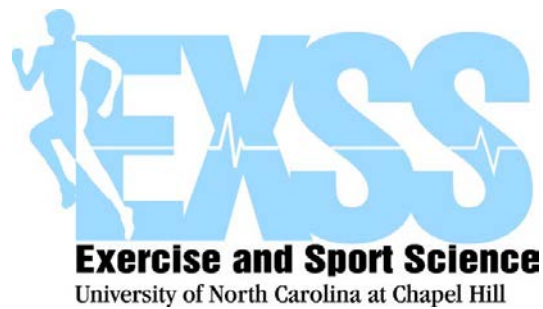


**The Department of Exercise
and Sport Science**

Faculty Handbook



209 Fetzer Hall

CB#8700

UNC Chapel Hill

Chapel Hill, NC 27599

Updated _____

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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

EXSS Tracks

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

EXSS Minors

- Coaching Education
- Exercise and Sport Science
- Recreation Administration

Graduate Program – Master of Arts in Exercise and Sport Science

Specializations

- Athletic Training
- Exercise Physiology
- Sport Administration
- Dual Degree (JD/MA) Law and Sport Administration
- Human Movement Science within Allied Health Sciences

Physical Activities Program

- Aquatics
- Lifetime Fitness
- Physical Activity Electives

Research Laboratories

- Applied Physiology Laboratory
- Human Movement Science Laboratory
- Integrative Exercise Oncology Laboratory
- Neuromuscular Research Laboratory
- Sports Medicine Research Laboratory

Teaching Laboratories

- Athletic Training Laboratory
- Cadaver Anatomy Laboratory
- CPR Teaching Laboratory
- Exercise Science Teaching Laboratory

Centers & Institutes

- Center for Research in Intercollegiate Athletics

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

Campus Recreation

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

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

Cindy Atkins, Executive Assistant

962-0018

atkins@email.unc.edu

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

Jennifer Canders, Student Services/Administrative Support

962-2021

jcanders@email.unc.edu

Responsibilities include: Departmental registrar, course and classroom scheduling, textbook ordering, lifetime fitness assistant, special events coordinator, visitor parking coordinator, publicity/marketing, publications coordinator, mail services, work study supervisor, chair's calendar, commencement ceremonies coordinator, key management.

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.

Kelly Hair, Accountant

962-0017

kelly_hair@unc.edu

Responsibilities include: purchasing, reimbursements, travel administrator, financial, grant management, office supply ordering, parking coordinator.

Ashley McCullen, Human Resources Specialist

962-2022

amcculle@email.unc.edu

Responsibilities include: human resources facilitator, payroll, graduate student payroll, TIM management.

Support Staff

Victor Anderson, Computer Systems 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: Lab Manager, ordering laboratory supplies, liaison for construction projects, facilities maintenance and housekeeping, telecommunications management.

Darrell Kidd, Utility Crew Supervisor,

962-0240 (office)336-264-9542(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, dijacobs@email.unc.edu

Responsibilities Include: customer service, activity equipment ordering.

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

Responsibilities Include: Customer Service, Supervisor of student employees.

Chris McGhee, cbmcghee@email.unc.edu

Responsibilities 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	Lecturer/Director of Lifetime Fitness	215-B Woollen	962-0233
Jennifer Canders	Administrative Support Specialist	209 Fetzer	962-2021
Denise Currin	Department Manager	209 Fetzer	962-5172
Kelly Hair	Accounting Manager	217 Fetzer	962-0017
Darrell Kidd	Utility Crew Supervisor	06-A Fetzer	336-264-9542 962-0240
Ashley McCullen	Human Resources Specialist	209 Fetzer	962-2022
Stallings Evans Administrative Staff			
Amy Matthews	Executive Assistant	2205 Stallings Evans	962-5744
Corey Rodrigo	Social/Clinical Research Assistant	2207 Stallings Evans	962-0409
Leah Cox Thomas	Social/Clinical Research Associate	2205 Stallings Evans	962-2195
Corrie Walston	Social/Clinical 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	Associate, Fetzer Equipment Room	06 Fetzer Equipment Room	962-1633
Wayne Johnson	Associate, Fetzer Equipment Room	06 Fetzer Equipment Room	966-1398 962-1144
Chris McGhee	Associate, Equipment Room	Woollen Equipment Room	843-6157
Joel McLawhorn	Facilities Operations Coordinator	Woollen Equipment Room	843-5901
Campus Recreation Staff			
Diane Adamson	Office Manager	103 SRC	962-1153
Catherine Ayers	Assistant Director/Aquatics/ Campus Rec	110 Bowman Gray	962-0768

		Pool	
Tori Cheek Hooker	Coordinator Intramural Sports	102-A SRC	843-4768
Vacant	Assistant Director/ Marketing/Campus Rec	204 SRC	843-4767
Justin Ford	Assistant Director/ Intramurals/Campus Rec	102-C SRC	843-4769
Bill Goa	Director of Campus Recreation	104 SRC	962-2779
Jason Halsey	Associate Director/Sport Clubs/Campus Rec	103 Rams Head	962-1013
Reggie Hinton	Assistant Director/ Student Recreation Center/ Facility Operations Manager	106 SRC	962-3301
Vacant	Sport Clubs Coordinator	101-A Rams Head	843-4766
Lauren Mangili	Senior Associate Director/Campus Recreation	201 SRC	962-7348
Will Rickman	Facilities Operation Coordinator	108 Rams Head	843-4799
David Rogers	Assistant Director/Outdoor Education	OEC	843-4632
Chelsea Rush	Marketing/Special Events Coordinator	203 SRC	843-6784
Liz Walz	Fitness Coordinator/Campus Rec	202 SRC	962-7955
Dave Yeargan	Expedition Program Coordinator/ Campus Rec	OEC	843-3233
FACULTY			
Alain Aguilar	Lecturer, Undergraduate Fitness Professional Coordinator	314 Woollen	843-2033
Claudio Battaglini	Associate Professor, Exercise Physiology Graduate Coordinator	105 Fetzer	843-6045
Troy Blackburn	Associate Professor/ Assistant Chair	124 Fetzer	843-2021
Coyte Cooper	Assistant Professor, Sport Administration Graduate Coordinator	203-D Woollen	962-0959
Diane Groff	Associate Professor	306 Woollen	962-0534
Kevin Guskiewicz	Professor	2204 Stallings Evans	962-5175
Anthony Hackney	Professor	203 Fetzer	962-0334
Erik Hanson	Assistant Professor	315 Woollen	962-0816
Elizabeth Hedgpeth	Adjunct Assistant Professor	103 Fetzer	962-6214
Kristin Kucera	Assistant Professor	123 Fetzer	843-8357
Bob Malekoff	Lecturer/Advisor/Sport Administration Undergraduate Coordinator	216 Fetzer	843-4507

Jason Mihalik	Assistant Professor	313 Woollen	962-2573
Deb Murray	Lecturer/	305 Woollen	962-6946
Joseph Myers	Professor	2201 Stallings Evans	962-7543
Kristin Ondrak	Lecturer	303-B Fetzer	962-0100
Barbara Osborne	Associate Professor	309 Woollen	962-5173
Meredith Petschauer	Teaching Professor, Athletic Training Undergraduate Coordinator	2202 Stallings Evans	962-1110
Brian Pietrosimone	Assistant Professor	026-G Fetzer	962-3617
Nels Popp	Assistant Professor	308 Woollen Gym	919-445-9364
Bill Prentice	Professor, Athletic Training Graduate Coordinator	214 Fetzer	962-5174
Johna Register-Mihalik	Assistant Professor	125 Fetzer	962-2702
Eric Ryan	Assistant Professor	06-J Fetzer	962-0297
Sherry Salyer	Teaching Professor, 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
Abbie Smith-Ryan	Assistant Professor	312 Woollen	962-2574
Deb Southall	Lecturer	307 Woollen	962-3508
Heather Tatreau	Visiting Lecturer	303-B Woollen	
Erienne Weight	Assistant Professor	203-D Woollen	962-5975
Erik Wikstrom	Assistant Professor	311 Woollen	962-2260

EXSS Committee Assignments

Aquatics

Catherine Ayers, Director

Branding Committee

Coyte Cooper, Chair, SA Liaison
Victor Anderson, Technology Liaison
Claudio Battaglini, EP Liaison
Jennifer Canders, Admin Liaison
Deb Murray, EXSS Liaison
Darin Padua, AT Liaison

Curriculum

Sherry Salyer, Chair
Alain Aguilar, EP/FP Liaison
Bob Malekoff, SA Liaison
Barbara Osborne, SA Liaison
Meredith Petschauer, AT Liaison
Bill Prentice, AT Liaison
Eric Ryan, EP/FP Liaison

EXSS IRB Committee

Troy Blackburn, Assistant Chair for Research
Membership consists of all faculty

Facilities

Darrell Kidd, Chair
Patrick Barrett, Laboratory Liaison
Becca Battaglini, LFIT Liaison
Denise Currin, Admin Liaison
Bill Goa, Campus Rec Liaison
Anthony Hackney, EP/FP Liaison
Jason Mihalik, AT Liaison
Deb Southall, SA Liaison

Faculty Executive Committee

Darin Padua, Chair
Anthony Hackney
Bill Prentice
Ed Shields

Full Professors

Darin Padua, Chair
Anthony Hackney
Kevin Guskiewicz
Joe Myers
Bill Prentice

Graduate Studies/Admissions

Ed Shields, Director
Claudio Battaglini, EP Coordinator
Barbara Osborne, SA Coordinator
Bill Prentice, AT Coordinator

HMSC Doctoral Program

Joe Myers, Director

Centers

Center for Research in Intercollegiate Athletics, Erianne Weight, Director
Nels Popp, Co-Director
Center for the Study of Retired Athletes
Kevin Guskiewicz, Director
Get Real & Heel Breast Cancer Research Program, Claudio Battaglini, Director
Matthew Gfeller Sport-Related Traumatic Brain Injury Research Ctr
Kevin Guskiewicz, Co-Director
Jason Mihalik, Co-Director
National Ctr Catastrophic Sport Injury Research, Kristen Kucera, Director

Research Laboratories

Applied Physiology Lab
Anthony Hackney, Director
Human Movement Science Lab
Brian Pietrosimone, Co-Director
Abbie Smith-Ryan, Director
Integrative Exercise Oncology Lab
Claudio Battaglini, Director
Neuromuscular Research Lab
Troy Blackburn, Director
Sports Medicine Research Lab
Darin Padua, Director

Teaching Laboratories

Athletic Training Lab
Meredith Petschauer, Director
Cadaver Anatomy Lab
Jason Mihalik, Director
CPR Lab
Deb Murray, Director
Exercise Science Lab
Eric Ryan, Director

Laboratory Manager

Patrick Barrett

Mentor Program

Darin Padua, Director

UNC Faculty Diversity Initiative

Alain Aguilar, EXSS Liaison

UNC IRB Appointments

Diane Groff, Behavioral IRB Member

Ed Shields, Biomedical IRB Member

UNC Study Abroad

Anthony Hackney, EXSS Liaison

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 prepares 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 require a comprehensive examination on all course work and culminate with a thesis.

The Department operates five major research labs: the Applied Physiology Lab, Human Movement Science Lab, Integrative Exercise Oncology Lab, Neuromuscular Research Lab, and Sports Medicine Research Lab; four major teaching labs: the Athletic Training Lab, Cadaver Anatomy Lab, CPR Lab, Exercise Science Lab, and 5 research centers: the Center for Research in Intercollegiate Athletics, Center for the Study of Retired Athletes, Get Real & Heel Breast Cancer Research Center, Matthew Gfeller Sport-Related Traumatic Brain Injury Research Center, and the National Center for Catastrophic Sport Injury. These facilities support graduate students and faculty research efforts and serves as labs/centers 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 Hall, Student Recreation Center, Rams Head 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 Jennifer Canders, Key Coordinator for the department (jcanders@email.unc.edu).

Repairs/Renovations: All desired repairs or renovations including repainting should be requested to Patrick Barrett (barrettp@email.unc.edu) 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 Jennifer Canders 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, Jennifer Canders (jcanders@email.unc.edu) in 209 Fetzer Hall. The Campus Recreation Office schedules classroom use after 4:00pm 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://campusrec.unc.edu>. Please note the special hours in effect for holiday and/or semester break periods.

Personal Recreation in EXSS 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://www.campusrec.unc.edu/facility-use-policies> 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 Jennifer Canders, the visitor parking coordinator in room 209 Fetzer Hall, (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 and/or towed by Parking and Transportation, UNC Public Safety.

OFFICE PROCEDURES

Currently the Department maintains administrative offices in 209/217 Fetzer Hall. Campus Recreation also has a business office located in 101 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. Jennifer Canders 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 and 303-A Woollen Gym. Each faculty and staff is assigned an eight digit code to gain access (See Jennifer 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 turnaround 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. Instructions for setting up "one touch" scan to email is posted beside the copier in both 209 and 303-A Woollen or please see any of the Fetzer office staff to assist you with this feature.

Mailboxes and Mail Services

Faculty and staff mailboxes are located in the 209 Fetzer or 303-A Woollen. Graduate teaching assistants 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 the address you type on 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 Jennifer 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 Kelly Hair (962-0017 or kelly_hair@unc.edu). Printer paper is located in the filing cabinet directly in front of Ashley's desk. If you see that the paper ream level is low, please let Kelly know – you can email her at (kelly_hair@unc.edu).

Stationery: The department has a standard electronic copy of letterhead that is available for your use if needed. You may contact Jennifer Canders to obtain this letterhead if needed at jcanders@email.unc.edu or 919-962-2021.

Keys

Keys to your office and the building are distributed by Jennifer Canders in the 209 Fetzter 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, dcurrin@email.unc.edu or Victor Anderson, techguy@email.unc.edu) 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 843-6139; pager, 216-2898; email techguy@email.unc.edu.

Website/Video board

The department updates information via website (<http://exss.unc.edu/>) and on video boards. 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 Jennifer Canders at jcanders@email.unc.edu who updates the video boards.

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 Fetzter Hall** (option on the copier); fax number is 919-962-0489.
2. **Woollen Gym 215-D** , 919-962-6325
3. **Campus Recreation**, 101 Student Recreation Center, 919-962-3621
4. **Matthew Gfeller TBI Center**, 2207 Stallings Evans Ctr, 919-962-7060.

Phones

For new phone ordering, installing and set-up please contact Patrick Barrett (barrettp@email.unc.edu, 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 Patrick Barrett by phone or email detailing the problem. He will submit a service requisition to communications technologies on your behalf.

Voice Messaging

- Refer to the following link for “Quick Reference Guide”
<http://www.manualslib.com/manual/558970/Aastra-6755i.html>; for “Voice Message System <http://myvalunet.com/wp-content/uploads/2013/10/ValuNet-Aastra-User-Guide.pdf>
- 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 for those still on the old system and 919-428-2828 for those on VOIP. From campus phones, dial 2-6200 or hit the voicemail button on the phone. 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 allocate 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.

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 Kelly Hair 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 alternative parking for University employees with no parking permit. The Chapel Hill Transit bus system services all 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://move.unc.edu/cap/>

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://dpsdns68.psafety.unc.edu/cmnl/index.aspx>

PROFESSIONAL/SCHOLARLY CONCERNS

EXSS Grant Development Program

How GDP will Help EXSS

- 1) Increase the number of faculty members submitting grant proposals
- 2) Increase the amount of faculty submitting multiple proposals annually
- 3) Increase the rate of funding success on the first or second submission

Goal of GDP

- 1) Provide a scheduled bimonthly hour session for PIs submitting grants to receive feedback from other PIs in the department.

Members of GDP

- 1) EXSS Faculty Submitting grants
- 2) All other faculty in the department willing to read grants and provide feedback.

Proposed Meeting Dynamics

What will be reviewed?

- 1) Grant ideas in development
- 2) Drafts of Specific Aims
- 3) Significance/ Innovation sections
- 4) Methods
- 5) Figures
- 6) Facilities Sections

Scheduling a Grant for Review

- 1) Drafts will be uploaded by PI to GDP Dropbox Folder 5 Days before meeting
- 2) Reminder email will be sent to all GDP members 5 days before with an itinerary of the meeting (How many minutes will be allotted for each proposal)
 - Time will be determined by number of proposals for that meeting, time until submission, and stage of the proposal.
 - Conversations will continue between faculty outside of the GDP meeting
- 3) PIs come to GDP meetings with specific questions to ask the group about their grant being reviewed and other PI are prepared to give feedback and discuss different parts of grants that they are reviewing.

EXSS Guidelines for Submitting for External Funding
September 1, 2014

Guidelines for Submitting Grants, Fellowships, and Subcontracts

As soon as PI plans to submit a grant, fellowship, or subcontract please contact the Department's Grant Management Officer, but no later than 6-weeks before the due date. If a student is the PI, he/she must have approval from their faculty advisor. Please follow the procedures below.

A. When contacting the Grants Management Officer, please provide the following information:

1. Agency (sponsor);
2. Due date of grant;
3. Program announcement or guidelines (webpage is fine);
4. If student, please clarify who is the faculty advisor.

B. After the Grants Management Officer has an opportunity to review the program announcement or guidelines, the PI will be contacted to establish the departmental deadlines for meeting the agency's and university's deadlines. The "Proposal Information and Budget Planner" requests all of the information needed to begin the budget planning process for the proposal and should be completed as soon as possible (*see page 6*).

1. Number of years requested in the grant.
2. The PI and investigators on the grant whether they are receiving compensation or not and percent efforts. The Grants Management Officer will contact UNC Department for investigators salaries. A list of other types of personnel required by the grant, for example, graduate students, postdoctoral fellows, research assistants, consultants, etc.
3. Plans for salary support. Specifically, does the PI plan to buy-out of a class during the fall or spring semester (reduced teaching load) or utilize salary support for summer salary. *See EXSS Teaching (Research Grant) Buy Out Policy on page 5.*
4. Equipment (over \$5,000), if any. Please describe in detail and provide an estimate from the supplier if available.
5. Subcontractor. If subcontractor, we need their budget. We will also need signed paperwork 3 weeks prior to grant submission so their numbers can be worked into the UNC budget. See item C.10 below for requirements.
6. Supplies; please be as detailed as possible.
7. Travel costs; describe trips to be taken.
8. Participant costs; describe number of participants and payment requested for each.

C. Office of Sponsored Research policy now requires all final proposals to be received by OSR no later than 5 days in advance of the agency's due date. Failure to meet that deadline could result in your proposal not being submitted ([see relevant policy](#)).

Due to the changes at the Office of Sponsored Research, final proposal pieces are due to the Department of Exercise and Sport Science's Grants Management Officer **2 weeks in advance** of the agency's due date. The Grants Management Officer will then assist in loading the grant components that the PI has completed. This process should be completed within 2 business days allowing 2 business days for final review by the PI and 1 business day for changes/edits.

Additional time may be granted by the Grants Management Officer with advance notice depending on work load. PIs should be aware that if they get the final documents to the Grants Management Officer too close to the OSR deadline, they may not be given a final review.

Please send all documents to the Grants Management Officer in Word format for conversion into .pdf (the applications are notoriously finicky and only allow for certain conversion programs to be used and sometimes only certain versions of those conversion programs.) All finalized pieces of the proposal are due at that time and include:

1. Cover Page that includes a Title and Dates of grant.
2. Abstract (program description on an NIH grant).
3. IRB or IACUC if approved at time of application. If not, indication of which will be applied for.
4. Budget justification
5. Resource/Facilities page (depending on sponsor).
6. Equipment already available to the grant (depending on sponsor).
7. NIH bio sketch or CV (depending on sponsor). All Key Personnel need an NIH bio sketch.
8. Other Support documentation (depending on Sponsor).
9. Letters of Support from subcontractors or consultants on project.
10. Subcontractor paperwork that includes:
 - Letter of Intent
 - Budget
 - Budget justification
 - Scope of Work
11. Specific Aims and Research Strategy
12. There may be other items depending on the Sponsor and program guidelines.

D. Once the Grants Management Officer receives the finalized proposal pieces, the following will occur:

1. The individual proposal pieces will be uploaded into Cayuse (UNC's new proposal submission software). This step generally takes a full day.
2. The uploaded proposal is either printed for the PI or sent to them in .pdf format for final review.
3. The PI returns any edits and changes to the Grants Management Officer who will make the changes and upload all changes into the application. (These first three steps usually take 2-3 days to complete.)
4. It is the PIs responsibility to thoroughly review the application for accuracy, errors and omissions. Mistakes can happen at all stages of the grant preparation process. Please understand that the Grants Management Officer may be working on multiple submissions at the same time as well as other administrative duties.
5. The Grants Management Officer will create an Internal Processing form (eIPF) and send documents through departmental review and to OSR in paper form or electronically. It is best to allow as much time as possible for departmental review of the eIPF if there are investigators from multiple departments within the university. Departmental review of the eIPF and proposal needs to be completed before the deadline to get materials to OSR.

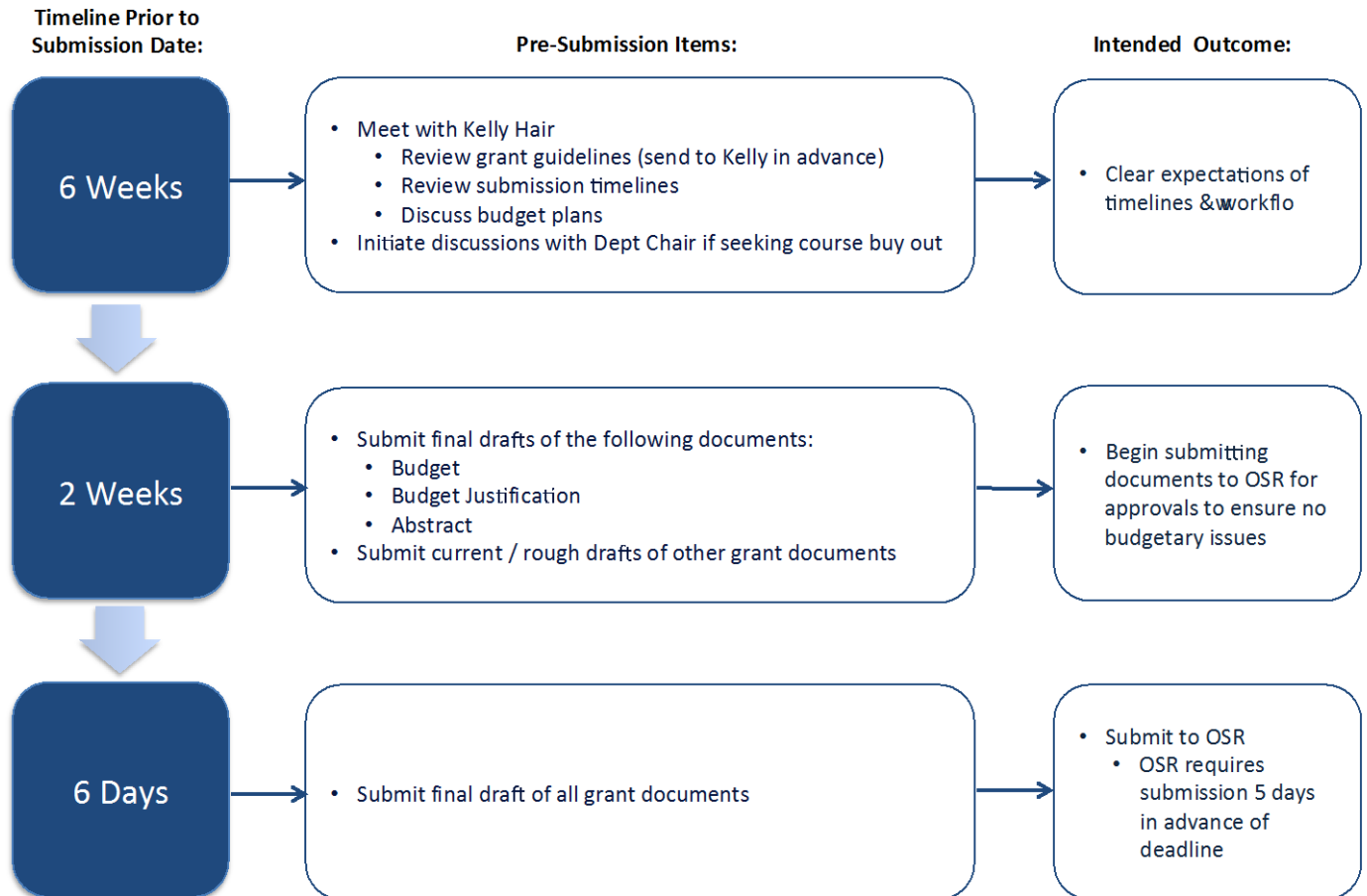
Additionally, if the PI would like to be more involved with the submission process, please see the Grants Management Officer for instructions.

Exceptions: In general, exceptions to contacting the Grants Management Officer 6-weeks before the deadline will not be made. Requests for exceptions must be approved by the Department Chair.

If you fail to meet the deadline: If you fail to meet the 5 day deadline, the Grants Management Officer will assist with items related to the grant's budget, time permitting. The PI will be responsible for all other aspects of the grant submission. Please see the Grants Management Officer for instructions.

Pre-Submission Timelines:

Pre-Submission Guidelines for External Funding Department of Exercise and Sport Science 3/6/14



EXSS Facilities & Administration (F&A / Indirect) Costs Policy

Original Draft February 1, 2010; Revised August 1, 2014

Goals:

- Provide incentive for EXSS faculty to submit research proposals for external funding
- Provide additional research support for those faculty submitting grants (increased indirect costs)

College of Arts and Sciences Policy for “F&A Costs”

UNC F&A Cost Rates

Activity	On-Campus	Off-Campus* (Adjacent) (10-mile radius)	Off-Campus* (Remote)
Organized Research	52.00%	28.00%	26.00%
Instruction	50.00%	28.00%	26.00%
Other Sponsored Activities	36.00%	28.00%	26.00%
Clinical Trials (Federal)**	52.00%	28.00%	26.00%
Clinical Trials (Non-Federal)***	28.00%	28.00%	26.00%

*Rates Effective: 7/1/12 – 6/30/16

- **Departments receive 15.6% of F&A funds** at the end of the first budget year for a given grant.
 - For example, if the direct costs subject to F&A were \$100,000, then the total F&A costs received by the university would be \$52,000.
 - If the grant were solely administered by EXSS we would receive 15.6% of these F&A funds (\$8,736).

EXSS Guidelines for F&A Cost Rates

- Generally, all research proposals submitted through the Office of Sponsored Research are held to these F&A cost rates.
- Reduced F&A cost rates may be negotiated with OSR in the following cases:
 - Non-profit industry sponsored research
 - Publicly stated reduced F&A cost rate (website) by non-profit industry sponsor
- In cases where the grant proposal seeks a reduced F&A cost and the F&A rate is not publically posted, the PI should provide documentation that demonstrates the sponsor meets the above criteria. This information will then be presented to the Office of Sponsored Research (OSR) prior to submitting the grant documents to determine whether or not a reduced F&A cost rate will be allowed by OSR. The decision for a reduced F&A cost rate is ultimately determined by OSR. Forms for this can be found at the following link:
<http://research.unc.edu/offices/sponsored-research/forms/>

EXSS Usage of F&A Funds:

- The F&A funds received from a funded grant will be split between the department and the investigator: 1/3 to EXSS instructional budget, 1/3 to faculty member's research fund and 1/3 to EXSS research fund.
 - Based on the example above, this would result in the following: \$2,912 to EXSS instructional budget, \$2,912 to faculty member's research fund and \$2,912 to EXSS research fund.
 - The EXSS research fund is used to support additional research needs (e.g. equipment, research assistants, etc.) of future research proposals. Priority will be given to those who contribute to the fund, but also used to help jump-start junior faculty's research efforts.

EXSS Teaching (Research Grant) Buy Out Policy
Original Draft February 1, 2010; Revised Draft August 1, 2014

Goals:

- Provide incentive for EXSS faculty to submit research proposals
- Provide some protected research time for faculty carrying out research
- Contribute to the department's lapsed salary pool, to support adjunct teaching & TA support

College of Arts and Sciences Policy for "Buy Out" of Teaching Responsibilities:

Units may permit faculty to "buy out" of their teaching responsibilities (for up to 50 percent of their course assignments per year). The minimum buy out rate is 20% of the annual base salary or \$20,000 per course (whichever is lower). Higher buy out rates are, of course, allowed. This may occur particularly for units with normal teaching loads (for tenured/tenure track faculty) of less than two courses per semester.

EXSS Guidelines for Teaching Buy-Out:

- 20% to 22.5% of annual base salary plus benefits (discuss with department chair) during academic year (Fall / Spring) to buy out of a single course
 - Faculty with 2 & 1 teaching load require 22.5% salary support to buy out of a single course
 - Faculty with 2 & 2 teaching load require 20% salary support to buy out of a single course
- 0.50 FTE for salary support during summer (~15-20% of base salary plus benefits; 16.5% would be exactly 0.50 FTE)

EXSS Usage of Salary Savings from Teaching Buy-Out:

- A portion of the salary savings would be used to hire an adjunct instructor to cover the course that the faculty member has bought-out from teaching. The salary range for an adjunct instructor may range from \$7,000-9,000 depending upon the instructor's rank and experience.
- Another portion of the salary savings would go towards the faculty member's (individual who secured the external funding) discretionary teaching assistant fund. The salary range for a TA may range from \$1,750-\$3,250 per course depending up on the course.
- The remaining portion of the salary savings would go towards the EXSS lapsed salary pool and supplement the overall EXSS instructional budget. These funds are to cover additional global EXSS instructional needs (e.g. TA support, cover classes for faculty on research and study assignment, etc.)

EXSS Proposal Information and Budget Planner

Project Title:

Number of years requested in the grant, include start date and end date:

Research Team Information:

<i>Name</i>	<i>Department</i>	<i>Role on Project</i>	<i>% Effort on Project</i>
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Salary Support Plan for PI:

List any equipment (over \$5,000), if any. Please describe in detail and provide an estimate from the supplier if available.

Subcontractor. If subcontractor, we need their budget. We will also need signed paperwork 3 weeks prior to grant submission so their numbers can be worked into the UNC budget. See item C.10 below for requirements.

Supplies; please be as detailed as possible:

Travel costs; describe trips to be taken:

Participant costs; describe number of participants and payment requested for each:

Research Resources & Information for New EXSS Faculty

September 12, 2014

Required Trainings

- 1) Conflict of interest training is mandatory and must be taken every four years.
http://research.unc.edu/offices/research-compliance-program/news/CCM3_037317
- 2) Ethics Training, CITI online course. This does not currently expire but must be completed in order to propose research using human subjects. Once completed, your name will be entered into a database where certification letters can be printed for proposal purposes.
<https://research.unc.edu/offices/human-research-ethics/researchers/training/index.htm>
CITI certification may be able to transfer from your previous Institution. Please check with Office of Human Research Ethics (OHRE) for more information (919)-966-3113.
- 3) Recommended training- Introduction to online IRB submissions. These trainings are held regularly. Please check this website for listings
<https://apps.research.unc.edu/events/index.cfm>

Finding Funding

- 1) COS Pivot is a comprehensive database of funding opps where you can create an account, save searches, and receive funding alerts.
<http://grantsinfo.unc.edu/databases/COS>
- 2) Office of Sponsored Research (OSR) website is a great resource for faculty and includes research policy and procedures at UNC-CH, internal and proposal related forms, training information, FAQs, etc. <http://research.unc.edu/offices/sponsored-research/index.htm>

Other Helpful Carolina Resources:

- 1) **Office of Research Development** assists faculty in getting involved in interdisciplinary research. This office holds developmental workshops for grant writing and also organizes committees for limited submissions. <http://research.unc.edu/offices/research-development/index.htm>
- 2) **Center for Faculty Excellence** <http://cfe.unc.edu/> offers a number of workshops including New Faculty Research Resources at Carolina, **New PI training** for data management, sharing, and security; Financial Compliance and Human Resources, Academic publishing, Publishing in Peer-Reviewed Journals. Specific dates for these workshops are located on the website for the Center for Faculty Excellence (see above). Register for workshops via UNC Event Registration:
<https://apps.research.unc.edu/events/index.cfm>
- 3) **The North Carolina Translational and Clinical Sciences (NC TraCS)** <http://tracs.unc.edu/index.php> supported through an NIH grant, NC TraCS offers a number of programs and services to assist researchers through all phases of the process of translating basic science discoveries into meaningful health advances. Examples include assistance in commercialization, SBIR/STTR workshops, and research employment services: <http://tracs.unc.edu/perform-research/research-employment-services.html>
- 4) **Office of Technology Development:** <http://otd.unc.edu/> Services include evaluating, patenting, licensing and assisting faculty in obtaining research support from corporate sponsors. This office can assist in the process of creating a start-up company, they develop, review and negotiate Material Transfer Agreements (MTA), and they are mandated with the task of protecting and transferring University intellectual property.

General Information

Official Legal Name
Institutional Official

The University of North Carolina at Chapel Hill
Barbara Entwisle
Vice Chancellor for Research
Office of Sponsored Research (OSR)
104 Airport Dr. Ste.2200, CB #1350
Chapel Hill, NC 27599-1350
Phone - (919) 966-3411/3412
Fax - (919) 962-3352/5011
Robin Cyr

**Administrative Official (Contract & Grant
Administrator)**

Associate Vice Chancellor for Research
Director, Office of Sponsored Research
Office of Sponsored Research (OSR)
104 Airport Dr. Ste.2200, CB #1350
Chapel Hill, NC 27599-1350
Phone - (919) 966-3411
Fax - (919) 962-3352/5011
Email - resadminosr@unc.edu
Sharon Brooks

Financial Officer

Director, Post Award & Cash Management
Office of Sponsored Research (OSR)
104 Airport Dr. Ste.2200, CB #1350
Chapel Hill, NC 27599-1350
Phone - (919) 966-3411/3412
Fax - (919) 962-3352/5011
resadminosr@unc.edu

Email

Frequently Used Information for Sponsored Research

NIH/PHS Animal Welfare Assurance Number:

A3410-01 (Expires: 4/30/2017)

Congressional District:

4th

Dun & Bradstreet (DUNS) #

608195277

Federal Tax (EIN) ID#

56-600-1393

For Public Health Service (e.g. NIH, HRSA, CDC,
etc) use Entity Identification Number

1566001393A-1

Fiscal Year

July 1 to June 30

Human Subjects DHHS #

FWA-4801 expires 6/30/2016

Institutional Profile No:

578206

Mileage rate for private car

57.5 cents/mile 01/01/2015

NIH Salary Cap

\$181,500 Effective 01/12/2014

\$183,300

Effective 01/11/2015

NSF Submitting Institutional Code

0029744000

Responsible Conduct in Research

https://research.unc.edu/files/2012/11/research_conduct_pocket_guide.pdf

Type of Organization

State Related Institution of Higher Education

Miscellaneous Information for Sponsored Research

AAALAC International Approval

#329 (date of accreditation 10/31/2014)
<https://research.unc.edu/files/2015/01/AAALAC-Approval-Letter-dated-103114.pdf>

Age Discrimination Policy

On file, signed 9/6/01

Assurance of Compliance Title IX: (HHS 639-A)

On file, signed 9/27/76

Board of Trustees member list

<http://www.unc.edu/depts/trustees/>

Civil Rights Assurance (HHS 441) Reg. #

43-0520 Dated 1/11/65

Certification of Liability Coverage

Dated 7/1/2014 – 6/30/2015
http://research.unc.edu/files/2012/11/UNCCH_CertificateOfCoverage_2014-2015.pdf
Department of Health and Human Services
Division of Cost Allocation
(202) 401-2808
Attn: Darryl Mayes

Cognizant Federal Agency for F&A Rate Agreement

(For purposes of completing grant proposals, use this office's address on any applicable forms asking for info on F&A)

Commercial and Government Entity Code (CAGE)

4B856
<http://policy.sites.unc.edu/files/2013/04/Individual-COI-Policy.pdf> <http://policy.sites.unc.edu/files/2013/04/Institutional-COI-Policy.pdf>
<http://policies.unc.edu/policies/export-controls/>

Conflict of Interest Info:

Individual Conflicts of Interest & Commitment Institutional Conflict of Interest

Export Control Policy page

Federal Interagency Committee on Education (FICE) Misconduct in Science Form PHS-6349

002974-00
Dated 01/31/2014 Annual update
611310

NAICS Code

Number of UNC-CH Employees

11,900 (as of Fall 2012 - includes permanent full time and part time) <http://oira.unc.edu/employees-by-category-fall.html>
068-214-1

Radioisotopes: NC License Number

Rehab. Act of 1973 (HHS 641)

On file, signed 6/22/77

Sex Discrimination Policy

On file, signed 9/6/01

Southern Association of Colleges and Schools Accreditation

Dated January 9, 2007
http://research.unc.edu/files/2013/03/CCM1_031561.pdf

Standard Industrial Code

8221

Student/Fellowship/Postdoctoral Link

http://research.unc.edu/offices/sponsored-research/resources/DATA_RES_OSR_STUDENTINFO
<http://oira.unc.edu/facts-and-figures/>

UNC-CH Institutional Info (Fact Book)

Institutional Financial Information

Include the UNC-CH account number and invoice number on all payments.

These addresses are for payments only. All other correspondence should be sent to:

Office of Sponsored Research at 104 Airport Drive, Suite 2200, Chapel Hill, NC 27599-1350

REMITTANCE ADDRESS (U.S. MAIL ONLY)

COURIER ONLY:

University of North Carolina at Chapel Hill
Office of Sponsored Research
C/O Bank of America Lock Box Service
P.O. Box 402420

Bank of America Lock Box Services
Lock Box 402420
6000 Feldwood Road
College Park, GA 30349

Atlanta, GA 30384-2420

Institutional Banking Information

Contact Sharon Brooks at sharon_brooks@unc.edu, (919) 962-3397

UNC-CH Single Audit web site (A-133)

<http://www.ncauditor.net/EPSWeb/Reports/Financial/FSA-2013-8730.pdf>

UNC-CH Compliance Audit Procedures

<http://www.ncauditor.net/EPSWeb/Reports/Financial/FSA-2013-6020.pdf>

UNC-CH Financial Reports

<http://finance.unc.edu/reports-and-data/financial-statements-archive/>

IRS 501-c (3) Tax Exemption

http://research.unc.edu/files/2013/03/CCM1_031605.pdf

Facilities and Administrative Cost Rates (F&A)

DHHS Agreement Date: May 16, 2012

Rates Effective: 7/1/12- On-Campus 6/30/16

	On-Campus
Organized Research	52.00%
Instruction	50.00%
Other Sponsored Activities	36.00%
Clinical Trials (Federal)*	52.00%

Off-Campus* (Adjacent - within a 10-mile radius)	Off-Campus* (Remote)
28.00%	26.00%
28.00%	26.00%
28.00%	26.00%
28.00%	26.00%

Clinical Trials (non Federal)** 28.00% 28.00% 26.00%

* See OSR FAQs for an explanation of how to determine whether a sponsored research project is on or off campus. <http://research.unc.edu/offices/sponsored-research/faq/index.htm>

** F&A calculations for federally funded Clinical Trials are based on MTDC (see definition below)

*** F&A calculations for INDUSTRY funded Clinical Trials are based on TOTAL DIRECT COSTS with the exception of the Initial IRB review fee, which is excluded from F&A.

F&A rates online

http://research.unc.edu/offices/sponsored-research/resources/DATA_RES_OSR_INFOSHEET#facilities

BASE: Modified total direct costs (MTDC), consisting of all salaries and wages, fringe benefits, materials and supplies, services, travel and sub grants and subcontracts up to \$25,000 of each sub grant or subcontract (regardless of the period covered by the sub grant or subcontract). Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care and tuition remission, long term rental costs of off-site facilities, scholarships, and fellowships as well as the portion of each sub grant and subcontract in excess of \$25,000. (Reminder: Mandatory in-state tuition for eligible GRAs on research grants must be excluded from the F&A cost base for each budget year.) Note: *Equipment is defined as an item costing \$5,000 or greater.*

Current F&A agreement:

http://research.unc.edu/files/2012/11/CCM3_036953.pdf

Fringe Benefits

http://research.unc.edu/offices/sponsored-research/resources/DATA_RES_OSR_INFOSHEET#fringe2

Budget

For full-time permanent EPA/SPA employees: **22.634%**

Post Doc Appointees and Grad Students **8.968%**

(Depends on type of Award)

PLUS Health Insurance annual premium prorated to % of effort

Monthly

Annually

Full-time Permanent EPA/SPA employees (ConnectCarolina Acct 515530) (e)	\$448.17	\$5,378.00
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Post Doctoral Trainees (ConnectCarolina Acct 528150) (a)	\$307.10	\$3,685.20
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Post Doctoral Research Associates (ConnectCarolina Acct 515510)(a)	\$307.10	\$3,685.20
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Grad. Student Health Insurance (ConnectCarolina Accts 515540, 569200)(a)(b)(c)(d)	\$256.88	\$3,082.56
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(a) Post Doctoral rates include Student Health fee, but the Graduate Student rate does not

(b) See Business Manual for Student FICA Tax http://financepolicy.unc.edu/1111_1rd

Exemption Policy

(d) For information on Graduate Student Health Insurance eligibility http://www.unc.edu/finance/fd/c/docs/gship_enrollment_memo.pdf

(e) For information on North Carolina Department of Health and <http://research.unc.edu/files/2014/09/DHHS-Fringe-Benefits-Rates-FY-2015-approved2.pdf>

Human Services (DHHS) approved fringe benefit rates

UNC Physicians & Associates (P&A) Supplemental Fringe Benefits

Allowable Benefit	Annual Rate	Unallowable Benefit
Employee Life Insurance	0.6240%	Dependent Life Insurance
Employee Accidental Death & Dismemberment	0.1152%	Dependent Accidental Death & Dismemberment
Employee Long Term Disability	0.8400%	Professional Liability Insurance
Employee Retirement	3.5000%	
Employee Medical Insurance	\$1331.52	Dependent Medical Insurance
Employee Dental Insurance	\$600.36	Dependent Dental Insurance
Employee Vision Insurance	\$95.28	Dependent Vision Insurance

Note: As a general guideline budget 27.724% (22.634% + 5.09%) of annual salary plus \$7,405.16 (\$5,378.00 + \$2,027.16) prorated to employee % effort.

Mentoring Program

Please see the following link for the EXSS Mentoring Program.

<http://www.unc.edu/depts/exercise/mentoring/index.htm>

EXSS IRB PROCEDURES

HUMAN SUBJECTS RESEARCH IN THE DEPARTMENT OF EXERCISE AND SPORT SCIENCE

Approval of research to be conducted in the Department of Exercise and Sport Science involving human subjects involves two phases: 1) initial review and approval by the EXSS Human Subjects in Research Committee, and 2) final review and approval by the Biomedical Institutional Review Board (IRB). This process must be completed prior to initiation of data collection for all projects which involve contact with human subjects, including direct physical measurement, biological specimens, or surveys and questionnaires.

*All individuals who conduct research involving human subjects must first complete the University's required research ethics training (<http://ohre.unc.edu/educ.php>) prior to IRB submission. Furthermore, all individuals who will have contact with subjects or the associated data for a given project must complete the CITI training and be listed as a member of the research team in the IRB proposal.

IRB proposals must be submitted electronically via the IRB Information System (IRBIS). This document outlines the process for IRBIS submission and the EXSS Human Subjects in Research Committee review process.

Step 1: IRBIS

There are two options for building the IRB proposal based on preference. The entire document can be completed in IRBIS, as each section requiring typed text contains a word processor. However, some features (e.g. spell check, automated reference formatting) are not available in this limited word processor, so investigators may choose to write the document in MS Word or another word processor and copy and paste it into IRBIS.

1. Login to irbis.unc.edu with your ONYEN and password.
2. In the Dashboard located at the top left of the screen, click New Study (or the appropriate option).
3. Follow the onscreen instructions for each section (similar to sections in the previous paper forms). Completed sections will be identified by a green check in the IRBIS Dashboard.
4. If additional documents are required (e.g. consent forms), IRBIS identifies these requirements and partially generates these files based on information previously entered. Some forms (e.g. surveys, recruitment fliers) are not generated by IRBIS, but can be attached as MS Word or pdf files.
5. When this process is complete, download the pdf file generated by IRBIS and email this document and any accessory documents (e.g. consent forms, recruitment flyers) to the chair of the EXSS Human Subjects in Research Committee (Dr. Troy Blackburn - troyb@email.unc.edu). *This email initiates the EXSS review process.*
6. **DO NOT CLICK THE SUBMIT BUTTON** at this time.

Step 2: EXSS Human Subjects in Research Committee Review

1. The committee chair will email the pdf file and any accessory files sent by the PI, and a fillable MS Word review form to two reviewers (one inside and one outside the PI's area of expertise).
2. The reviewers will complete the review within 7 working days and return the review materials to the committee chair via email.
3. Once the reviews are returned to the committee chair, he will forward the reviewer comments to the PI, who will then revise the documents as necessary in IRBIS.
4. The PI will send the revised documents to the committee chair via email.
5. The committee chair will then verify the revised document and approve the proposal.

Timeline for EXSS review process

1) The committee chair is notified of the submission via an email and sends the proposal to reviewers.

1-2 days

2) Reviews are returned to the committee chair within 7 working days. *If* no revisions are requested by the reviewers, the proposal is approved. If revisions are requested, the reviews are forwarded to the PI.

1-2 days *3-11 working days cumulative**

3) The committee chair sends the reviewer comments to the PI via email, and the PI sends a revised proposal to the committee chair via email for further review. The committee chair evaluates and approves the revised proposal.

1-2 days *4-13 working days cumulative**

**These times may vary considerably depending on the availability of reviewers and the timing of submission, and do not include the time required for the PI to revise the proposal. The cumulative review time is likely to be longer when proposals are submitted around University holidays, over the summer break, or during high-activity periods of the academic calendar (e.g. final exams). Additionally, the high volume of proposals received in the Fall Semester associated with master's thesis projects may also lengthen the review period.*

Step 3: After EXSS Approval

Once the proposal has been approved by the EXSS Human Subjects in Research Committee, the PI will receive an email from the committee chair confirming approval. The PI will then perform the following steps:

1. Login to IRBIS and select the appropriate study under the "In Draft" link in the Dashboard.
2. Click the "Submit" button below the Dashboard.
3. Once the proposal is submitted, the PI and faculty advisor for student lead projects will receive two emails from IRBIS: one requesting certification of the submission, and the other requesting completion of a conflict of interest form. Both individuals must follow the instructions outlined in the email to complete these steps.
4. IRBIS will send an email to the chair of the EXSS Human Subjects in Research Committee requesting approval of the proposal prior to IRB review after which the proposal will be routed to the Biomedical IRB.

The Biomedical IRB is composed of 4 subcommittees, each of which meets once each month such that reviews occur on a weekly basis. Important dates for submission and the review process can be found at (<http://ohre.unc.edu/dates.php>).

If the IRB identifies additional issues that must be addressed prior to final approval, the PI and faculty advisor will receive an email containing a link directing them to these contingencies/stipulations in IRBIS.

All actions associated with a proposal (renewal, amendment, closure, etc.) must be performed in IRBIS.

Common Issues that Require Revision of an IRB Submission

- Failure to follow instructions
 - e.g. Section 1.2 requests a summary 50-100 words in length. Extensive summaries should not be included in this section. More extensive rationale for the study can be included in section A.1 Background & Rationale
- Lack of proofreading
 - Grammatical errors
 - Documents written in technical rather than lay language
 - Agreement b/w proposal and consent form documents and sections in each document
 - e.g. # of subjects, number of groups, duration of testing
- Project Personnel
 - No advisor included
 - Incomplete CITI training
 - Failure to include ALL individuals who will interact with subject or data
- No consent form
- No rationale for exclusion of subjects (e.g. females)
- Vague descriptions of recruitment procedures

For questions regarding the IRB process, contact Dr. Troy Blackburn, chair of the EXSS Human Subjects in Research Committee. Additionally, Dr. Ed Shields serves as a member of the Biomedical IRB and can provide information specific to this review process. General information regarding the IRB can be obtained at http://ohre.unc.edu/guide_to_irb.php.

TRAVEL

Overview of Travel Reimbursement for Scholarly Travel

Eligibility Requirements for Scholarly Travel Reimbursement

To be eligible for scholarly travel reimbursement, the faculty member must meet one of the following criteria:

- Present, participate, or preside over a session at a scholarly or professional meeting.
- Serve as an officer in the scholarly or professional association that hosts the meeting.
- Participate in recitals or artistic exhibitions of an academic, non-commercial nature.

Two Sources for Scholarly Travel Reimbursement: College A&S and EXSS

A total of \$1,450 to \$1700 is available to eligible faculty members for scholarly travel reimbursement. A portion of these funds is from the College of A&S and the Department contributes the other portion. A breakdown of these funds is listed below.

College A&S

- Tenure Track Faculty = \$1,000
 - Not eligible if faculty member has secured over \$100,000 in grant funds for a given year
- Fixed Term (permanent, full-time) = \$750
(See the Arts & Sciences Travel Funds appendix for more details on the college's policies and procedures for scholarly travel reimbursement)

EXSS

- Tenure Track Faculty = \$700
- Fixed-Term (permanent, full-time) = \$700

Travel Request Form

Travel request forms and receipts should be **submitted one week after completion the trip**. Travel request forms submitted more than 30 days after completion of the trip will not be accepted and are not eligible for reimbursement.

There are separate travel request forms for the College A&S (see *AS travel request* document) and the Department (see *EXSS travel request* document). Be sure to utilize the appropriate travel request form when submitting to the Department Accountant.

Receipts

You need to keep all receipts for travel expenses that you would like to be reimbursed except for meals. Meals will be reimbursed by per diem. \$8.20 for breakfast, \$10.70 for lunch, and \$18.40-In-state, \$20.90 out-of-state for dinner. You will need to let the Department Accountant know which meals that you need to be reimbursed for while traveling. If meals are provided at the conference or are paid for by another method, you are not entitled for per diem reimbursement. If you need to rent a car an explanation will be required for reimbursement to why this is the most economic and efficient method.

Timeline

Scholarly travel reimbursement requests submitted between June 5th of the previous year and June 6th of the current academic year will count towards that academic year's travel funds.

Avoiding Reimbursement

Certain expenses can be paid prior to attending a scholarly event. For example, airfare and conference registration fees can be paid in advance so that the faculty member does not need to seek reimbursement. These expenses will still count towards a faculty member's travel funds for a given academic year.

Airfare

If you would like we can pay the travel agency directly for you for airfare. We use Maupin Travel for this service. You would need to contact a travel agent with Maupin and agree on an itinerary then ask them to copy Kelly Hair on the email with the agreed upon itinerary so I can give them the appropriate funding number for you. This is an option it is not required. If you choose to book your own flight, you will not be reimbursed until after the trip.

If you are traveling abroad you need to register on the UNC Global Travel Registry at <http://global.unc.edu/travel-info/> and also let Kelly Hair know because travel insurance will need to be purchased for you. This is something that the department will take care of.

Registration

The university can send a check to the conference directly for you registration. If you choose this option, you will need to register and let the conference know that a check will follow in the mail. This is an option, if you choose to pay the conference directly, or the conference will not accept a check, you will not be reimbursed until after the conference is over.

You may click on the icon below to open document.



AS travel
request.docx



EXSS travel
request.docx

ARTS & SCIENCES TRAVEL FUNDS

Purposes and Amounts

The Arts and Sciences Travel Fund is supported by assistance from The Arts and Sciences Foundation, the Dean's Discretionary Fund, and other sources to enable faculty to attend meetings of learned and scientific societies. The annual travel awards are listed below:

- \$1,000 for tenure track assistant professors, untenured associate professors, tenured associate and full professors, instructors with special provision and senior lecturers.
- \$2,000 for department and curriculum chairs for travel. In this case, the purpose of the travel may also be to conduct departmental business, such as the recruitment of faculty or placement of graduate students.
- \$750 for permanent full-time fixed-term teaching faculty who have been in the College for at least one year. This generally applies only to lecturers, but may include full-time paid adjunct teaching faculty.

Travel receipts must be submitted within 30 days of return travel date. If the receipts are submitted after 30 days an explanation as to why they are submitted late is required. If the faculty member returns before the first Friday in June, they must use the current fiscal year funds. If they return after the first Friday in June, they may use the following fiscal year funds if necessary and they are available.

Eligibility Limitations

Since funds are limited, the travel grants are meant to be a support system available in lieu of other funds. Therefore the following exceptions apply:

- Distinguished named professors are not eligible, as they may use their research stipend for travel purposes. (Note: Chairs who are distinguished professors are still eligible for the chair travel allocation.)
- Faculty who receive \$100,000 or more in grants for the year are **not** eligible to receive Arts & Sciences travel funds.
- Visiting and part-time faculty, full-time fixed term faculty in rank less than one year, research and clinical faculty, faculty in phased retirement, and EPA nonfaculty are **not** eligible.

Scholarly Travel

To receive funding, the applicant must be traveling for one of the following purposes:

- To attend a scholarly or professional meeting at which they will present a paper, participate in a panel discussion, or preside over a session they have organized.
- To attend a meeting of a scholarly association in which the applicant holds an officer position.
- To participate in recitals or artistic exhibitions of an academic, non-commercial nature.

Travel Limitations:

Travel for meetings sponsored by University-related organizations or by individuals connected with the University is not covered.

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:

Fetzer (104, 106, 109) and Woollen (301, 302, 303, 304) are SMART classrooms that will meet all your audiovisual needs. The Department maintains a supply of laptops and projectors to support instructional needs. All equipment checkouts are handled through the Fetzer Equipment Room.

Computer Facilities:

Faculty are provided with computers. Victor Anderson is the contact person.

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 poster printer, it is located down in Fetzer 026-E. 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. Please see Denise to complete the required University form.

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. (Denise will give me additional information)

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 permanent faculty members to register for three 3-hour courses per academic 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 <http://hr.unc.edu/benefits/work-life-programs/educational-programs/tuition-waiver-policy-2/> or the department for more information on Tuition Waivers.

Business Cards/Office Furniture

Please contact Kelly Hair if you are interested in ordering business cards or office furniture at kelly_hair@unc.edu

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.

GUIDELINES ON FACULTY SALARY INCREASES

*University of North Carolina at Chapel Hill
College of Arts and Sciences*

Department of Exercise and Sport Science Guidelines on Faculty Salary Increases

This document was developed and adopted by the Department of Exercise and Sport Science in the Spring of 2014. It should be reviewed every five years.

I. Overview

When the University and College announce, typically in late spring or early summer, their tentative policy regarding salary increases, the Faculty Executive Committee will meet with the Department Chair to consider what strategy the Department should follow in allocating salary increases for that year. They should consider whether to focus primarily on merit increases, primarily on equity issues, or some other plan, given the size of the salary pool. For example, in years, with a relatively small salary pool, the Faculty Executive Committee may recommend that all of the money be used to deal with equity issues.

In the spring of each academic year, the Department will collect information on the indicators of merit, as identified in **Appendix A**. The basic information collected in the annual report required by the College of Arts and Sciences will be supplemented by additional data collection procedures to ensure that all the information is available to the Faculty Executive Committee. Information will be collected in 3 criterion areas:

- 1) Research and Scholarship**
- 2) Teaching Effectiveness**
- 3) Service**

This information will be collected each year, regardless of the department's overall salary increase strategy, to ensure that it is always available in future years for the Faculty Executive Committee to consult when strategies change.

Each member of the Faculty Executive Committee will independently examine the indicators and assess a faculty member's performance in each of the 3 criterion areas of research, teaching, and service. The Faculty Executive Committee will meet with the Department Chair to review their assessments and to recommend the overall level Faculty Merit Rating.

The Chair of the Department is responsible for making, and the only one authorized to make, salary increase decisions and is charged by the Department to make his or her decisions on the reviews of the Faculty Executive Committee and upon consideration of those factors influencing salary increases.

- Unless advised by the Faculty Executive Committee, salary increases should reward merit.
 - Merit includes the following:
 - Distinguished scholarly achievement
 - Distinguished teaching
 - Exceptional departmental or university service.
 - Merit should be assessed both with regard to recent achievements and to cumulative standing.
- At the same time, other factors in addition to merit should be part of the decision:
 - Recognition that a person has been promoted from one rank to another

- Competitive market considerations
- Compression adjustments
- Equity (inequity) adjustments
- Importance of individual to the department's overall efforts

Setting salary increases is not an exact science, and there is inevitably some subjectivity involved. The above guidelines should provide general guidance to the Department Chair, but should not be mechanically applied, nor overly restrictive, lest his or her judgment be constrained by them.

II. Criterion Areas

Each faculty member of the Department of Exercise and Sport Science is evaluated each year with respect to the criterion areas of Research and Scholarship; Teaching Effectiveness; and Service.

Research and Scholarship refers primarily to published works. The Faculty Executive Committee, which assumes responsibility for the annual evaluation of the faculty, takes into account work in progress and work submitted, but focuses mainly on work in press or in print. The form of publication – articles in refereed and prestigious journals, textbooks, chapters in books, technical reports, un-refereed publications – is an index of its quality; so are comments by editorial reviewers and the citations of the work by others in their publications. But the main evidence of quality is the Faculty Executive Committee's judgment of its scientific merit – its methodologic soundness, its originality, its theoretical value, and its overall impact for the area of study. Relevant to the overall impact is special recognition received, e.g., honors awarded for scholarly contributions and grants awarded for scientific research.

Teaching Effectiveness refers to both undergraduate and graduate teaching. It includes teaching in the classroom, laboratory, and field or clinic. It includes formal courses, supervision of undergraduate and graduate research, supervision of experiential work, as well as more informal consulting or advising. As in the previous criterion area, members of the Faculty Executive Committee are concerned with quality as well as amount. They evaluate quality by reviewing student evaluations of courses, peer teaching evaluations (if available), studying course outlines and syllabi, noting selection as a thesis or dissertation advisor and committee member, and seeking evidence about the quality of supervised theses and dissertations. Relevant to overall impact are honors awarded for teaching effectiveness and evidence of successful course or curriculum development.

Service includes service to the department, university, and scientific or professional community. In areas where it is appropriate, it also includes service to the general public in one's area of specialization. The Faculty Executive Committee takes into account memberships and chairmanships of committees in the department, in the university at large, and in national organizations such as grant review panels and journal editorial boards. It also attends to evidence about the effectiveness with which these committee assignments have been carried out.

III. Evaluation Process

The Faculty Executive Committee consists of six faculty, one from each of the four specialization areas (Athletic Training, Exercise Physiology/Fitness Professional, Exercise and Sport Science, Sport Administration), the assistant chair, and the chair of the Department. To be

eligible to serve on the Faculty Executive Committee, the faculty member must be tenured and have served at least 10 years within the Department of Exercise and Sport Science.

The annual reports of all faculty members (including those of the Faculty Executive Committee) will be made available to all members of the Faculty Executive Committee. Each committee member will read in detail all the reports and then independently rate each faculty member (excluding him or herself) on the three criterion areas. The ratings will be assigned relative to the standards of scholarship in our department. To provide feedback to faculty members, the scores in each category will be averaged across members of the Faculty Executive Committee. Each faculty member will be given his or her mean score on each of the three criterion areas, along with the average scores for all faculty in the department.

Some of the kinds of questions that will be considered by the raters are described in **Appendix A**.

IV. Rating Scales

For each of the three criterion areas, each member of the Faculty Executive Committee will use a five-category rating scale. These categories are labeled as follows:

- 1) Not Satisfactory
- 2) Low Satisfactory
- 3) Satisfactory
- 4) Highly Satisfactory
- 5) Meritorious

We assign the scores 1, 2, 3, 4, and 5 to these five categories. In addition to using the five categories, raters may use decimals (1.5, 3.5, even 4.75) in order to give more refined judgments.

The categories, or levels of merit, are defined on each criterion area (research, teaching, and service) separate. Ratings are to be assigned relative to different expectations for junior and senior faculty. In general, senior faculty are expected to be more involved in service than junior faculty, and more successful, on the average, than junior faculty in getting grants supporting programmatic and collaborative research.

Level of Merit by Criterion Area

Research and Scholarship

Meritorious (5): Research of outstanding value produced during the period under review. Meritorious set of articles of major work making significant contribution. Unusually high national or international recognition.

Highly Satisfactory (4): Research activity considerably better than average for the rank. The work shows above average merit.

Satisfactory (3): Research activity is what is expected for the rank. There is evidence of good research as well as efforts to publish results.

Low Satisfactory (2): Research progress is somewhat less than expected for the rank.

Not Satisfactory (1): Research progress is definitely less than expected for the rank, and has continued to be so for more than a year. Grounds for concern.

Teaching Effectiveness

Meritorious (5): Evidence of outstandingly effective teaching coupled with extended effort towards innovation and improvements of courses and curricula. May have received a teaching award. Director of several theses and dissertations, and member of many of such committees.

Highly Satisfactory (4): Some evidence of above average teaching. Fulfills teaching obligations effectively, and shows interest and effort in improvement of courses and curricula. Involved in much undergraduate and graduate student research.

Satisfactory (3): Fulfills teaching obligations and does a conscientious job. Involvement in undergraduate and graduate student research is at the level expected for the rank.

Low Satisfactory (2): Teaching effectiveness is somewhat below expectation. Involvement in undergraduate and graduate training, research, or supervision is below the level expected for the rank.

Not Satisfactory (1): This faculty member is not performing adequately as a teacher. Class material is not covered adequately and preparation is inadequate. Has not attracted students. Grounds for concern.

Service

Meritorious (5): Major departmental, university, and professional service. Makes important policy decisions and is very effective in administrative responsibility. Participates in university and professional affairs beyond the level expected of one at that faculty rank.

Highly Satisfactory (4): Participates in and makes a positive contribution to a significant number of departmental, university, or professional activities relative to rank.

Satisfactory (3): Serves on the usual number of committees and makes expected contributions to them.

Low Satisfactory (2): Participation in departmental, university, and professional service is below average for the rank.

Not Satisfactory (1): Has not served satisfactorily even on departmental committees. Avoids such responsibilities or does not follow through on assignments. Grounds for concern.

V. The Report, Calculation of Individual Merit Scores and Raises

A confidential report will be prepared before the end of June. The report will be viewed by the Chair and Associate Chair. The report will consist of:

For each separate category (research & scholarship, teaching effectiveness, service), a table listing the individual ratings and average scores assigned to all faculty members by each of the Faculty Executive Committee members. The Chair will have access to the same information provided to the Faculty Executive Committee.

For tenure-track faculty, the following weight will be applied to the three criterion areas:

- **Research & Scholarship = 0.5 weight**
- **Teaching Effectiveness = 0.3 weight**
- **Service = 0.2 weight**

For fixed-term faculty, the following weight will be applied to the three criterion areas:

- **Research & Scholarship = 0.1 weight**
- **Teaching Effectiveness = 0.5 weight**
- **Service = 0.4 weight**

Factors other than merit are involved in the assignment of faculty raises. Included among these are non-merit considerations such as state-mandated cost-of-living increases. In addition, the department chair may need to use part of the department's salary increase funds to make

structural adjustments resulting from such factors as low salary at the time of hiring, to alleviate salary compression resulting from years when there were no raises, to recognize promotions or unusual achievements or contributions that are not reflected in the computation of individual merit described above.

Appendix A

Research and Scholarship

NOTE: Ratings should be based on quality and quantity of research

Peer Reviewed Publications:	
Primary Author Publications	
Number of top tier journal publications	
Number of middle tier journal publications	
Number of lower tier journal publications	
Senior Author Publications	
Number of top tier journal publications	
Number of middle tier journal publications	
Number of lower tier journal publications	
Secondary Author Publications	
Number of top tier journal publications	
Number of middle tier journal publications	
Number of lower tier journal publications	
Total Number of Journal Publications	

Book Publications:	
Primary Author Publications	
Number of books published	
Number of book chapters published	
Secondary Author Publications	
Number of books published	
Number of book chapters published	
Total Number of Book Publications	

Other Research Works:	
Number of scholarly website / blog posts published	
Other...	

Presentations:	
Invited Speaker / Keynote Presentations	
Number of international meetings / conferences	
Number of national meetings / conferences	
Number of regional meetings / conferences	
Primary Author Abstract Presentations	
Number of international meetings / conferences	
Number of national meetings / conferences	

Number of regional meetings / conferences	
Senior Author Abstract Presentations	
Number of international meetings / conferences	
Number of national meetings / conferences	
Number of regional meetings / conferences	
Secondary Author Abstract Presentations	
Number of international meetings / conferences	
Number of national meetings / conferences	
Number of regional meetings / conferences	
Total Number of Presentations	

Grants:	
Submitted	
Number of federal level grants submitted	
Number of foundation / industry level grants submitted	
Number of internal grants submitted	
Awarded	
Number of federal level grants awarded	
Number of foundation / industry level grants awarded	
Number of internal grants awarded	
Amount	
Total amount of external funding awarded	

Overall Research & Scholarship Rating	
Meritorious (5): Research of outstanding value produced during the period under review. Meritorious set of articles of major work making significant contribution. Unusually high national or international recognition.	
Highly Satisfactory (4): Research activity considerably better than average for the rank. The work shows above average merit.	
Satisfactory (3): Research activity is what is expected for the rank. There is evidence of good research as well as efforts to publish results.	
Low Satisfactory (2): Research progress is somewhat less than expected for the rank.	
Not Satisfactory (1): Research progress is definitely less than expected for the rank, and has continued to be so for more than a year. Grounds for concern.	

Teaching Effectiveness

NOTE: Teaching should be evaluated with regard to quality, not necessarily only quantity. For example, if a faculty member buys out of teaching for research or service activities, they should not be penalized for the reduced teaching load. Rather, they should be evaluated on the quality of teaching for the courses to which they are assigned.

Teaching Effectiveness	
Teaching Quality	Yes / No / Unable to Judge
Has the faculty member shown high quality teaching through student ratings, peer evaluations (if available), or through other indicators of quality?	
Has the faculty member made any contributions to courses, through curriculum development, or implementing innovative approaches?	
Contributions to Student Research	
Number of undergraduate students supervised	
Number of masters students supervised	
Number of PhD students supervised	
Number of post-doctoral fellows supervised	
Number of undergraduate student committees	
Number of masters student committees	
Number of PhD student committees	
Number of students on primary author journal publications	
Number of students on senior author journal publications	
Number of students on primary author abstracts	
Number of students on senior author abstracts	
Other	
Has the faculty member received any teaching awards?	
Has the faculty member received any mentoring awards?	

Overall Teaching Rating	
Meritorious (5): Evidence of outstandingly effective teaching coupled with extended effort towards innovation and improvements of courses and curricula. May have received a teaching award. Director of several theses and dissertations, and member of many of such committees.	
Highly Satisfactory (4): Some evidence of above average teaching. Fulfills teaching obligations effectively, and shows interest and effort in improvement of courses and curricula. Involved in much undergraduate and graduate student research.	
Satisfactory (3): Fulfills teaching obligations and does a conscientious job. Involvement in undergraduate and graduate student research is at the level expected for the rank.	
Low Satisfactory (2): Teaching effectiveness is somewhat below expectation. Involvement in undergraduate and graduate training, research, or supervision is below the level expected for the rank.	
Not Satisfactory (1): This faculty member is not performing adequately as a teacher. Class material is not covered adequately and preparation is inadequate. Has not attracted students. Grounds for concern.	

Service

NOTE: Ratings based on quality and quantity, as appropriate to rank, for formal and informal service.

Service	
Has the faculty member significantly contributed to the <u>department</u> as:	Yes / No / Unable to Judge
A major administrative role (chair, associate chair, other)	
Program Director	
Laboratory Director	
Committee Chair	
Committee Member	
Junior Faculty Mentor	
High Impact Engagement Activities	
Has the faculty member significantly contributed to the <u>university</u> as:	
A major administrative role (dean, associate dean, other)	
Faculty Governance (elected or appointed)	
Membership on a University Advisory Board	

Membership on other Major University Committees (e.g. search committees, review committees, committees to forward the academic mission of the university, other)	
High Impact Engagement Activities	
Has the faculty member significantly contributed to their <u>scholarly field</u> through:	
Membership on National Advisory Panels	
Journal editor	
Journal associate editor	
Member of journal editorial board	
Regular member of grant review panel	
Ad hoc / external grant reviewer	
Member on Professional Organization Board of Directors	
Member of Scholarly Conference Organizing Committee	
Community engagement and public service	
Has the faculty member received any significant honors for their service or leadership?	

Overall Service Rating	
Meritorious (5): Major departmental, university, and professional service. Makes important policy decisions and is very effective in administrative responsibility. Participates in university and professional affairs beyond the level expected of one at that faculty rank.	
Highly Satisfactory (4): Participates in and makes a positive contribution to a significant number of departmental, university, or professional activities relative to rank.	
Satisfactory (3): Serves on the usual number of committees and makes expected contributions to them.	
Low Satisfactory (2): Participation in departmental, university, and professional service is below average for the rank.	
Not Satisfactory (1): Has not served satisfactorily even on departmental committees. Avoids such responsibilities or does not follow through on assignments. Grounds for concern.	

Office Hours:

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

INSERT WORDING: Denise will check for wording if faculty members do not attend class

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 Jennifer Canders, jcanders@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 April 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, Jennifer Canders 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 include the following student's information on your waitlist: PID# (Personal Identification Number and student's full name). When you know which students you want to add, you can then contact Jennifer Canders 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, Jennifer Canders 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 Jennifer with a note signed by you giving them permissions to be added to your course. Jennifer 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://registrar.unc.edu/academic-services/grades/>

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, you may want to notify the student that they are not officially registered for the course. 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/service/exam-scanning/>)

For any exams using multiple choice answers, you can submit your class exam answer sheets to ITS Exam Scanning Services located in the basement level of Peabody (room 08) which is a drop-off service. 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 ITS 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 the ITS Exam Scanning office, 08 Peabody, 7:30-4:00pm; telephone: 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 a plus or minus 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

- ◆ 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 their 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 has been changed to an “F*”, the department chair and a dean’s approval is required on the Official Grade Change completed on-line. **Please see Jennifer Canders regarding questions on grade change procedures.**

Graduate

Graduate students are graded on an H, P, L, F scale. Please do not use plus or minus(s) for any graduate student grade they are not recognized by the Graduate School and will not be recorded on the student’s transcripts 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 and Professional Classifications (*receive graduate or professional grades*)

GD	Grad Doctoral
GM	Grad Masters
GPD	Grad Post Doctoral
JPM	Joint Program – Masters
JPD	Joint Program – Doctoral
SPG	Special Graduate Non-Degree
1st	First Year MBA or Professional
2nd	Second Year MBA or Professional
3rd	Third Year Professional
4th	Fourth Year Professional
II	* Inter-Institutional
FX	* Foreign Exchange
SPP	Professional Non-Degree
SDS	Currently used for Off-Campus Professional Pharmacy Program

Notes

- The classifications that start with “**SP**” (SPU, SPG, SPP) are used for non-degree students.
- Classifications that start with “**G**” (GD, GM, GPD) are graduate classifications.
- Classifications **II** and **FX** can be used for undergraduate or graduate students.

Graduate Grading

All master's and doctoral programs administered through The Graduate School operate under the same grading system. The graduate grading scale in use at UNC-Chapel Hill is unique in that it cannot be converted to the more traditional ABC grading scale. Graduate students do not carry a numerical GPA.

Grade Scale

Grading at the graduate level is intended to offer feedback to students on their performance in a given course, including once students reach the thesis and dissertation stage. Faculty are encouraged to specify course requirements and grading expectations for students. Students enrolled in courses numbered 400 and above must receive one of the following grades.

Graduate Permanent Grades

H High Pass - Clear Excellence

P Pass - Entirely Satisfactory Graduate Work

L Low Pass - Inadequate Graduate Work

F Fail

Special Permanent Grades

F* Fail-Administratively Assigned; equivalent to F

NG No grade assigned; administratively assigned only

XF Fail-Honor Court hearing outcome; equivalent to F

Temporary Grades

AB Absent from final examination

IN Work incomplete

Special Grading Symbols

Administrative F (F*) Grade

The Office of the University Registrar automatically converts the temporary grades of AB and IN to F* when the time limit for a grade change on these temporary grades has expired. Receiving a grade of F* results in the student becoming academically ineligible to continue in The Graduate School.

