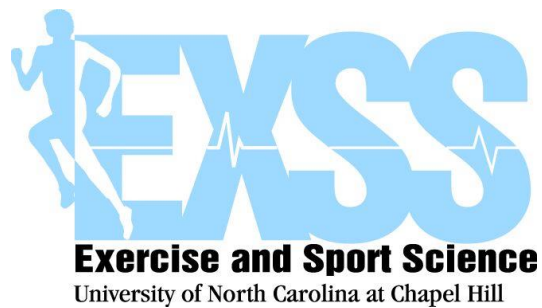


The Department of Exercise and Sport Science

Faculty Handbook



209 Fetzer Hall

CB#8700

UNC Chapel Hill

Chapel Hill, NC 27599

Updated 7/2013

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DEPARTMENTAL MISSION

Mission Statement:

The mission of the Department of Exercise and Sport Science is to discover, create and promote knowledge of human movement to improve the quality of life of individuals and society.

This mission is accomplished through education, research, and service in the following areas:

Undergraduate Programs

- Athletic Training
- Exercise and Sport Science
- Fitness Professional
- Sport Administration

Graduate Programs

- Athletic Training
- Exercise Physiology
- Sport Administration
- Recreation Administration/Therapy Minor
- Human Movement Science (PhD)
- Dual Degree (JD/MA) Law and Sport Administration

Physical Activities Program

- Lifetime Fitness
- Physical Activity Electives
- Aquatics

Campus Recreation

- Intramural Sports
- Sport Clubs
- Outdoor Education
- Carolina Fitness

Laboratories

- Sport Medicine Research Lab
- Applied Physiology Lab
- Neuromuscular Control Research Lab
- CPR Lab
- Exercise Science Teaching Lab
- Integrative Exercise Oncology Laboratory

Centers & Institutes

- Center for the Study of Retired Athletes
- National Center for Catastrophic Sport Injury Research
- Gfeller Traumatic Brain Injury Research Center
- Get Real & Heel Breast Cancer Research Program

DEPARTMENTAL ORGANIZATION

In the University structure, the Department of Exercise and Sport Science is in the Division of Natural Sciences of the College of Arts and Sciences. The various academic program offerings also involve relationships and responsibilities in and to the General College and The Graduate School.

Administrative Staff

Denise Currin, Business Officer/Department Manager **962-5172**
dcurrin@email.unc.edu

Responsibilities include: financial management, faculty/staff personnel administration, staff supervisor, faculty/staff human resource facilitator, facilities management, policy development, and department operations.

Accountant **962-0017**

Responsibilities include: purchasing, reimbursements, travel, administrator, financial management, payroll, office supply ordering, graduate student payroll and admissions, tuition remission, grant management.

Cindy Atkins, Executive Assistant **962-0018**
atkins@email.unc.edu

Responsibilities include: assistant to director of graduate studies, tuition remission, graduate student registrar, administrative staff supervisor.

Ashley McCullen, Student Services/Administrative Support Specialist
962-2022
amcculle@email.unc.edu

Responsibilities include: human resource facilitator, registrar, course scheduling, commencement ceremonies coordinator, website co-coordinator, textbook ordering, lifetime fitness administrator (payments), backup for accounting technician.

Amy Tufts, Administrative Support Associate **962-2021**
atufts@email.unc.edu

Responsibilities include: parking coordinator, key management, telecommunication management, equipment inventory, special events coordinator, publicity/marketing, publications coordinator (newsletters), mail services, work study supervisor and manage chair's calendar.

Support Staff

Victor Anderson, Computer System Administrator 843-6139
techguy@email.unc.edu

Responsibilities Include: website administrator, computer system management and repair.

Patrick Barrett, Research Operations Manager 843-7324/883-8479
barrettp@email.unc.edu

Responsibilities Include: liaison for construction projects, facilities maintenance and housekeeping.

Darrell Kidd, Utility Crew Supervisor, 962-0240 (office) 883-8475 (cell)
wdkidd@email.unc.edu

Responsibilities Include: supervise and train all utility crew members, Responsible for all minor moves and repairs.

Fetzer Equipment Room 962-1633/962-1144

Dallas Jacobs, djacobs@email.unc.edu
Wayne Johnson, swjohnso@email.unc.edu

Responsibilities Include: customer service, activity equipment ordering.

Woollen Equipment Room 843-6157/843-5901/966-1398/675-6687

Joel McLawhorn
jmclawho@email.unc.edu
Chris McGhee
cbmcghee@email.unc.edu

Responsible Include: Customer Service, Supervisor of student employees.

EXERCISE AND SPORT SCIENCE DIRECTORY

Fetzer Administrative Staff			
Darin Padua	Chair	204 Fetzer	843-5117
Victor Anderson	Computer Systems Administrator	026/C Fetzer	843-6139
Cindy Atkins	Executive Assistant, Graduate Program	209 Fetzer	962-0018
Patrick Barrett	Research Operations Manager	025 A Fetzer	843-7324
Rebecca Battaglini	Director of Lifetime Fitness	215B Woollen	962-0233
Denise Currin	Department Manager	209 Fetzer	962-5172
Darrell Kidd	Utility Crew Supervisor	Fetzer(next to BR)	883-8475, 962-0240
Ashley McCullen	Administrative Support Specialist	209 Fetzer	962-2022
	Accounting Manager	209 Fetzer	962-0017
Amy Tufts	Administrative Support Associate	209 Fetzer	962-2021
Stallings Evans Administrative Staff			
Amy Matthews	Social Research Specialist	2205 Stallings Evans	962-5744
Utility Crew Staff			
Andy Cahan	Facilities Technician	OEC	883-8480
John Hauser	Facilities Technician	OEC	883-8483
Howard Wright	Facilities Technician	OEC	883-8482
Equipment Room Staff			
Dallas Jacobs	Fetzer Equipment Room	06 Fetzer BR	962-1633
Wayne Johnson	Fetzer Equipment Room	06 Fetzer BR	966-1398 962-1144
Joel McLawhorn	Facilities Operations Coordinator	Woollen Equipment Room	843-5901
Chris McGee	Equipment Room	Woollen Equipment Room	843-6157
Campus Recreation Staff			
Diane Adamson	Office Manager	103 SRC	962-1153
Tori Cheek Hooker	Coordinator Intramural Sports	102-A SRC	843-4768
Karen Cunningham	Assistant Director of	204 SRC	843-4767

	Marketing		
Justin Ford	Assistant Director of Intramurals	102-C SRC	843-4769
Jason Halsey	Assistant Director of Sports Clubs	106 SRC	962-1013
Reggie Hinton	Director of Student Recreation Center/ Facility Operations Manager	201 SRC	962-3301
Vacant	Climbing Wall Director	Rams Head	843-6434
Amanda Madden	Sports Clubs Coordinator	Rams Head	843-4766
Lauren Mangili	Assoc. Director & Indoor Climbing Coord.	201 SRC	962-7348
Dan Marshall	Fitness Coordinator	202 SRC	962-7955
Bill Goa	Director of Campus Recreation	108 SRC	962-2779
David Rogers	Carolina Outdoor Education Director	OEC	843-4632
Dave Yeargan	Expedition Program Coordinator	OEC	843-3233
FACULTY			
Alain Aguilar	Lecturer, UG FP Coordinator	314 Woollen	843-2033
Claudio Battaglini	Assistant Professor	125 Fetzer	843-6045
Troy Blackburn	Assistant Professor	124 Fetzer	843-2021
Coyte Cooper	Assistant Professor	203D Woollen	962-0959
Diane Groff	Associate Professor	306 Woollen	962-0534
Kevin Guskiewicz	Professor	2204 Stallings Evans	962-5175
Anthony Hackney	Professor and Assistant Chair	203 Fetzer	962-0334
Elizabeth Hedgpeth	Adjunct Assistant Professor	103 Fetzer	962-6214
Kristin Kucera	Assistant Professor	123 Fetzer	843-8357
Bonnie Marks	Professor, Ex Phys. Coordinator	311 Woollen	962-2260
Jason Mihalik	Assistant Professor	313 Woollen	962-2573
Deb Murray	Lecturer/ Health Education/Aquatics Director	110 Bowman Gray Pool	962-6946
Joseph Myers	Associate Professor	123 Fetzer	962-7543
Barbara Osborne	Associate Professor, UG SA Coordinator	309 Woollen	962-5173
Meredith Petschauer	Senior Lecturer, UG AT Training Coordinator	2202 Stallings Evans	962-1110
Brian Pietrosimone	Assistant Professor	026G Fetzer	962-3617

Bill Prentice	Professor, Grad Athletic Training Coordinator	214 Fetzer	962-5174
Abbie Smith-Ryan	Assistant Professor	312 Woollen	962-2474
Eric Ryan	Assistant Professor	06 J Fetzer	962-0297
Sherry Salyer	Senior Lecturer, Director of Undergraduate Studies	211 Fetzer	962-6947
Lee Schimmelfing	Lecturer/Fitness Management	302 B Woollen	962-2577
Ed Shields	Associate Professor, Director of Graduate Studies	202 Fetzer	962-3351
Debby Stroman	Lecturer, Academic Advisor	315 Woollen	843-0336
Deb Southall	Lecturer	307 Woollen	962-3508
Heather Tatreau	Dance Faculty	026B Fetzer	962-0100
Erienne Weight	Assistant Professor	203B Woollen	843-8864

EXSS Committee Assignments

EXSS IRB Committee

Troy Blackburn, Chair

Membership consists of all EXSS faculty

UNC-Chapel Hill IRB Appointments

Diane Groff – Behavioral

Ed Shields - Biomedical

Facilities

Patrick Barrett, Chair

Denise Currin

Deb Southall

Jason Mihalik

Marty Pomerantz

Graduate Program/Admissions

Ed Shields, Chair

Bonnie Marks

Bill Prentice

Curriculum

Sherry Salyer, Chair

Bill Prentice

Barbara Osborne

Alain Aguilar

Deb Stroman

Claudio Battaglini

HMSC Doctoral Program

Joe Myers, Program Chair

Undergraduate Program Directors

Sherry Salyer, EXSS UG Program

Meredith Petschauer, Athletic Training

Barbara Osborne, Sport Administration

Alain Aguilar, Fitness Professional

Becca Battaglini, Lifetime Fitness

Full Professors

Darin Padua, Chair

Kevin Guskiewicz

Tony Hackney, Assoc. Chair

Bill Prentice

Bonita Marks

Public Relations Committee

Amy Tufts, Chair

Joe Myers

Bonnie Marks

Deb Murray

Coyte Cooper

Becca Battaglini

Laboratory/Center Directors

Applied Physiology Lab

Director: Anthony Hackney

Exercise Science Teaching Lab

Director: Bonnie Marks

Sports Medicine Research Lab

Director: Darin Padua

Neuromuscular Research Lab

Director: Troy Blackburn

Matthew Gfeller Sport-Related TBI Research Center

Director: Kevin Guskiewicz

Cadaver Anatomy Lab

Director: Jason Mihalik

Get Real and Heel

Directors: Claudio Battaglini

CPR Lab

Director: Meredith Petschauer

Laboratory Managers: Patrick Barrett

Aquatics Director: Deb Murray

PROGRAM DESCRIPTIONS

Lifetime Fitness Program:

The lifetime fitness activities program focuses on the acquisition of essential health knowledge, improved physical fitness, skill improvement and encourages these behaviors for continued lifetime fitness. Students who were enrolled after Fall 2006, must successfully complete one Lifetime Fitness class (LFIT) (one credit hour) for a graduation requirement. Students who were enrolled prior to Fall 2006 must complete one semester of PHYA (Physical Education activity) courses. Students may elect to take additional PHYA courses. For more information about LFIT or PHYA courses or requirements for graduation, contact the Director of Lifetime Fitness, Rebecca Battaglini at 962-0233 or bbatt@email.unc.edu.

The Undergraduate Arts & Sciences Program:

This program prepared students for graduate school and/or a professional career in exercise and sport science and allied health professions.

The Graduate Program:

The Master of Arts degree prepares individuals to function as scientists, educators, and practitioners in exercise and sport science. This degree in exercise and sport science offers specialized study in a sub discipline, i.e. athletic training, exercise physiology, and sport administration. All Master of Arts specializations culminate with a thesis.

The Department operates five major research labs: the Applied Physiology Lab, Exercise Science Teaching Lab, Human Cadaver Lab, Neuromuscular Control Lab, Gfeller Traumatic Brain Injury Research Center and Sports Medicine Research Lab. These facilities support graduate students and faculty research efforts and serves as teaching labs for both graduate and undergraduate courses. A Sports Medicine facility is jointly sponsored with Athletics and Campus Health Services and serves both clinical and research functions. A Sport Administration Resource Office provides support to that specialization.

The Campus Recreation Sports Program:

This program provides the opportunity for voluntary competitive and recreational sport experiences in a wide variety of activities for students, faculty and staff. The opportunity to develop and maintain physical fitness and sport skills, to compete with fellow students in team and individual sports and co-recreational experiences is available through a structured competitive program. Facilities for recreation and sports activities are available for students and university employees during free play and on weekends. Athletic

equipment is available for the use of individuals and groups. The Student Recreation Center provides extensive weight training and aerobic fitness facilities. UNC One cards for use of these facilities must be purchased by University faculty and staff. University students may use the facilities free of charge upon presentation of a valid student UNC One Card.

FACILITIES

In general, the indoor facilities of Bowman Gray Pool, Fetzer Gym, Student Recreation Center, Ramshead Recreation Center and Woollen Gym are under the control of Exercise and Sport Science. All scheduling of these indoor areas as well as Hooker Fields, Ehringhaus Field, Outdoor Education Center and Kerr Lake Recreation Area are handled through Exercise and Sport Science and Campus Recreation (Reggie Hinton hinton@email.unc.edu).

Offices: Faculty offices are assigned by the Department Chair. Keys to faculty offices and to departmental buildings are issued to each faculty member through Amy Tufts, Key Coordinator for the department (atufts@email.unc.edu).

Repairs/Renovations: All desired repairs or renovations including repainting should be requested to Patrick Barrett or Darrell Kidd(wdkidd@email.unc.edu). In addition, requests for minor problems such as sticking doors, light bulb replacement or clean up spills should be made to these individuals so that housekeeping or utility crew can be requested to help.

Class Setup: The Utility Crew will assist you with needed class setup of nets, goals or other equipment if requested at least 2 days in advance. A form can be picked up in 209 Fetzer. All classroom assignments are made by Ashley McCullen well in advance of each semester and must be coordinated with the Registrar's Office. If you require a room change, additional desks, or special use of any classroom space, please contact the Student Service Administrative Specialist, Ashley McCullen (amcculle@email.unc.edu) in 209 Fetzer Hall. The Campus Recreation Office schedules classroom use after 5:00pm and on weekends.

Facility Hours: The Facilities Calendar Committee meets each summer to determine the facility schedule of operation for the entire year from August to August. Copies of these facility schedules for each semester are available from the Campus Recreation office (101 Student Recreation Center). <http://www.campusrec.unc.edu/> or <http://www.campusrec.unc.edu/facilities-schedules-reservations> Please note the special hours in effect for holiday and/or semester break periods.

Personal Recreation in Departmental Facilities: Departmental faculty and staff are encouraged to maintain an active lifestyle and to make full use of our facilities. UNC One cards are provided to departmental faculty, staff, and their

spouses. There is a charge of \$5.00 for making the card and if you lose your UNC One Card you will be charged \$5.00 every time you lose it. Faculty use of swimming facilities should be during regular pool hours. Guests of Exercise and Sport Science faculty members may use the facilities if accompanied by the faculty member. Temporary (guest) cards are used for this purpose. Requests for use of the facilities and visitor cards should be made at least 5 days in advance to Reggie Hinton in the Campus Recreation office at 962-3301. Children (including children of Exercise and Sport Science faculty) are generally not permitted to use the facilities with the exception of the swimming hours specified for family use. Pool guest cards for Exercise and Sport Science faculty's children are also available from Reggie Hinton. An Exercise and Sport Science faculty member may allow his/her child to use the other facilities under the constant, direct supervision of the faculty member. Please avoid peak facility use hours.

Please see http://campusrec.unc.edu/facilities/facility_policies.html for more information on Facility Policies or contact Reggie Hinton at 962-3301.

Parking Behind Fetzer: The Department controls several spaces behind Fetzer to accommodate short-term parking needs including: sports medicine treatment, research subjects, equipment loading and unloading, and department visitors. Permits for these uses are required and can be obtained from Amy Tufts, the parking coordinator (962-2021). These spaces should not be used for regular parking or because you cannot find a spot in your regular lot. You will be ticketed or towed by Parking and Transportation, UNC Public Safety.

OFFICE PROCEDURES

Currently the Department maintains one main administrative office in 209 Fetzer Hall. Campus Recreation also has a business office located in 201 Student Recreation Center. Fetzer offices are open and staffed from 8:00am to 5:00pm, Monday through Friday.

The offices are maintained for the purposes of supporting faculty, professional and clerical needs, responding to inquiries and conducting administrative tasks required by the University. Although the staff in each work area basically serves the faculty/administrative needs of that group, they are often called upon to assist with pressing departmental projects or to cover for other office staff that may be out sick, etc. Faculty having a project needing extraordinary clerical assistance should request and schedule this support through the Department Manager.

The department also employs work study students that can help with you with projects. Please fill out a work request form found in both administrative offices to indicate the details of what you need done and what your deadline for the work will be. Amy Tufts supervises these employees and you can follow up with her about the progress or quality of the work being done. The work

study students are not allowed to photocopy exams of any classes that they are enrolled in or grade any papers.

Office support provided to faculty includes typing, filing/sorting, copying and miscellaneous clerical tasks. Office staff may not leave their work area to perform duties without approval of the Administrative Manager. Occasionally, office support may be able to help in the preparation of special transparencies, posters, signs, etc. However, they are not trained in art work or production and should not be expected to perform as a professional in these areas. Any request of this nature which will require more than one hour of staff time should be pre-approved by the Administrative Manager. Office support are not permitted to work overtime and thus, should not be requested to start early, stay late or take work home. They have assigned break and lunch schedules.

Office support may **NOT** administer exams, show class films or otherwise conduct a class session.

Photocopying

The copier is located in the 209 Fetzer Hall Office and 215D Woollen Gym. Each faculty and staff is assigned an eight digit code to gain access (See Amy/Ashley for codes). Each code starts with the department code 3292 and the last four digits are your choice. The copier stays in scanner mode at all times. You must choose copy to begin a photocopy job. If you have difficulty and the machine jams or has a malfunction please report it right away at <http://surface.aux-services.unc.edu/CarCopyTicket/default.aspx> and let the office staff in Fetzer 209 know so they can alert faculty and staff that the copier needs service and is not available for use. It will ask you for a copier number which is located on the front of each machine.

You may do your own copies or fill out a **work request form** for office staff to complete your job for you. The office staff asks for at least a two day turn around time. These forms are located at the work box in the Fetzer 209 office.

The copier can also scan and email a document to your email account or to someone else's email account. Please see any of the Fetzer office staff to assist you with this feature.

Larger volumes may be better accommodated at the University Copy Center. Any large photocopying project (over 200 copies) should be processed at the UNC Copy Center across the street.

Mailboxes and Mail Services

Faculty and staff mailboxes are located in the 209 Fetzer Office or the 215D Woollen Office. Teacher assistant mailboxes are located in Woollen 215. The mailboxes are open for students to drop off mail during regular business hours. Faculty members have a key for anytime access. Campus Mail (mail going to

any UNC campus box number) is delivered around 10:00am and 2:00pm daily. Mail will be delivered to Woollen in the afternoon around 2:30pm. Outgoing personal mail must have proper postage. Departmental mail that is non campus mail must have a departmental postage authorization slip to accompany the outgoing pieces. It is most cost effective if your mail has ALL CAPS and no punctuation. Bulk mail prices are also available if the mailing is 250 pieces or greater. The pieces must be all be the same size, weight, contents, and be in numerical order by zip code. Campus mail envelopes, large and small, and letterhead or plain envelopes can be found under the mail center cabinet.

Federal Express and UPS packages are picked up or dropped off in 209 Fetzer Hall. Ask Amy for help with these packages. Packages, that are too large for your mailboxes, will be stored on top of the counter in each mail room. If you need delivery of heavy packages to certain areas, please notify Darrell of a work order request for the move. (wdkidd@email.unc.edu)

Our correct mailing address is:

**Fetzer (Your Name)
Department of Exercise and Sport Science
209 Fetzer Hall, CB# 8700
UNC Chapel Hill
Chapel Hill, NC 27599-8700**

Street Address for Express Delivery: 210 South Road

**Woollen (Your Name)
Department of Exercise and Sport Science
215D Woollen Gym
CB# 8605
UNC Chapel Hill,
Chapel Hill, NC 27599**

Office Supplies

Basic office supplies are located in the supply cabinet in Fetzer 209 office. Please come and peruse the cabinet to find items that you need. Anything not found or specific printer cartridges for your printer can be ordered through Michael Smith. Printer paper is located in the cabinet by the work study desk. If you see that the paper ream level is low, please let Amy or Ashley know.

Stationery: Please limit the use of departmental stationery to necessary professional correspondence. Teaching Assistants and students are not authorized to utilize departmental stationery.

Keys

Keys to your offices and the building are distributed by Amy Tufts in the 209 Fetzer office. You will need to initial for your key card for each key that you are assigned. When you leave your position with the department, please return all keys.

Email

Please contact the Administrative Manager (Denise Currin) and Victor Anderson in order to get email information and your computer setup.

For Computer help, PC Problems, troubleshooting issues, etc.

Contact 962-HELP to submit a request for help or call Victor Anderson 3-6139 or by pager, 216-2898.

Website/Videoboard

The department updates information via website (exss.unc.edu) and on videoboards and newsletters. For any news, awards, events that you would like to advertise/announce, please send any information, pictures, links, etc. to Victor Anderson at techguy@email.unc.edu who updates the website and Amy Tufts atufts@email.unc.edu who updates the videoboards.

Each faculty has their own bio page on the website. Please submit your bio information and up to date headshot to Victor Anderson (techguy@email.unc.edu). It is your responsibility to make sure your information is correct and up to date each year.

Faxes

There are currently four fax lines for the department. This service is available to faculty and staff to support their professional duties. No students (graduate/undergraduate) are permitted to use the fax service.

1. **209 Fetzer Hall** beside Michael Smith's work station. This fax number is 919-962-0489. (Fax cover sheets are located on the shelving underneath.)
2. **Woollen Gym 215D** , 919-962-6325
3. **Campus Recreation**, 201 Student Recreation Center, 919-962-3621
4. **Gfeller TBI Center**, 2207 Stallings Evans Center, 919-962-7060.

Phones

For new phone ordering, installing and set-up please contact Amy Tufts to discuss your order. Phones will vary with regard to message waiting, transferring, and call forwarding. If you experience any problems with your phone, please notify Amy Tufts by phone or email detailing the problem. She will submit a service requisition to communications technologies on your behalf.

Voice Messaging

- Refer to the pamphlets, "Voice Message System: Quick Reference Guide" and "Voice Message System Flow Chart" for detailed instruction.
- Call 962-6245 for Voice Mail Questions. Other applications such as auto attendant, interactive voice response and fax messaging are available.
- Reaching Your Mailbox
The system access phone number is 962-6200. From campus phones, dial 2-6200. Follow system prompts to access your mailbox.

Parking

The Department of Exercise and Sport Science has parking allocation in the following lots: S4 (Stadium Drive), S3 (Law School, Navy Field Lot, and Ridge Road) and S-10 (Boshamer Stadium Lot).

Criteria- The Department of Exercise and Sport Science allocates Parking Permits based on the following criteria:

Consideration is given to the full time faculty or staff member's need to be on campus as determined by administrative, teaching, research, professional service, and/or other responsibilities. Where the need to be on campus is approximately equal, priority is given on the basis of rank and years of service for faculty and on the basis of years of service for staff.

Consideration is given to individuals with existing medical conditions. Closer proximity to work space and/or application for disability permits will be assessed.

Consideration is also given to maximizing the safety of faculty and staff working during hours of darkness. This is of particular concern for faculty whose responsibilities require their presence on campus at night, usually when teaching evening classes.

Final consideration is given on the basis of rank and years of service for faculty and on the basis of years of service for staff.

Motorcycle and scooter permits can be obtained from public safety and can accompany a car parking permit.

After Hours Parking

All campus lots, except permitted student parking lots are open to non-permitted persons after 5pm. If visiting Franklin Street after hours, the Hanes Art Center/Swain lot is an excellent place to park. For campus sporting or other entertainment events, parking is further restricted and lots are closed off for paid event parking. Please plan your schedule with this in mind. Please contact Amy Tufts for more information on parking.

Alternatives To On-Campus Parking

For Cyclists: Bicycle registration is mandatory and fines are imposed for noncompliance.

The Commuter Alternatives Program (CAP) provides free park and ride access for University employees with no parking permit. The Chapel Hill Transit bus system services all the park and ride lots as well as continuous service for all campus and hospital locations. A map of all routes can be obtained from Department of Public Safety.

Look up this link for more information on the public safety website:

<http://www.dps.unc.edu/Transit/gettingtowork/gettingtowork.cfm>

Ticketing

Should you get a parking ticket on campus, they can be appealed at the Department of Public Safety, which is located on South Campus or online at https://dpsweb.psafety.unc.edu/webpay/appeal_begin.asp

PROFESSIONAL / SCHOLARLY CONCERNS:

Professional Appointments:

The professional staff includes tenure track faculty, fixed-term faculty, visiting faculty and EPA (exempt from the personnel act) non faculty. The University publication, "Guidelines for Promotion, Tenure and Reappointment" describes these position classifications in detail. Tenure track faculty includes the ranks of Assistant Professor, Associate Professor and Full Professor. These ranks are eligible for tenure when the appropriate years of service and professional accomplishments have been completed. Fixed-term faculty are employed to meet short-term instructional or administrative needs. These faculty members are hired on an annual basis and some may be reappointed. They are not eligible for tenure and cannot be elevated to a tenure track appointment without a formal search to fill an advertised tenure track position. Visiting faculty are employed from one semester to two years to meet particular teaching needs. They do not hold a state position number and thus, cannot participate in the benefits of the state retirement or health care systems. They cannot be changed to a regular state line position, except through a formal

search. EPA non-faculty are professional staff who fill non-teaching roles, usually administrative or technical. They are hired on an annual basis and their obligation is for a 12-month period. They receive benefits similar to SPA (subject to the personnel act) employees, i.e., sick days, vacation days, etc.

Teaching Loads:

Teaching loads are assigned by the Chair and designed to take advantage of the specified expertise of faculty members. Teaching loads vary among faculty, taking into consideration the faculty member's other contributions to the Department and the University, including administrative duties, research programs and committee involvement as well as the needs of the Department for specific course offerings. Summer teaching appointments are at the invitation of the Chair and the Summer School Office.

Teaching Evaluations:

Teaching is an essential portion of each faculty member's responsibility. Untenured faculty are evaluated annually by the Department Chair. A formal evaluation of teaching is mandatory during the review process for promotion and tenure decisions. All faculty are encouraged to utilize some form of systematic means of gathering student opinions of their teaching. The Carolina Course Review offers such an instrument.

Audiovisual Equipment:

Each classroom in Fetzer (104, 106, 109) is a SMART classroom that will meet all your audiovisual needs. The Department maintains a supply of laptops, slide projectors, audio tape players, In-focus machines and TV/VCR's to support instructional needs. All equipment checkout and repairs are done through the Fetzer Equipment Room.

Computer Facilities:

All faculty are provided with computers. Victor Anderson is the contact for these.

Requests for Equipment and Supplies:

Requests for needed instructional/research equipment and supplies can be made in writing at any time to the Chair. Major purchases are generally made in the spring. Large equipment items often require substantial processing time and must go out on state bid.

Preparation of Slides and Art Work:

The Department has a large printer to print posters and it is located down in Fetzer 026G. Please contact Victor Anderson for any use of this printer.

Off-Campus Use of Departmental Equipment:

Off-campus use of University equipment is discouraged with the exception of certain field research studies. Requests for off-campus use of equipment should be made to the Chair. Specific University forms are required to request permission to retain University property at a faculty member's residence or other off-campus location.

Equipment Purchased on Grants:

All equipment purchased on grants administered through any University office is the property of the University. All equipment purchased on grants will normally be administered by the principal investigator until the conclusion of the project. Upon conclusion of the project, the equipment will be treated as normal departmental equipment, unless other specific written agreement has been made at the time the University approved the original grant application.

Consulting/Outside Employment:

The University has specific policies governing consulting and external employment of any faculty member who holds a full-time position. As a general rule, consulting and external employment which contributes to a faculty member's scholarly expertise or is a natural outgrowth of it, is appropriate. The faculty member and Department Chair must agree that the external work proposed will not hamper the faculty member's regularly assigned University duties. Faculty members may not receive additional compensation from another agency of the State of North Carolina. Consulting for another State agency requires release time and compensation back to the employing agency, not additional compensation to the individual. Forms for requesting permission to engage in external activity for compensation are available from the Chair's office and must be updated each year. These forms are not required for one-time speaking engagements for pay.

Professional Travel:

The College of Arts and Sciences maintains a travel fund to help defray the expense of faculty members when presenting or holding office in professional societies. Specific rates of reimbursement are set each year. Additional funds for travel or professional development may be available. Please make requests through the Chair's office.

University Courses – Tuition:

Current University policy allows regular faculty members to register for two 3-hour courses each year upon approval from the Chair's Office. Tuition Waiver Forms for these courses may be obtained from the Faculty Benefits Office. Please refer to Human Resources Website or department for more information on Tuition Waivers.

Speaker's Fees:

Each year the Department receives limited funds to compensate external speakers who will enrich our educational programs and aid in keeping our faculty up-to-date. Faculty are encouraged to suggest potential speakers.

Annual Report:

Annually, each faculty member is requested to submit a summary of his/her professional accomplishments for the year. These reports, due in April, are the basis for the departmental annual report which is submitted to the Dean of the College of Arts and Sciences. Additionally, the faculty member's annual report serves as one means of assessing faculty accomplishments for purposes of recommending merit salary increases.

Salary Adjustments:

Faculty salary adjustments are controlled in part by action of the State, Legislature and the University Administration. Generally, salary adjustments are made annually, effective July 1 of each year. The salary adjustment may include a mandated cost-of-living amount awarded to all faculty and/or a merit increase. Both adjustments become part of the faculty member's permanent base salary. Occasionally, a one-time bonus payment is funded by the Legislature which does not become part of the base salary.

Office Hours:

Faculty are required to have a minimum of 6 posted office hours available to students per week. These are usually posted on your course syllabus as well as on your departmental webpage.

Course Syllabus (Suggested Criteria):

1. Class Information
2. Contact Information
3. Office Hours
4. Required Text
5. Other Required Materials
6. Online Resources
7. Purpose
8. Course Objectives
9. Honor Code
10. Grading System
11. Exams
12. Class Attendance
13. Absences
14. Additional Policies
15. Course Grading Scale

ACADEMIC INFORMATION

Course Requests for Upcoming Semesters

Request for courses are determined approximately 9 months in advance. The Chair will send out an email requesting course information. Please check with your colleagues within your concentration about what courses should be offered. The information needed from you will be: Enrollment size; day and time preferences; building/room preferences and room arrangement; preferences for recitation section times/days; what type of multi-media equipment will be needed for the course; if you will need a TA; prerequisite, footnote and student restrictions.

Textbook Orders & Desk Copies

All textbook orders and orders for desk copies are processed through Ashley McCullen amcculle@email.unc.edu . Simply email her the textbook information you would like to use when she sends out the request for the information.

Pre-registration Period and Beginning of Semester Registration

In October and March of each year, students register for the coming semester. **If you would like to have certain restrictions or a waitlist option for the enrollment of your course, Ashley McCullen is able to set the system to restrict entry (Controlled Enrollment) into your class per your individual approval.** Priority should be given to graduating EXSS seniors (Fall semester graduates in December or Spring Semester graduates in May) or students where the course is required for their major or graduate program and then (in this order) to Junior Transfers, Seniors (other than graduating in that semester), Juniors, Sophomores, and lastly First Year students. If you create your own waitlist, please try to include at least two of the following pieces of student's information on your waitlist: PID # (Personal Identification Number, which is best to include), full name, email address, classification and major. When you know which students you want to add, you can then contact Amy Tufts or Ashley McCullen with the above information and request that the student(s) be enrolled in your class. Please be sure to include the course number and section number of your course. You may also instruct students to attend the first day of class to see if other students drop and spaces open up.

On the first day of classes, Amy Tufts or Ashley McCullen will have a number of students adding and dropping. If a student misses both the first and second class meeting, instructors are able to drop a student from the course. Again, if you choose to allow more students into your class, give priority as was stated above. You can also send students directly to the administrative support assistant with a note signed by you giving them permissions to be added to your course. The administrative support assistant will not add any student without official written permission (this written permission can also be in the form of a forwarded or printed out email from you to the student giving them

permission to add your class.) Cindy Atkins handles registration (adding/dropping) for all EXSS graduate students.

Class Rolls

Connect Carolina Info

First Year Student Mid-Term Grade Reports Online

Student Athlete Mid-Term Grade Reports

About a month into the semester, you will be asked for grades to date of student athletes that are enrolled in your classes. This is for the athletic department to verify that athletes are meeting the academic eligibility requirements. You will receive a separate page for each student-athlete. Unlike the procedure for first year students, these reports do NOT go to the registrar's office but are returned to the athletic department at the campus box listed on the form.

Grade Rolls/Reporting

The online link to enter grades will be available on the first reading day of each semester. Grade reports are due within 72 hours of the scheduled final exam time. Final exam dates and times can be found at <http://regweb.oit.unc.edu/calendars.html>

Every student must have a grade. If your roster still remains incorrect from the verification period, assign an "FA" (failure to attend) if the student should not be on your roll. If a student, which you believe to be in your class, does not show up on your class roll, writing their name and grade in will not count officially or update their enrollment status. You may want to notify the student that they are not officially registered for the course, but ultimately it is the student's responsibility to make sure they are enrolled and receive proper credit. The student should obtain a Late Drop/Add Form and get your signature, then turn the form into the registrar's office to be properly placed in the class. An "AB" grade is assigned when a student misses the final but would have passed the course otherwise. Only a Post-Semester Registration ADD/DROP form can remove or add a student to a course after the Official Roll & Grade Reports have been generated for the semester.

Exam Scanning Services- (<http://its.unc.edu/ops/exam/>)

For any exams using multiple choice answers, you can submit your class exam answer sheets to Exam Scanning Services located in the basement level of House Undergraduate Library. ITS provides a computerized scoring and analysis service for true-false and multiple choice tests, based on our NCS "General Purpose Answer Sheet." This service is available for any course offered through the Office of the University Registrar. ITS also provides

ongoing support for existing Course Evaluations. You must fill out a form there to indicate how you want it scored and how you want it reported to you. You are responsible for picking up your packet from Exam Scanning within a timely manner. Students access scantron sheets at the UNC Student Stores.

Turnaround time is two business days.

If you have questions, contact June Williams in the Exam Scanning office, 015 Undergraduate Library, 7:30-4:00pm; tel: 962-5283; email: exam_scanning@unc.edu.

GRADING

Undergraduate

Undergraduate students are graded on an A,B,C,D,F letter grade scale. You may give pluses or minuses to undergraduate students (No A+ or D-)

Undergraduate Classifications-

FR	Freshman
SO	Sophomore
JR	Junior
SR	Senior
FYR	Fifth Year (Pharmacy)
SPU	Special Undergraduate Non-Degree
II	Inter-Institutional
SDS	Special Degree Seeking and Off Campus Nursing Program
FX	Foreign Exchange

Graduate

Graduate students are graded on an H,P,L (Honors, Pass and Low)scale. Please do not use plus or minuses for any graduate student grade as they are not valid with H, P, and L. The classification of the student can be found in the column to the left of their identification number.

Graduate Classifications-

GD	Grad Doctoral
GM	Grad Masters
GPM	Grad Post Masters
GMD	Grad Masters then Doctoral
SPG	Special Graduate Non-Degree
1 st	First Year MBA or Professional
2 nd	Second Year MBA or Professional

3 rd	Third Year Professional
4 th	Fourth Year Professional
II	Inster-Institutional
FX	Foreign Exchange
SPP	Professional Non-Degree
SDS	Currently used for Off-Campus Professional Pharmacy Program

Other grades:

- ◆ Graduate Thesis Credit Hours (Course Numbers EXSS 993 for a thesis in progress, a grade of "S" is assigned if satisfactory work/progress has been completed; otherwise assign an incomplete "IN". When the thesis or dissertation has been completed and successfully defended, assign a grade of H, P, or L for EXSS 993.
- ◆ The "SP" (satisfactory progress) grade is assigned for the first semester of an honors project. When the student completes the second semester of an honors project and receives a standard grade, that grade will also become her grade for the first semester of the project. This grade will replace the "SP" on an official Grade Change Form.
- ◆ The "FA" (failure absence) grade is assigned when an undergraduate student did not attend the final exam and could not pass the course regardless of performance on the exam. You should also use this grade for students who never came to your class but are still on the roster at the end of the semester or has excessive absences in the course, as well as missing the exam.
- ◆ The "AB" (absence) grade is assigned when the student did not attend the final exam, and there is a possibility that the student could pass the course if the exam were taken. The "AB" is computed as an "F" grade in an undergraduate student's GPA. For undergraduate students, an "AB" grade is changed automatically to an "F*" if the grade is not cleared by the end of the next regular semester.
- ◆ The "IN" (incomplete) grade is assigned when the student took the final examination but did not complete some other course requirement. The student could pass the course if the assignment were completed.

For both the "AB" and "IN", undergraduates have until eight weeks until the next semester to complete the exam or work, and graduates have until one year of the original examination date or the grade will be changed to an administrative failing grade, "F*". Once a grade as been changed to an "F*", a dean's signature is required on the Official Grade Change Form. **Please see Amy Tufts or Ashley McCullen for Change of Grade forms and procedures in 209 Fetzer Hall.**