New Faculty Handbook
2015-16
TO: New Faculty

FROM: Celia R. Hooper, Dean
School of Health and Human Sciences

RE: Welcome to the School of Health and Human Sciences

Welcome to the School of Health and Human Sciences (HHS). The following handbook is 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 Director or one of our Associate Deans:

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

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

Dr. Cheryl Lovelady, Associate Dean for Research, 235 Stone, calovela@uncg.edu, 256-0310.

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/program 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 IDs, 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
Dr. Denise Tucker, Chair
datucker@uncg.edu

Community and Therapeutic Recreation
206 Ferguson
Main telephone number: 334-5327
Dr. Stuart Schleien, Chair
sis@uncg.edu

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

Kinesiology
250 Coleman
Main telephone number: 334-5347
Dr. Sandra Shultz, Chair
sjshultz@uncg.edu

Nutrition
318 Stone
Main Telephone number: 334-5313
Dr. Ron Morrison, Chair
rfmorris@uncg.edu

Peace and Conflict Studies
212 McIver
Main Telephone number: 334-3864
Dr. Tom Matyok, Chair
tommatyok@gmail.com

Public Health Education
437 Coleman
Main telephone number: 334-3240
Dr. Tracy Nichols, Chair
trnicho2@uncg.edu
Social Work
268 Stone
Main Telephone number: 334-5147
Dr. Melissa Floyd-Pickard, Chair
melissa-floyd@uncg.edu

Genetic Counseling Program
119 McIver Street
Main telephone number: 256-0175
Nancy Callanan, Program Director
Nancy_callanan@uncg.edu

Gerontology Program
212 Ferguson Building
Main telephone number: 256-1020
Dr. Rebecca Adams, Program Director
r_adams@uncg.edu

____ 2. Consult your Department Chairperson/Director and ask for a copy of past course syllabi. Copies of syllabi for all courses can normally be found in your department’s main office or online at your departmental website. Syllabi should follow the format outlined in the UNCG Curriculum Guide (curriculumguide.uncg.edu/)

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

____ 4. Educational Innovation and Design Consultants. Consult with Pam Howe, 256-0294, phowe@uncg.edu, 230 Stone, or Jane Harris, 334-3269, jane_harris@uncg.edu, 300A Coleman concerning the use of a wide range of tools for instructional technology and pedagogy. For website assistance, 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 parking.uncg.edu, or going by the office from 7:30 AM – 4:00 PM on weekdays.

There is limited reserved parking for guest speakers and visitors to Stone Building. Parking passes may be requested through your departmental administrative assistant. The School has three parking places that are available on a first come, first served 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. You will be assigned an office space for which 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 the keys 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 Research 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 159 Mossman (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: Stone 246 belonging to HDF, Stone 269 belonging to SWK, and Stone 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 or on BlackBoard. Go to: 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. curriculumguide.uncg.edu/

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 web.uncg.edu/reg/Bulletin/Current/Default.aspx (undergraduate) and grs.uncg.edu/bulletin/ (graduate).
Listing of University Resources and Policies

E-mail Accounts

All faculty, staff and enrolled students can activate *Google 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/hwzkcsr.P.UnccCSAR](https://banweb.uncg.edu/prod/hwzkcsr.P.UnccCSAR). 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 [studentconduct.uncg.edu](http://studentconduct.uncg.edu).

Advising and Personal Development for Students

If you have advising responsibilities or encounter students who you feel need advising, please consult with your Department Chairperson. Within HHS, procedures for student advising are defined by the academic department. Additionally, the Advising and Personal Development website ([http://www.uncg.edu/hhs/advising-center/index.html](http://www.uncg.edu/hhs/advising-center/index.html)) has many resources for students and faculty.

There are also staff whose responsibilities are dedicated to assisting students with their advising and personal and professional development needs. Ms. Jennifer Clark, the Director of Undergraduate Advising and Mentoring, may be contacted at 334-5736 or jdaustin@uncg.edu. She also facilitates our HHS Advising Center in 220 McIver Building, designed to assist with undergraduate advising needs. Information about the HHS Advising and Personal Development Center can be found at the link below. [http://www.uncg.edu/hhs/advising-center/index.html](http://www.uncg.edu/hhs/advising-center/index.html)

Many students have life and career questions once they begin their coursework. Mr. Bill Johnson, whjohno@uncg.edu, 220McIver, 207-6795, is the Life Planning and Personal Development Coordinator. He has developed and teaches a series of courses ([http://www.uncg.edu/hhs/advising-center/courses.html](http://www.uncg.edu/hhs/advising-center/courses.html)) designed to assist students as they explore their values and goals.

Learning Management System (LMS)

*UNCG* supports *Canvas* as a tool for managing your course. *Canvas* 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 *Canvas* can be used to develop completely or partially online courses, it can also be used in many ways for all courses. Help with using *Canvas* in your
courses is available from **Pam Howe**, (256-0294, pkhowe@uncg.edu, 230 Stone) or **Jane Harris**, (334-3269, jane_harris@uncg.edu, 300A Coleman), HHS Innovation and Educational Design Consultants. If you plan to use Canvas, please contact Pam Howe or Jane Harris as soon as possible for help in establishing your Canvas 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 campusenterprises.uncg.edu/bookstore/. 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 space that is too large wastes important space; scheduling a class in a too small space often results in a cascade of movement by multiple classes.

**Classroom Teaching Stations**

*Teaching stations:* Contact the Office of Undergraduate Studies for keys and information on how to use the teaching stations (computer, video, and data projectors) in classrooms. Operational information is also online at: utlc.uncg.edu. Pam Howe and Jane Harris can assist you in the operation of these stations, or contact TLC at 334-5207 well before your first class. 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 334-5207 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 student and faculty “collaboratories” which include a large plasma TV and ports for up to four laptops. These resources are 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 Coleman 300 and at the west end of the 3rd floor of the Coleman building. You will need to reserve a time to use this resource. Please see 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 Department staff 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 courses every semester. All faculty members must ask students in each of their classes to complete student course evaluations. Course evaluations are conducted in an online format. Faculty will receive a message (from the HHS ITCs) at mid-semester regarding arrangements and the timing of course evaluations. Each HHS department determines the specific questions that will be used in their course evaluations. Consult with your Department Chair/Program Director for the specific format and questions used by your faculty. Faculty can add additional questions to their evaluations. These are added in communication with the ITC.

**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 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 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 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 web.uncg.edu/reg/Bulletin/Current/Default.aspx and in the Graduate Bulletin on the web at grs.uncg.edu/bulletin/.

Final grades must be reported within 48 hours after the scheduled exam period for your course, except for students identified as graduating. Those students’ grades must be reported 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. Keep copies of all records regarding student grades, including a copy of the final grade sheet for your course.

Some Departments retain paper copies of grades. Consult with your Department Chair or Staff member for your department’s policy.

Students may choose to contest the grade they have been assigned in a class. University procedures for grade appeals for Undergraduate Students are described at: uncg.smartcatalogiq.com/en/2013-2014/Undergraduate-Bulletin/Academic-Regulations-Policies/Grading/Grade-Appeal-Policy. In general, students must appeal first to the instructor who taught the course, followed by department chair or director. If issues are not resolved, additional appeals within the School go to the Dean’s Office. Students appealing a grade should complete the form found at: uncg.edu/hhs/hhs-complaint-process-for-students.html

**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. Cheryl Lovelady, Associate Dean for Research (calovela@uncg.edu, 256-0310) 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 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 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: spartanalert.uncg.edu/.

- 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.

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 website. The Provost’s website (provost.uncg.edu/) has a great deal of information for faculty. Personnel Services are a particularly important section of the site for faculty (provost.uncg.edu/Academic/EPA_Personnel/).

UNCG Internal Research Support

When funding is available, UNCG’s Office of Research and Economic Development funds tenure-track faculty to assist them 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 research.uncg.edu/internal-grants-and-awards/. Collaborative proposals may be submitted for larger funding amounts.

The Office of Research in HHS also has some funding to assist faculty with their research. These funds are typically used as ‘seed’ funding for hiring research assistants, purchasing small equipment or supplies and critiquing and editing papers and grant proposals. Check with the Associate Dean for Research regarding the availability of these funds.
Faculty Teaching and Learning Commons (FTLC)

The Faculty Teaching and Learning Commons is located in 256 McIver Building. The FTLC ‘strives to promote a creative and stimulating learning environment.’ FTLC 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 are offered throughout the semester. Find additional information about the FTLC at: commons.uncg.edu/

End of Semester Activities

All faculty members must have students in each of their classes complete student course evaluations. Near the end of the semester, faculty will be contacted regarding course evaluations. Each department has its own individualized course evaluation instrument. Faculty can request that additional questions be added to their own assessment. Individual departments also determine the timing of their evaluations (generally around the final week of the semester). Course evaluations are returned to faculty 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: www.uncg.edu/reg/Faculty/grades.html. Please keep a copy for your records and ask your department secretary if he/she keeps a copy.

Please 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
www.uncg.edu/hhs/documents/documents.html (this page is password protected. Login with your usual id and password-- contact fmclerk@uncg.edu if you have problems.)

UNCG website under Faculty and Staff
www.uncg.edu/faculty_staff/index.html

Many UNCG services and other information is also available at the UNCG app. Get additional information about downloading the app to your mobile devices at: its.uncg.edu/uncgmobile/.
## Appendix

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

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<tr>
<th>Jane Harris</th>
<th>Pamela Howe</th>
<th>Frances Clerk</th>
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<tbody>
<tr>
<td>HHS Instructional Technology Consultant</td>
<td>HHS Director of Instructional Technology</td>
<td>HHS Instructional Technology Consultant</td>
</tr>
<tr>
<td>Office: Coleman 300A</td>
<td>Office: Stone Bld. 230</td>
<td>Office: Coleman 401E</td>
</tr>
<tr>
<td>Email: <a href="mailto:jane_harris@uncg.edu">jane_harris@uncg.edu</a></td>
<td>Email: <a href="mailto:pkhowe@uncg.edu">pkhowe@uncg.edu</a></td>
<td>Email: <a href="mailto:fmclerk@uncg.edu">fmclerk@uncg.edu</a></td>
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<tr>
<td>Tel.: 334-3269</td>
<td>Tel.: 256-0294</td>
<td>Tel.: 334-3157</td>
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### Office of Educational Innovation and Design Website:  http://hhs.uncg.edu/wordpress/oap/

### Instructional Technology Services for Faculty, Adjuncts, and TAs
- Assist faculty with the design, development, and implementation of online and hybrid courses, using Canvas, Collaborate, 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 a template for websites for Healthy UNCG, and 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.
- 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., 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.
- Research to maintain current practices in effective pedagogy, 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, Canvas, Collaborate, 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 familiarity with current trends in instructional design, and new educational software applications.

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
- Google Groups (to replace listserv software)
- iTunesU
- Qualtrics
- Starfish
- Scantron Class Climate
- Wordpress