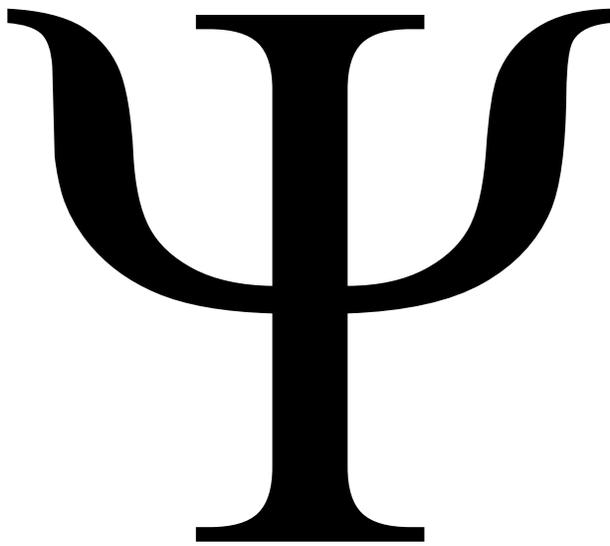


2013-2014

Department of Psychology Manual



Psychology  
Department Manual  
2013-2014

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## I. CONTACTS

### Administrative:

#### **Chair, 201A Davie Hall**

*Donald Lysle; Kenan Distinguished Professor and Chair, 962-3088, [dlysle@email.unc.edu](mailto:dlysle@email.unc.edu)*

#### **Co-Associate Chair, 247 Davie Hall**

*Jonathan Abramowitz; Professor, 843-8170, [jabramowitz@unc.edu](mailto:jabramowitz@unc.edu)*

#### **Co-Associate Chair, 115 Davie Hall**

*Regina Carelli; Stephen B. Baxter Distinguished Professor, 962-8775, [rcarelli@unc.edu](mailto:rcarelli@unc.edu)*

#### **Department Manager, 206 Davie Hall**

*Terri Gault; 962-4153, [terrigault@unc.edu](mailto:terrigault@unc.edu)*

#### **Assistant Department Manager, 203B Davie Hall**

*Trent Hopper; 843-0174, [thop@email.unc.edu](mailto:thop@email.unc.edu)*

#### **Accounting Office Manager, 205 Davie Hall**

*Betty Satterfield; 962-4150, [betty\\_satterfield@unc.edu](mailto:betty_satterfield@unc.edu)*

#### **Accounting Office, 207 Davie Hall**

*Karen Fincher; Accounting Technician, 962-4152, [kfincher@email.unc.edu](mailto:kfincher@email.unc.edu)*

*Linda Parson; Accounting Technician, 962-4146, [lgparson@email.unc.edu](mailto:lgparson@email.unc.edu)*

#### **Computing Services, 359 Davie Hall**

*Hugh Meriwether; OASIS Network Administrator, 962-4018, [hugh\\_meriwether@unc.edu](mailto:hugh_meriwether@unc.edu)*

#### **Human Resources, 204 Davie Hall**

*Pat Neville; Human Resources Facilitator, 962-6135, [pneville@email.unc.edu](mailto:pneville@email.unc.edu)*

#### **Student Services Manager, 203 Davie Hall**

*Chrissie Greenberg; 962-7149, [christine\\_greenberg@unc.edu](mailto:christine_greenberg@unc.edu)*

#### **Executive Assistant to the Chair and Department Webmaster, 201 Davie Hall**

*Laura DePersia; 843-5467, [lauradepersia@unc.edu](mailto:lauradepersia@unc.edu)*

#### **Program Coordinators**

*Sam Zwemer; Clinical & Behavioral Neuroscience Programs, 962-5082, [zwemer@live.unc.edu](mailto:zwemer@live.unc.edu)*

*Rhonda Whitfield; Cognitive, Social & Quantitative Programs, 962-2054, [rwhitfie@email.unc.edu](mailto:rwhitfie@email.unc.edu)*

*Currently Vacant; Developmental and Instructional Programs, 962-4155*

### **Graduate/Undergraduate Studies**

#### **Director of Graduate Studies, 102 Davie Hall**

*Mark Hollins; Professor, 962-2441, [mhollins@email.unc.edu](mailto:mhollins@email.unc.edu)*

#### **Director of Undergraduate Studies, 255 Davie Hall**

*Beth Kurtz-Costes; Professor, 962-4137, [bkcostes@email.unc.edu](mailto:bkcostes@email.unc.edu)*

#### **Associate Director of Undergraduate Studies, 334 Davie Hall**

*Elizabeth Jordan; Senior Lecturer, 843-7759, [ejordan@email.unc.edu](mailto:ejordan@email.unc.edu)*

#### **Director for Undergraduate Research in Psychology, 236 Davie Hall**

*Steve Buzinski; Lecturer, 962-5081, [buzinski@email.unc.edu](mailto:buzinski@email.unc.edu)*

### **Research Services**

#### **Director of Research Services, 215 Davie Hall**

*Martha Cox; Professor, 966-3509, [marth\\_cox@unc.edu](mailto:marth_cox@unc.edu)*

#### **Grants Management Officer, 203A Davie Hall**

*Christina Rodriguez, 843-8985, [ccrod@email.unc.edu](mailto:ccrod@email.unc.edu)*

### **Psychological Services Clinic**

#### **Director of Psychological Services, 246 Davie Hall**

*Erica Wise; 962-5034, [ewise@email.unc.edu](mailto:ewise@email.unc.edu)*

#### **Clinic Manager, 203 Evergreen Building**

*Richard Clark; 962-6906, [raclark@unc.edu](mailto:raclark@unc.edu)*

## **II. ADMINISTRATION**

The administration of the Department of Psychology consists of several areas: accounting, human resources, information services, research services and student services. In addition, six programs within the department are provided administrative support by their respective Program Coordinators.

## **Accounting**

The accounting manager is located in Davie 205 and the accounting technicians are located in Davie 207. Each faculty member is assigned to an accounting technician who manages the finances of all awarded funds. The accounting manager oversees all departmental accounts.

The accounting office is responsible for maintaining department budgets. This includes reconciliation, preparation of monthly statements for all fund sources, personnel projections, and tracking of start-up packages and renovation project costs. All state, F&A, start-up, and trust funds operate on the fiscal year, which runs from July 1 to June 30.

Financial resources for the department are comprised of state, F&A (overhead), trust, contract and grant funds. The accounting office approves all paperwork for payment of vendors, reimbursement, travel, purchasing and all other financial transactions that route through the University.

**State Funds:** Funds used for permanent personnel, operational expenditures, as well as the instructional mission of the department.

**F&A Funds:** Funds used to support the research mission of the department.

**Contract and Grants:** Include external awards from sponsored research, as well as internal grant awards funded by other university organizations.

**Trust Funds:** Funds contributed by donors and earmarked to support faculty, teaching, graduate students, and the research mission of the Department.

**Start-up Funds:** New faculty members are allocated start-up funds from the College of Arts and Sciences to establish their research and set up their office. Betty Satterfield, the accounting manager, monitors these funds and provides a monthly report of activities and balances. The start-up funds operate on the fiscal year and funds must be expended no later than May 15 of each year. Start-up funds are normally transferred to the department in August of each year. A new faculty member should contact their program coordinator with requests for purchases using their start up funds.

**Participant Payments:** Cash advances may be requested for cash payments or gift card incentives for study participants. The PI or lab manager needs to complete an application for cash advance (located in the accounting staff section of our website) and turn it into the accounting office. Cash advances must be reconciled completely within 90 days of the advance, and the completed reconciliation form must be turned in to accounting. Please consult with accounting for grant guidelines and instructions for handling these transactions. PIs who run studies with large volumes or unusually large dollar amounts of participant payments may consult with accounting for other methods of providing these payments.

## **Human Resources**

Pat Neville serves as the human resources (HR) facilitator for the Department of Psychology. She is located in Davie 204. She manages all human resources responsibilities for faculty and staff as follows:

**Payroll:** The HR facilitator handles all payroll actions for faculty, staff, and temporary employees. Additionally, she handles the hiring process for permanent and temporary personnel, coordinates the hiring of temporary employees and undergraduate student assistants, serves as the administrator of the Time Information System (TIM), distributes all payroll checks, and responds to any questions or concerns about employment.

**Vacation and Sick Leave:** The HR facilitator responds to inquiries about vacation and sick leave policies and procedures. Staff leave is handled through the TIM system.

**Appointments/Promotions/Reappointments:** The HR facilitator coordinates all EPA tenure track appointments, fixed-term appointments, faculty promotions/reappointments, summer school and summer funding.

**SPA Employees (Staff):** The HR facilitator manages the employment and payroll process for new staff employees, coordinates the implementation of employee work plans and performance review procedures, distributes updates of changes in policies and procedures, and manages the career banding processes.

**Benefits:** The HR facilitator provides benefits information and updates, as needed. She can also answer or provide a source of information regarding benefits questions about insurance, retirement, leave policies for faculty and staff, and any other specific questions concerning benefits.

**Parking:** Pat Neville also serves as the parking coordinator for the department. Please feel free to contact her with any questions about permits and/or allocations. (For more information on parking, see page 10 of this manual.)

## **Information and Instructional Support**

Although currently vacant, the Coordinator for the Developmental and Instructional Programs (located in Davie 235) supports the Developmental Program, updates the directories, and supports the directors of undergraduate and graduate education. This position is responsible for coordinating PSYC 395 applications, as well as providing administrative support for the Honors Program. Until this position is filled Trent Hopper will be assuming these duties. Mail distribution, express mail service, and mailbox creation is performed by Sam Zwemer who is located in Davie 238. Coordination of the records management process, disposal of sensitive records (classy trash), and management of the department's recycling is handled by Trent Hopper, Assistant Department Manager, in Davie 203B. Laura DePersia, the Executive Assistant to the Chair, plans and coordinates the departmental commencement ceremony, maintains copier and fax equipment in Davie

230, and maintains copier code allocations. Any question pertaining to the copy machines should be directed to Laura who is located in Davie 201.

### **Research Services**

This office supports the research mission of the Department. Professor Martha Cox is the Director of Research Services. Christina Rodriguez is the Grants Management Officer.

**Sponsored Research Pre-Award Processing:** Christina Rodriguez, the Grants Management Officer, works with faculty and students to plan proposal budgets, provides guidance in the preparation of proposals, prepares the appropriate forms for proposals, and routes proposals through University systems in order to obtain appropriate institutional approvals. She also works with the Office of Sponsored Research to follow up on proposal submissions and ensures that agency deadlines are met. Christina's position provides assistance for competitive and non-competing renewals, Just-In-Time requests, subcontracts and all pre-award areas of external funding.

**IRB Process:** All IRB applications are now processed through online submission. A review of the online submission procedures can be found at the Office of Human Research Ethics website: <http://research.unc.edu/offices/human-research-ethics/online-submission/index.htm>.

For a complete overview of University IRB Procedures please visit the following link: <http://ohre.unc.edu/index.php>.

Although the new online procedure shortens the length of the process, applications should be finalized and submitted at least two weeks prior to the due date, allowing time for local and university IRB review and approval before research projects begin.

### **Student Services**

Chrissie Greenberg is the Student Services Manager for the department. She is located in Davie 203. She is responsible for most activities associated with graduate and undergraduate services. Her duties include advising and registration, graduate student payroll (which includes research funding and teaching stipends) and submission of required Graduate School forms relating to graduate student progress. The student services manager serves as first contact for questions and concerns regarding financial aid, tuition and registration. She processes all summer appointments for graduate students. (Pat Neville processes one-time-payments for students.)

The Director of Undergraduate Studies, Beth Kurtz-Costes, coordinates undergraduate advising, course evaluations, course changes, and other issues related to the undergraduate curriculum. Undergraduate students in need of general academic advising are encouraged to contact an advisor in Steele Building.

Director for Undergraduate Research (Steve Buzinski):

- (1) Oversees and advises students interested in Psychology 395 (Independent Research).

- (2) Sends reminders to faculty each semester about research postings on the Office of Undergraduate Research Web site and monitors bulletin boards in the lobby of Davie Hall.
- (3) Circulates announcements pertaining to research opportunities to students.
- (4) Maintains the Department of Psych Undergraduate Research Facebook page, an interactive information hub built for current undergraduate psychology students, psychology program alumni, family, and friends. This Facebook page contains the following: a) research participation opportunities b) research funding opportunities (grants, etc.) c) research presentation and publication opportunities, and d) “research spotlights” wherein an undergraduate is interviewed about the work that he/she is conducting and a short story is posted about it (with the permission of the Faculty Sponsor).

Associate Director of Undergraduate Studies (Beth Jordan):

- (1) Works with the Director of Undergraduate Studies to do academic advising.
- (2) Reviews Study Abroad and other transfer credit requests.
- (3) Organizes orientation sessions for new psychology majors and transfer students.

The Director of Graduate Studies, Mark Hollins, oversees graduate admissions, approves dissertation committee membership, and handles a variety of procedures associated with the graduate programs. For specific information on current departmental procedures relating to graduate studies, students are urged to refer to the memorandum from the Chair, which is distributed to all graduate students at the beginning of each fall semester.

### **III. ADMINISTRATION POLICIES AND PROCEDURES**

#### **Annual Report**

The College of Arts and Sciences requires each department to submit an annual report of scholarly activities. This request is made in mid/late March of each year. Faculty will be notified by email when the system is available for access. Faculty are required to provide information regarding their teaching, research, and service to both the community and the University. Information is entered by each faculty member using a web-based program. In addition, the chair provides additional information on the administrative activities of the department. The program combines individual faculty activities and information provided by the chair into a cumulative report on the department. The department also requires faculty members to provide a brief narrative that illuminates the data submitted for the annual report and explains any plans to improve performance in the areas of research, teaching or service, as appropriate. The data and the narrative are then used by the chair in determining salary increases for the faculty (when the state legislature allocates raise funds).

**Trust and Endowment Fund Stewardship:** The College of Arts and Sciences developed a mechanism within the Annual Report system to track and record how trust and endowment funds are allocated and expended annually. This tracking system is updated during the annual report process in April/May each year. If faculty members or students are allocated any funds from trust funds for special purposes, it is important that the recipient respond to requests for information about their research interests and the ways in which the funds helped them achieve their goals. This information is included in stewardship letters to donors. The department manager is responsible for updating this section of the report. However, if you were the recipient of these funds, you may be asked how this allocation benefited you.

#### **Building Repairs**

Facilities, heat/ventilation/air conditioning, housekeeping, pest control, lighting needs and telecommunication services should be reported to Trent Hopper, the assistant department manager, in Davie 203B. The appropriate office will be contacted to correct these problems. When submitting a request for telephone repair, please be sure to forward Trent the telephone number and description of the issue.

Any key and/or lock problems should also be submitted to Trent Hopper, the assistant department manager, as he handles the security of the building.

#### **Client Parking**

Client parking is located on the arboretum side of Davie Hall. There are three client parking places in this area. A "Psychology Visitor" Parking Permit is required in order for a client to park in this area. These permits may be obtained in Davie 204. The parking schedule needs to be checked to ensure that spaces are available during the date and time requested. This schedule

is maintained online through Google Calendars; please see Pat Neville in Davie 204 for assistance. While it is not required to provide a specific space number, a valid parking pass must be placed in the front windshield on the driver's side of the vehicle.

For client parking at the Evergreen clinic facility, please contact Dick Clark, Clinic Manager. ([raclark@unc.edu](mailto:raclark@unc.edu))

These parking places are reserved for clinic clients only. If a faculty or staff member needs to park in this area, he/she must get permission from the department manager before a parking permit is obtained.

### **Conflict of Interest**

Conflict of Interest is now managed during the contract and grant proposal process. The Grants Management Officer can provide further information on how this process works when applying to a funding agency.

### **Copier**

There are two copiers in Davie 230 that can be used for instructional and research copies. Both copiers are operated by key pad. An eight digit code will be assigned each semester for instructional copies. If you need a code assigned to you please see the Executive Assistant to the Chair in Davie 201.

The copiers can also be used to scan documents into pdf format. For instructions on use of the copier, contact either Laura DePersia in Room 201A, or Trent Hopper in Room 203B.

### **Equipment Repairs**

Hugh Meriwether is now a member of the OASIS team. While quick computer questions may still be routed through the department's computing services office in Davie 359, those in need of computer equipment repair should submit a help ticket through the UNC help desk at <http://help.unc.edu/index.htm>. Other equipment repair requests should be routed through the assistant department manager in Davie 203B.

### **External Professional Activities for Pay**

External Professional Activities for Pay forms must be completed and submitted on-line at <http://air.unc.edu> by July 1<sup>st</sup> of each year for the upcoming fiscal year. For any activities for which pay is being received, an on-line form will need to be completed. If you are provided an opportunity to perform external activities for pay during the course of the year (which was not reported in July), please complete the on-line form for approval prior to beginning the work. Policies and forms can be found online at <http://hr.unc.edu/policies-procedures-systems/epa-non-faculty-employee-policies/conduct-and-conflicts-of-interest/on-line-external-professional-activities-for-pay-form/>

### **Fire Alarms**

Davie Hall has a modern fire sensor and alarm system. Any drills will be announced in advance and timed to cause the least disturbance. Everyone should exit the building when the alarm sounds. Be sure to shut your office door as you leave. Use the stairs if on the second or third floor; do not use the elevator. The fire department may not allow us back in the building for some time, so take any items you may need with you. The meeting/waiting location is the grassy area between New East and Howell Hall. Do not congregate in front of Davie Hall. For classes: instruct students to take all personal items with them and proceed outside to the waiting area as a group.

### **Housekeeping/Recycling**

Due to budget restrictions, office trash is only emptied once a week. Trash on the 1<sup>st</sup> and 2<sup>nd</sup> floor of Davie Hall will be emptied every Monday night. Davie 301-332 will be emptied Sunday nights, and Davie 333-366 will be emptied each Tuesday night. If you need your trash emptied on a more frequent basis, please leave it in the hallway outside of your office or lab when you leave for the day. Housekeeping does not empty recycling containers, so please empty lab and office containers into the large recycling bins located on each floor. Containers are marked for bottles/cans, office paper and newspaper.

### **Keys**

Under normal circumstances, all keys are obtained through the Instructional Coordinator located in Davie Hall, room 235. However, until this position is filled, all key inquiries may be directed to Department Manager Terri Gault in Davie 206. A deposit of \$5/key is required from graduate students and other persons needing access to specific areas of Davie Hall. This deposit is returned when the keys are returned. Faculty and staff are not required to pay a key deposit for their initial set of keys. For any subsequent keys (i.e. lost or misplaced) a deposit will be required.

### **Listserv Lists**

Listsers lists for each program in the Department of Psychology are maintained by their respective program coordinators. The Executive Assistant to the Chair maintains the Departmental listsers, which include lists for staff, faculty, committee assignments, semester instructors, and graduate students.

The College of Arts and Sciences maintains the listsers for the undergraduate majors and various other College lists for faculty, chairs and managers.

## **Mail/Express Services**

Mail is delivered by the University Mail Service twice a day, in the morning and the afternoon. Sam Zwemer or a work-study student distributes mail to the individual mailboxes located in Davie 231. Outgoing mail that needs postage should be routed through your program coordinator for proper processing. Other outgoing mail may be deposited in the University Mail Services drop-box located next to the elevator on the second floor of Davie Hall.

**FedEx Services:** Mailings can be done online through <http://fedex.com/us/>. After the online form is completed and printed, attach the form to the envelope or package and place it in the red box located in the 2<sup>nd</sup> floor lobby.

**Please provide the accounting office with a copy of each FedEx mailing receipt.**

**Receiving Packages:** FedEx and UPS have requested that your office or lab room number be added to your address when a package is being shipped to you. Both FedEx and UPS deliver packages to individual rooms and require your room number on the package.

If packages do not have a room number indicated for delivery, the items will be delivered to Sam Zwemer in Davie 238. You will receive an email or a phone call indicating that a package has been received and the item will be placed in the mailroom. Please ensure packages are picked up at the time you receive the notice.

**International Mailing or Transport of Research Material:** You must comply with federal shipping and export regulations if your work involves international mailing or the transport of research materials, equipment or scientific samples. Failure to comply with federal shipping and export regulations may result in severe civil and criminal penalties, including heavy fines for the institution and jail sentences for the employee moving the controlled item/information out of the country. This is not a theoretical risk. A Professor Emeritus at the University of Tennessee was convicted in federal court of export violations. <http://www.usdoj.gov/opa/pr/2008/September/08-nsd-774.html>.

In order to protect both yourself and the University, it is critically important to comply with the University Policy on Export Controls. This policy requires all University personnel who plan to ship or even hand-carry any research equipment, biological material or non-biological scientific samples out of the country to contact Constance Birden (919-962-3829; [cbirden@ehs.unc.edu](mailto:cbirden@ehs.unc.edu)) several weeks before the date of transport. She provides the guidance needed to avoid violating shipping regulations and export controls.

The materials and equipment covered by export controls may not be intuitively obvious, may not have safety hazards or military values that are obvious to you, and the restricted destinations for some items may include close allies of the United States. Technical data and software that have military applications are subject to export controls under certain circumstances. Information and practical operational assistance on complying with shipping/export regulations are available as follows:

\* EHS Shipping Webpage: <http://ehs.unc.edu/ih/lab/shipping.shtml>

\* Transfers of Material, Equipment, Supplies and Technologies: Help is available online at [http://www.unc.edu/campus/Export\\_Control/](http://www.unc.edu/campus/Export_Control/) and also by contacting Constance Birden, Export Compliance Shipping Specialist (962-3829; [cobirden@ehs.unc.edu](mailto:cobirden@ehs.unc.edu))

\* University Policy on Export Controls: [http://www.unc.edu/campus/Export\\_Control/policy.html](http://www.unc.edu/campus/Export_Control/policy.html) or contact Will Tricomi, Associate University Counsel (843-5329; [will\\_tricomi@unc.edu](mailto:will_tricomi@unc.edu))

### **Merit Review**

Merit reviews are completed annually when the state allocates funds for raises. A full review is conducted by the committee every third year.

### **Newsletter**

**Monthly Newsletter:** The monthly newsletter is distributed electronically the first week of each month. It includes items such as departmental and campus workshops/training available to faculty, staff, and students; benefits updates and information; colloquia information, and classified advertisements (e.g., undergraduate research opportunities, house for rent). Submissions for publication should be emailed to the Executive Assistant to the Chair by the last work day in each month for inclusion in the following month's newsletter.

**Annual Newsletter:** The annual newsletter highlights the department's accomplishments in the past year. It is developed and distributed to alumni of the department, faculty, and staff. This distribution is also used as an avenue for fundraising.

### **Notification of Absence from the Department**

Faculty who plan to be away from the department during the academic year due to vacation or conference attendance, should email Laura DePersia, the Executive Assistant to the Chair, at least two weeks in advance. This email should include dates of absence, arrangements that have been made for class meetings and coverage of other responsibilities.

It is imperative that the administrative personnel be aware of such absences; they often must answer questions regarding the availability of instructors.

## **One Card**

All faculty and permanent staff may obtain a UNC One Card at the One Card Office when all information (payroll forms from your department & PID# assignment) has been processed by Employee Records. The UNC One Card Office is located on the first floor of Student Stores (Daniels Bldg.). It is open Monday-Friday from 7:30-5:00.

Once you have been issued a personal identification number (PID) and entered into the University's Human Resources database, the One Card Office can issue you a One Card. You must present a valid driver's license, Military ID, or Passport before your One Card Photo can be taken. You may also activate your Faculty/Staff Expense Account or sign up for gym privileges at the UNC One Card Office. If you are unsure about the status of your paperwork or your PID assignment, please contact your HR Facilitator or call the UNC One Card Office at 962-8024.

### **For Temporary Employees:**

Temporary employees of the University (any temp on University Payroll working 40 hours a week) may obtain a UNC One Card. As a Temporary Employee, your One Card may be used for library privileges or to open a Faculty/Staff Expense Account for use at different dining/ retail locations on campus. ***Temporary Employees are NOT eligible for Gym & Pool Privileges.*** Part Time temps will only be issued UNC One Cards if the reason for having it is job related (i.e. library research, access to buildings). The cost is \$5.00. Temporary employees who are not on University Payroll (e.g. Account Temps, Manpower Temps) should contact the One Card Office directly for more information.

- Temporary Employees must pay a \$5 fee for their card.
- Temporary Employees must present a picture ID (valid driver's license, State ID card, Military ID, or Passport) before their photos can be taken.
- Temporary Employees must present a letter on department letterhead signed by his/her department head or supervisor, describing his/her position and why the card is needed. The letter must also include an expiration date, maximum of one year.
- Temporary Employees must have a UNC-CH PID# (assigned by Human Resources) before they can apply for a UNC One Card.

The UNC-One card is also used to access the Community Research Center and Clinic at 212 Finley Golf Course Road, as well as the Evergreen Building. Please contact Richard Clark to add your PID to the system for access if needed.

## **Parking**

Permits are distributed to permanent, full-time faculty, staff, and postdoctoral research associates based on the individual's years of University service and permit availability (please see waitlist policy below). If necessary, this policy may be waived to accommodate adequate parking provisions for the department chair.

After the standard allocations are made, any available spaces from the department's allocation are distributed to the part-time employees. Priority is given based on total years of University service. If no spaces are available, a special request is made to the Parking Office to provide F lot spaces to these individuals. Usually, these individuals are placed on the department's and parking office's waitlist.

Traditionally, the department has not had permits available from our allocation to distribute to temporary or part-time faculty/ staff.

All employees requesting parking permits are asked to identify their top three choices for specific parking lots. When an employee's preferred choices are not available, they are placed on a waiting list through the parking office and the department. The parking office uses a priority system based on total state service; the department uses total University service.

Parking at 212 Finley operates under the department policy. However, if a faculty/staff member has a regular department permit, it will also be valid at 212 Finley Golf Course Road. He/she will not need another permit.

### **Postage**

#### Allowable first-class domestic and international\* charges:

- business related to student recruitment and admissions
- manuscripts and proofs sent out for review
- first-class letters, including recommendation letters
- unfunded research planning for those activities "concerning" research planning, not the cost of "conducting" research (e.g., not mail surveys for research purposes, etc.).

Ask your program coordinator to fill out a **Postage Charge Authorization Slip** when mailing first-class domestic and international letters and packages.

All other postage not listed above (i.e. reprints, research, service to professional organizations and agencies, and editorial work) should be reimbursed from a grant, trust or other personal source.

**Grant Proposals:** New grant proposals may be sent 2<sup>nd</sup> Day Air (UPS) and charged to the departmental account. These proposals must be sent out by the grants management officer.

\* As international mail charges are incurred, the program coordinators must provide copies of these postage authorizations to the accounting office. The purpose of each mailing should be identified on each copy in writing.

### **Promotion/Tenure Workshop**

Jon Abramowitz, the Co-Associate Chair, schedules a promotion/tenure workshop each year in early/mid March. He provides information about what a portfolio should contain and how to maintain and update it, as needed. In order to maintain a good portfolio, you must keep all evaluations and an updated CV.

## **Purchasing**

When requesting an item to be purchased, the order request will first go to the program coordinator. The coordinator will verify whether or not that product is available on e-procurement, fill out the Purchase Request Form and forward to the appropriate office for ordering, or place the order themselves. The vendor will send the merchandise directly to the person requesting the merchandise or your program coordinator's office for distribution. Please consult with your appropriate accounting technician or the accounting manager to verify availability of funds to cover the purchase, and to verify that it is an allowable expense when using a contract or grant.

**Computer/Software Orders:** Purchase requests for software, software licenses, and computers will be delegated to Hugh Meriwether. The program coordinator will coordinate with the faculty at the program level and provide orders to Hugh for purchasing.

Computers to be purchased on a grant will need a completed and approved Application to Purchase Computers with Sponsored Research Funds Form attached to the purchase request. This form can be found at <http://research.unc.edu/offices/sponsored-research/forms/index.htm>.

## **Room Reservations**

There are times when you may want to schedule a one-time meeting such as a review session for your class, a group meeting, a masters or doctoral defense, etc. There are several rooms in Davie Hall that may be reserved in advance. Please see Trent Hopper in room 203B as he can provide you with further information concerning room reservations.

### **Policies and Guidelines for Davie 202 and 302**

All reservations **MUST** be made through the Chair's executive assistant. Honors theses, master and doctoral defenses have first priority. Recruitment and colloquia receptions/luncheons are permitted **only** in Davie 202. Recruitment and administrative meetings are also permitted. Program colloquia, lab meetings, undergraduate or graduate classes, club meetings or activities are not permitted. Meetings that do not fall under above classifications *may* be permitted with prior approval.

\* The Behavioral Neuroscience Program currently has no conference room; therefore Davie 302 will act as their conference room. This program is permitted to hold meetings and graduate classes in Davie 302. All reservations must be made through the Chair's assistant.

On the next page is a table listing the rooms, contact person, and the number of seats for rooms in Davie Hall. Please note that classrooms cannot be scheduled until 5:00 pm or later.

<b>Conference Rooms</b>	<b>Contact Person</b>	<b>Number of Seats</b>	<b>Equipment</b>
202 Davie	Laura DePersia <a href="mailto:lauradepersia@unc.edu">lauradepersia@unc.edu</a> 843-5467	25	Projector Screen
302 Davie	Laura DePersia <a href="mailto:lauradepersia@unc.edu">lauradepersia@unc.edu</a> 843-5467	25	Projector Screen Speakerphone
228 Davie	Trent Hopper <a href="mailto:thop@email.unc.edu">thop@email.unc.edu</a> 843-0174	14	Projector Screen
261 Davie	Sam Zwemer <a href="mailto:zwemer@live.unc.edu">zwemer@live.unc.edu</a> 962-5082	20	Projector Screen
310 Davie	Rhonda Whitfield <a href="mailto:rwhitfie@email.unc.edu">rwhitfie@email.unc.edu</a> 962-2054	20	Projector Screen
347 Davie	Rhonda Whitfield <a href="mailto:rwhitfie@email.unc.edu">rwhitfie@email.unc.edu</a> 962-2054	20	Projector Screen
<b>Class Rooms</b>	<b>Scheduled 5:00 pm or later.</b> <b>For a one time request earlier than 5:00 pm</b> contact Trent Hopper at <a href="mailto:thop@email.unc.edu">thop@email.unc.edu</a> 843-0174	<b>Number of Seats</b>	<b>Equipment</b>
101 Davie	Trent Hopper <a href="mailto:thop@email.unc.edu">thop@email.unc.edu</a> 843-0174	28	Computer Projector Screen
110 Davie	Trent Hopper <a href="mailto:thop@email.unc.edu">thop@email.unc.edu</a> 843-0174	18	Computer Projector Screen
112 Davie	Trent Hopper <a href="mailto:thop@email.unc.edu">thop@email.unc.edu</a> 843-0174	85	Computer Projector Screen
301 Davie	Trent Hopper <a href="mailto:thop@email.unc.edu">thop@email.unc.edu</a> 843-0174	45	Computer Projector Screen
203 Howell	Trent Hopper <a href="mailto:thop@email.unc.edu">thop@email.unc.edu</a> 843-0174	50	
Finley Seminar Room	Richard Clark <a href="mailto:raclark@unc.edu">raclark@unc.edu</a> 843-2350	15	

## **Security of Davie Hall**

The exterior doors to Davie Hall are locked from about 8 p.m. until 7 a.m. during the week and all weekend. Exterior doors are never to be propped open. Individuals who need to have access to Davie Hall after hours may obtain a building key from Terri Gault in Davie 206 (For more information on KEYS, turn to page 12 of this manual.). Interior office and laboratory doors should be locked whenever an individual is not occupying that office or laboratory.

Thefts most often occur during the semester breaks and summer when fewer people are in the building. However, occupants of Davie Hall should be aware of those in the building at all times. If you see a suspicious person, please call campus police at 962-8100 or 962-6565 with a description of his/her physical attributes and clothing. In an emergency, please call 911.

Please report any stolen items to the Department Manager or Assistant Department Manager.

## **Supplies**

Supplies used for the day-to-day operations (e.g., letterhead and envelopes.) are provided by the department and are located in locked supply cabinets by the stairs that lead to the administrative offices. Supplies used for programs (toner cartridges, copy paper, post-it notes, CD/DVD's, file folders, etc) are stored by each individual program coordinator.

Some supplies used in conducting research projects are allowable charges on a grant account, while others are not. The accounting office can determine what items may be purchased with grant funds. Supply purchases that are not allowed on grant accounts may be made using departmental funds allocated to faculty on an annual basis. These funds are allocated from the overhead monies that are generated from the indirect costs of grant accounts. Program coordinators and/or one lab technician will be appointed to check out supplies for each area/lab, etc.

## **Telephone Policy**

1. Each full-time tenured/tenure-track faculty member and each full-time fixed-term faculty member (e.g., lecturers) will be provided with one office telephone line with the standard features offered by telecommunications. The department will cover the telephone, cost of installation, and monthly service fees.
2. Each full-time tenured or tenure-track faculty member may request one research laboratory telephone line funded by the department.
3. Any faculty member with funded research conducted at two sites (e.g., Finley and Davie Hall, Howell and Davie Hall) may request, with justification, that the department fund an additional research telephone line for the remote laboratory.
4. Postdoctoral fellows, visiting faculty members, and graduate students will not be provided with an office or research telephone by the department. It is expected that these individuals would have access to research laboratory telephones.
5. Research professors (Assistant, Associate, or Full) with their own research funding will be provided a telephone by the department.

6. Retired faculty members will not be provided with a telephone by the department.
7. Clinic telephone lines (for all personnel, as well as the general clinic phones) in Evergreen and at the Finley Clinic will be covered by clinic funds.
8. Each staff member will be provided one telephone line with the standard features offered by telecommunications.
9. For the department to provide more than two telephone lines, a justification will need to be submitted and approved by the chair.
10. Programs may use program funds to cover additional telephones lines. F & A funds allocated to the programs may also be used to cover additional lines.
11. Faculty members may use funds from other sources (e.g., professorships) to cover additional telephone lines.

### **Transfer of Equipment**

It may occasionally be necessary to loan equipment, purchased with contract and grant funds, to organizations or institutions participating in a jointly-sponsored project. When such an arrangement is made, Asset Management must label equipment with a UNC–Chapel Hill decal before allowing it to leave campus. An Off-Site Equipment Assignment form (CON Appendix 7) should be completed and signed by the P.I., with a copy forwarded to the recipient institution. Please contact Trent Hopper for assistance with coordination of this process.

Note: this form is not the same as the one for off-campus use by UNC–Chapel Hill employees. Instead, see ASM Policy 6, University Equipment On and Off Campus, and (ASM Appendix 1, Off-Campus Use Agreement, Form P-115).

### **Surplus**

Unused equipment may be transferred to the University Finance Division via Surplus. Trent Hopper ([thop@email.unc.edu](mailto:thop@email.unc.edu)) is the department's surplus manager. Please let him know if you have any items that are no longer used and need to be sent to surplus.

### **Travel**

For a general overview of travel procedures, see the following website for the most up-to-date forms and allowances: <http://finance.unc.edu/procurement/systems-and-operations/travel-services/allowances/> Key elements in assisting with faculty member travel needs are included.

**Arts and Sciences Travel Grants:** If expenses are to be paid from A & S Travel Funds, attach the Application for Arts and Sciences Travel Form. This form must be submitted to the Program Coordinator to organize and prepare for processing. It can be accessed through the College of Arts and Sciences website (<http://collegeintranet.web.unc.edu/resources/forms/>).

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

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

**Eligibility Limitations:** Since funds are limited, 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.
- Faculty receiving at least \$100,000 in grants for the year are *not* eligible to receive Arts & Sciences travel funds.
- Visiting faculty, fixed term faculty, faculty in phased retirement and EPA 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 to meetings sponsored by University-related organizations or by individuals connected with the University is not covered.

Research-related activities, such as travel to a special archive, are also not eligible. Tenure-track or tenured faculty may apply for University Research Council funding to support special research-related travel. See <http://research.unc.edu/forms/internal-funding/index.htm>

**Funding Procedure:** Complete an Arts & Sciences Travel Fund Application, available on the College website's intranet (<http://college.unc.edu/>), and submit it to the Dean's Office (205 South Building, CB 3100).

Special Note: Advance submission enables the Dean's Office to inform the applicant of any problems of eligibility before the traveler incurs any expense.

Within a week of the trip, a completed travel reimbursement form with receipts for transportation, hotels, and registration must be sent to the Dean's Office (205 South Building, CB 3100). To comply with University travel policies and allow adequate time for processing through University offices, we must adhere to this seven-day time frame.

**Travel Reimbursement:** The organization of travel reimbursements will be at the program level. The Departmental Travel Form must be submitted for reimbursement of travel expenses. See <http://psychology.unc.edu/people/staff/TravelFormupdated122010.pdf>. This form is used for A & S Travel Funds, advance request of payment and reimbursement after travel has been completed. Please submit the travel form and your receipts to the program coordinator to organize and prepare for processing. Any questions that come up will be handled at the program level.

University travelers are required to use state vehicles when possible. If a state vehicle is available for use and the traveler opts to use personal vehicle, the traveler will be reimbursed at \$.30/per mile and justification must be submitted to get the full \$.565 cents per mile.

When claiming expenses for international trips, please be sure to add the conversion rate. You can find the conversion rates at [www.x-rates.com](http://www.x-rates.com) or <http://www.oanda.com/>. Mileage allowance to the airport cannot exceed 18 miles one way.

**CABS:** CABS is an effective and efficient method for faculty to purchase airline tickets for University business trips and have the University billed directly. CABS is a web-based application designed to provide an easy-to-use method for requesting air-travel authorization. This application allows a traveler to book and pay for an airline reservation without receiving a travel advance or paying for the ticket out-of-pocket. A specified University account will be charged for the cost of an airline ticket when an authorized travel agency issues a ticket against a pre-approved air-travel request. Each designated departmental account will then be charged monthly, and the charges will be posted to FRS. For more information, see the following website: <http://finance.unc.edu/procurement/systems-and-operations/travel-services/central-airfare-billing-system-cabs/>.

**Travel Agencies:** All members of the unit are not required to use the same agency. Travel Agency information is provided at the link above.

**Rental Cars:**

Car rental reimbursements will only be made to the person who rented the vehicle.

If a person lodges at the same hotel where the conference is held, there will be no reimbursement for car rental.

Reimbursement will not be made without written justification explaining the benefit the University derived from the rental of a car.

Car rental reimbursements will not be made for in-state travel, if a state or private car is available.

**Insurance Fees:** The following travel expenses related to car rentals are not reimbursable to the traveler by the University:

Collision damage waiver (CDW)

Since the State of North Carolina is a self-insurer, this insurance coverage is not required for State employees. A traveler choosing to pay for this type of insurance will not be reimbursed by UNC. A traveler who is involved in an accident with a rental car, in which the possibility of a collision damage claim exists, should contact Risk Management Services at 962-7360.

*Exception:* CDW coverage is automatic for travel outside the United States, its possessions, and Canada. Travelers will be reimbursed for the cost of insurance coverage on cars rented in those locations.

Personal accident insurance

Acceptance of this insurance by the traveler will result in an additional fee or surcharge and is considered personal insurance. Travelers choosing to pay for this coverage will not be reimbursed by UNC.

**Credit Cards:** The University has an agreement with Citibank to provide Diners Club Business Charge Cards for UNC employees to use when on official travel. The intent of this program is to reduce administrative burdens (including travel advances) and use of personal funds for business travel. By using the Citibank card, the traveler is given sufficient time to receive reimbursement via travel authorization form (provided timely submission). Charges to the card are the personal responsibility of the cardholder. For more information, see the following website: <http://finance.unc.edu/procurement/systems-and-operations/travel-services/diners-club/>.

**Website Guidelines**

The department's website is located at: <http://psychology.unc.edu/>

The six programs are represented with their own sites, based on a uniform template.

<http://bnpsych.unc.edu>  
<http://clinicalpsych.unc.edu>  
<http://cogpsych.unc.edu>  
<http://devpsych.unc.edu>  
<http://quantpsych.unc.edu>  
<http://socialpsych.unc.edu>

All faculty and staff are listed within our “People” pages for the department site, as well as under each of their program areas. Information for each person includes name, title, location, phone and email contact, as well as a brief overview of their area of research and a link to the faculty member’s individual web site or lab web site.

<http://psychology.unc.edu/people/faculty>  
<http://psychology.unc.edu/people/staff>  
<http://psychology.unc.edu/people/graduate-students>

The Executive Assistant to the Chair is our department’s webmaster. This position is responsible for editing and updating program websites (except Clinical), as well as the departmental website. While this position is currently vacant, Magen Stevens will serve as our Interim Department Webmaster. She also edits the Clinical Program website on a permanent basis.

The Department of Psychology uses a template format for producing faculty web pages. The template can be formatted in a variety of ways to highlight the different elements, based on faculty preference. Please see the examples below:

<http://www.unc.edu/~kgil/>  
<http://www.unc.edu/~dlysl/index.html>

If a different format is preferred, faculty will need to employ their own resources. The administrative team will help make recommendations and suggestions, but will not be able to assist. For assistance in creating and/or maintaining your faculty web site, please contact the Chair’s Executive Assistant.

## **IV. ACADEMICS**

### **Copy Policies for Teaching**

There are two copiers located in Davie 230. Both copiers are operated by key pad and require an 8-digit access code. Access codes and copy allotments, based on the number of students in each class, are assigned to instructors each semester. Please see the Chair's Executive Assistant in Davie 201 or Trent Hopper in Davie 203B if you have any questions or concerns about copy policies.

### **Audio Visual and Electronics Resources**

Most of the seminar rooms and classrooms in Davie Hall have mounted LCD projectors. If an LCD projector is needed for teaching outside of Davie Hall, please see your program coordinator about borrowing one. If you need a laptop for your classroom presentation on a temporary basis, please contact the IT support group in Davie 359 for assistance.

There is a video library located in Davie 213D from which you can check out videos for your classes; however, if the video is not in departmental stock, you will need to contact non-print. Professor Joe Lowman is the contact person to request a video to be ordered.

### **Center for Faculty Excellence**

Each year, the Center for Faculty Excellence holds a workshop for new faculty. The workshop provides information on designing instruction, as well as teaching methods and approaches. The Center also offers many publications on topics including diversity, course planning, campus resources, University policies regarding teaching, an on-line syllabus development guide, developing focused course packs, interactive lecturing, and an overview of teaching strategies. Information and publications are available on-line at <http://cfe.unc.edu/>. The Center can be reached at 966-1289.

### **Sakai/Other Tools**

Sakai is a system that allows instructors to use secure websites for their courses and distribute course materials. UNC-CH began the migration from the Blackboard Learning System to Sakai in February 2011. As of December 2012, Blackboard has been completely phased out.

Sakai websites are created automatically and access to them is maintained by class rolls updated regularly from the registrar's office. It is the instructor's responsibility to activate the site if he/she plans to use it. The system offers a user-friendly template, allows instructors to post class documents on the web and enables the instructor to access class email addresses. The department fully supports and encourages the use of Sakai. The website can be found at the following address: <https://www.unc.edu/sakai/>.

### **CCI Initiative**

New faculty members are provided a Lenovo computer under the Carolina Computer Initiative program. The College of Arts and Sciences will pay for the base model, but additional funding sources are required to cover any additional costs (more powerful model, larger monitor; memory upgrade; zip drive; etc). These additional costs are normally covered by new faculty start-up funds. For computer assistance, please see Hugh Meriwether in Davie 359 or call him at 962-4018.

### **Textbook Orders**

Textbook request order forms will be due several months before the beginning of each semester. Instructors will be given instructions on the options for submitting requests. Trent Hopper, the Assistant Department Manager, coordinates textbook orders for the department and will notify faculty when orders are due. However, it is possible to place the order on-line through the student stores textbook ordering website at <http://www.store.unc.edu/>.

### **Course Curriculum Changes**

Course changes which include additions/deletions/revisions to courses may be submitted at any time throughout the year. However, it should be noted that all requests must be received by October 15<sup>th</sup> for changes to appear in the subsequent academic year calendar. Requests will go out from the Directors of Graduate and Undergraduate Education with instructions as to how to submit these forms.

### **Course and Grade Forms**

Beginning Fall 2010, all grading will be done online through Connect Carolina. Questions concerning this process should be directed to the registrar's office.

Instructors can view and print class rosters by logging onto Connect Carolina located at the following web site: <http://www.unc.edu/myunc/>. Once here, please click on the Faculty/Staff ConnectCarolina link and sign in using your Onyen and password. After logging in to the Connect Carolina website select "Faculty Center" located within the main menu, and then "Class Roster." Instructors are shown a list of all courses they are scheduled to teach. If you do not see your course listed, or if you have any questions about this process, please contact Trent Hopper in Davie 203B.

All grade changes are now processed online through Connect Carolina. If you have any questions about this process, please see Trent Hopper in Davie 203B.

## Exams

### Summary of Procedures Pertaining to Final Exams –

By faculty action, all courses number 1 through 699 are required to have final examinations unless excepted by departments, schools or divisions. Individual requests for exemptions must be submitted to your Dean not later than six weeks before the scheduled date of the final examination.

The final examination schedule is published in the Course Schedule booklet distributed by the Registrar's office. You may not change an examination date or time, undergraduate or graduate, without explicit prior written approval of the Provost. Such requests must be made no later than November 1 of the fall semester and April 1 of the spring semester, but are not normally granted because the examination schedule is published well in advance. Do not encourage students to believe that they will be granted earlier examination times.

A take-home examination may substitute for all or part of the traditional in-class examination if it is due on the date of the scheduled final examination. Permission to substitute a take-home final examination must be secured from your dean.

Final examinations for a full course should ordinarily cover two hours; they should not exceed three hours.

When students are unable, for reasons clearly beyond their control, to take a final examination at the scheduled time, they can be excused only by the Student Health Service or their academic dean.

Course instructors are to be present for final examinations and remain in residence until course grades are submitted.

Please submit course grades to the Registrar's office within 72 hours of the completion of an examination and keep your course records for at least one year. If you leave the University, please give your course records to your department chair and provide an address at which you can be reached if questions should arise.

Please announce course requirements to students at the beginning of the semester and distribute them as part of every course syllabus. Students should not be given unexpectedly late assignments during the final month of a semester, especially if the assignments involve lengthy research papers or large amounts of new reading.

## **Examination Scheduling Policies**

Below you will find three sections related to: 1) class schedules that create conflicts, 2) class attendance policy and 3) final exam regulations. Please remember that final exams are mandatory for all courses numbered between 100-699.

I. Guidelines to prevent/discourage conflicts between classes scheduled at different hours of the day/week (adopted by the Administrative Boards of the College September 19, 2007).

Instructors should make every effort to avoid scheduling required activities that conflict with other regularly scheduled classes. In cases where outside-the-classroom activities at irregular hours of the day or week are unavoidable or considered essential to the course (for example, in First Year Seminars or Experiential Education courses), student absences from other classes are to be excused in accordance with University policy on absences for University-approved activities.

Student absences will be excused, however, only on the following conditions:

- Students must provide written notice at the beginning of the term to all instructors affected by the irregularly scheduled activity
- The length of absence should be no more than 1-2 class periods
- Students must understand that instructors may devise alternative assignments or exams as part of the “make-up” work for class time missed.
- Students MUST make up missed work, and they are responsible for determining the instructor’s intentions with regard to make up work.”

II. Class Attendance Policy (2013-2014 Undergraduate Bulletin, p. 408)

Regular class attendance is a student obligation, and a student is responsible for all the work, including tests and written work, of all class meetings. No right or privilege exists that permits a student to be absent from any class meetings except for excused absences for authorized University activities (please refer to the Undergraduate Bulletin) or religious observances required by the student’s faith. If a student misses three consecutive class meetings, or misses more classes than the course instructor deems advisable, the course instructor may report the facts to the student’s academic dean.

III. The final exam rescheduling policy was established by Faculty Council. Changing an exam date to accommodate travel schedules is not considered a valid excuse. Official excuses are not provided for any other exams.

The policy, as published in the 2013-2014 Undergraduate Bulletin (p. 409), states:

“When students are unable, for reasons clearly beyond their control, to take a final examination at the scheduled time, they can be excused only by the director of Campus Health Services (who can authorize the Registrar to issue an ‘official permit to take final examination’) or their academic dean (who can issue an ‘examination excuse’). [This authority in the College exists in

the Academic Advising Program.] An absence may be excused for severe health problems leading to the student's placement on the Infirmary List, for serious personal or family problems, for religious observances required by the student's faith, or for a scheduling conflict involving multiple examinations. In cases of illness, personal or family emergency, or religious observance, additional documentation may be required by the dean.

"A student who has three final examinations scheduled by the Registrar's Office within a 24-hour period or two scheduled at the same time may request his or her dean (or designee) for permission to have one of the scheduled examinations rescheduled. In the event that one of the scheduled examinations is a common final examination for a multiple-section course, that examination is the one to be rescheduled."

If you have questions about any of these policies, please direct them to Bobbi Owen, Senior Associate Dean for Undergraduate Education, [owenbob@unc.edu](mailto:owenbob@unc.edu).

### **Guidelines for Student Teaching**

Program directors will work with graduate students to assign IA, TA or TF teaching slots. An IA will be responsible for assisting with exams and grading. TAs will be assigned to teach labs (210 or 270) and a TF will have full responsibility for teaching a class. A graduate student must have previously been an IA and have taken Jeannie Loeb's teaching class (PSYC 793) to be eligible for a TF assignment.

### **Family Educational Rights and Privacy Act**

All faculty members should review and become familiar with the FERPA, especially if they are instructors of record with full course responsibilities. An online training module has been created to assist those needing to familiarize themselves with this Act. The learning module and the required 10-question quiz take approximately 30 minutes to complete. The quiz requires a passing score of 100%, and may be taken as many times as are necessary. Please follow the instructions on the following link to register for this online training:

<http://registrar.unc.edu/training/training-policy/ferpa-instructions/>

Completion of the FERPA quiz is required before any access can be given to view course rosters, grade rolls, etc. in Connect Carolina.

### **Summer School Policy**

Faculty have the option of teaching summer school. Notifications soliciting instructors are sent in early October of each year. Faculty members also have the first option of teaching assignments. Funding is one ninth of the 9-month salary for a 3-credit hour course (i.e. one month's summer salary). When faculty members teach summer school, the stipend reduces the amount of summer funding the faculty member may earn from other sources. If you have

questions about policies and procedures of the Summer School, please contact Dr. Neil Mulligan (nmulligan@unc.edu) or Trent Hopper ([thop@email.unc.edu](mailto:thop@email.unc.edu)).

### **Copyright/Fair Use Laws**

Information regarding copyright and fair use laws can be found at the following websites:

<http://www.whatiscopyright.org/>

<http://www.goehner.com/copyright.htm>

<http://www.copyright.gov/title17/>

## **V. RESEARCH SERVICES**

### **Copy Policies for Research**

While the department provides copies for grant proposals, research copies must be charged to another account. A copy code can be provided for research copies, such as consent forms and questionnaires. The copier in Davie 230 may be used for this purpose. An invoice for copies will be distributed monthly for review. When received, please enter the account number to charge, sign the invoice and return it to Betty Satterfield's mailbox.

### **Participant Pool**

The Participant Pool exists primarily as an educational experience for students in Introductory Psychology (PSYC 101). It is designed to teach students about research and what psychologists do. It also provides research training experience for graduate and (to a lesser degree) undergraduate students, under the guidance of faculty conducting their own research. Students in PSYC 101 are required to either complete 5.5 hours of research credit in the fall and spring semesters, and 3.5 credits in the summer sessions, or complete an alternate assignment.

All research studies wishing to utilize this participant pool must have IRB approval. When researchers obtain IRB approval and submit an updated consent form to Trent Hopper, the participant pool administrator, they will be educated about the participant pool database, policies and procedures. Trent Hopper is located in Davie 203B.

For further information on submission of a research study, contact the participant pool administrator, Trent Hopper ([thop@email.unc.edu](mailto:thop@email.unc.edu)).

## **VI. APPENDIX**

### **Dates to Remember**

#### January

Course Changes Due  
Research and Study Leave Requests for Upcoming Fiscal Year

#### February

Cycle 1 – NIH new proposals  
Textbook Orders for Summer School Due  
Graduate Applicant Interview Day

#### March

NIH resubmission/renewals – Cycle 1  
Textbook Orders for Fall Semester Due

#### April

Preparation for Departmental Annual Report and trust fund stewardship

#### May

Annual Report Due  
Parking Allocations  
Final Spending on Startup Funding  
Merit Review (every 3 years)  
Academic Year Ends

#### June

Parking Permit Applications/Registration Due  
Cycle 2 – NIH new proposals  
Fiscal Year Ends

#### July

External Professional Activities for Pay Reports Due  
New Fiscal Year Begins  
NIH resubmission/renewals – Cycle 2

#### August

New Faculty Orientation  
Academic Year Begins

#### September

Course Changes Due  
URC (University Research Council Grant) Deadline

#### October

Request for Summer School Teaching Assignments  
Cycle 3 – NIH new proposals

#### November

Request for Academic Year Teaching Assignments

December

Graduate Application Deadline

NIH resubmission/renewals – Cycle 3