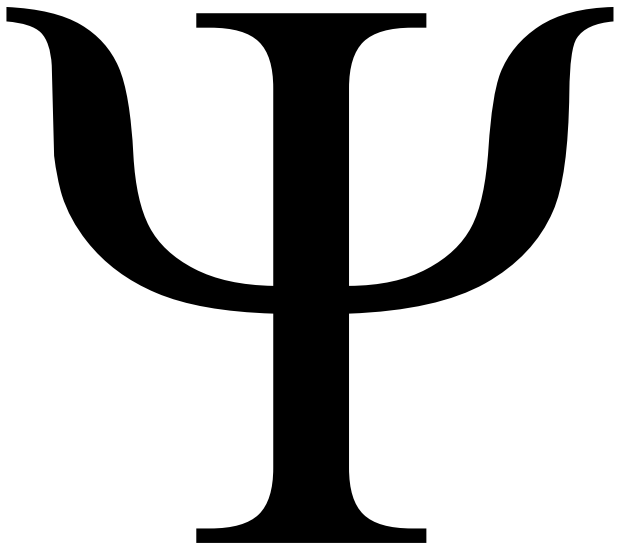
Psychology & Neuroscience Department Manual



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II. ADMINISTRATION

The administration of the Department of Psychology and Neuroscience 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

Each faculty member is assigned to an accounting technician who manages the finances of all awarded funds. One provides accounting support for the Clinical, Quantitative and Social Programs. The other provides accounting support for the Behavioral & Integrative Neuroscience, Cognitive, and Developmental Programs. The financial reporting coordinator oversees personnel tracking on sponsored research projects, assists with pre-award responsibilities, and oversees effort certification. The accounting manager oversees all financial post-award activities and manages 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, facilities and administration (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, and 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 used for permanent personnel, operational expenditures, as well as the instructional mission of the department.

F&A: Funds used to support the research mission of the department. Programs and/or individual faculty members are typically awarded F&A funds each year based on their grant expenditures. Permanent F&A budgets are also made available from various campus sources.

Contracts and Grants: External awards from sponsoring agencies, as well as subcontracts funded by other University organizations.

Trust: 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 both the College of Arts and Sciences (state funds) and the Department (F&A funds) to establish their research and to set up their office. Chase Debnam monitors these funds and works with faculty to develop a spending plan. The state start-up funds operate on the fiscal year and must be expended no later than May 31 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 must 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 and turn it into the accounting office. This form can be found on the Department's website at the following link: http://psychology.unc.edu/faculty-and-staff/. Cash advances must be reconciled completely within 60 days of the advance by turning in the completed reconciliation forms into the accounting office. 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.

Direct Billing: Some vendors have the option to charge expenses directly to the Department. This includes FedEx, Student Stores, Carolina Inn, IACUC, and others. When a purchase is directly billed, the receipt is due to the accounting manager within one week. Having backup for these expenses is imperative to ensure accurate accounting.

Human Resources

SHRA Employees (Staff): The HR specialist manages the employment and payroll process for new staff employees (permanent, time-limited, and temporary), 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. The Student Services Specialist processes all student appointments (undergraduate and graduate).

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

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

Benefits: The HR specialist provides benefits information and updates, as needed. He/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. They also respond to inquiries about vacation and sick leave policies and procedures. Staff leave is handled through the TIM system.

Parking: The HR specialist serves as the parking coordinator for the department. Please feel free to contact them with any questions about permits and/or allocations. (For more information on parking, see pages 12 and 17 of this manual.)

Information and Instructional Support

The assistant department manager serves as the Instructional Program Coordinator. This position coordinates PSYC 395 applications, provides administrative support for the First Year Seminar Program, Honors Program, and PSYC 101 participant pool. This position also coordinates syllabi collection and course evaluation processes each semester.

Coordination of the records management process, disposal of sensitive records (classy trash), and management of the department's recycling is handled by the facilities manager. This position distributes and maintains keys for the department and handles all work order requests, telecommunications, housekeeping, moving, and furniture requests for Davie Hall, Howell Hall, and the Evergreen and Finley Clinics.

The executive assistant to the chair plans and coordinates the departmental commencement ceremony, updates the directories, and manages the department's website and social media outlets (including Facebook, Twitter, and LinkedIn pages).

Research Services

Sponsored Research Administration: 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. They also works with the Office of Sponsored Research to follow up on proposal submissions and ensures that agency deadlines are met. This position provides assistance for competitive and non-competing renewals, Just-In-Time requests, subcontracts and all pre-award areas of external funding. It also provides support in routing prior approval post award requests to sponsoring agencies.

IRB Process: All IRB applications are 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 IRB online procedure shortens the length of the review 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

The student services manager is responsible for most activities associated with graduate and undergraduate services. Duties include advising and registration, student payroll (which includes research funding and teaching stipends) and submission of required Graduate School forms relating to graduate student progress. This position serves as first contact for questions and concerns regarding financial aid, tuition and registration, and graduate admissions.

The Director of Undergraduate Studies 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.

The Associate Director of Undergraduate Psychology Studies works with the Director of Undergraduate Studies to do academic advising, reviews Study Abroad and other transfer credit requests, and organizes orientation sessions for new psychology majors and transfer students.

The Director for Undergraduate Research oversees and advises students interested in Psychology 395 (Independent Research), sends reminders to faculty each semester about research postings on the Office of Undergraduate Research website, and monitors bulletin boards in the lobby of Davie Hall. She also circulates announcements pertaining to research opportunities to students and maintains the Department's 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
d) "Research spotlights" (undergraduate interview on work they are conducting and a short story is posted about it (with the permission of the Faculty Sponsor).

The Director of Graduate Studies oversees graduate admissions, approves dissertation committee membership, and handles a variety of procedures associated with the graduate programs.

Karen M. Gil Internship Program in Psychology

The Karen M. Gil Internship Program in Psychology and Neuroscience is an intensive and highly competitive internship program that accepts 10-12 undergraduate Psychology or Neuroscience majors per semester. Interns are chosen based on their qualifications, achievements and through an extensive application and interview process. Interns are matched with local internship worksites based on their interest and experience in one or more of the department's six Psychology or Neuroscience programs/fields of study. The Gil Internship Program is committed to the development of students by fostering local partnerships that translate into invaluable work experience, professional skills and connections with the local, professional Psychology community.

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 early April 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 administration and diversity initiatives 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.

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 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 the facilities manager. The appropriate office will be contacted to correct these problems. When submitting a request for telephone repair, please be sure to forward the telephone number and description of the issue.

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 from the HR specialist. 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. 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 the clinic manager. 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 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 that can be used for instructional and research copies. The Copiers are serviced by Carolina Managed Print Services and customer service representatives deliver supplies and respond to issues. To set-up printing to a copier from your computer, access codes, or questions, please contact the IT computer specialist. For repairs, contact the facilities manager.

Effort Certification and Reporting Technology (Ecrt)

Effort certification is a regulatory requirement by the federal government to verify that direct labor charges or cost share on sponsored projects are accurate, timely, and reflect the level of work performed. The university has an effort certification system known as Ecrt which requires individuals who have payroll or cost share from sponsored project(s) to certify their effort. The effort certification process is done semiannually for the period of July 1 – December 31st and January 1 – June 30th. Individuals can log into the ecrt system at http://ecrt.unc.edu with their username and password to certify their effort at the appropriate time.

Equipment Repairs

A member of the OASIS team assigned and housed within the Psychology & Neuroscience Department. Those in need of computer equipment repair should submit a help ticket through the UNC Help Desk at help.unc.edu. Other equipment repair requests should be routed through the facilities manager.

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 1st 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://policies.unc.edu/policies/external-activities/.

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 and 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

Office trash is emptied once a week. Trash on the 1st floor of Davie Hall, as well as Davie 253-271 will be emptied every Wednesday night. Davie 301-347 will be emptied every Sunday night, Davie 349-371 and 201-206 will be emptied each Monday night, and Davie 207-252 will be emptied every 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

All keys may be obtained from the facilities manager. A deposit of $5 per key is required from graduate students, post-docs, 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 deposit for their initial set of keys, but for any subsequent set (i.e. lost or stolen) a deposit will be required.

Listserv Lists

Listserv lists for each program are maintained by their respective program coordinator. The executive assistant to the chair maintains the departmental listservs, which include lists for staff, faculty, semester instructors, post-doctoral fellows, and graduate students.

The College of Arts and Sciences maintains the listservs 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. One program coordinator or a work-study student distributes mail to the individual mailboxes. 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 2nd floor lobby.

Please provide the accounting office with a copy of each FedEx mailing receipt and indicate the purpose and the account to charge on the 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 carriers deliver packages to individual rooms and require your room number on the package.

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 Terrence Rusch (919-962-3829; trusch@unc.edu) several weeks before the date of transport. He 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/ and also by contacting Constance Birden, Export Compliance Shipping Specialist (962-3829; cobirden@ehs.unc.edu)

* University Policy on Export Controls: http://policies.unc.edu/policies/export-controls/ or contact Will Tricomi, Associate University Counsel (843-5329; will_tricomi@unc.edu)

Merit Review

Merit reviews are completed annually when the state allocates funds for raises. A full review is conducted by a specially appointed committee every third year. Faculty provide the Chair with a progress report containing a CV, research, teaching, and service statements, and recent teaching evaluations. A committee of six faculty members independently evaluate and rate each faculty member on research, teaching, and service. Based on these ratings, the Chair assigns merit pay raises, if applicable, and advise faculty regarding their performances.

Newsletters

Monthly Newsletters: Two monthly newsletters are distributed electronically during the academic year. The undergraduate newsletter includes research spotlights on our undergraduates, important dates, information regarding our undergraduate offerings, and opportunities for jobs and internships. The departmental newsletter includes important dates, information on colloquia and lectures, and available research opportunities for faculty and graduate students. Submissions for publication may be emailed to the chair's executive assistant.

Annual Newsletter: The annual newsletter highlights the department's accomplishments and spotlights important research by faculty and graduate students in the past year. It is developed and distributed to donors and prospective donors, alumni of the department, faculty, and staff. Submissions for publications may be emailed to the chair's executive assistant.

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 Tamsen Foote, 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 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 third floor of Student Stores (Daniels Bldg.). It is open Monday-Friday from 7:30-5:00pm. All permanent staff will receive a UNC One Card during orientation.

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 Lynn Farrar 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), and then 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 used to access Howell Hall between the hours of 8pm and 7am during the week and all weekend. It 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 the clinic manager to add your PID to the system for access if needed.

Parking

Parking permits are distributed to permanent, full-time faculty and staff based on the individual's years of University service and permit availability (please see waitlist policy below). Once permits have been allocated to permanent faculty and staff, any remaining permits can then be allocated to postdoctoral research associates as these are considered temporary positions. 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.

*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.

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.

Prior to purchasing a computer using grant funds, please consult with the Accounting Manager or the Grants Management Officer to ensure the computer is allowable on your particular grant. Rules for the purchase of computers using federal grant funds have relaxed somewhat, but there are still questions and considerations that should be discussed before making a purchase.

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 Christopher Coffey in room 203 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 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. Below 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.

Conference Rooms	**Contact Person**	**Number of Seats**	**Equipment**
202 Davie	Christopher Coffey	25	Projector Screen
302 Davie	Christopher Coffey	25	Projector Screen
228 Davie	James Foster	14	Projector Screen Telephone
261 Davie	Christopher Coffey	20	Computer Projector Screen
347 Davie	Rhonda Whitfield	20	Projector Screen
Classrooms	**Scheduled 5:00 pm or later.** **(For a one time request earlier than 5:00 pm** contact Christopher Coffey at ctcoffey@unc.edu or 962-7149)	**Number of Seats**	**Equipment**
101 Davie	Christopher Coffey	28	Computer Projector Screen
110 Davie	Christopher Coffey	18	Computer Projector Screen
112 Davie	Christopher Coffey	85	Computer Projector Screen
301 Davie	Christopher Coffey	45	Computer Projector Screen

205 Howell	Christopher Coffey	39	Computer Projector Screen
Finley Seminar Room	Chanti Coleman	15	

Security of Davie and Howell Hall

The exterior doors to Davie Hall and Howell Hall are locked from about 8 p.m. to 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 the facilitie smanager. Individuals who need to have access to Howell Hall after hours may obtain One Card access from Tre as keys will not be issued for the outside door. For more information on keys, turn to page 14 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.

Supplies

Supplies used for the day-to-day operations (e.g., letterhead and envelopes) are provided by the department in the supply closet in Davie 225. Supplies used for programs (toner cartridges, copy paper, post-it notes, 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.

Summer Salary Requests

Each year in March or April, the department manager will send an e-mail requesting summer salary for both faculty and students. These requests are due back on a specified date in April. Summer salary requests are for the period of three months (or May 16th – August 15th). On average, students are paid at a rate for the entire summer that is comparable with NIH salary stipends.

Nine-month faculty are limited to one third of their nine-month base salary (excluding administrative supplements) for any combination of Summer School or other summer pay. Twelve-month faculty are compensated for any summer work under the provisions of the overload policy which limits overload to 20% of twelve-month base salary (excluding administrative supplements) in any fiscal year.

Telephone Policy

1. Each full-time tenured/tenure-track faculty member and each full-time fixed-term faculty member (e.g., teaching faculty) will be provided with one office telephone line with the standard features offered by telecommunications. The department will cover the monthly service fees associated with these telephones.
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.

Time Information System (TIM)

The Time Information Management System (TIM) is the official time capturing system utilized to track SHRA employee hours for accurate calculation of payment. It is also used to track leave for accurate reporting records for SHRA and permanent EHRA employees. SHRA employees are expected to log in their hours daily and approve at the end of each pay period. Timesheets should be finalized by noon each Monday after the pay period has ended. EHRA employees should enter leave requests by the 15th of each month.

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 Tre Rush 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. The facilities manager serves as the department's surplus manager.

Travel

UNC is currently implementing a new travel process. This section will be updated as this new process rolls out. Until then, contact your program coordinator or the accounting office for information.

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, postdoctoral fellows, graduate students, and staff are listed on our website with contact information. Faculty, postdoctoral fellows, and graduate students also are listed with a short 1-sentence research statement.

http://psychology.unc.edu/core-faculty
http://psychology.unc.edu/postdoctoral-fellows
http://psychology.unc.edu/graduate-students
http://psychology.unc.edu/laboratory-staff
http://psychology.unc.edu/staff

The chair's executive assistant is responsible for editing and updating departmental and graduate program websites. Faculty can create or maintain their laboratory or personal websites via http://web.unc.edu/.

IV. ACADEMICS

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 computer specialist for assistance.

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. 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: **Error! Hyperlink reference not valid.**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.

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. The assistant department manager coordinates textbook orders for the department and will notify faculty when orders are due. It is encouraged that all instructors place the order on-line through the student stores textbook ordering website at https://www.facultyenlight.com/?storeNBr=8202

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 15th 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

All grading is now 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 Christopher Coffey in Davie 203.

All grade changes are now processed online through Connect Carolina. If you have any questions about this process, please see the assistant department manager.

Exams

Summary of Procedures Pertaining to Final Exams –

By faculty action, all courses number 100 through 699 are required to have final examinations unless excepted by departments, schools or divisions. Individual requests for exemptions must be submitted to the department chair and director of undergraduate studies not later than one week before the beginning of the semester in which you propose to give an alternative final examination. Additionally, according to the Office of Curricula, once an instructor receives approval for a final examination exemption for a course, the instructor does not need to re-submit requests for an exemption in future semesters for the same course.

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.

Exam 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 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 (2018-2019 Online Catalog http://www.catalog.unc.edu/policies-procedures/attendance-grading-examination/)

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 Online Catalog) 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 2018-2019 Online Catalog http://www.catalog.unc.edu/policies-procedures/attendance-grading-examination/, 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 Abigail Panter, Senior Associate Dean for Undergraduate Education, panter@ad.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/recitations 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. In addition, the student must have taken 18 hours of coursework in the relevant discipline.

Family Educational Rights and Privacy Act (FERPA)

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/academic-services/uncferpa/

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 the assistant department manager.

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

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 6.5 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 Christopher Coffey, the Participant Pool Administrator, they will be educated about the Participant Pool database, policies and procedures.

For further information on submission of a research study, contact the assistant department manager.

VI. APPENDIX

Dates to Remember

January
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
Summer Salary Requests Due
Preparation for Departmental Annual Report and trust fund stewardship

April
Annual Report Due

May
Parking Allocations
Final Spending on Startup Funding and other fiscal-year accounts
Merit Review (every 3 years)
Academic Year Ends, Department and Campus Commencement Ceremonies (2nd Sunday of the month)

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
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