

**The Department of Exercise  
and Sport Science**

***Faculty Handbook***



---

COLLEGE OF  
ARTS AND SCIENCES

**Exercise and  
Sport Science**

**209 Fetzer Hall  
CB# 8700  
UNC Chapel Hill  
Chapel Hill, NC 27599**

**Updated: 8/2022**

## TABLE OF CONTENTS

### **Departmental Information**

Departmental Mission & Organization .....	<a href="#">4-5</a>
Departmental Organization .....	<a href="#">5-6</a>
COVID-19 Resources.....	<a href="#">6</a>
Departmental Directory.....	<a href="#">7-9</a>
Departmental Committee Assignments.....	<a href="#">10-11</a>

### **Program Description**

Lifetime Fitness Program.....	<a href="#">12</a>
Undergraduate Program .....	<a href="#">12</a>
Graduate Program .....	<a href="#">12</a>
Campus Recreation Sports Program.....	<a href="#">12</a>

### **Facilities**

Offices.....	<a href="#">13</a>
Repairs and Renovations.....	<a href="#">13</a>
Class Setup.....	<a href="#">13</a>
Facility Hours.....	<a href="#">13</a>
Personal Recreation in EXSS Facilities .....	<a href="#">13</a>
Visitor Parking.....	<a href="#">13-14</a>

### **Office Procedures**

General .....	<a href="#">14</a>
Photocopying .....	<a href="#">14-15</a>
Mailboxes/Mail Services.....	<a href="#">15</a>
Office Supplies.....	<a href="#">15</a>
Purchasing over \$5000.....	<a href="#">15</a>
Keys.....	<a href="#">16</a>
Email .....	<a href="#">16</a>
Computers .....	<a href="#">16</a>
Website/Social Media.....	<a href="#">17</a>
Faxes .....	<a href="#">17</a>
Phones & Voice Messaging .....	<a href="#">17</a>
Parking .....	<a href="#">17-18</a>

## **Professional/Scholarly Concerns**

EXSS Grant Information.....	<a href="#">19-31</a>
Course Buyout Information.....	<a href="#">25</a>
OSP Information Sheet, Fringe Rates.....	<a href="#">28, 30</a>
Mentoring . . . . .	<a href="#">32</a>
EXSS IRB Procedures . . . . .	<a href="#">32-34</a>
Travel .....	<a href="#">35-38</a>
Gift Card Procedures.....	<a href="#">38</a>
Teaching Loads and Evaluations .....	<a href="#">39</a>
Audiovisual Equipment.....	<a href="#">39</a>
Computers .....	<a href="#">39</a>
Request for Equipment and Supplies .....	<a href="#">39</a>
Off Campus Use of Departmental Equipment .....	<a href="#">39</a>
Equipment Purchased on Grants .....	<a href="#">39</a>
Consulting/Outside Employment .....	<a href="#">39-40</a>
Professional Travel.....	<a href="#">40</a>
University Courses/Tuition .....	<a href="#">40</a>
Business Cards/Office Furniture.....	<a href="#">40</a>
Annual Report.....	<a href="#">40</a>
Salary Adjustment.....	<a href="#">40</a>
Initial Appointments/Reappointments/Promotions.....	<a href="#">40</a>
Guidelines for Faculty Salary Increases.....	<a href="#">41-49</a>
Office Hours.....	<a href="#">50</a>
Course Syllabus.....	<a href="#">50</a>

## **Academic Information**

Course Requests .....	<a href="#">50</a>
Textbook Orders .....	<a href="#">50</a>
Registration .....	<a href="#">50-51</a>
Class/Grade Rolls .....	<a href="#">51</a>
Exam Scanning Services .....	<a href="#">51</a>

## **Grading**

Undergraduate.....	<a href="#">52</a>
Graduate .....	<a href="#">53-54</a>

## **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 – Bachelor of Arts in Exercise and Sport Science

#### EXSS Tracks

- Exercise and Sport Science
- Fitness Professional
- Sport Administration

#### EXSS Minors

- Coaching Education
- Exercise and Sport Science

### Graduate Programs – 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 (PhD)

### Physical Activities Program

- Aquatics
- Lifetime Fitness
- Physical Activity Electives

### Research Laboratories

- Applied Physiology Laboratory
- Cardiometabolic Laboratory
- HEAL Laboratory
- Human Movement Science Laboratory
- Integrative Exercise Oncology Laboratory
- Motion Science Institute
- STAR Heel Performance 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

- Fitness
- Intramural Sports
- Sport Clubs
- Carolina Adventures (Challenge Course, Indoor Climbing, Expeditions)

## 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

#### **Jennifer Canders, Executive Assistant**

**962-2021**

[jcanders@email.unc.edu](mailto:jcanders@email.unc.edu)

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

#### **Kelly Hair, Accountant**

**962-0017**

[kelly\\_hair@unc.edu](mailto:kelly_hair@unc.edu)

Responsibilities include: Financial management, parking coordinator, Kerr Lake.

#### **Shayna Hill, Business Officer/Director of Administration**

**962-5172**

[Shayna\\_Hill@unc.edu](mailto:Shayna_Hill@unc.edu)

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

#### **Darryl Lewis, Accounting Tech**

**445-1480**

[lewisd41@unc.edu](mailto:lewisd41@unc.edu)

Responsibilities include: Accounts payable, office supplies, travel, purchasing, gift cards for study subjects.

#### **Cong Liu, Grants Manager**

**962-1244**

[cliu6@email.unc.edu](mailto:cliu6@email.unc.edu)

Responsibilities include: Managing grants planning; proposal development and submission (including but not limited to budget development as well as preparation of agency forms and documents in compliance with agency and UNC guidelines) and preparing regular financial status reports for ongoing research projects, summer salary approval, ECRT coordinator.

**Ashley McCullen, Human Resources Specialist**

962-2022

[amcculle@email.unc.edu](mailto:amcculle@email.unc.edu)

Responsibilities include: Human resources facilitator, payroll, graduate student payroll, TIM management, finance back-up.

**Lacey Singletary, Student Services/Administrative Support**

843-9630

[lsingle@email.unc.edu](mailto:lsingle@email.unc.edu)

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

**Shakayla Wilson, Accounting Technician (Lead)**

962-0018

[shakayla\\_wilson@unc.edu](mailto:shakayla_wilson@unc.edu)

Responsibilities include: Procurement of equipment and services, accounts payable, account reconciliation, travel accounting, post award activities, grant close out; and financial budgeting, analysis, projections, and reporting.

**Support Staff**

**Victor Anderson, Computer Systems Administrator**

843-6139

[techguy@email.unc.edu](mailto:techguy@email.unc.edu)

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

**Nate Hilton, Utility Crew Supervisor**

962-0240

[nhilton@unc.edu](mailto:nhilton@unc.edu)

Responsibilities Include: Supervise and train all utility crew members, responsible for all minor moves and repairs, supervises Fetzer equipment room personnel, liaison for all facility projects, equipment ordering, laboratory supplies, telecommunications management, building and housekeeping work orders.

**Brian Prentice, Support Services Coordinator**

962-0396

[bwprenti@email.unc.edu](mailto:bwprenti@email.unc.edu)

Responsibilities Include: Customer service, visitor parking, mail services, lifetime fitness assistance, confidential recycling, Kerr Lake permit/key issuing, other general duties.

**Woollen Equipment Room**

843-6157/843-5901/966-1398/675-6687

**Joel McLawhorn, [jmclawho@email.unc.edu](mailto:jmclawho@email.unc.edu)**

Responsibilities Include: Customer Service, supervisor of student employees (Campus Recreation).

**Chris McGhee, [cbmcghee@email.unc.edu](mailto:cbmcghee@email.unc.edu)**

Responsibilities Include: Customer Service, coordinate facilities' maintenance projects (Campus Recreation)

**COVID-19 Information/Updates**

Please refer to the department's COVID-19 [website](#) for the most up-to-date information concerning EXSS's operations (i.e., administrative staff schedules, contacts, etc.) and policies during this time.

## EXERCISE AND SPORT SCIENCE DIRECTORY

Fetzer Administrative Staff			
Victor Anderson	Computer Systems Administrator	26H Fetzer	843-6139
Jennifer Canders	Executive Assistant, Graduate Program	209 Fetzer	962-2021
Kelly Hair	Accountant	103 Fetzer	962-0017
Shayna Hill	Director of Administration	209-A Fetzer	962-5172
Nathan Hilton	Utility Crew Supervisor	06-A Fetzer	962-0240
Darryl Lewis	Accounting Technician	209 Fetzer	445-1480
Cong Liu	Grants Manager	G411 Fetzer	962-1244
Ashley McCullen	Human Resources Specialist	217 Fetzer	962-2022
Brian Prentice	Support Services Coordinator	209 Fetzer	962-0396
Lacey Singletary	Student Services, UG Program	209 Fetzer	843-9630
Shakayla Wilson	Accounting Technician	209 Fetzer	962-0018
Stallings Evans Administrative Staff			
Alaina Ehlers	Assistant Director of Clinical Operations	2205 Stallings Evans	962-5744
Aidan Finegan	Social/Clinical Research Assistant	2207 Stallings Evans	962-0409
Candice Goerger	Associate Director for Operations	2204 Stallings Evans	962-2017
Caprice Hunt	Social/Clinical Research Specialist	2207 Stallings Evans	962-5744
Elizabeth Lewis	Medical Therapeutic Specialist	THRIVE Clinic	
Laura Malcolm	Social/Clinical Research Assistant	2207 Stallings Evans	962-0409
Sarah Marshburn	Social Work Practitioner	THRIVE Clinic	
Brandee Masters	Social/Clinical Research Specialist	2207 Stallings Evans	962-0409
Marcus Peoples	Social/Clinical Research Assistant	THRIVE Clinic	
Mel'leah Robinson	Social/Clinical Research Assistant	2207 Stallings Evans	962-0409
Samuel Rodriguez	Public Communication Specialist	THRIVE Clinic	
Vacant	Social/Clinical Research Assistant	THRIVE Clinic	
Other Research Staff			
Randi Delong	Social/Clinical Research Specialist	123 Fetzer	843-8357
Natalia Favoreto	Social/Clinical Research Specialist	G413 Fetzer	
Ryan MacPherson	Assistant Director of Technical Development	G410 Fetzer	843-2014

Utility Crew Staff			
Andy Cahan	Facilities Technician	Outdoor Education Ctr	883-8480
John Hauser	Facilities Technician	Outdoor Education Ctr	883-8483
Chris Mertz	Facilities Technician	Outdoor Education Ctr	883-8482
Equipment Room Staff			
Dallas Jacobs	Associate, (on leave)		
Chris McGhee	Associate, Woollen Equipment Room	107 Woollen	843-5901
Joel McLawhorn	Facility Operations Coordinator	107 Woollen	843-6157
Campus Recreation Staff			
Catherine Ayers	Assistant Director of Aquatics	110 Pool	962-0768
Victoria Bliss	Marketing Coordinator	203 Student Recreation Ctr	843-6784
Rebecca Eacho	Assistant Director of Fitness	202 Student Recreation Ctr	962-7955
Justin Ford	Assistant Director of Sport Programs	102-A Student Recreation Ctr	843-4769
Ashley Fox	Expeditions Coordinator	Outdoor Education Ctr	843-3233
Vacant	Director of Campus Recreation	104 Student Recreation Ctr	962-2779
Jason Halsey	Associate Director of Programs	103 Rams Head	962-1013
Vacant	Associate Director of Facilities & Operations	106 Student Recreation Ctr	962-3301
Russell Hobart	Assistant Director of Climbing Programs	127 Rams Head	843-4795
Tori Hooker	Senior Assistant Director of Sport Programs	103 Student Recreation Ctr	843-4768
Evan Kramer	Sport Programs Coordinator	102-C Student Recreation Ctr	843-7105
Lauren Mangili	Sr. Associate Dir. of Business & Strategic Planning	201 Student Recreation Ctr	962-7348
Will Rickman	Senior Assistant Director of Facility Operations	108 Rams Head	843-4799
David Rogers	Assistant Director of Outdoor Education	Outdoor Education Ctr	843-4632
Vacant	Member Services Coordinator		
Josh Tucker	Sr. Assistant Director of Marketing, Comm., & External Relations	204 Student Recreation Ctr	843-4767
Aliyah Valdez	Fitness Coordinator	109 Student Recreation Ctr	843-6785
Vacant	Challenge Course Coordinator	Outdoor Education Center	
Patrick Wolfe, Jr.	Aquatics Coordinator	110 Pool	962-0905
Ying Yu	Business Services Coord.	108 Student Recreation Ctr	962-1153



Faculty			
Alain Aguilar	Teaching Associate Professor, Fitness Professional	211 Fetzer	843-2033
Shelby Baez	Assistant Professor	G410 Fetzer	
Claudio Battaglini	Professor, Exercise Physiology Graduate Coordinator	105 Fetzer	843-6045
Rebecca Battaglini	Teaching Assistant Professor, Dir. of LFIT Prgm	215-B Woollen	962-0233
Troy Blackburn	Professor, Assistant Chair	203 Fetzer	843-2021
Malia Blue	Assistant Professor	216 Fetzer	843-4507
Jimikaye Courtney	Assistant Professor	G412 Fetzer	
JD Defreese	Teaching Associate Prof.	2203 Stallings Evans	962-0774
Ben Goerger	Teaching Assistant Professor	G407 Fetzer	843-2309
Kevin Guskiewicz	Professor, Chancellor	2204 Stallings Evans	962-5175
Anthony Hackney	Professor	124 Fetzer	962-0334
Erik Hanson	Associate Professor	315 Woollen	962-0816
Jonathan Jensen	Associate Professor	308 Woollen	962-0959
Zach Kerr	Associate Professor	313 Woollen	962-7543
Adam Kiefer	Assistant Professor	G408 Fetzer	962-0751
Kristen Kucera	Associate Professor	123 Fetzer	843-8357
Wayne McDonnell	Teaching Assist. Prof, Spt Admin. UG Coord.	305 Woollen	962-6946
Jason Mihalik	Professor	2201 Stallings Evans	962-2573
Aliza Nedimyer	Teaching Assistant Professor	303-A Woollen	
Kristin Ondrak	Teaching Assistant Professor	303-B Woollen	962-0100
Barbara Osborne	Professor	309 Woollen	962-5173
Darin Padua	Professor, Chair	204 Fetzer	843-5117
Tony Patterson	Teaching Assistant Professor	314 Woollen	
Meredith Petschauer	Teaching Professor, Director of UG Studies	2202 Stallings Evans	962-1110
Brian Pietrosimone	Professor	26K Fetzer	962-3617
Nels Popp	Associate Professor	203-C Woollen	445-9364
Bill Prentice	Professor, Athletic Training Graduate Coordinator	214 Fetzer	962-5174
Johna Register-Mihalik	Associate Professor	125 Fetzer	962-2702
Eric Ryan	Professor	26G Fetzer	962-0297
Lee Schimmelfing	Teaching Assistant Professor	302-B Woollen	962-2577
Ed Shields	Associate Professor, Director of Grad. Studies	202 Fetzer	962-3351
Danielle Smith	Teaching Assistant Professor	307 Woollen	843-7573
Abbie Smith-Ryan	Professor	312 Woollen	962-2574
Lee Stoner	Associate Professor	306 Woollen	962-0534
Erienne Weight	Professor, Sport Admin. Graduate Coordinator	203-D Woollen	962-5975
Erik Wikstrom	Associate Professor	311 Woollen	962-2260

## EXSS Committee Assignments 2022-2023

Committee	Members	Roles	Notes
<b>EXSS IRB</b>	Troy Blackburn	Chair	
<b>Diversity</b>	Kristen Kucera Alain Aguilar Tori Hooker Zach Kerr Barbara Osborne Patricia Pagan-Lassalle Erik Wikstrom	Chair / EXSS Liaison	
<b>Curriculum</b>	Meredith Petschauer Bill Prentice Barbara Osborne Danielle Smith Alain Aguilar Eric Ryan	Chair AT Liaison SA Liaison SA Liaison FP Liaison EP Liaison	2 representatives from each of the specialization areas
<b>Undergraduate Program Directors</b>	Meredith Petschauer Alain Aguilar Becca Battaglini Danielle Smith	Director of UG Studies EP / FP LFIT SA	DUGS and program director from each of the specialization areas and LFIT program
<b>Graduate Program Directors / Admissions</b>	Ed Shields Eric Ryan Bill Prentice Barbara Osborne	Director of Grad. Studies EP AT SA	DGS and program director from each of the specialization areas
<b>HMSC Doctoral Program</b>	Erik Wikstrom JD Defreese Eric Ryan Adam Kiefer Lee Stoner Jason Mihalik	Program Director Chair, Admissions Admissions Education Review Education Review HMSC Day	
<b>Lifetime Fitness</b>	Becca Battaglini Alain Aguilar Kristin Ondrak Darin Padua		
<b>Undergraduate Research</b>	Claudio Battaglini	Director	

## EXSS Committee Assignments 2022-2023

Committee	Members	Roles	Notes
<b>Blythe Lecture Committee</b>	Kristen Kucera Nels Popp Lee Stoner		
<b>Mentor Program</b>	Darin Padua		
<b>Laboratory / Center / Program Directors</b>			
Applied Physiology Lab	Abbie Smith-Ryan	Director	
Sports Medicine Teaching Lab	Meredith Petschauer	Director	
Brain & Body Health Program	Alaina Ehlers	Manager	
Cadaver Anatomy Lab	Alain Aguilar	Director	
Center for Research in Intercollegiate Athletics	Erienne Weight	Co-Director	
	Nels Popp	Co-Director	
Center for the Study of Retired Athletes	Kevin Guskiewicz	Director	
	Candice Goerger	Associate Director	
	JD Defreese Zack Kerr		
CPR Lab	Catherine Ayers	Director	
Exercise Oncology Lab	Claudio Battaglini	Co-Director	
	Erik Hanson	Co-Director	
Exercise Science Teaching Lab	Eric Ryan	Director	
Get Real & Heel Program	Claudio Battaglini	Director of Research	
Gfeller Sport-Related TBI Research Center	Kevin Guskiewicz	Co-Director	
	Jason Mihalik	Co-Director	
Human Performance Center	Brian Pietrosimone	Co-Director	
	Abbie Smith-Ryan	Co-Director	
National Center for Catastrophic Sport Injury Research	Kristen Kucera	Director	
Motion Science Institute <i>Gait Analysis Lab</i> <i>Neuromuscular Assessment Lab</i> <i>Motion Analysis Lab</i>  <i>Psychology of Sport Injury Lab</i>	Brian Pietrosimone	Director	
	Troy Blackburn		
	Eric Ryan		
	Erik Wikstrom		
	Darin Padua		
STAR Heel Performance Lab	Shelby Baez	Director	
Heal Lab	Adam Kiefer	Co-Director	
	Johna Register-Mihalik	Co-Director	
Heal Lab	Malia Blue	Co-Director	
	Jimikaye Courtney	Co-Director	

## **PROGRAM DESCRIPTION**

### **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 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](mailto: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 six major research labs: the Applied Physiology Lab, Cardiometabolic Lab, Human Movement Science Lab, Integrative Exercise Oncology Lab, Motion Science Institute, and STAR Heel Performance Lab; four major teaching labs: the Athletic Training Lab, Cadaver Anatomy Lab, CPR Lab, and 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 Kessing Outdoor Pool (contact the Aquatics Director), Hooker Fields, Outdoor Education Center (contact David Rogers) and Kerr Lake Recreation Area (contact the Accountant) are handled through Exercise and Sport Science and Campus Recreation (Will Rickman [wrickman@email.unc.edu](mailto:wrickman@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 the Student Services Specialist, Key Coordinator for the department.

**Repairs/Renovations:** All desired repairs or renovations including repainting should be requested to the Utility Crew Supervisor. In addition, requests for minor problems such as sticking doors, light bulb replacement or clean up spills should be made to them so that housekeeping or the 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. All classroom assignments are made by the Student Services Specialist 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 Services Specialist in 209 Fetzer Hall.

**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 Will Rickman 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 except for 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 Will Rickman at 843-4799.

**Visitor Parking behind Fetzer:** The Department controls several spaces behind Fetzer to accommodate short-term parking needs including: research subjects, equipment loading and unloading, and department visitors. Permits for these uses are required and can be obtained from

the Support Services Associate, the visitor parking coordinator in room 209 Fetzer Hall, (962-0396). It is a University rule that those receiving a paycheck from the department are not authorized to utilize the visitor spots. 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 103/209/217/G411 Fetzer Hall. Campus Recreation also has a business office located in 101 Student Recreation Center. Fetzer 209 is open and staffed from 8:00am to 4:00pm, 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 Director of Administration.

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 Director of Administration. Occasionally, office support may be able to help in the preparation of special transparencies, posters, signs, etc. However, they are not trained in artwork 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 Director of Administration. Office staff 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 staff may **NOT** administer exams, show class films, or otherwise conduct a class session.

### **Photocopying**

The copiers are located in 209 Fetzer Hall and 215 Woollen Gym. Each faculty and staff are assigned a four-digit code to gain access (See the Support Services Associate to gain access codes). Woollen copier does not require an access code. The copier stays in the Services Home mode. 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 1-855-314-9934 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.

The copier can also scan and email a document to your email account or to someone else's UNC email account. Instructions for setting up "one touch" scan to email is posted beside the copier in both 209 and 215 Woollen or please see any of the Fetzer 209 office staff to assist you with this feature.

### **Mailboxes and Mail Services**

Faculty and staff mailboxes are located in 209 Fetzer or 215 Woollen. Graduate teaching

assistants' mailboxes are in 215 Woollen. The mailboxes are open for students to drop off mail during regular business hours. Faculty members need a code to gain access after-hours. 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 which will be processed by an administrative staff member. 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 the Administrative Support Specialist 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 the Utility Crew Supervisor of a work order request for the move.

### **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**

### **Office Supplies**

Basic office supplies are 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 the Accounting Technician (lewisd41@unc.edu). Printer paper is located in the filing cabinet directly in front of the Student Services Specialist's desk. If you see that the paper ream level is low, please let the Accounting Technician know.

Stationery: The department has a standard electronic copy of letterhead that is available for your use if needed. No other version should be used. This can be found on our admin share drive. There is a version for both Mac users as well as PC users. The files are "Dept of Exercise and Sport Science E-Letterhead Mac users" and "Dept of Exercise and Sport Science E-Letterhead". If you do not have access to this drive, then you may contact the administrative staff to send you an electronic copy.

### **Purchasing Over \$5,000**

- **Increase our Small Purchase Benchmark from \$5,000 to \$25,000.** A Small Purchase is now defined as purchases less than or equal to \$25,000, including applicable taxes (e.g., out of state sales tax) and shipping.
  - **Purchases Less than or equal to \$5,000** – No change to existing processes. Buy Carolina, PCARD, and Campus voucher are still acceptable methods of

procurement and should be selected based on the [Operational Excellence Purchasing Method Decision tool](#).

- **Purchases \$5000.01 < Price < \$25,000**
  - No longer require Waiver of Competition Form
  - Still require a requisition and PO to ensure Capital Assets are captured properly
  - Requisition may be submitted with a single quote
  - It is highly recommended that you check multiple sources to ensure you are getting the best price
- **Informal Bidding now allowable for purchase between \$25,000.01 and \$100,000**
  - Waiver of Competition is required if competition is not available.
  - Requires at least three (3) formal quotes obtained through an official University Request for Quote (RFQ) which will be prepared and sent out from Purchasing Services.
  - Requisitions should include a vendor quote to establish a reasonable pricing range and contact information for at least three vendors (if known) to assist the purchasing agent in obtaining quotes. (Name, Phone number, Email Address)
  - At least one vendor should be certified as a Historically Underutilized Business (HUB). Purchasing will assist in identifying these businesses if one is not readily known. HUB businesses can also be [searched by category](#).
- **Formal Requests for Proposals or Invitation for Bids will be required for all purchases exceeding \$100,000.**
  - Requires a detailed Statement of Work/Scope of Work
  - Department should establish evaluation criteria for evaluation of proposals.
- **A Data Protection form is required for any device that can store data or any purchase that would have software**

### **Forms:**

Waiver of Competition form (<https://finance.unc.edu/forms/1232-1-1f/>)

[Instructions for Waiver of Competition](#)

[Sample of Waiver of Competition](#)

Data Protection (<https://safecomputing.unc.edu/data/data-protection-checklist/>)

### **Keys**

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

### **Email**

Please contact the Director of Administration or the Computer Systems Administrator 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 our Computer Systems Administrator 919-843-6139; pager, 919-216-2898; email [techguy@email.unc.edu](mailto:techguy@email.unc.edu).



## **Website/Social Media**

The department updates information via our website (<http://exss.unc.edu/>) and on social medias. For any news, awards, events that you would like to advertise/announce, please send any information, pictures, links, etc. to the Computer Systems Administrator who updates the website and the Student Services Specialist who updates the department's social medias.

Each faculty has their own bio page on the website. Please submit your bio information and up-to-date headshot to our Computer Systems Administrator. It is your responsibility to make sure your information is correct and up to date each year.

## **Faxes**

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

1. **209 Fetzer Hall** (option on the copier); fax number is 919-962-0489.
2. **Woollen Gym 215**, 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 the Utility Crew Supervisor, to discuss your order. Phones will vary regarding message waiting, transferring, and call forwarding. If you experience any problems with your phone, please notify them 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](http://myvalunet.com/wp-content/uploads/2013/10/ValuNet-Aastra-User-Guide.pdf)
- Call 919-962-6245 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 919-962-6200 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 generally has parking allocation in the following lots: S4 (Stadium Drive), S10 (Boshamer Stadium Lot), N5 (Park Place), and S11 (Smith Center).

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

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

Consideration is given to individuals with existing medical conditions. Closer proximity to work location 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 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**

Beginning August 15, 2019, the University implemented a weeknight parking program. You will need to have a valid parking permit to park in the lots after 5pm Monday through Thursday. More details can be found on Transportation and Parking's [website](#). 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 the Accountant 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 the 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://moveunc.t2hosted.com/cmn/auth.aspx>

Appeals can be submitted in person, email, U.S. Mail, or through the Transportation & Parking website [Online Services](#) within 10 calendar days of its issuance.

## **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 the Grants Manager to OneDrive 5 Days before GDP session
- 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 various parts of grants that they are reviewing.
- 4) Visit the EXSS RAM and GDP Resources folder in SAKAI for additional information on previous GDP.

### **EXSS Guidelines for Submitting for External Funding**

#### **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 26*).

1. The title, start and end date of the grant.
2. Number of years requested in the grant.
3. 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.
4. 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 25.*
5. Equipment (over \$5,000), if any. Please describe in detail and provide an estimate from the supplier if available.
6. Subcontractor. If there will be a subcontractor, we need their budget, budget justification, scope of work, and the subcontractor letter. 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.12 below for requirements.
7. Supplies; please be as detailed as possible.
8. Travel costs; describe trips to be taken. Indicate domestic or foreign travel, purpose, and include a breakdown of the travel expenses to be incurred (i.e., 4 days of domestic travel for conference attendance to disseminate findings budgeted at \$750 registration, \$350 airfare, \$650 lodging, \$170 meals, \$80 taxi/parking).
9. Human Research Subject costs: indicate number of research subjects and incentive payment amount requested for each.

**C. Office of Sponsored Programs policy now requires all final proposals to be received by OSP no later than 5 days in advance of the agency's due date.** (*Note to add an additional 2 days to the agency's due date as some agencies are now suggesting to submit 2 days prior to the final submission date.*) Failure to meet that deadline could result in your proposal not being submitted ([see relevant policy](#)). Please note that for projects involving **clinical trials and/or subcontracts, an additional 2 weeks in advance** (total of 15 business days in advance) will be required.

Due to the changes at the Office of Sponsored Programs, 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. (*Note to add an additional 2 days to the agency's due date as some agencies are now suggesting to submit 2 days prior to final submission date.*) Please note that for projects involving **clinical trials, an additional 2 weeks in advance** (total of 20 business days will be required. 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 workload. PIs should be aware that if they get the final documents to the Grants Management Officer too close to the OSP 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. Budget
  6. Scope of work
- Additional items needed if NIH, NSF, or DOD**
7. Resource/Facilities page (depending on sponsor).
  8. Equipment already available to the grant (depending on sponsor).
  9. NIH bio sketch or CV (depending on sponsor). All Key Personnel need an NIH bio sketch.
  10. Other Support documentation (depending on Sponsor).
  11. Letters of Support from subcontractors or consultants on project.
  12. Subcontractor paperwork that includes:
    - Letter of Intent
    - Budget
    - Budget Justification
    - Scope of Work
  13. Specific Aims and Research Strategy
  14. 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 the submission software selected according to the project. 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 OSP 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 OSP.

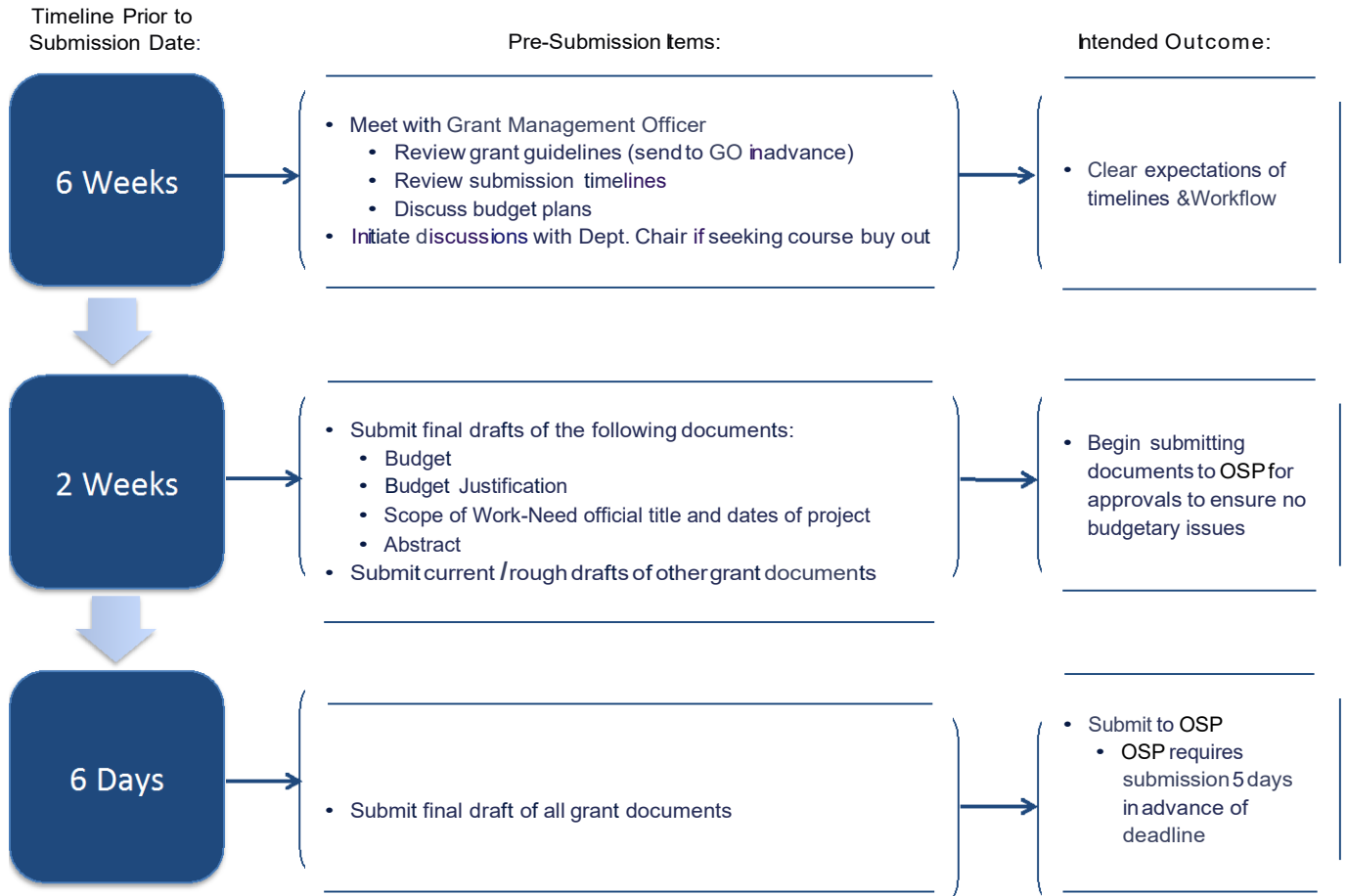
Additionally, if the PI would like to be more involved with the submission process, please see the Grants Management Officer for instructions.

**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  
2/15/18



**NOTE the following:**

- Add 2 days to the agency's due date as some agencies are now suggesting to submit 2 days prior to the final submission date.
- For projects involving a **subcontract**, add an additional 2 weeks in advance (total of 15 business days in advance) will be required.
- For projects involving **clinical trials**, add an additional 2 weeks in advance (total of 15 business days in advance) will be required.

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

Original Draft February 1, 2010; Revised August 1, 2014; Revised February 13, 2018; Revised July 12, 2022

### 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

[http://research.unc.edu/sponsored-research/resources/data\\_res\\_osr\\_infosheet/#facilities](http://research.unc.edu/sponsored-research/resources/data_res_osr_infosheet/#facilities)

**Departments receive 14.0% 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 \$55,500.
- If the grant were solely administered by EXSS we would receive 14.0% of these F&A funds (\$7,770).

#### EXSS Guidelines for F&A Cost Rates

- Generally, all research proposals submitted through the Office of Sponsored Programs are held to these F&A cost rates.
- Reduced F&A cost rates may be negotiated with OSP 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 publicly 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 Programs (OSP) prior to submitting the grant documents to determine whether or not a reduced F&A cost rate will be allowed by OSP. The decision for a reduced F&A cost rate is ultimately determined by OSP. 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: \$2,590 to EXSS instructional budget, \$2,590 to faculty member’s research fund and \$2,590 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 \$6,500-\$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 upon 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>
-------------	-------------------	------------------------	----------------------------

**Salary Support Plan: PI-**Will you be taking salary in the summer or will you buy out a course. Budget in fringes and Insurance

GRA Students-usually paid around \$20,000 from grant, include GRA Insurance, tuition, and allowable fees.

(tuition and allowable fees are not subject to indirect cost)

Temp employees/students-Determine rate and 9.490% fringe rate

Post Doc-Determine Rate, 9.490% fringes, and insurance

Fringe rates can be found on the website listed below.

[http://research.unc.edu/sponsored-research/resources/data\\_res\\_osr\\_infosheet/#fringe2](http://research.unc.edu/sponsored-research/resources/data_res_osr_infosheet/#fringe2)

**List any equipment (≥ \$5,000), if any.** Please describe in detail and provide an estimate from the supplier if available. Equipment ≥ \$5000 is not subject to indirect cost.

**Subcontractor. If subcontractor, we need their budget.** We will also need signed paperwork 4 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: Indicate domestic or foreign travel, purpose, and include a breakdown of the travel expenses to be incurred (i.e., 4 days of domestic travel for conference attendance to disseminate findings budgeted at \$750 registration, \$350 airfare, \$650 lodging, \$170 meals, \$80 taxi/parking).

**Human Research Subjects costs;** indicate number of research subjects and incentive payment requested for each.

## Research Resources & Information for New EXSS Faculty

February 15, 2018

### Required Trainings

- 1) Conflict of interest training is mandatory and must be taken every four years.  
<https://research.unc.edu/oris/apps/coi-training/>
- 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/clinical-trials/training/> 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>
- 4) Informational- Research Compliance Program <http://research.unc.edu/research-compliance-program/>

### Finding Funding

- 1) COS Pivot is a comprehensive database of funding opportunities where you can create an account, save searches, and receive funding alerts.
- 2) Office of Sponsored Programs (OSP) 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 organizes committees for limited submissions. <https://research.unc.edu/research-development/>
- 2) **Center for Faculty Excellence** <http://cfe.unc.edu/> offers several 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 several 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: <https://tracs.unc.edu/index.php/services-by-category>
- 4) **Office of Technology Commercialization:** <https://otc.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.

Updated 7/1/2022 [link](#) (has most up-to-date info)

<b>General Information</b>	
<b>Official Legal Name</b>	The University of North Carolina at Chapel Hill
<b>Institutional Official</b>	Penny Gordon-Larsen Interim Vice Chancellor for Research Office of Sponsored Programs (OSP) 104 Airport Dr. Ste. 2200, CB #1350 Chapel Hill, NC 27599-1350
<b>Administrative Official (Contract &amp; Grant Administrator)</b>	R. David Paul Assistant Vice Chancellor Office of Sponsored Programs (OSP) 104 Airport Dr. Ste.2200, CB #1350 Chapel Hill, NC 27599-1350
<b>Financial Officer</b>	Jenifer Gwaltney Director, Sponsored Projects Accounting 104 Airport Dr. Ste.2200, CB #1350 Chapel Hill, NC 27599-1350
<b>Research Integrity Officer</b>	Eric Everett Director, Research Integrity, Ethics and Education Carolina Square, Room 6070, CB# 7006 123 West Franklin Street, Suite #600B Chapel Hill, NC 27599
<b>Email</b>	<a href="mailto:SponsoredPrograms@unc.edu">SponsoredPrograms@unc.edu</a>
<b>Registration and Identification Numbers</b>	
<b>DUNS -- Dun &amp; Bradstreet Number</b>	608195277
<b>UEI – SAM Unique Entity ID</b>	D3LHU66KBLD5
<b>EIN or TIN -- Federal Tax ID Number</b>	56-6001393
<b>Military Critical Technical Data Agreement DD2345</b>	<a href="#">DD2345</a> – Dated 9/25/2017
<b>CAGE -- Commercial and Government Entity Code</b>	4B856 – Expires 2/01/2024
<b>SAM – System for Award Management</b>	<a href="#">Registered</a> – Expires 7/1/2023
<b>IPF – NIH Institutional Profile File Number</b>	0578206
<b>National Institutes of Health Salary Cap</b>	\$203,700 – Effective 1/2/2022; \$199,300 – Effective 1/3/2021
<b>NSF Institution Code Number</b>	0029744000
<b>FWA -- Federal Wide Assurance for the Protection of Human Subjects Number</b>	FWA00004801 Expires 3/18/2027
<b>Public Health Service Entity ID Number</b>	1566001393-A1
<b>AWA – Animal Welfare Assurance Number</b>	D16-00256 (A3410-01) Expires 4/30/2025
<b>AAALAC International Approval</b>	<a href="#">Accreditation #329</a> - Dated 12/04/2017
<b>EU PIC – European Union Participant Identification Code</b>	999573264

Office of Sponsored Programs

Radioisotopes License Number (NC)	062-214-1
FICE – Federal Interagency Committee of Education	002974-00
JCP – Joint Certification Program Number	0013206 – Expires 11/15/2022
NAICS -- North American Industry Classification System Code	Main 611310, <a href="#">additional IDs and Certs and Reps</a>
SIC -- Standard Industry Code	8221

**Policy Information**

Age Discrimination Policy	<a href="#">Policy</a> – Rev. 4/1/2016
Assurance of Compliance Title IX: (HHS 639-A)	On file, signed 9/27/1976
Certification of Liability Coverage	<a href="#">Insurance Document</a> – Expires 02/01/2023
PHS Civil Rights Assurance (HHS 441) Number	43-0520. Dated 1/11/1965
Conflict of Interest (COI) Individual Conflict of Interest	<a href="#">Policy</a> - Revised 09/12/2012 <a href="#">Policy</a> - Revised 03/04/2009
Export Control Policy	<a href="#">Policy</a>
Institutional Assurance & Annual Report on Possible Research Misconduct (PHS-6349)	<a href="#">IPF 0578206</a> - Dated 03/2022
Rehab. Act of 1973 (HHS 641)	Dated 06/22/1977
Responsible Conduct in Research	<a href="#">Policy</a>
Sex Discrimination Policy	<a href="#">Policy</a> - Dated 09/06/2001
Southern Association of Colleges and Schools Accreditation	<a href="#">Dated 01/09/2007</a>

**Institutional Financial Information**

Include the UNC-CH ID number and invoice number on all payments.  
**These addresses are for payments only. All other correspondence should be sent to:**  
**Office of Sponsored Programs, 104 Airport Drive, Suite 2200, Chapel Hill, NC 27599-1350**

<b>REMITTANCE ADDRESS (U.S. MAIL ONLY)</b> University of North Carolina at Chapel Hill Office of Sponsored Programs C/O Bank of America Lock Box Service P.O. Box 402420 Atlanta, GA 30384-2420	<b>Courier Only:</b> Bank of America Lock Box Services Lock Box 402420 6000 Feldwood Road College Park, GA 30349
IRS 501-c (3) Tax Exemption link	<a href="#">University Tax Exemption</a>
State Sales & Use Tax Exemption Number	<a href="#">400028</a>
UNC-CH Financial Reports & Data	<a href="#">Comprehensive Annual Financial Report</a> (Year Ended 6/30/2020)
UNC-CH Federal Compliance Audit Procedures	<a href="#">Federal Compliance Audit Procedures</a> (Year Ended 6/30/2020)
UNC-CH Statewide Single Audit	<a href="#">Single Audit Report</a> (Year Ended 6/30/2021)
Mileage Rate for Private Car	<a href="#">UNC Travel Services - Allowances</a>

**Indirect Cost Information**

Federally Negotiated Rates – Effective 7/1/2020	On-Campus	Off-Campus (≤10-mile radius)	Off-Campus (≥10-mile radius)
Organized Research	55.50%	28.00%	26.00%
Instruction	50.00%	28.00%	26.00%
Other Sponsored Activities	36.00%	28.00%	26.00%
Clinical Trials (Federal) <sup>1</sup>	55.50%	28.00%	26.00%
Clinical Trials (Non-Federal) <sup>2</sup>	28.00%	28.00%	26.00%

Full agreement at [https://research.unc.edu/osr\\_unc-ch\\_fa-rate-agreement/](https://research.unc.edu/osr_unc-ch_fa-rate-agreement/)

<sup>1</sup> F&A calculations for Federally Funded clinical trials are based on Modified Total Direct Costs (MTDC).

<sup>2</sup> F&A calculations for Non-Federally Funded clinical trials are based on Total Direct Costs excluding the Initial IRB Review fee

**Cognizant Federal Agency Dept of Health and Human Services, Division of Cost Allocation, Darryl Mayes, (202) 401-2808**

### ***Fringe Benefits***

Memorandum FY 2022 – Dated 3/2/2022

Schedule I and II

	<b>Budget</b>	
For full-time permanent EHRA/SHRA employees	26.174%	
Additional Faculty Physicians (FP) Rate	4.907%	
Post Doc Appointees and Grad Students (Depends on type of Award)	9.490%	
Undergraduate and Graduate Students that qualify for Student FICA Tax Exemption	1.840%	
<b>PLUS Health Insurance annual premium prorated to % of effort</b>		
	<b>Monthly</b>	<b>Annually</b>
Full-time Permanent EHRA/SHRA employees (ConnectCarolina Acct 515530) (e)	\$584.92	\$7,019.00
FP Eligible Employees (ConnectCarolina Acct 515860, 515850) (f)	\$161.98	\$1,943.76
Post Doctoral Trainees (ConnectCarolina Acct 528150) (a)	\$402.43	\$4,829.16
Post Doctoral Research Associates (ConnectCarolina Acct 515510) (a)	\$402.43	\$4,829.16
Grad. Student Health Insurance (ConnectCarolina Accts 515540, 569220)(a)(b)(c)(d)	\$351.92	\$4,223.04
(a) Post Doctoral rates include Student Health fee, but the Graduate Student rate does not		
(b) See Business Manual for Student FICA Tax Exemption Policy		<a href="#">Link</a>
(c) See additional funding opportunities for graduate students		<a href="#">Link</a>
(d) For information on Graduate Student Health Insurance eligibility		<a href="#">Link</a>
(e) For information on North Carolina Department of Health and Human Services (DHHS) approved fringe benefit rates		<a href="#">PDF</a>
(f) Eff 1/1/2021, FP plan members with an FTE below 0.75 must pay half of the premiums for basic/supplemental fixed health insurance. See footnote on Schedules I & II		

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

<b>Allowable Benefit</b>	<b>Annual Rate</b>	<b>Unallowable Benefit</b>
Employee Life Insurance	0.5520%	Dependent Life Insurance
Employee Accidental Death & Dismemberment	0.1152%	Dependent Accidental Death & Dismemberment
Employee Long Term Disability	0.7400%	Professional Liability Insurance
Employee Retirement	3.5000%	
Employee Medical Insurance (ConnectCarolina Acct 515860)	\$1,308.00	Dependent Medical Insurance
Employee Dental Insurance (ConnectCarolina Acct 515860)	\$557.28	Dependent Dental Insurance
Employee Vision Insurance (Connect Carolina Acct 515850)	\$78.48	Dependent Vision Insurance

Note: As a general guideline budget 31.081% (26.174% + 4.907%) of annual salary plus \$8,962.76 (\$7,019.00 + \$1,943.76) prorated to employee % effort.

**UNC at Chapel Hill**  
**Fringe Benefits approved by NC DHHS FY 2022**

Benefit Type		Employee Type				
		State Employee	University Employee	UNC Faculty Physicians <sup>1</sup>	Clinical Services <sup>3</sup>	Graduate Students
<b>Retirement</b>	Teachers & State Employees Retirement	24.100%	-	-		-
	University Employees Optional Retirement		13.220%	13.220%	13.220%	-
	Additional Retirement Plans/disability/life ins. <sup>2</sup>	-	-	4.907%	5.118% <sup>4</sup>	-
<b>Social Security</b>	FICA2	7.650%	7.650%	7.650%	7.650%	7.650%
<b>Health Insurance</b>	State Health Plan <sup>3</sup>	\$ 7,019.00	\$ 7,019.00	\$ 7,019.00	\$ 8,640.00	-
	Supplemental Health Plan <sup>2,3</sup>	-	-	\$ 1,308.00	\$ 3,780.00	-
	Dental Insurance <sup>2,3</sup>			\$ 557.28	\$ 1,760.64	
	Vision <sup>2,3</sup>			\$ 78.48	\$ 196.92	
	Graduate Student Health Plan	-	-	-		\$ 4,223.04
	Post Doctoral Health Plan	-	-	-		\$ 4,829.16
<b>Miscellaneous</b>	Composite Benefits	1.000%	1.000%	1.000%	1.000%	1.000%
	Severance/Terminal Leave	1.000%	0.000%	0.000%	0.000%	0.000%
	On Campus Transit Fee	0.300%	0.300%	0.300%	0.300%	0.300%
	Communication Technology Core Fee	0.540%	0.540%	0.540%	0.540%	0.540%
	Terminal Leave Payout Pool Fee (Staff and Non-Faculty Only)	1.300%	1.300%	0.000%	0.000%	0.000%
	Tuition ( <i>In State Only</i> ) for Academic Year					See below <sup>5</sup>
<p>1 Note: UNC FP column is employee only rates.                  2 Calendar Year 2022                  3 Clinical Services column includes reimbursement of dependent premiums.                  4 A fixed amount of \$39.28 should be added in addition to the 5.118% to budget for the fixed annual premium for dependent coverage related to accidental death and dismemberment insurance.                  5 <a href="https://cashier.unc.edu/tuition-fees/">https://cashier.unc.edu/tuition-fees/</a></p>		(see complete tuition schedule for individual rates by College)				

## **Mentoring Program**

Please see the following link for the EXSS Mentoring Program.

<https://exss.unc.edu/faculty-staff/faculty-and-staff-resources/exss-mentoring-program/>

## **EXSS IRB PROCEDURES**

### **HUMAN SUBJECTS RESEARCH IN THE DEPARTMENT OF EXERCISE AND SPORT SCIENCE**

All human subjects research to be conducted in the Department of Exercise and Sport Science must be submitted for evaluation by the Institutional Review Board (IRB) electronically via the IRB Information System (IRBIS). This process must be completed prior to initiation of any research-related activities for any project that involves contact with human subjects, including physical measurements, biological specimens, or surveys and questionnaires. All protocol modifications and renewals must also be submitted in IRBIS. This document outlines the process for IRBIS submission and the review process.

1. All individuals who will have any contact with subjects or their associated data must first complete the required research ethics training (<https://research.unc.edu/human-research-ethics/getting-started/>) prior to IRB submission.
2. ***Proposals with a student as the Principal Investigator*** require documentation of approval by the Faculty Mentor. A letter template ([Faculty IRB Approval Letter](#)) is available [HERE](#). (If you receive a notification, allow the file to open.) This letter should be forwarded to the chair of the EXSS Human Subjects in Research Committee (Troy Blackburn, [troyb@email.unc.edu](mailto:troyb@email.unc.edu)) once the proposal is submitted in IRBIS.
3. Projects that involve greater than minimal risk to subjects must first receive approval from the Scientific Review Committee (SRC). A Master Protocol Document must be submitted to this body for approval, after which IRBIS submission can proceed. More information about federal guidelines defining “greater than minimal risk”, the SRC review process, and sample Master Protocol Documents can be found at (<https://research.unc.edu/clinical-trials/src/protocol-development/>).
4. **IRBIS Submission Procedures**  
There are two options for building the IRB proposal. The entire document can be completed in IRBIS, as each section requiring text contains a word processor. However, many features (e.g., grammar, syntax, and spell check; automated reference formatting; etc.) are not available in this limited word processor. ***It is highly recommended*** that the sections of the proposal be drafted in MS Word or another word processor and copied and pasted into IRBIS.
  1. Login to [irbis.unc.edu](http://irbis.unc.edu) with your ONYEN and password.
  2. In the Dashboard located at the top left of the screen (Figure 1), click New Study (or the appropriate option).
  3. Follow the onscreen instructions for each section. Completed sections will be identified by a green check in the IRBIS Dashboard (Figure 2).



4. If additional documents are required (e.g., consent forms), IRBIS identifies these requirements based on information previously entered and partially generates these files. Some forms (e.g., surveys, recruitment fliers) are not generated by IRBIS, but can be attached as MS Word or pdf files (Figure 3).
5. Once all items are completed, the proposal can be submitted.

Figure 1



Figure 2

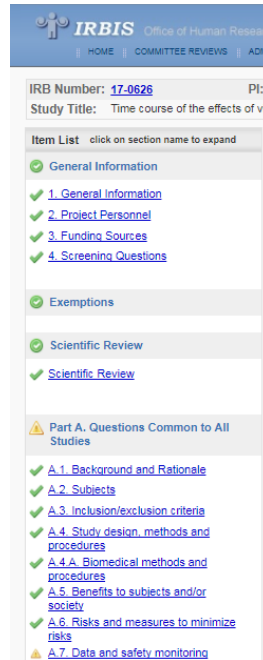
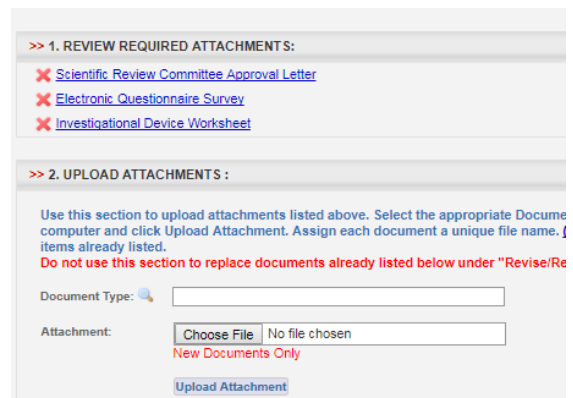


Figure 3



### Timeline for IRB review process

All proposals from EXSS are forwarded to the Biomedical IRB. Once the proposal has been submitted in IRBIS, the following steps will occur:

1. The PI and Faculty Mentor will receive individual automated emails requiring certification of the proposal.
2. All members of the research team (excluding research assistants) will receive individual automated emails requiring completion of a Conflict of Interest Disclosure form.
3. The Faculty IRB Approval Letter should be submitted to the chair of the EXSS Human Subjects in Research Committee at this time.
4. Once the proposal is certified, the chair of the EXSS Human Subjects in Research Committee will receive an automated email requesting approval of the proposal in IRBIS.

IRB proposals are reviewed under the following categories. The decision regarding under which category the proposal is reviewed is determined by the IRB based on federal guidelines.

1. Exempt
  - a. Applies to specific categories of research, most often with extremely low risk or anonymous data.
  - b. The decision on exemption eligibility typically occurs within 3-5 business days.
2. Expedited
  - a. Applies to specific categories of research with no more than minimal risk.
  - b. The average initial review occurs in 5-7 days.

### 3. Full Board

- a. Applies to all studies which do not qualify for exempt or expedited review.
- b. The Biomedical IRB is composed of 4 subcommittees, each of which meets once per month such that reviews occur on a weekly basis. Important dates for submission and the review process can be found at (<https://research.unc.edu/human-research-ethics/dates-deadlines/>).

If the IRB identifies additional issues that must be addressed prior to approval, the PI (and faculty advisor) will receive an email containing a link directing them to these stipulations 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
- Excessive discipline-specific jargon
- Lack of proofreading
  - Grammatical errors
  - Consent 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
  - Incomplete COI disclosures
- No rationale for exclusion of subjects (e.g., females)
- Vague descriptions of recruitment procedures
- Inappropriate statistical or experimental design

For questions regarding the IRB process or examples of previous IRB protocols, contact Troy Blackburn, chair of the EXSS Human Subjects in Research Committee ([troyb@email.unc.edu](mailto:troyb@email.unc.edu)).

## TRAVEL

### Overview of Travel Reimbursement for Scholarly Travel

#### **Prior approval is required before traveling unless it is grant funded**

- Chair approval: use this request [form](#)
- College of A&S: [application](#) for college's 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.

#### **Source for Scholarly Travel Reimbursement: College of A&S**

A total of \$750 to \$1,000 is available to eligible faculty members for scholarly travel reimbursement. A breakdown of these funds is listed below.

#### **College of 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  
*(Please submit prior to the trip for pre-approval. See the Arts & Sciences Travel Funds appendix for more details on the college's policies and procedures for scholarly travel reimbursement.)*

#### **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. \$9.00 for breakfast, \$11.80 for lunch, and \$20.50-In-state, \$23.30 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 to per diem reimbursement.

If you need to rent a car then an explanation will be required for reimbursement as to why this is the most economic and efficient method.

#### **Timeline**

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

#### **Concur Travel System**

Concur is located in Connect Carolina: <https://www.concursolutions.com/home.asp>

Request a travel card: <https://finance.unc.edu/wp-content/uploads/sites/298/2021/07/1505-1-1f.pdf>

Setting up your profile in Concur: <https://finance.unc.edu/wp-content/uploads/sites/298/2021/03/concur-qrc-setting-up-your-concur-profile.pdf>

## **Avoiding Reimbursement**

Using your new travel card while attending a scholarly event will prevent out of pocket expenses. Receipts must be uploaded in Concur right away during your trip by using the e-receipt mobile app or scanning and attaching them when you return.

## **Airfare**

You may now choose your flight in the Concur request system through World Travel. This is an option, but 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 <https://global.unc.edu/travel-operations/travel-policies/> and also let the Accountant know because travel insurance will need to be purchased for you. This is something that the department will take care of.

## **Rental Car**

You may rent a car through World Travel in Concur. A memo will still be required as to how this is the most economic method instead of taking a taxi.

The other option is to please email [Courtney.W.Gay@ehi.com](mailto:Courtney.W.Gay@ehi.com) to request access to the Enterprise Rental Car account. It is preferred that you go through Enterprise Rental Car since they will direct bill the University. The link is <http://ehidirect.com/>. Instructions for activating your new EHIDirect account and placing a vehicle reservation are available on the [Facilities Service Vehicle Rental](#) webpage. Users will be asked to provide the following information when making a reservation:

- UNC PID
- Driver's name
- Six-digit Department ID number (EXSS 318600)
- Departmental reference (Your name)

Let the Accountant know when you reserve the car so they can reconcile to the appropriate funds. If you need to rent a car an explanation will be required for reimbursement as to why this is the most economic and efficient method. Please do not take out rental car insurance unless you are international.

## **Travel Documents**

You may click on the icon below to open document.



AS travel  
request.pdf



EXSS travel  
request.xlsx



Student (Non-Employee)  
Travel Agreement



Student Travel  
Pre-Approval Request

## Arts & Sciences Travel Funds (updated 8/7/19)

### **Purpose 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 teaching associate professors.
- \$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 EHRA non-faculty 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.

Research-Related activity, such as travel to a special archive, is not covered. Tenure-track or tenured faculty may apply for University Research Council funding to support special research-related travel. See <https://research.unc.edu/research-development/finding-funding/internal-funding/>.

### **Funding Procedure**

1. Complete an Arts and Sciences Travel Funds Application or an EXSS travel form PRIOR to submitting the web travel reimbursement request via email to the Accountant and Accounting Tech so they can get approval for you. *Special Note: Advance submission enables the Dean's Office to inform the applicant of any problems of eligibility before the traveler incurs any expense.*

2. The next step: Complete a Concur request to book your travel.
3. Within a week after the completion of the trip, you will need to load receipts for transportation, hotels, and registration. To comply with University travel policies and allow adequate time for processing through University offices, we must adhere to this thirty-day time frame.

If the travel requires international insurance or use of a State Motor Pool vehicle, the department must use their own chartfield string and submit a correcting journal entry to use Arts & Science travel funds.

Helpful Resource: <https://finance.unc.edu/services/travel/concur/>

## GIFT CARDS

### **Establish the Pre-paid Cards for the Project**

The following must have already occurred:

- IRB approved
- Project ID established
- Budget line loaded for participant payments

Complete the following and send to the Accountant:

1. [Pre-Paid Card Set-Up Form](#)
  - a. Fill in the title, sponsor, PI, and the Project ID
  - b. Fill in the number of cards you'll need and how much will be on each card
  - c. Whatever you cannot answer right now, can be filled in later- mainly need to know the study information at the top and project ID.
2. Signed Pre-Paid card agreement (page 2 of attachment)
  - a. The coordinator can put in their name and write in the total amount the account will be for (it should match the information you had on the set-up form)
  - b. Coordinator will sign top line for employee
  - c. You sign on PI line and return to the Department Manager/Disbursing Authority Signature
3. Provide email notification of IRB approval or protocol letter

**NOTE:** *Above processing of Prepaid Card Agreement forms at OSP Accounting Office requires at least 1 business week*

### **Loading the Cards**

Email the Accounting Technician (CC the Accountant) once you have seen the study subject. The Accounting office will mail the card to the subject, **or you can pick up the card from the Accounting Technician's office at Fetzer 209**. Please consider budgeting postage in your grants to mail gift cards. Include the following information in your email:

- Study ID or Project ID
- Participant Name
- Participant ID (or specific made-up ID for reconciling)
- Amount to load on the card
- Mailing address of Study Subject
- Email address of Study Subject

### **Maintain Disbursement Log**

**Reconcile the Cards:** Send the Accountant the [reconciliation form](#) by the 5<sup>th</sup> of the following month for any previous month's cards.

### **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 209.

### **Computers:**

Faculty are provided with computers. The Computer Systems Administrator 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. The Utility Crew Supervisor is the contact for all lab equipment and the Accounting Technician can order the office supplies for you.

### **Preparation of Slides and Artwork:**

The Department has a poster printer; it is located in the back corner of the Fetzer Equipment room. Please contact the Computer Systems Administrator for any use of this printer.

### **Off-Campus Use of Departmental Equipment:**

Off-campus use of University equipment is discouraged except for certain field research studies. Requests for off campus use of equipment should be made to the Chair. Please see the Director of Administration 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.

**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/educational-assistance/tuition-waivers/> or the department for more information on Tuition Waivers.

**Business Cards/Office Furniture**

Please contact the Accounting Technician if you are interested in ordering business cards and the Utility Crew Supervisor for office furniture.

**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.

**Initial Appointments/Reappointments/Promotions/Joint Appointments:**

For more information on required documentation for initial appointments, reappointments, promotions, and joint appointments, please see the links below. Depending on your appointment type, tenure/tenure track or fixed term, different documents ([standard order](#)) are required for the different appointment types.

- [Tenure/Tenure Track Standard Order Table](#)
- [Permanent Salaried Fixed Term Standard Order Table](#)



## **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:	
<b>Primary Author Publications</b>	
Number of top tier journal publications	
Number of middle tier journal publications	
Number of lower tier journal publications	
<b>Senior Author Publications</b>	
Number of top tier journal publications	
Number of middle tier journal publications	
Number of lower tier journal publications	
<b>Secondary Author Publications</b>	
Number of top tier journal publications	
Number of middle tier journal publications	
Number of lower tier journal publications	
<b>Total Number of Journal Publications</b>	

Book Publications:	
<b>Primary Author Publications</b>	
Number of books published	
Number of book chapters published	
<b>Secondary Author Publications</b>	
Number of books published	
Number of book chapters published	
<b>Total Number of Book Publications</b>	

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

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

Number of regional meetings / conferences	
<b>Secondary Author Abstract Presentations</b>	
Number of international meetings / conferences	
Number of national meetings / conferences	
Number of regional meetings / conferences	
<b>Total Number of Presentations</b>	

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

<b>Overall Research &amp; Scholarship Rating</b>	
<b>Meritorious (5):</b> 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.	
<b>Highly Satisfactory (4):</b> Research activity considerably better than average for the rank. The work shows above average merit.	
<b>Satisfactory (3):</b> Research activity is what is expected for the rank. There is evidence of good research as well as efforts to publish results.	
<b>Low Satisfactory (2):</b> Research progress is somewhat less than expected for the rank.	
<b>Not Satisfactory (1):</b> 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.

<b>Teaching Effectiveness</b>	
<b>Teaching Quality</b>	<b>Yes / No / Unable to Judge</b>
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?	
<b>Contributions to Student Research</b>	
Number of undergraduate students supervised	
Number of master's students supervised	
Number of PhD students supervised	
Number of post-doctoral fellows supervised	
Number of undergraduate student committees	
Number of master's 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	
<b>Other</b>	
Has the faculty member received any teaching awards?	
Has the faculty member received any mentoring awards?	

<b>Overall Teaching Rating</b>	
<b>Meritorious (5):</b> 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.	
<b>Highly Satisfactory (4):</b> 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.	
<b>Satisfactory (3):</b> Fulfills teaching obligations and does a conscientious job. Involvement in undergraduate and graduate student research is at the level expected for the rank.	
<b>Low Satisfactory (2):</b> Teaching effectiveness is somewhat below expectation. Involvement in undergraduate and graduate training, research, or supervision is below the level expected for the rank.	
<b>Not Satisfactory (1):</b> 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	

## Service

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

<b>Service</b>	
<b>Has the faculty member significantly contributed to the department as:</b>	<b>Yes / No / Unable to Judge</b>
A major administrative role (chair, associate chair, other)	
Program Director	
Laboratory Director	
Committee Chair	
Committee Member	
Junior Faculty Mentor	
High Impact Engagement Activities	
<b>Has the faculty member significantly contributed to the university as:</b>	
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	
<b>Has the faculty member significantly contributed to their scholarly field through:</b>	
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	
<b>Has the faculty member received any significant honors for their service or leadership?</b>	

Overall Service Rating	
<b>Meritorious (5):</b> 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.	
<b>Highly Satisfactory (4):</b> Participates in and makes a positive contribution to a significant number of departmental, university, or professional activities relative to rank.	
<b>Satisfactory (3):</b> Serves on the usual number of committees and makes expected contributions to them.	
<b>Low Satisfactory (2):</b> Participation in departmental, university, and professional service is below average for the rank.	
<b>Not Satisfactory (1):</b> 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 3 posted office hours per course available to students per week. Your office hours must be posted on your course syllabus as well as on your departmental webpage.

### **Course Syllabus (Suggested Criteria):**

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

## **ACADEMIC INFORMATION**

### **Course Requests for Upcoming Semesters**

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

### **Textbook Orders & Desk Copies**

All textbook orders and orders for desk copies are processed through the Administrative Support Specialist. Simply email the textbook information you would like to use when they send 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, the Administrative Support Specialist 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 the Administrative Support Specialist 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.

On the first day of classes, the Administrative Support Specialist will have several students adding and dropping. If a student misses both the first and second class meeting, instructors can drop a student from the course. Again, if you choose to allow more students into your class, give priority as was stated above. You can also send students directly to the Administrative Support Specialist with a note signed by you giving them permissions to be added to your course. They 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.) The Executive Assistant handles registration (adding/dropping) for all EXSS graduate students.

### **Class Rolls**

<https://registrar.unc.edu/files/2015/02/Faculty-Center-Guide1.pdf>

### **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/grading-help-for-faculty-and-staff/>

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, who 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 - (<https://edtech.unc.edu/service/gradescope/>)**

Gradescope is a tool used to administer and grade online or digitized paper-based homework, quizzes, and exams with open-ended or multiple-choice questions, including bubble sheets. The grading is collaborative, as many co-instructors can grade the same assessment in real time together with an adaptable rubric. To reduce grading bias, the program enables blind-grading for all responses to one question at a time, as well as the ability to give efficient, detailed feedback on each question. Some features are AI assisted, making the grading efficient for multiple choice and some types of open-ended questions. Gradescope enrollment can sync with your Sakai course enrollment and gradebook.

*Important Announcement:* We have decided to retire our services with Digital Desk, and all instructors will need to fully convert to Gradescope for all bubble sheet exam grading by August 1, 2022. We have compiled an [FAQ](#) to answer what we anticipate will be the most common questions about this change. Thank you for your understanding.

## 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 an “IN”, undergraduates have until eight weeks into 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\*”. “AB” will convert to an “F\*” after the last day of class for the next regular semester if the student does not make up the exam. 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 the Administrative Support Specialist 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*)**

<b>GD</b>	Grad Doctoral
<b>GM</b>	Grad Masters
<b>GPD</b>	Grad Post Doctoral
<b>JPM</b>	Joint Program – Masters
<b>JPD</b>	Joint Program – Doctoral
<b>SPG</b>	Special Graduate Non-Degree
<b>1st</b>	First Year MBA or Professional
<b>2nd</b>	Second Year MBA or Professional
<b>3rd</b>	Third Year Professional
<b>4th</b>	Fourth Year Professional
<b>II</b>	* Inter-Institutional
<b>FX</b>	* Foreign Exchange
<b>SPP</b>	Professional Non-Degree
<b>SDS</b>	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
- NR** Not recorded

### **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.