BOOK ORDERS FOR FALL CLASSES
Textbooks can be ordered online by visiting uncctextbook adoption.com or by calling or emailing the Barnes & Noble at UNC Charlotte Textbook Manager at uncctext@uncc.edu; 704-687-7072. Contact the Textbook Manager also if you have a course packet to be printed or if you need copyright clearance for any course materials. Book orders for the Fall Semester (from new faculty only) should be received by the campus bookstore as soon as possible. Normal due dates for textbook orders are March 15 (Summer and Fall) and October 15 (Spring). Your Department Administrative Assistant should order desk copies directly from the publisher. If you have any textbook-related questions or concerns, contact Karen Natale, the University bookstore liaison, at knatale@uncc.edu; 704-687-7683.

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.

Client Support offers campus-wide support for hardware and software issues, assistance with account requests, and manages the Faculty/Staff and Student Computing Help Centers. For more information about ITS services, including a checklist for new employees, please visit helpcenter.uncc.edu/howto/its_guide.pdf.

Faculty/Staff Help Center
704-687-3100
helpcenter.uncc.edu

Center for Teaching and Learning – The Center for Teaching and Learning (CTL) assists faculty by promoting teaching and learning excellence, supporting the integration of learning technologies, and encouraging scholarly teaching. For information about CTL’s services, please visit teaching.uncc.edu.

EMAIL
You can access your University email from any off-campus computer by visiting mail.uncc.edu. Use the following link for instructions about using email.

CHARLOTTE AREA INFORMATION
For newcomers to Charlotte, please visit:
- hr.uncc.edu/new-employees
- charlottesgotalent.com
- charlottechamber.com
- charlotteobserver.com/living

RELOCATION SERVICES
Relocation services are available through Allen Tate Relocation. Among the services provided and/or managed for you 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 TateRelocation.com, or email pamj.mcglothlin@allentate.com.

Additional relocation resources and information may be found on the Human Resources department website.

IMPORTANT FACULTY WEBSITES (all bullet titles are clickable and will direct you to the resource listed)
- Human Resources—first day checklist, benefits, and important information for new employees
- Faculty Development and Resources Directory—faculty development programs, awards, grants, fellowships, handbooks, forms, governance, etc.
- ADVANCE New Faculty Resources Page—designed especially for new faculty
- UNC Charlotte Faculty/Staff Index—an online index to the University website especially for Faculty and Staff
- ITS Help Center—computer, telephone, email instructions for faculty and staff
- ITS Training Index—free comprehensive technology training programs

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.

ARRIVING AND PARKING
A parking map of the campus is provided. For new faculty joining UNC Charlotte in Fall 2012, temporary parking permits can be picked up from the ADVANCE Faculty Affairs Office (Denny 118). Temporary permits are valid August 2-13, 2012, for use in all student parking areas, excluding metered and reserved spaces. Please hang this permit on your rearview mirror at all times while you are on campus. Permanent permits are required to be on your vehicle no later than August 20th. You may obtain a permanent faculty/staff parking permit by appearing in person at the Parking Services Office. Please bring your temporary ID, your paper work from Human Resources, and your vehicle information (vehicle license plate number, make, model, color, and year). Visit early to avoid the rush or consider payment by direct deposit and order permits online.

Additional parking information can be found online at parking.uncc.edu. Access North Carolina Division of Motor Vehicle information (e.g., registering your vehicle, obtaining a NC driver’s license) at ncdot.org/DMV.
NEW EMPLOYEE PROCESSING

When you arrive on campus, please visit the Department of Human Resources (King 222) in advance of, or no later than, your official start date to complete all necessary “new hire” paperwork. Please bring your contract and/or appointment letter as proof of your employment. During this visit, an HR 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: an unexpired US passport; or a valid driver’s license (or other photo ID issued by a governmental agency), an original Social Security card or an original/certified copy of your birth certificate. If you are not a United States citizen (F-1, J-1 Visa), please visit the International Student/Scholar Office (CHHS 202) before visiting Human Resources.

To ensure accurate payroll and retirement system reporting, the University strongly recommends that each employee present his or her original Social Security card. If possible, please bring your original Social Security card, or official proof of application, when you visit Human Resources 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 Office (ssa.gov). Additionally, please be aware of the University’s direct deposit requirement for all payment types. Please bring valid bank account information or a check marked “Void” 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, Employee Status under Retirement Reemployment Laws certification form, personnel profile information sheet, and patent agreement. All required paperwork may be accessed prior to your arrival from hr.uncc.edu. 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). An HR 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 with Human Resources, please pick up a benefits packet from the Benefits Office (225 King).

Bring this information packet to the Human Resources New Faculty Benefits Orientation on Wednesday, August 15, from 9 a.m.-12 p.m., in Room 125 within the Atkins Library, where your benefit choices will be discussed. For additional information regarding benefits, please visit: 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. For assistance, please contact the Program Coordinator in Human Resources at 704-687-0644.

J. MURRAY ATKINS LIBRARY

Teaching and research in today’s complex information environment demand an academic library that pays attention to what faculty members need to do their work. For example, digital collections have significantly increased this past year, offering more new titles, backfiles and full text articles. In addition to the growing collections’ strength, there are several other resources at the faculty’s disposal:

Librarian Liaisons - A highly qualified group of Librarians, not only proficient in academic research and information science, but who can also provide subject specific expertise for every course offered here. In addition, they provide class web page assistance, course research help, and more. To find the appropriate Librarian, visit library.uncc.edu, then select the “Librarians” tab on top of the main search box.

Copyright Expertise – Peggy Hoon, our nationally recognized copyright expert and consultant, provides faculty critical, accurate information in regards to publishing work, appropriate course material implementation, fair use, and much more. Visit library.uncc.edu/copyright for details.

Atkins Express – Have the library bring materials to you! Books can be delivered to your office, and articles from the library’s print and microfilm collections can be scanned and sent to your desktop. See the following link to request a delivery or get more information.

Course Reserves – Staff members assist faculty in placing course materials on electronic, audio, or traditional print reserves for classes each semester. They review reserve materials for copyright compliance and advise faculty on what may or may not be placed on reserve. Click the link to learn more about Faculty Course Materials Reserves.

Library Instruction Classes – Students will learn current research best practices, as well as an introduction to other available resources for your assignments. Typically incorporated into a scheduled class day; however, other arrangements can be made. Contact your Librarian Liaison to learn more and/or to organize a class session.

Special Collections – Located in the library’s 10th floor tower, search the thousands of books, manuscripts, maps, and other items to supplement your curriculum. Classes also welcome. Visit library.uncc.edu/specialcollections.

RESEARCH

The Office of the Vice Chancellor for Research and Economic Development offers a wide range of services to help faculty seek funding and manage grants and contracts. You can visit their website at 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. Contact Lesley Brown at 704-687-4330 or labrown@uncc.edu. The Office of Research Services can help you with the mechanics of budget development and proposal submission, as well contracting, and project management. Contact Ellen Zavala at 704-687-2592 or eezavala@uncc.edu.

The Office of Research Compliance can help you with animal and human subjects review and biosafety or export control issues. Contact Dixie Airey at 704-687-3311 or dairey@uncc.edu. The Office of Technology Transfer identifies, protects, and commercializes university research and intellectual property and works closely with faculty, students, and staff to help bring new technology and innovation to market. Contact Carl Mahler at 704-687-8016 or cmahler@uncc.edu. The Research Cost Management office provides transactional support to college-based post-award staff and is responsible for overall sponsored program financial reporting and compliance. Contact Deborah Fraser at 704-687-2894 or dafraiser@uncc.edu.

If you have a question or a problem with a grant proposal, contact Lesley or Ellen. If you have a question or a problem with an award, contact the Faculty Grants Helpline at 704-687-2777 or grantshelp@uncc.edu. No research problem is too big or too small — they have answers. And Vice Chancellor Robert Wilhelm’s door is always open, so feel free to contact him as well.