

BOOK ORDERS FOR FALL CLASSES

Textbook information can be found online at www.uncc-textbook-adoption.com and clicking on the Faculty tab. Orders may be placed online. Book orders for the Fall Semester (from new faculty only) should be received by the UNC Charlotte Bookstore as soon as possible. Normal due dates for book orders are March 15 (Summer and Fall) and October 15 (Spring). Your Department Administrative Assistant should order desk copies of textbooks from the publisher. If a desk copy is needed from the Bookstore, an authorized Bookstore Invoice should be obtained from the Department Administrative Assistant. If you have a course packet to be printed or need to get copyright clearance for any course materials, contact the UNC Charlotte Bookstore Manager at 704-687-4585. The Bookstore Text Department can be reached at uncc-text@uncc.edu.

INFORMATION & TECHNOLOGY SERVICES (ITS)

ITS manages the campus network and communication systems, central servers, web servers, desktop and laptop computers, operating systems, application software and integration, enterprise information management, research computing, and IT security. ITS also maintains and performs application development for the University's administrative systems.

User Support Services offers support for campus-wide hardware and software, provides online technology training classes, and manages the Faculty/Staff and Student Computing Help Centers. For more information about ITS services, including a checklist for new employees, please visit http://helpcenter.uncc.edu/howto/its_guide.pdf.

Faculty/Staff Help Center

704-687-3100

<http://helpcenter.uncc.edu>

Blackboard Vista – Blackboard Vista is a Learning Management System, or LMS, which provide an integrated set of tools in a secure, web-based environment. Visit <http://teaching.uncc.edu/blackboard-vista>.

EMAIL

Your department will set up an email account for you. You can access your University email from any off-campus computer by visiting <http://unccmail.uncc.edu>. Instructions about using email can be found at www.helpcenter.uncc.edu/email.html.

CHARLOTTE AREA INFORMATION

For newcomers to Charlotte, please visit:

- www.hr.uncc.edu/new.htm
- www.charlottesgotalot.com
- www.charlottechamber.com (Newcomers tab)
- www.charlotteobserver.com/living_here_guide

RELOCATION SERVICES

Relocation services are available through Allen Tate Relocation. Among the services provided are: market analysis of your current home, home-finding assistance, temporary living arrangements, rental assistance, and shipment of your household goods. For more information, please call 1-800-277-6901, visit www.TateRelocation.com, or email pamj.mcglathlin@allentate.com.

Additional relocation resources and information may be found on the Human Resources department website online at www.hr.uncc.edu/DualCareer/RelocationResources.htm

IMPORTANT FACULTY WEBSITES

- www.hr.uncc.edu/lamANewEmployee.htm—checklist and important information for new employees of UNC Charlotte
- www.provost.uncc.edu (Faculty Resources tab)—faculty development programs, grants, fellowships, handbooks, forms, faculty governance, etc.
- www.provost.uncc.edu/newfaculty—designed especially for new faculty
- www.uncc.edu/constituents/faculty-and-staff—an index of everything about the University
- www.helpcenter.uncc.edu—computer, telephone, email instructions
- <http://training.uncc.edu>—free comprehensive technology training programs
- <http://teaching.uncc.edu>—the Center for Teaching and Learning provides one-on-one consultation, targeted workshops and seminars, teaching circles, speakers and discussions on pedagogy and technology, as well as other resources to enable faculty to adapt and/or adopt new teaching strategies

DEPARTMENTAL COMMUNICATION

Please remain in contact with your Department Chair for information about your course syllabi, book orders, and any equipment you might need for your classes.

The address to ship materials to your office is: *Your Name, the Department*, UNC Charlotte, 9201 University City Blvd, Charlotte, NC, 28223.



UNC CHARLOTTE

2009-2010 NEW FACULTY INFORMATION



www.provost.uncc.edu/newfaculty

ARRIVING AND PARKING

Enclosed you will find a map of the campus and driving directions to UNC Charlotte. For new faculty joining UNC Charlotte in Fall 2009, we have also enclosed a **temporary parking permit**, valid August 1-15, 2009, for use in all student parking areas, excluding metered and reserved spaces. **Please place this permit on your dashboard, picture side up. Permanent permits are required to be on your vehicle by August 17.** You may obtain a **regular faculty/staff parking permit** by appearing in person at the Parking Services Office. Please bring your temporary ID and your vehicle information (license plate number, make, model, color, and year of vehicle).

Additional parking information can be found online at www.parking.uncc.edu. DMV information (e.g., registering your vehicle, obtaining a NC driver's license) can be found online at www.ncdot.org/DMV.

NEW EMPLOYEE PROCESSING

When you arrive on campus, please visit the Human Resources department (222 King) **within three days** of your official start date to complete all necessary “new hire” paperwork. Please bring your appointment letter as proof of your employment. During this visit, a Human Resources representative will present you with USCIS form I-9, which requires verification of U.S. work authorization via two forms of identification. Forms of acceptable identification include: a valid driver’s license (or other photo ID issued by a governmental agency), an original Social Security card, unexpired passport, or an original/certified copy of birth certificate. If you are not a United States citizen, please visit the International Scholar/Student Office (CHHS 202) **before** visiting the Human Resources department.

To assure accurate payroll tax and retirement system reporting, the University strongly recommends that each employee present his/her original Social Security card. If possible, please bring your original Social Security card or official proof of application when you visit the Human Resources department for your initial employment processing. If you are unable to locate your card, you may apply for a duplicate card by visiting your local Social Security Administration (www.ssa.gov). Additionally, please be aware of the University’s direct deposit requirement for all payment types. Please bring your bank account information or voided check when you visit Human Resources.

During your initial employment processing, you will be provided with a packet of documents for your review and completion. Included: USCIS form I-9, W-4 and NC-4 tax forms, personnel profile information sheet, and patent agreement. When you have completed all required documentation, you will be issued authorization to obtain an employee identification card and on-campus parking privileges (if so desired). A Human Resources representative will provide directions to the ID and Parking Offices.

EMPLOYEE BENEFITS

UNC Charlotte offers a comprehensive Employee Benefits Package, which includes retirement, health coverage, and pre-tax flexible spending. After completing your I-9 form in the Human Resources department, please pick up a benefits packet from the Benefits Office (225 King

Building). Bring this information packet to the **Human Resources New Faculty Benefits Orientation** on Wednesday, August 19, from 9 a.m.-12 noon, in Fretwell 121, where your benefit choices will be discussed. For additional information regarding benefits, please visit: www.hr.uncc.edu/benefits/bensum.htm.

DUAL CAREER COUPLES PROGRAM

The Dual Career Couples Program provides assistance to the employment needs of relocating couples. To learn about the services provided, visit the Dual Career Couples website at www.hr.uncc.edu/DualCareer. For assistance, please contact the Program Coordinator in Human Resources at 704-687-6363.



J. MURREY ATKINS LIBRARY

Atkins Library is a member of the Association of Southeastern Research Libraries (ASERL), serving UNC Charlotte’s vast and growing academic research initiatives. The library currently houses over 1,046,000 physical book volumes and has approximately 43,500 unique print and electronic serial subscriptions, available online.

To discover the ways faculty and staff utilize the library services, some key examples are listed below:

Library Liaisons – Subject specific librarians who consult with faculty regarding course and program proposals, research assistance and class web pages. To find out who your Library Liaison is, please visit <http://library.uncc.edu/faculty> and then select “Liaison Contacts.”

Library Instruction Classes – These classes are offered to all students via their professors. It’s an opportunity for students to learn how to best utilize the Library for

database searches, research projects, and more. This time is typically incorporated into a scheduled class day. Professors set up a library instruction class via their Library Liaison.

Course Reserves – Staff assists faculty in placing course materials on electronic, audio, or traditional print reserves for classes each semester. They will help review reserve materials for fair use and advise faculty on what may or may not be placed on reserve. You can find more information online at <http://library.uncc.edu/faculty> and selecting “Course Reserves.”

Atkins Express – Save time by having the library bring materials to you! Books can be delivered to your office, and articles from the library’s print and microfilm periodical collections can be scanned and sent to your desktop. To request a delivery or more information, please visit <http://library.uncc.edu/atkinsexpress>.

Special Collections – Located in the library’s 10th floor tower, not only will you enjoy a beautiful view of campus, you can search the thousands of manuscripts, maps, and other items to provide further insight to your curriculum. Please visit <http://library.uncc.edu/specialcollections>.

For complete information on our faculty-specific services, please go to <http://library.uncc.edu/faculty>.

RESEARCH

The Office of the Vice Chancellor for Research and Federal Relations offers a wide range of services to help faculty seek funding and manage grants and contracts. You can visit their website at www.research.uncc.edu. In particular, the Office of Proposal Development will work with you on funding source searches and a wide range of proposal development issues. You may contact Lesley Brown at 704-687-4330 or lbrown@uncc.edu. The Office of Research Services can help you with the mechanics of budget development and proposal submission, as well as animal and human subjects review, biosafety, contracting, and project management. Contact Ellen Zavala at 704-687-2592 or eezavala@uncc.edu. In general, take any research problem you have to Lesley or Ellen. No research problem is too big or too small — they have answers. And Vice Chancellor Steve Mosier’s door is always open, so feel free to contact him as well.