# School of Nursing Faculty Handbook

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**Academic Calendar**
The Academic Calendar for the School of Nursing contains dates and times of all School meetings, seminars and events. The calendar is published and distributed at the beginning of the school year. Contact Division support staff or the Dean's Office for copies at other times.

**Acronyms**
The School has several acronyms to represent departments, offices and other units. These include:

- ADV - Office of Advancement, Alumni Affairs and Public Relations
- AHEC - Area Health Education Centers
- BBL - Bio-Behavioral Lab
- CITES - Center for Instructional Technology and Educational Support
- CE - Continuing Education
- CERC - Clinical Education and Resource Center
- CHIC - Cardiovascular Health in Children and Youth
- CRCI - Center for Research on Chronic Illness
- EEPAY - Energy Expenditure of Physical Activities in Youth
- IMPACT - Increasing Motivation in Physical Activity
- ITS - Information and Technology Systems
- KIDS - Building Life Skills in Children with Cystic Fibrosis
- MUCIC - Managing Uncertainty in Cancer Studies
- OAA - Office of Academic Affairs
- OAS - Office of Administrative Services
- OASS - Office of Admissions and Student Services
- OMA - Office of Multicultural Affairs
- PAIN - Tailoring Cognitive-Behavioral Treatment for Cancer Pain
- PREEMIE - Biological and Social Risk in Preterm Infants
- RSC - Research Support Center
- SANDBAR - Qualitative Meta-Synthesis Study
- WWP - Wake Women's Project

**Adverse Weather**
See the University's policy for [Adverse Weather conditions](#). The Adverse Weather hotline, **919.843.1234**, has a recorded message giving the current adverse weather status for the University.

- UNC Health and Safety, in cooperation with FEMA and Orange County Emergency Services department, have provided the school with a First Alert weather radio. This radio will remain in the Administrative Services Office where it will be monitored. If the radio alerts the Administrative Services Staff of a pending storm, they will notify the Facilities Coordinator and the situation will be evaluated as to what action needs to take place. The Facilities Coordinator or one of our emergency monitors will notify Faculty/staff in the event of an emergency. In an emergency, each of these monitors will begin evacuating the floor they are located on first and then assist the person on the floor below them and so on working their way to the Ground floor (in the event of a
fire, out of the building; in the event of severe weather, just to the Ground floor). The Facilities coordinator will begin a check of floors beginning with the 5th floor and work down to the Ground floor. UNC's Environment, Health and Safety Department maintains much more information safety during severe weather.

**APT Faculty Appointment-Promotion Guidelines**
See the [PDF Document for APT Faculty Appointment-Promotion Guidelines](#).

**Area Health Education Centers (AHEC)**
The mission of the North Carolina AHEC Program is to meet the state's health and workforce needs by providing educational programs in partnership with academic institutions, health care agencies, and other organizations committed to improving the health of the people of North Carolina. AHEC supports a variety of regional and decentralized educational programs for students, residents and practicing health professionals. The School of Nursing maintains an office that oversees AHEC related activities.
For information about the SON AHEC office see their web page.

**Audiovisual Equipment**
Most classrooms are equipped with overhead transparency machines, with rooms 207-209 and room 9 equipped with a computer projection system as well as a document camera.

- If additional equipment is needed an email should be sent to "AV Equip Requests" (without the quotes) or to sonav@unc.edu. You will need to specify the date, time, room and equipment needed.
- Urgent AV issues can be handled by calling the AV beeper - call 216-2434.

**Biobehavioral Lab (BBL)**
The BBL assists and promotes faculty and graduate students' efforts in the use of biobehavioral measures and physiological parameters in their research.

See the [BBL website](#) for further information.

**Building Services**

**Facilities Coordinator**
The Facilities Coordinator is the person to contact for issues related to ergonomic, office environment, and any telecommunications problems (pagers, voicemail, phone not working, etc.).

**Office Assignment**
Office assignment is coordinated by the Facilities Planning Committee and it is done according to a faculty member's rank, FTE, and space needs. In general, faculty members who are part-time share offices, and those with full-time assignments in the School do not share offices.

- Requests for available "larger offices" are solicited annually by the Division Heads when such space is available. Each Division Head makes a rank ordering of the faculty in
her/his division submitting applications for one of the larger offices to the Facilities Planning Committee which, in turn, makes a recommendation to the Dean.

**Calendars**

Locations of various calendars on the UNC website:

- The Registrar maintains a [calendar page](#) that contains the Chancellor's Calendar and registration dates, among others.
- The School of Nursing [exam schedules](#) can be found in the current students area of the website.
- The [UNC Events calendar](#) is a comprehensive listing of lectures, performances and other events on campus.

**Coffee**

Two espresso bars are available within walking distance of Carrington Hall. One is in the Health Affairs Bookstore immediately northeast of Carrington Hall. The Health Sciences Library has a cafe adjacent to its front entrance.

**Community Outreach and Clinical Affairs**

See the website for the [Office of Community Outreach and Clinical Affairs](#)

**Computer Assistance**

Requests for technical assistance should be sent via an e-mail message to the id HELP (sonhelp@unc.edu) or by selecting HELP or SONHelp from the address book list.

See the [ITS departmental page](#) for additional information.

**Computer Software**

UNC-CH has a number of software programs faculty can download for their office and home PCs, such as the Norton Anti-virus program. Information on shareware can be found at [http://shareware.unc.edu](http://shareware.unc.edu). To download shareware you will need your [ONYEN](#) (Only Name You'll Ever Need) and ONYEN password.

**Continuing Education Program**

The School's Office of Continuing Education provides opportunities and resources for nurses from different educational and experiential backgrounds to maintain and expand their knowledge, skills, and competencies to meet the needs of their current or future roles in nursing practice, and assists nurses to progress along a professional career development path. Faculty are often encouraged to participate in the planning and offering of CE programs.

Visit the School's [Continuing Education site](#) from more information.

**Course Coordinator**

Course Coordinators manage the administrative, teaching, supervisory and evaluative activities of courses in each department.
- Coordinators orient, mentor, and supervise faculty assigned to the course. Undergraduate course coordinators participate with other course coordinators in regular meetings with the Director of undergraduate programs for program management and planning.
- The following are representative of the responsibilities of the Course Coordinator:
  - Leads faculty in course planning, including syllabus preparation, selection of text and library materials, and acquisition of audiovisual and Skills Lab materials.
  - Coordinates course implementation activities including student assignments to clinical and lab groups, determining the content outline and planning faculty teaching and clinical assignments.
  - Monitors student classroom evaluation, including test plan and exam development, exam preparation, providing for monitoring of the exam environment, reviewing statistical and item analyses and preparing, submitting and posting final student grades.
  - Facilitates faculty/student problem solving as necessary, using three-way conferences with faculty and student, conferences with the Director of undergraduate programs or planning with the Academic Counselor.
- For more information, see the Course Coordinator Position Description on the School's P-drive (P:\common\sharedoc\posdesc.doc).

Course Materials

Textbook Orders
Textbooks are ordered through the UNC Health Affairs Bookstore website: http://www.store.unc.edu/hab. Division support staff will place orders or assist faculty with placing orders.

- Unless there is a problem with the order, textbooks should arrive approximately two weeks prior to the beginning of class.
- Notices that the textbooks are available should be placed on bulletin boards throughout the building (see Appendix B).

Course Syllabi
A disk copy or type written copy of the syllabus should be submitted to division support staff at least seven days prior to the deadline (see below) to allow the syllabus to be sent to Copytron or the Health Affairs Bookstore's Course Pack Publishing department. NO HAND WRITTEN COPIES ARE accepted. A sample of the general format for syllabi is included in the Appendix.

- For deadlines, requirements, and more information regarding the Health Affairs Bookstore's Course Pack Publishing Department go to http://www.store.unc.edu/coursepackpub/.
- If using Copytron and the syllabus contains content that requires copyright clearance; the syllabus must be submitted to division support staff for copying approximately two months prior to the beginning of class. If the syllabus does not contain materials requiring copyright clearance, the deadline for submitting to division support staff requests is approximately one month prior to the beginning of class.
• Faculty should work directly with CITES (www.unc.edu/depts/nursing/cites) if they wish to have syllabi placed on the School's web site.
• The number of syllabi ordered should be sufficient to include all faculty and students involved in the course. Two complimentary copies are provided with each order. Any additional copies are added to students' cost.
• Two copies of all syllabi should be provided to division support staff. One will stay in the division and the other will be forwarded to the Office of Academic Affairs.
• Course objectives cannot be changed without the approval of the appropriate Curriculum Committee.

Reserved Course Readings
Course readings may be placed on reserve at the Health Sciences Library (HSL).

• At the end of each semester, the HSL sends notification to division support staff regarding the deadline for submitting requests for reserved readings for the upcoming semester.
• Following notification from HSL, support staff will inform faculty of the deadline.
• The Health Sciences Library allows faculty to reserve one copy of each course reading for every 20 students, with a limit of five copies at any one time, regardless of the number of students enrolled in the course.

Course Documents/Papers
Faculty who engage in undergraduate teaching are responsible for submitting student performance documents/papers to the Office of Academic Affairs.

• At the beginning of each semester of undergraduate clinical courses following the assignment of students to practice sites, course coordinators are to submit clinical assignments to the Office of Academic Affairs.
• At the end of each semester of undergraduate clinical courses, faculty are required to submit a completed clinical evaluation document (located in the course syllabi) for each assigned student to the Office of Academic Affairs.
• Faculty are also required to submit the Critical Incident papers (N56 and N93) and Concept papers (N51, N92) of each assigned student to the Office of Academic Affairs at the end of the semester.
• At the end of each clinical rotation, faculty are to submit a Caring and Critical Thinking Assessment (located in the course syllabi) tool for each assigned student to the Office of Academic Affairs.

Also see Syllabus Format.

CV Format
A template for faculty Curriculum Vitae is maintained on the P:\ drive.

Editorial Assistance
The School provides editorial assistance to faculty and students.
• The School's research editor and staff are available to provide editorial assistance with documents, publications and/or other written materials. To inquire about editorial assistance, faculty should contact the Research Support Center (6-5693).
• Editorial assistance is available to students by calling Jim Vickers at 966-9571 or at vickers@email.unc.edu.

Email
Email is the school's official route for most communications to faculty, staff and students.

• Faculty are given UNC-CH email addresses which is the default address in the School's address book for email unless the Director of Information and Technology Services is notified of a different address.
• Faculty members are expected to respond to all emails within a reasonable time period, which is generally agreed to be within 2 days unless otherwise specified.
• Email messages for all students should be forwarded to the Associate Director for Enrolled Students for mass distribution.
• ONYEN allows faculty access to UNC-CH email from any internet connection (http://webmail.unc.edu)

See also Student Listservs.

Employee Occupational Health Clinic (EOHC)
The University provides comprehensive occupational health services to employees through its Employee Occupational Health Clinic located on the first floor of the Ambulatory Care Center. The Clinic is operated by the Department of Medicine through an agreement with the Health and Safety Office. The goal of the Clinic is to maintain and improve the Occupational Health of University Employees.

For details about hours of operation and services provides see the UEOHC website.

External Professional Activities for Pay
See Board of Governors' policy on External Professional Activities for Pay [MS Word document]

• A "Notice of Intent" form [MS Word document] must be completed and submitted to your Department Chair 10 days PRIOR to the scheduled activity.

Also see the section on Conflict of Interest.

Faculty Dues
All faculty are asked to pay annual dues of $20.00, which are used for celebratory events (e.g., weddings, notable achievements), and events of concern (illness) or sadness (death of an immediate family member). Dues also support recognition of staff, active and retired faculty. Dues are also used to purchase departing gifts for faculty and to sponsor agreed upon faculty events. Dues are assessed each fall for each academic year.
Faculty Evaluation
Faculty members are evaluated on an annual basis by their individual division head.

- Faculty members are responsible for submission of a self-evaluation, updated vitae and teaching evaluations by the deadline (usually in March) for their annual evaluation.
- Evaluations cover the previous calendar year.
- When directed by PRAAG, faculty are to have an active role in peer evaluation of her/his teaching. This includes collection of specified materials, meeting with the peer evaluators and meeting with her/his division head.
- Information about PRAAG (FACULTY APPOINTMENT AND PROMOTION GUIDELINES) may be found on the P drive (P:\\COMMON\\SHARED\praaggld.doc) or by contacting your division head.

Faculty Expectations for Professional Conduct
Faculty in the School of Nursing are expected consistently to demonstrate professional conduct, mutual respect, and courtesy in their interactions. This expectation, which permeates all aspects of the faculty role and is a marker of excellence, includes maintaining collegial work relationships with other faculty, students, staff, clients, and communities, maintaining high ethical standards, promoting effective teamwork, and stimulating others to reach their optimal performance. Professional conduct is demonstrated by collaboration with faculty and students, mentorship without exploitation, and debate without attack. Faculty who demonstrate high standards of professional conduct lead, foster consensus, and motivate others, and they are viewed as assets to the School, University, and profession.

Faculty Governance
Faculty exercise their right to govern themselves in accordance with American Association of University Professors (AAUP) guidelines. The governance structure is composed of a Faculty Executive Committee, a Baccalaureate Executive Committee, a Master's Executive Committee, Doctoral Executive Committee and standing faculty committees.

- The program admissions committees are subcommittees of the executive committees.
- Each executive committee is chaired by a faculty member elected by the faculty teaching in the respective program, with the Faculty Chair elected by the entire faculty.
- In addition to chairing the Faculty Executive Committee, the Faculty Chair represents the faculty in various administrative groups, chairs the meetings of the faculty and the Faculty Salary Review Committee.
- Standing committees handle regular or recurring faculty responsibilities and issues requiring consideration, assessment, evaluation, negotiation and communication for effective conduct of the affairs of the School.
- Ad hoc committees are created as needed by the Faculty Chair or the Baccalaureate, Masters and Doctoral Executive Committees with specific charges, qualifications for members, and specific terms of existence.
- The term of office for all faculty committees is 2 years, with approximately 50% of the committee positions filled each year.
Additional information about the governance structure and Executive Committees is available in **SON Faculty Constitution and Bylaws** [MS Word document].

Also see the University's **Faculty Governance website**

**Faculty Guide to the Student Judicial System**
The UNC Dean of Students office maintains the **Faculty Guide to the Student Judicial System** on their website.

**Faculty Meetings**
Faculty meetings are scheduled six times a year on the 2nd Monday during September, October, November, February, March, and April from 10:00-12:00.

- The Faculty Chair, elected bi-annually by the faculty for a term of two years, conducts all business at the general faculty meetings and is the chair of the School's Faculty Executive Committee.
- The Faculty Executive Committee is responsible for setting the agenda for general faculty meetings, and proposed agenda items should be sent to the Faculty Chair.
- When the agenda is set, faculty are notified via e-mail approximately one week prior to the meeting date.

**Faculty Serious Illness, Major Disability and Parental Leave Policy**
Any questions in regard to the Faculty Serious Illness, Major Disability and Parental Leave Policy should be directed to the EPA coordinator (966-5499 or HR Manager 843-6761). The policy can be found at: [http://www.unc.edu/campus/policies/disability.html](http://www.unc.edu/campus/policies/disability.html)

**Faculty/Student Communication**
Faculty and students have a mutual responsibility within each course to negotiate methods and frequency of communication, submission of papers and projects and timeframes for evaluation feedback. Faculty should make their expectation of students clear in oral and written communication (course syllabi) as well as their process for the timely return of written assignments. Students who experience difficulty receiving information in courses should first discuss the matter with the faculty member. If no acceptable solution is obtained, the Course Coordinator, BSN Program Leaders, or MSN Specialty Coordinator should be consulted. If problems remain unresolved, the student may request the assistance of the Director of the relevant program (Undergraduate, Masters, or Doctoral).

**Email Communication**
Because communication today can be almost instantaneous, responses to e-mail are often expected to be equally rapid. Despite the best intentions of faculty or students, the anticipated promptness in replying to e-mail is not always possible. E-mails should be responded to in a timely fashion by both faculty and students. Common courtesy suggests that e-mail, in general, should be responded to, even if only acknowledging receipt, within 2 working days. When e-mail relates to an urgent or time-sensitive issue, responses should occur as soon as possible. Such e-mails, those that are urgent or require immediate response, should be labeled as such in the subject line. Faculty who will be out of their office for extended periods of time should consider
using the automated vacation reply system that will notify students and others of your unavailability.

**Office Hours**
Office hours should be posted, even if the faculty member is only available by appointment. The method for making an appointment should also be included in the posted information.

**Family and Medical Leave Policy**
Any questions in regard to the Family and Medical Leave policy should be directed to the EPA coordinator (966-5499 or HR Manager 843-6761). The policy can be found at: and link to: [http://www.unc.edu/policies/familyleaveepa.pdf](http://www.unc.edu/policies/familyleaveepa.pdf)

**Final Examination Policy, Undergraduate Courses**
The School subscribes to University guidelines for final examinations for undergraduate courses taught on campus ([www.unc.edu/ugradbulletin](http://www.unc.edu/ugradbulletin) and [http://regweb.oit.unc.edu/resources/rpm08.php](http://regweb.oit.unc.edu/resources/rpm08.php)). A final examination is required in all undergraduate courses unless an exception has been granted by the program director, associate dean for academic affairs and the provost.

The final examination schedule is prepared by the program director, approved by the Academic Affairs Council and posted to the school website prior to the start of the semester. This schedule sets the day, time and location for each examination. Requests for exceptions to this schedule must be submitted by faculty in writing within two weeks of the start of classes, approved by the program director and associate dean for academic affairs; and forwarded to the provost for approval. The petition for schedule change should contain the rationale for the request.

The final examination may be traditional or nontraditional. A traditional final examination is written, is administered at a predetermined time as specified in the final exam schedule; and takes place at a designated location.

The program director must approve the use of nontraditional examinations, such as a portfolio of a semester’s work or a take home examination. Non-traditional examinations are due on the day and time assigned to the course on the final examination schedule. A petition by faculty for a nontraditional examination should be submitted within two weeks of the start of classes and provide details about the method of nontraditional assessment, the grading criteria to be employed, and the due date of the assignment. The program director will submit an annual summary of exceptions to the associate dean for academic affairs in the School. Exceptions must be renewed each time the course is offered.

All final grades are due within 72 hours of the final examination.

**Frequently Requested References (FRR)**
This is a document containing frequently requested phone and contact information for School offices and departments, as well as some campus-wide resources.

It is located on the P:\ drive: [Frequently Requested References](#)

**Holidays**
The University recognizes eight national holidays. The current holiday schedule is available via the Human Resources site.
Information and Technology Systems (ITS)
See the Information and Technology Systems Office (ITS) page.

Institutional Review Board
The Office of Human Research Ethics (OHRE) is responsible for ethical and regulatory oversight of research involving human subjects at the University of North Carolina at Chapel Hill, including the School of Nursing. OHRE supports and oversees the work of the Institutional Review Boards (IRBs).

Keys
Outside door keys are not kept in stock and must be special ordered.

- Request for office and outside keys should be submitted to the Facilities Coordinator (6-1698, room 111).
- There is no charge to permanent faculty and staff for any keys; however, there is a $20 replacement fee for a lost outside door key.

Leave (Sick)
Faculty members covered under the Sick Leave Policy are provided 12 days of Sick Leave per year.

- Unused Sick Leave may be accumulated and carried forward from year to year without limit.
- Nine-month faculty members do not earn sick leave.

Leave (Vacation)
Faculty holding a 100%, 12-month and/or administrative appointment are entitled to one calendar month of vacation leave per year. If the appointment is less than a 100%, the rate of leave will be pro-rated. At the end of the calendar year, any vacation over 240 hours is converted to sick leave.

Nine-month faculty members do not earn vacation leave.

Licensure
See the NC RN Licensure Requirements [MS Word document] for requirements. Failure of a faculty member to comply with the requirement of current licensure will result in suspension of responsibilities as a faculty member of the School of Nursing.

Mail, Stamps, and Check Cashing
Mail
Incoming Campus Mail and US is delivered and outgoing Campus Mail and US is picked up at approximately 9:15 a.m. and 1:00 p.m., Monday through Friday.

- Support staff are responsible for picking up mail from the first floor and distributing it to the various divisions/units and delivering outgoing mail to the first floor twice daily, once in the morning and once in the afternoon.
• Faculty should check with support staff and have any outgoing mail in the designated location in the division at least 30 minutes prior to the first floor pickup.
• Faculty members have a mailbox located near their division offices.
• Interdepartmental mail and fax messages are distributed at least twice daily.
• Faculty should contact division support staff if a Federal Express or UPS delivery is expected or if assistance is needed with sending overnight mail.
• Faculty have access to electronic mail (e-mail) services. For assistance with e-mail services, call the Office of Information and Technology Systems, 6-3388.

Postage Stamps
Postage stamps (singles) are available for purchase at the UNC Health Affairs Bookstore.

Personal Check Cashing
The UNC Health Affairs Bookstore, between the hours of 8:00 - 5:00 p.m. Monday through Friday, will cash personal checks up to $15.00 (or $15.00 over the amount of purchase). (UNC One Card and a work phone number is required.)

Minutes
Each official SON committee is expected to record minutes.

• The Dean's office is the official repository for all committee minutes. Each committee chair is responsible for ensuring that a hard copy of the committee's minutes is routed to the Dean's Office.
• Some minutes are also available on the "P" drive (P:\Common\Sharedoc\Minutes).
• P:\Common\Sharedoc\Minutes\minindex.doc is an index of minutes available in the directory (name, description, date, by whom).

Office of Academic Affairs
See the departmental page for OAA.

Office of Administrative Services
The Office for Administrative Services provides administrative support to the School of Nursing faculty, staff, and students in the areas of facilities, finance, grants financial management and human resources management.
See the Administrative Services website for more information.

Office of Admissions and Student Services
See the Office of Admissions and Student Services.

Office of Advancement, Alumni Affairs and Public Relations
See the departmental page for the Office of Advancement.

Office of Multicultural Affairs
The Office of Multicultural Affairs (OMA) promotes ethnic, gender and cultural diversity among the School's students, faculty and staff, and encourages inclusion of the concepts of culture and ethnicity in all program curricula. The goal of the OMA is to create an environment in which
cultural pluralism is commonplace, differences are appreciated and the diversity of the people of North Carolina is reflected in the backgrounds of the School's faculty, staff, and students. See the OMA website.

One Cards
The UNC One Card is the official photo identification for University faculty, staff, and students. See the One Card website for details.

ONYEN
ONYEN, short for Only Name You'll Ever Need, is the user name and password faculty are assigned giving them access to e-mail, the Blackboard system and other Internet based resources at UNC. Visit ONYEN website for details or to create an ONYEN. Additional details, including policy on use of the ONYEN, is available via UNC-ITS ONYEN Policy page.

Parking
The SON Parking policy [MS Word document] is maintained on the P:\ drive. It contains information about acquiring a parking permit and other parking related issues and policies. Many parking lots on campus are reserved on special days, including dates of sports events. The Department of Public Safety maintains a listing of upcoming events affecting parking on campus.

Also see Special Parking Permits.

Payroll
Faculty are paid the last working day of each month. Checks are picked up from University Payroll by Office of Administrative Services, sorted by divisions/departments and are picked up by a representative in that division/department, who distributes paychecks using guidelines determined by the unit.

- Regardless of whether you are receiving a regular check or a direct deposit, it is important that you always pick up your check or direct deposit stub. Important notices are sometimes distributed in payroll checks. Occasionally changes in benefits cause a variation in the actual net earned. Your check or direct deposit stub is your record of earnings for the pay cycle. The Office of Administrative Services has limited space to secure checks and direct deposit slips and requests your help by asking that you routinely pick up your checks.
- All employees are required to complete and turn in direct deposit forms to the Office of Administrative Services, room 112. Forms are located on-line at: http://www.ais.unc.edu/busman/pay/payapp7a.doc or in the Office of Administrative Services, room 112.

All direct deposits take at least a month or two to become effective.
- Anyone needing to cancel or change their direct deposit should complete and turn in their form to the Office of Administrative Services, room 112. Forms are located on-line at: http://www.ais.unc.edu/busman/pay/payapp7b.doc or in the Office of Administrative Services, room 112.
Any payroll problems should be directed to the School’s Human Resource Manager, 843-6761, room 111a.

**Phone Calls**
See the School's Appropriate Use Policy

**Point-to-Point (P2P) Campus Service**
See the page on the [Point-to-Point transportation services](#) maintained by the Department of Public Safety.

**Research Support Center**
The Research Support Center (RSC) provides consultation services in the areas of research design, measurement and statistical analysis; data preparation and management; analysis programming and interpretation; preparation of research grant proposals and assistance with institutional grant processing; editorial assistance for grant proposals and research articles; computer short courses; and assistance with gathering appropriate funding resources for faculty researchers.

See the [RSC website](#) for further information.

**Room Reservations**
Prior to the beginning of each semester, classroom assignment needs for the upcoming semester are processed by the Academic Affairs Office. Whenever possible, space for seminars are also reserved. Once classes have been assigned, unscheduled rooms are released for general scheduling.

- Requests for room reservations other than those established by Academic Affairs should be made via e-mail ([sonrooms@unc.edu](mailto:sonrooms@unc.edu)) with at least a 24-hour prior notice.
- Reserved rooms that will not be needed should be released as soon as possible by notifying the Room Reservationist (966-9943, room 102).
- Conference room 104 is reserved through the Dean’s Office, 966-3731

**Security/Campus Police**
The University has an on campus 24-hour police department.

- Call 911 from any campus phone to get the campus police for emergencies.
- Call 962-8100 for non-emergency police services such as a general report, locking yourself out of your office between 5:00 PM and 8:00 AM, Monday - Friday or on the weekends.

**Call Boxes**
- Call boxes are located across campus, one of which is outside the north east corner of Carrington Hall and another between Carrington Hall and MacNider Hall. These
telephones give your location to the University Police as soon as the receiver is lifted. The University Police will respond, even if you don't speak.

- In the case of emergency, look for either a yellow phone box or the new Black poles with a Blue light on top.
- You can also call 911 from any phone on campus -- But please use the closest and safest device to your location.

SON Events
SAFE Luncheons
The Staff and Faculty Exchange (SAFE) luncheons (covered dish) occur 3 times a year (fall, spring and summer), and are designed to encourage staff and faculty interactions in a casual, non-work focused environment.

Special Parking Permits
One visitor permit (for use by Non-University personnel) and one 2-hour service permit (for use by University personnel) may be reserved through the Office of Administrative Services (966-9943, room 102).

- One visitor permits should be reserved at least 24 hours in advance and must be returned to the Office of Administrative Services at the time the visitor leaves and no later 5 p.m. If the permit is needed past 5 p.m., then it should be returned by 8 a.m. the following morning.
- One 2-hour service permit allows University employees access to parking locations at other campus departments while attending meetings or workshops and should be turned in upon return to the School. The 2-hour permit can also be used by faculty members who need to drop off or pick up items at Carrington Hall.
- There are other 2-hours service permits available throughout other SON departments if the service permit in the Office of Administrative Services is not available. Contact Charlene Alston for a list of those departments.
- The expense to replace lost visitor or 2-hour service permits will be charged to the employee responsible for the permit.

Sports
Through a card issued annually, faculty and their immediate family have (free) access to all non-revenue sports.

- This access does not include men's basketball or football.

State Car
The Office of Administrative Services has a state car available for official School business and may be reserved through the Office of Administrative Services (966-9943, room 102).

- Employees using a state car must have a copy of a current NC driver’s license on file in the Administrative Services Office.
- A mileage log must be completed by the driver upon arrival back at the School, and returned with the keys to the Office of Administrative Services, room 102.
• It is the employee’s responsibility to make sure the car is returned in clean condition, with a minimum of a ¼ tank of gas.

**Student Emergency Loan Fund**
See the document on the P:\ drive.

**Student Listservs**
Student listservs are maintained by the Director of the School's Information & Technology Systems department.

• Email messages for all students should be forwarded to the Associate Director for Enrolled Students for mass distribution.

**Student Role in Teaching, Course, and Program Evaluation**
Student evaluations of faculty teaching in the clinical, laboratory, and classroom settings are an important source of information for individual faculty and program improvement. Students are asked to evaluate the extent to which the content, teaching methods and management of a course contributed to their learning.

• Evaluations are conducted at the end of each learning unit, usually at the end of a semester and during one of the last class meetings. In addition, students are asked to provide evaluation information at the time of graduation related to their experience in the total program, and periodically as alumni.

• Data are considered by faculty and administrators to be an important source of information for the maintenance and development of the program, and seek faculty cooperation in this continual process.

**Supplies**
Supplies for each department are ordered regularly. Faculty should request needed supplies by e-mail or verbal request to division support staff.

• Unusual supplies/course materials not kept on hand in the division should be requested at least 2 or 3 weeks in advance of the date they will be needed.

• Division support staff will notify faculty when the supplies are received or indicate if the requested supplies are no longer available for purchase.

**Syllabus Format**
The School of Nursing syllabus template is maintained on the P:\ drive.

**Travel Procedures**
A Travel Authorization (TA) is necessary for all travel by all faculty.

• When possible, the TA should be completed 1B= to 2 weeks before departure; if an advance for registration is being submitted, the TA should be submitted 2-3 weeks in advance of departure.
• The following is needed for a TA: departure and return dates (and hours), destination and purpose of the trip, mode of travel, cost of lodging, cost of registration, request for advance funds (if any), social security number and home address.
• Within 10 days of return from a trip, all original receipts associated with the travel should be submitted to the division staff.
• All faculty will be issued a Diner's Club Card (check with Division staff) for UNC-CH travel upon request.
• Diner's Card is to be used for expenses other than advance registration and has a 2 month payoff to allow for reimbursement of funds from the University to occur (if applicable).

Faculty Travel Fund
Travel awards may be granted through requests to the Carrington Travel Committee. See the Funds for Professional Development Activities policy for details.

Workers' Compensation Coverage
See the Worker's Compensation website maintained by the University's Environment, Health and Safety (EHS) department.

Workplace Violence Position Statement
The position statement and philosophy on Disruptive Conduct and Workplace Violence Prevention is maintained on the P:\ drive. Click here to read the statement.

Zipcar
The University offers Zipcar rentals to students and employees as an alternative to using their personal vehicle or using a state car. The complete UNC Zipcar policy is available here. Information on rates and more about the Zipcar in general is available via the Zipcar company website.