edu or calling the Help Desk at 256-8324.

The main campus currently uses Gmail as its e-mail software.

Academic Integrity Policy

It is important that all students be made aware of the Academic Integrity Policy at UNCG. It is recommended that you include a copy of and/or a link to the Academic Integrity Policy in your course syllabus. You should also make students aware of these policies during one of your first class meetings. Violations of the Academic Honor Code are handled according to the procedures in the policy, which can be found at http://studentconduct.uncg.edu.

Advising/Life Planning for Students

If you have advising responsibilities or encounter students who you feel need advising, please consult with your Department Chairperson. Within HHS, methods for student advising are defined in the academic department. In addition, a school-wide resource is our HHS Director of Student Services, Ms. Jennifer Clark, who may be contacted at 334-5736 or jdaustin@uncg.edu and who also facilitates our HHS Advising Center designed to assist with undergraduate advising needs. Information about the HHS Advising Center can be found at the link below. http://www.uncg.edu/hes/students-services-hes-advising.html

Many students have life and career questions once they begin their coursework. The Office of Life Planning and Personal Development (https://www.uncg.edu/hhs/ssc/) directs students to many resources that may assist students in making decisions about majors and career goals. Mr. Bill Johnson, 231 HHP, 207-6795, directs this office. Students can be directed to this website or Mr. Johnson for a range of planning and life skills.

BlackBoard

UNCG supports BlackBoard 9.1 as a tool for managing your course. BlackBoard 9.1 offers a password-protected website for all your course documents, and includes tools for synchronous and asynchronous discussions as well as for online testing. While BlackBoard can be used to develop completely or partially online courses, it can also be used in many ways for all courses. Help with using BlackBoard in your courses is available from Pam Howe, Director of Instructional Technology (256-0294, pkhowe@uncg.edu, 230 Stone) or Jane Harris, (334-3269, jane_harris@uncg.edu, 300A HHP). If you plan to use BlackBoard, please contact Pam Howe or Jane Harris as soon as possible for help in establishing your BlackBoard course.
**Book Orders**

Orders for required and suggested/optional textbooks are usually sent into the bookstore during the preceding semester before the course is offered, but can still be ordered several weeks before the semester begins. You may fill out a book order form available in your department, or you may complete your order online at [http://uncg.bncollege.com](http://uncg.bncollege.com). Click on the *Faculty tab and log-in to your account*. Please give a copy of your book order to your department secretary. For additional help in ordering books, please contact the *UNCG Bookstore* at 334-5563 and ask for *Textbook Manager*.

**Class Rosters**

If you are listed as the instructor of record for a course, you can also access your class roster through *UNC Genie*. Go to the secure area in *Genie*. Class lists are found under the *Faculty Services* tab. Your roster is also available on BlackBoard.

**Classroom Space**

Classrooms are assigned by the registrar. If your classroom space is too small for your class, contact your department secretary for help in requesting a new classroom. Please be aware that changing classrooms is very difficult at the beginning of a semester and may mean moving to a different building on campus. If you move to a new classroom, be sure to post a notice at the original classroom so that students are able to find the new room.

Please estimate your anticipated class size as accurately as possible when the schedule is proposed. As noted above, classroom space is at a premium across the campus. Scheduling a class in a too large space wastes important space; scheduling a class in a too small space often results in a cascade of movements.

**Classroom Teaching Stations**

*Teaching stations*: Contact the *Teaching and Learning Center* for keys and information on how to use the teaching stations (*computer, video, and data projector*) in classrooms. Operational information is also online at: [http://www.uncg.edu/tlc/technical/station/index.html](http://www.uncg.edu/tlc/technical/station/index.html). Please contact *TLC* at 334-5078 well before your first class to arrange for instruction on the use of the teaching stations. Keys to the teachings stations are issued after the instruction session. If you experience computer, network, projector or any other problems in a classroom, use the keypad on the teaching station to contact the TLC. This same keypad can be used for emergency notifications. Or, call the *TLC* at 334-5078 to report the problem. If you specify that your problem is in a classroom, they will send a technician to investigate the problem promptly.

**Collaboratory**

HHS maintains a student and faculty “collaboratory” which includes a large plasma TV and ports for up to four laptops. This resource is very useful for student or faculty projects where multiple participants can view work such as a poster, grant, or presentation on a large screen and make edits. Collaboratories are located in Stone 228, HHP 300 and at the west end of the 3rd floor of the HHP.
building. You will need to reserve a time to use this resource. Please Pam Howe or Jane Harris for more information.

**Computers**

The School has two *Client Services Technicians* (Mr. Brian Downs and Mr. Al Cody) who assist with computer set-ups, loading of software, and computer problems. If you have a new computer or need assistance with installation, please call Brian or Al at 6-TECH (256-8324) to request assistance. When you call 6-TECH the appropriate technician will be informed of your work order and will contact you to provide the assistance you need. Be sure to keep a copy of the work order number given for future reference. Many times problems can be resolved by the computer technician staffing the help desk phones.

**Copying**

HHS Departments will copy examinations and handouts for you. Ask the chairperson or department secretary in advance what your department’s policy is concerning material formats for copying and how many days in advance the materials should be turned in for copies to be available when you need them.

**Course Evaluations**

Students are asked to evaluate all *HHS department* courses every semester. All faculty members must have students in each of their classes complete student course evaluations. A packet of evaluation forms will be provided to you for your classes. Hard copy student course evaluations are administered during one of the final classes of the semester. Some departments administer evaluations online. The instructor is to leave the room while students are completing their course evaluations. Select a student to collect all course evaluation materials and return them to the department secretary.

**E-Reserves at Jackson Library**

E-reserves are placed on your Blackboard site. Photocopied items are scanned into *Adobe PDF (Portable Document Format)* files by the Jackson Library staff, which are then viewed through a Web browser plug-in. Detailed instructions for creating and using *E-Reserves* at UNCG are located at [http://library.uncg.edu/info/depts/access_services/reserves/ereserves.aspx](http://library.uncg.edu/info/depts/access_services/reserves/ereserves.aspx). Copies of materials to be placed on *E-Reserves* are usually due several weeks before the semester begins, but if you cannot make the deadlines, the librarians at the Current Periodicals and Reserve Desk may still be able to help you set up *E-Reserves*. Call the Current Periodicals & Reserve Desk at 334-5245 for assistance. We are very proud of the resources available to our faculty and students at Jackson Library. We hope that you can take time to visit the library in person or on the web at [http://library.uncg.edu](http://library.uncg.edu).

**Faculty ID Cards**

You may obtain a *Faculty/Staff ID card (FirstCard Plus)* once your paperwork has been processed with the University and you are officially hired. To get a *UNCG FirstCard Plus*, visit the UNCG FirstCard Center, located in Elliott University Center (Room 121). A FirstCard representative is there to assist you from 8:30 AM – 5:00 PM, Monday through Friday. Faculty/Staff must present a *picture ID* and be in
the Banner System with an active job assignment before the card can be issued. This card will identify you as an employee of the University and allow you access to equipment and materials in the Teaching and Learning Center and resources at Jackson Library. For more information about the FirstCard, go to http://firstcard.uncg.edu.

**Grading Policies**

Your grading policy must be displayed in each course syllabus. You must inform students of grading criteria for an overall course grade as well as for individual assignments. Guidelines for grading are found in the Undergraduate Bulletin or on the web at http://web.uncg.edu/reg/Bulletin/Current/Default.aspx and in the Graduate Bulletin on the web at http://www.uncg.edu/grs/bulletin/.

Final grades must be turned into the University Registrar’s Office within 48 hours after the scheduled exam period for your course, except for students identified as graduating. Those students’ grades must be turned in within 24 hours after the scheduled exam period. Final grades can be entered directly by the instructor in UNCGenie. Go to the secure portion of the site and then click on the Faculty Services tab. Be sure to turn a hardcopy of all grades into the department secretary. Keep copies of all records regarding student grades, including a copy of the final grade sheet for your course.

**HHS Research**

The faculty in our school have an excellent record of scholarship, research, and creative activity. Faculty regularly publish their work, win national and regional grants and contracts, and exhibit their work in nationally recognized arenas. If you are a new tenure-track faculty member, we will work with you (typically in collaboration with your department chair) to help establish your research program and enhance your grant writing abilities and savvy. HHS has both pre-award and post-award support services as well as statistical consulting services available to faculty who are seeking external funding for their research or contracts. Please contact Dr. Bill Dudley, Associate Dean for Research (wndudley@uncg.edu, 256-2475) with questions you may have concerning your research program and the support that HHS can provide. More information about research in HHS can be found at http://www.uncg.edu/hhs/oor/.

**Parking**

As on most college campuses, parking at UNCG is limited. Parking on the street is hard to find and is restricted. You can purchase a parking permit for surface parking or one of the parking decks from the Parking Office in the Walker Avenue Parking Deck from 7:30 AM – 4:00 PM on weekdays, sign up online at http://parking.uncg.edu, or call 334-5681.

**Safety at UNCG:** The University has a wide range of safety resources and policies. These are summarized at: http://www.uncg-campus.info/go/site/1365/.

- UNCG has emergency notification systems
  - SMS text messaging: when you login to BlackBoard, you will be prompted to update your contact information. Supplying your cell phone number will enable the Safety office to contact you by text message in cases of emergency.
  - Pop up messages are sent to classroom media podia in case of emergency.
**Student Services**

Our school has a Director of Student Services, Ms. Jennifer Clark (334-5736, jdaustin@uncg.edu). Ms. Clark directs the HHS Advising Center, organizes student and school events such as Dean’s Ambassadors, the annual HHS Honors Convocation, and Graduation. In addition, Ms. Clark directs the HHS scholarships program, freshmen and transfer student orientations, special educational events for students, and the HHS honor society, Kappa Omicron Nu. Her office is located in 228 Stone.

Many students have life and career questions once they begin their coursework. The Office of Life Planning and Personal Development ([https://www.uncg.edu/hhs/ssc/](https://www.uncg.edu/hhs/ssc/)) directs students to many resources that may assist students in making decisions about majors and career goals. Mr. Bill Johnson, 231 HHP, 207-6795, directs this office. Students can be directed to this website or Mr. Johnson for a range of planning and life skills.

**UNCG Personnel Policies and Publications**

The Office of the Provost provides the majority of personnel services to faculty; however, the Office of Human Resource Services handles University benefits for all faculty and staff, as well as the Worker’s Compensation Leave and the Family and Medical Leave programs. Additionally, several University and State policies apply to both SPA (staff) and EPA (faculty) employees and are maintained on the HRS web site. Therefore, several of the related links on [http://provost.uncg.edu/publications/personnel/index.asp](http://provost.uncg.edu/publications/personnel/index.asp) will take you to the HRS web site.

**UNCG Internal Research Support**

UNCG’s Office of Research and Economic Development has available funds to assist tenure-track faculty in getting their research program underway. The funds are competitive and require a short proposal that is reviewed by members of the Research Grants Committee. New Faculty Grants, for untenured faculty in their first year at UNCG, provide up to $5,000 in research support, and are due at the end of January. Summer Excellence grants for all untenured faculty provide $5,000 in summer salary, and are due at the end of September. Regular Faculty Grants, available to all tenured or tenure-track faculty, provide up to $5,000 in research support and are due at the end of September. For more information on these grants, go to [http://www.uncg.edu/rsh/fundingopportunities.htm](http://www.uncg.edu/rsh/fundingopportunities.htm) Collaborative proposals may be submitted for larger funding amounts.

**University Teaching and Learning Center (TLC)**

The Teaching and Learning Center is located in the McIver building, which is between the Stone building and the Foust building. The primary mission of the TLC is to support faculty in their efforts to enhance the University’s instructional programs. TLC provides instructional development activities, including workshops and seminars, instructional materials on line, equipment, test and data scanning services, and consultation in instructional development and in the use of instructional technology. For example, workshops for learning about various features on Blackboard offered throughout the semester. The TLC website has an online catalog of all instructional videos available for checkout at [http://www.uncg.edu/tlc](http://www.uncg.edu/tlc). You may also visit the TLC at the McIver Building.
End of Semester Activities

Near the end of the semester, packets of student course evaluations will be placed in your department mailbox. All faculty members must have students in each of their classes complete student course evaluations. This is usually done during the last week of classes. Follow directions enclosed in the packets and return them promptly to your departmental secretary. You will receive your results several weeks after the end of the semester.

During the last week of the semester, it will be time to begin final grading. Grades may be posted electronically at: http://www.uncg.edu/reg/Faculty/grades.html. Please keep a copy for your records and ask your department secretary if she keeps a copy.

If you will not be teaching for your department next semester, be sure to turn keys into your department secretary or Physical Plant upon leaving university employment.

Additional helpful tips can be found at:
- HHS website under Faculty and Staff Resources
  https://www.uncg.edu/hhs/documents/documents.html (this page is password protected. Login with your usual id and password)
- UNCG website under Faculty and Staff
  http://www.uncg.edu/faculty_staff/index.html
Appendix

HHS ITC Services
(last updated 8/10/11)

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<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Email</th>
<th>Tel.</th>
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<tbody>
<tr>
<td>Jane Harris</td>
<td>HHS Instructional Technology Consultant</td>
<td>HHP 300A</td>
<td><a href="mailto:jane_harris@uncg.edu">jane_harris@uncg.edu</a></td>
<td>334-3269</td>
</tr>
<tr>
<td>Pamela Howe</td>
<td>HHS Director of Instructional Technology</td>
<td>Stone Bld. 230</td>
<td><a href="mailto:pkhowe@uncg.edu">pkhowe@uncg.edu</a></td>
<td>256-0294</td>
</tr>
<tr>
<td>Frances Clerk</td>
<td>HHS Instructional Technology Consultant</td>
<td>HHP 401E</td>
<td><a href="mailto:fmclerk@uncg.edu">fmclerk@uncg.edu</a></td>
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Instructional Technology Services for Faculty, Adjuncts, and TAs

- Assist faculty with the design, development, and implementation of online and hybrid courses, using Blackboard, Elluminate, etc.
- Work collaboratively with faculty to author discipline-based instructional materials, i.e., paper-based instructional guides, computer-based tutorials, graphics, presentations, etc.
- Work collaboratively with other ITCs to provide training and documentation related to e-learning for the entire campus, and collaborate on research and development projects.
- Work collaboratively with faculty on conference presentations and articles that relate to teaching with technology.
- Keep current on the range of instructional technology solutions available in the various technology units on campus.
- Identify, evaluate, and test existing and candidate hardware, software, and updates.
- Maintain awareness of university and national policies related to instructional technology use.
- Provide feedback on proposed university technology policies and hardware and software adoption as requested.
- Maintain equipment (cameras, camcorders, clickers, etc.).

Instructional Technology Support Services for Students

- Provide training for students in multimedia design for effective presentation both face-to-face and on the web (course projects).
- Provide training for effective data presentation for different populations.

Website Design, Creation, Maintenance, and Training

- Create new sites for the School, departments, offices, centers, as well as services, activities, and events. For example, we created provided a template for websites for Healthy UNCG, the Telerehabilitation program, and the Office of Academic Outreach) and are currently working on a site for the BK-Online program in HDFS.
- Maintain websites as well as provide ongoing training, tutorials, and support to administrative assistants, teaching assistants, faculty, and others.
Create graphics for websites, online courses, branding, etc.
Work with offices or centers (e.g. The Office of Academic Outreach to help with branding of Moodle installation).
Implement best practices for presenting content on the web - ADA compliance, copyright, usability, web standards, university policies, etc.
Assist faculty and students with web projects, home pages, research pages, graphics, etc.
Keep up to date on emerging web technologies (e.g. HTML 5, Flash, mobile devices, video presentation on web, and other rapidly evolving technologies) pertinent to the school and departments.

Teaching and Learning
- Consult with faculty on course and learning activity design including training and support for students to fulfill web and multimedia projects and portfolios.
- Provide faculty development services including pedagogical consults, class observations and written reviews, as well as workshops both at the School and University levels.
- Co-teach courses and guest present in classes on teaching and learning and technology.
- Provide support for the Lilly Conference.
- Research to maintain current in effective pedagogical practice, cognition, and brain research.

Instructional Design
- Provide instruction to faculty and students on course design for Hybrid and Online Courses.
- Co-teach with faculty in the area of instructional technology, Blackboard, Elluminate, etc.
- Design, develop and teach faculty development workshops and other activities in areas of instructional design and in the use of specific instructional technology tools.
- Consult with faculty on presentation design, graphical display of information, etc.
- Research to maintain current in various instructional design trends, and the new and educational software applications and trends.

Research
- Support for gathering and presenting data in multiple media formats (video, audio, mobile data gathering; multiple media presentation.
- Support for School and departmental research (program assessment).
- Consult with faculty to assess the technical needs of their projects, for example: hardware and software for data collection, software needs for data analysis (SPSS), survey software (Qualtrics).

Implementation of various ITS projects
A few current examples:
- AD/GCN
- Gmail
- Qualtrics
- Starfish
- Scantron Class Climate
- iTunesU
- Wordpress
- Google Groups (to replace listserv software)