Resource Handbook for Postdoctoral Fellows

Center for Graduate Life
Cone University Center • Room 268
9201 University City Boulevard
Charlotte, NC 28223-001

Telephone: (704) 687-5661
Fax: (704) 687-2286
Website: http://gradlife.uncc.edu
Latest Revisions: May 2012
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Welcome to the University of North Carolina at Charlotte!

University Mission Statement

UNC Charlotte is North Carolina’s urban research university. It leverages its location in the state’s largest city to offer internationally competitive programs of research and creative activity, exemplary undergraduate, graduate, and professional programs, and a focused set of community engagement initiatives. UNC Charlotte maintains a particular commitment to addressing the cultural, economic, educational, environmental, health, and social needs of the greater Charlotte region.

Postdoctoral Fellows

We are pleased that you have joined us as a Postdoctoral Fellow here at UNC Charlotte. You represent one of approximately 30 Postdocs on our campus. We look forward to the opportunity to help you to develop further the research skills acquired in your doctoral program or to learn new research techniques, in preparation for an academic or research career. UNC Charlotte embraces the principle of the National Academies’ Committee on Science, Engineering, and Public Policy (COSEPUP) that “the postdoctoral experience is first and foremost an apprenticeship whose purpose is to gain scientific, technical, and professional skills that advance the professional career of the postdoc.” In the process of further developing your own research skills, it is expected that Postdoctoral Fellows will also play a significant role in the performance of research at the University and augment the role of graduate faculty in providing research instruction to graduate students. You work under the supervision of a regular faculty member, who serves as your mentor, and it is expected that the faculty mentor will impart the realities, and variety, of scientific careers, and will encourage experiences outside the laboratory to broaden your aspirations. Within the confines of the particular research focus assigned by your mentor, you function with a considerable degree of independence and have the freedom (and are expected) to publish the results of your research or scholarship during the period of appointment. Thus, your role of Postdoctoral Fellows is clearly differentiated from full-time technical employees.

We look forward to working with you during your appointment at the University of North Carolina at Charlotte.

Dr. Robert Wilhelm  Dr. Tom Reynolds
Vice Chancellor for Research and Associate Provost and
Economic Development  Dean of the Graduate School

UNC Charlotte Postdoc Handbook  [3]
UNC CHARLOTTE HISTORY

UNC Charlotte is one of a generation of universities founded in metropolitan areas of the United States immediately after World War II in response to rising education demands generated by the war and its technology.

To serve returning veterans, North Carolina opened 14 evening college centers in communities across the state. The Charlotte Center opened Sept. 23, 1946, offering evening classes to 278 freshmen and sophomore students in the facilities of Charlotte’s Central High School. After three years, the state closed the centers, declaring that on-campus facilities were sufficient to meet the needs of returning veterans and recent high school graduates.

Charlotte’s education and business leaders, long aware of the area’s unmet needs for higher education, moved to have the Charlotte Center taken over by the city school district and operated as Charlotte College, offering the first two years of college courses. Later the same leaders asked Charlotte voters to approve a two-cent tax to support that college. Charlotte College drew students from the city, Mecklenburg County and from a dozen surrounding counties. The two-cent tax was later extended to all of Mecklenburg County. Ultimately financial support for the college became a responsibility of the State of North Carolina.

As soon as Charlotte College was firmly established, efforts were launched to give it a campus of its own. With the backing of Charlotte business leaders and legislators from Mecklenburg and surrounding counties, land was acquired on the northern fringe of the city and bonds were passed to finance new facilities. In 1961, Charlotte College moved its growing student body into two new buildings on what was to become a 1,000-acre campus 10 miles from downtown Charlotte.

Three years later, the North Carolina legislature approved bills making Charlotte College a four-year, state-supported college. The next year, 1965, the legislature approved bills creating the University of North Carolina at Charlotte, the fourth campus of the statewide university system. In 1969, the university began offering programs leading to master’s degrees. In 1992, it was authorized to offer programs leading to doctoral degrees.

Now a research intensive university, UNC Charlotte is the fourth largest of the 16 institutions within the University of North Carolina system and the largest institution in the Charlotte region.

The university comprises seven professional colleges and currently offers 19 doctoral programs, 62 master’s degree programs and 90 bachelor’s degrees. More than 900 full-time faculty comprise the university’s academic departments and the 2011 fall enrollment exceeded 25,000 students. UNC Charlotte boasts more than 90,000 living alumni and adds 4,000 to 4,500 new alumni each year.
EMPLOYMENT OF POSTDOCTORAL FELLOWS
POLICY # 108

The University of North Carolina Charlotte hires Postdoctoral Fellows in a unique employment category as discussed below.

DEFINITION OF A POSTDOCTORAL FELLOW

The status "Postdoctoral Fellow" describes a professional apprenticeship designed to provide recent Ph.D. recipients with an opportunity to develop further the research skills acquired in their doctoral programs or to learn new research techniques, in preparation for an academic or research career. In the process of further developing their own research skills, Postdoctoral Fellows will play a significant role in the performance of research at the University and augment the role of graduate faculty in providing research instruction to graduate students. A Postdoctoral Fellow works under the supervision of a regular faculty member. Within the confines of the particular research focus assigned by that faculty member, the Postdoctoral Fellow functions with a considerable degree of independence and has the freedom (and is expected) to publish the results of his or her research or scholarship during the period of appointment. Thus, the role of Postdoctoral Fellows is clearly differentiated from full-time technical employees.

Postdoctoral Fellow appointments are characterized by all of the following conditions:

- the appointee was recently (within the last eight years) awarded a Ph.D. or equivalent doctorate (e.g., Sc.D., M.D.) (upon recommendation of the dean and approval of the Vice Chancellor for Research and Economic Development, appointments may be offered to persons who are nearing completion of the doctoral degree);
- the appointment is temporary, for up to one year at a time, with renewal possible;
- the total appointment is limited to five years, including time spent in previous postdoctoral appointments at other institutions;
- the appointment involves substantially full-time research or scholarship;
- the appointment helps the Postdoctoral Fellow to prepare for a full-time academic and/or research career;
- the appointee works under the supervision of a regular faculty member; and
- the appointee has the freedom, and is expected, to publish the results of his or her research or scholarship during the period of appointment.

APPOINTMENT

Each appointment of a Postdoctoral Fellow shall be for one year and may be renewed for additional one year increments not to exceed more than 5 years in total (which include any prior appointments at other institutions). A letter of appointment, contract (AA-35), Verification of Credentials (AA34), Authorization for Release of Information...
(AA33), position description, curriculum vitae and a PD-7 should be prepared for each appointment.

OVERSIGHT

The Vice Chancellor for Research and Economic Development has the responsibility for monitoring and applying policies that relate to postdoctoral appointments.

RESEARCH DATA, RECORDS, PRODUCTS, AND INTELLECTUAL PROPERTY

All data, software, and research records generated in the course of research at UNC Charlotte remain the property of the University. As a condition of appointment, all Postdoctoral Fellows must sign a patent agreement concerning patent and software policy and ownership of intellectual property.

DISMISSAL PRIOR TO THE END OF A TERM APPOINTMENT

A Postdoctoral Fellow may be dismissed prior to the expiration of his or her contract for one of the following reasons:

- incompetence
- neglect of duties
- personal misconduct affecting fitness to continue as a Postdoctoral Fellow
- failure to abide by applicable requirements of law or University policy, or the reasonable instructions or directions of appropriate University officials

Upon receipt of a written recommendation to dismiss a Postdoctoral Fellow during a term of appointment, the Vice Chancellor for Research and Economic Development shall afford the affected Fellow with written notice of the reasons for the proposed dismissal and the right to request a hearing. If, within five (5) calendar days after receiving such notice the Fellow requests a hearing, a hearing shall be conducted before the Vice Chancellor for Research and Economic Development or a faculty member or panel of faculty members selected by the Vice Chancellor for Research and Economic Development. At the hearing, the burden of proof shall be on the faculty member or administrator recommending dismissal to establish by a preponderance of evidence that cause for dismissal exists. If the faculty member or administrator has established adequate cause for dismissal, the Postdoctoral Fellow may be immediately dismissed from the appointment. A Postdoctoral Fellow so dismissed may appeal the dismissal to the Chancellor as provided in Section 501(c)4 of The Code of The University of North Carolina.

If the faculty member or administrator recommending dismissal does not establish at the hearing adequate cause for dismissal, no further action shall be taken.

The Vice Chancellor for Research and Economic Development is authorized to develop and publish reasonable rules for the conduct of such hearings.
BENEFITS

Leave: As temporary employees, Postdoctoral Fellows will not accrue vacation or sick leave. However, the University recognizes that Postdoctoral Fellows will likely work long hours in the course of their duties, and faculty supervisors may make appropriate arrangements for compensatory leave in accordance with the specific working conditions.

Other Benefits: The Chancellor is authorized to arrange for Postdoctoral Fellows such health care coverage and retirement benefits as may be appropriate, consistent with the requirements of law and University policy.

Revision History:
- Initially approved December 8, 2000
- Updated October 29, 2004

HIRING PROCESS

Departments/faculty will initiate the hiring process following UNC Charlotte procedures. After a postdoc is selected, departments/faculty will send the postdoc appointment folder to Margo Gross in Research and Economic Development (311 Cameron Hall) and include the following information:

a. Signed Employment Contract (Form AA-35)
b. Verification of Credentials (Form AA-34)
c. Signed Authorization for Release of Information (Form AA-33)
d. Insurance Enrollment information Form
e. Official transcript
f. Curriculum vita
g. Form PD-7
h. Position Description

After approval by the Vice Chancellor for Research and Economic Development, the postdoc appointment folder will be forwarded to Academic Personnel to start payroll and authorize benefits.

After the postdoc arrives, send him or her to Human Resources. Federal law requires that all employees complete the I-9 form within three days of employment.

Please direct any questions regarding postdoc employment to Robert Wilhelm, Vice Chancellor for Research and Economic Development, at 704-687-2291 or rgwilhel@uncc.edu. Any questions regarding the postdoctoral fellow insurance enrollment or the appointment process can be directed to Margo Gross at 704-687-3788 or megross@uncc.edu.
CENTER FOR GRADUATE LIFE

Due to the small number of postdocs at UNC Charlotte, a local postdoctoral association does not exist at this time. To fill the gap, the Center for Graduate Life (CGL) views itself as a resource not only for graduate students but for postdocs as well. The CGL offers many workshops and professional development opportunities. Postdocs are encouraged to visit the CGL and use our facilities and programming as a resource for professional development.

The Center for Graduate Life is a state-of-the-art facility specifically dedicated to UNC Charlotte's graduate student and postdoc population. Located in the Cone University Center Room 268, just behind the Food Court and After Hours, it features a Smart classroom, common lounge and the Student Affairs offices of the Graduate School.

CENTER FOR GRADUATE LIFE MISSION STATEMENT

The Center for Graduate Life (CGL) provides graduate and postdoctoral students with centralized space dedicated to their needs. The CGL will create a stronger graduate community by promoting shared experiences, discourse and activities designed to support interdisciplinary learning. The CGL's unique environment will enhance the growing graduate community at UNC Charlotte with professional development offerings, mentoring support, teaching assistant training and personal development programs. The Center for Graduate Life is a collaborative effort between the Graduate School and Academic Affairs.

The CGL is dedicated to helping graduate students and postdocs develop the following core competencies:

- Communication
- Leadership
- Teaching and Instruction
- Personal and Professional Responsibility
- Research and Scholarly Inquiry

For more information, please visit our website: [http://gradlife.uncc.edu](http://gradlife.uncc.edu)
CAMPUS RESOURCES AND SERVICES

ATHLETIC TEAMS

The Charlotte 49ers athletics teams compete on the NCAA Division I level and are members of the Atlantic 10 Conference. The department supports 16 sports teams, including baseball, men’s and women’s basketball, men’s and women’s cross country, golf, men’s and women’s soccer, softball, men’s and women’s tennis, men’s and women’s indoor and outdoor track and field, and volleyball. Football will kick off in the fall of 2013.

ATMs (AUTOMATED TELLER MACHINES)

Several ATMs, managed and maintained by area banks, are located on campus:

<table>
<thead>
<tr>
<th>BANK</th>
<th>LOCATION</th>
</tr>
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<tbody>
<tr>
<td>BB&amp;T</td>
<td>Prospector outside, south</td>
</tr>
<tr>
<td>Bank of America</td>
<td>Prospector outside, south</td>
</tr>
<tr>
<td>Bank of America</td>
<td>Student Union</td>
</tr>
<tr>
<td>Charlotte Metro Credit Union</td>
<td>Student Union</td>
</tr>
<tr>
<td>Fifth Third Bank</td>
<td>Fretwell 1st level lobby</td>
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<tr>
<td>Fifth Third Bank</td>
<td>Student Activity Center lower level</td>
</tr>
<tr>
<td>Fifth Third Bank</td>
<td>Student Union</td>
</tr>
<tr>
<td>State Employees’ Credit Union</td>
<td>Prospector inside</td>
</tr>
<tr>
<td>State Employees’ Credit Union</td>
<td>Cone Center Lobby</td>
</tr>
<tr>
<td>Wachovia/Wells Fargo</td>
<td>Prospector outside, south</td>
</tr>
</tbody>
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BELK GYMNASIUM

The Belk Gymnasium provides classroom space and recreational instructional areas (i.e., weight room and pool areas) for the College of Health and Human Services and Recreation Services Departments as well as other disciplines. The gym floor is in constant use with class instruction, recreational free play, club sport competition, and varsity athletic practice:

- Recreational Courts - Basketball, Volleyball, Badminton
- Racquetball/Squash/Walleyball Courts
- Swimming Pool
- Spinning Studio
- Equipment Checkout
- Lockers and Showers
- Towel Service
BOOKSTORE *(Student Union)*

*Barnes & Noble at UNC Charlotte* offers textbook, supplies, general interest books, magazines, gifts, convenience items, software/computer accessories, and UNC Charlotte 49er apparel.

BUSINESS CARDS *(Please contact your department/program for more information.)*

CALENDAR

Calendars for academics ([http://registrar.uncc.edu/calendar](http://registrar.uncc.edu/calendar)) as well as deadlines, events and more across campus ([http://www.uncc.edu/landing/calendars](http://www.uncc.edu/landing/calendars)).

CAMPUS ACCESSIBILITY / ADA COMPLIANCE

UNC Charlotte is committed to having an accessible campus for individuals with disabilities, including students, faculty, staff, alumni and visitors. Providing an accessible campus, both programmatically and physically, is considered one of the top responsibilities of our institution. In addition, UNC Charlotte is committed to equal opportunity and to nondiscrimination in all areas in which it provides services to the community.

CAMPUS SECURITY & SAFETY *(9151 Cameron Boulevard)*

The Campus Police work to ensure the overall safety of the UNC Charlotte campus. Blue light phones, which connect to the Campus Police Department, are available throughout the campus. In addition, the University offers a Campus Escort Service. Students should report safety concerns to the Campus Police.

- Non-Emergency # 704-687-8300
- Emergency # 704-687-2200

COPY AND PRINT SERVICES *(Prospector Building, lower level; Atkins Library)*

UNC Charlotte has a pay-for-print system in most computer labs and in the Atkins Library. The 49er Account is what’s required to pay for print jobs in these areas. The 49er Account may also be used at the REPROS copy center in the Prospector Building.
COUNSELING CENTER (Atkins Building)

The UNC Charlotte Counseling Center provides individual, couples, and group counseling services, consultation, outreach, and psychiatric services to support UNC Charlotte students. The Counseling Center also offers consultation services to faculty, staff, parents, and students.

The Counseling Center is located on the first floor of the Atkins Building which is accessible through the entrance on the east side of the building (facing Belk Tower). Office hours are 8:00 a.m. to 5 p.m. Monday through Friday, 704-687-0311.

DIRECTORY INFORMATION (http://search.uncc.edu/people/?p=OnCampus)

Link to on-campus numbers and people finder search tool for faculty/staff/students.

FITNESS MEMBERSHIPS

In support of UNC Charlotte's wellness initiative, the University offers a variety of recreational opportunities to students, faculty, and staff. Fitness memberships provide access to the Barnhardt Student Activity Center (which houses additional recreation courts, climbing wall, fitness center, and a group fitness room) as well as the Belk Gymnasium recreational spaces (swimming pool, locker rooms, and courts for racquetball, basketball, volleyball, squash, and badminton). Membership information is available online or at the Student Activity Center basement level check-in station.

GRADUATE & PROFESSIONAL STUDENT GOVERNMENT (GPSG)

The Graduate and Professional Student Government (GPSG) at UNC Charlotte is the governing body for graduate students designed to meet the academic, social, and logistical needs of graduate and post-baccalaureate students enrolled at the University. Membership in the GPSG is open to all graduate and post-baccalaureate students, both full and part time. Each graduate program is provided one voting member on the GPSG Senate. Any graduate student is welcome to participate in the activities and work of the GPSG.

Grad Student Organizations: http://gradlife.uncc.edu/leadership-organizations/grad-student-organizations

IDENTIFICATION CARD / 49ER CARD (Student Union)

A 49er ID card allows access to campus housing, campus activities and programs, athletic events and recreational facilities, computer labs, and the Student Health Center. It also serves as a meal plan card and a library card.
INFORMATION AND TECHNOLOGY SERVICES (ITS)

ITS is the gateway to technological information including setting up a NinerNET Account and Help Desk information for a myriad of software programs.

LACTATION ROOM (305 College of Health and Human Services Building)

On July 1, 2010, the N.C. Office of State Personnel approved a Lactation Support Policy designed to assist working mothers’ return to the workplace after the birth of a child. Under this policy, which followed recent federal legislation, all state agencies and public universities are required to provide space, privacy and time for nursing mothers to express breast milk.

“A Mother’s Place,” located in the College of Health and Human Services, Room 305, is a space that has been set aside specifically for this purpose. This room has been used primarily in the past by nursing mothers who were students and employees of the College of Health and Human Services. The University is now making it available for use by all nursing mothers.

According to Eric Lanier, director of the Benefits Office in the Human Resources Department, it is the intention of the University to work through the Campus Space Utilization Committee, the Facilities Management Office and the Advisory Committee to the Chancellor for Employee Health and Wellness to identify and make available other rooms around the campus for lactation support in the future.

Individuals interested in using or visiting “A Mother’s Place” should contact Julie Fuselier, director of the School of Nursing Learning Resource Center, 704-687-7918 or e-mail jafuseli@uncc.edu

LOST & FOUND (9151 Cameron Boulevard)

Lost & Found is maintained by the Administrative Division of the UNC Charlotte Police & Public Safety Department. It is located in the Facilities Management and Police Building and the hours of operation are Monday through Friday, 8 AM to 5 PM (excluding University holidays), #704-687-8300.

MAPS AND DRIVING DIRECTIONS

Click the link above to access campus maps and driving directions from across the region.
MULTICULTURAL RESOURCE CENTER *(Student Union, Room 210)*

The Multicultural Resource Center provides many programs and opportunities for students, faculty and staff to explore the issues of diversity and multiculturalism.

PARKING & TRANSPORTATION *(Parking Services Building, Craver Road)*

Parking on campus requires the purchase and display of a University parking permit or payment at meters or in the visitor decks. Permits do not guarantee a parking space, nor do they reserve a specific parking space, lot or deck. UNC Charlotte offers a free campus shuttle service as well as *Connect by Hertz* car rentals for qualified drivers. Look to the PaTS website for hours of operation, routes, or to purchase a parking permit.

PERFORMING ARTS CENTER *(Robinson Hall)*

Robinson Hall for the Performing Arts is home to the Departments of Dance, Music and Theatre at UNC Charlotte. The facility serves as both the University's premiere performing arts venue and a pre-professional training ground for students. Throughout the academic year, student productions and guest artist performances offer a variety of theatre, dance, choral music, bands, and jazz concerts.

PERSONAL HEALTH SERVICES *(Student Health Center, located at the intersection of Cameron Boulevard and Mary Alexander Road)*

The UNC Charlotte Student Health Center provides primary medical care, disease prevention, health education, wellness promotion, and various specialty services to eligible UNC Charlotte students and postdocs.

Insurance: [http://studenthealth.uncc.edu/content/insurance](http://studenthealth.uncc.edu/content/insurance)

POST OFFICE / MAIL & PACKAGE SERVICES *(Lower Level, Prospector Building)*

Mail & Package Services is a fully operational Postal Contract Station, capable of services equivalent to that of a US Post Office. Mail & Package Services offers:

- Express Mail-Domestic & International
- Priority Mail-Domestic & International
- Registered Mail
- Certified Mail
- Certificates of Mailings
- Signature/Confirmation Delivery
- Bulk Mail & Package Services
- USPS Money Orders
- Postcards
- C.O.D.’s
- Delivery to residence halls
- USPS, FedEx and UPS shipping
- UNC Charlotte Specialty Stamps
- Packaging Supplies
- Campus & Inter-Department Mail

Service hours are Monday-Friday, 8:00AM – 4:30PM; not open on holidays when the University is closed. Accept cash, check, Visa/Mastercard, or 49er Account. 704-687-0383
**RELIGIOUS & SPIRITUAL LIFE** *(Student Union, Room 220A)*

Serves as a liaison for faith related matters within the University community. RSL assists in directing new and existing registered religious organizations, campus ministers, and other faith affiliates to University procedures and processes. RSL website has links to places of worship in the Charlotte area.

**SAFE RIDE PROGRAM**

Safe Ride is a disability and safety campus transport service operated by Parking and Transportation Services (PaTS). Electric vehicles provide transportation on the inner campus core for individuals with mobility disabilities during daytime hours and across the campus for everyone during the evening hours. These vehicles complement the current University Shuttle service. Safe Ride also offers on-campus safety escort transportation Monday through Sunday, 4:30pm to 2:30am.

**STUDENT ACTIVITY CENTER**

The Barnhardt Student Activity Center is a social and recreational center for the campus community. The SAC contains Halton Arena, home of the 49ers men's and women's basketball and volleyball programs. In addition, the facility includes fitness amenities, locker rooms, and 49ers athletic department administrative offices.

**STUDENT MEDIA** *(Student Union, Room 042A)*

Student Media covers UNC Charlotte news and events through the University Times, NinerOnline.com, NinerTV and Radio Free Charlotte.

**STUDENT UNION** *(Craver Road; Building #69 on campus maps)*

This dramatic new addition to campus includes the campus bookstore, places to eat, a movie theater, hair salon, computer store, and many other services.

**UNION STATION** *(Student Union, Room 123)*

UNC Charlotte's address for shipping, U.S. Passport processing and graphics/signage services and more.
RESOURCES FOR INTERNATIONAL SCHOLARS

FRIENDSHIP & CULTURE EXCHANGE (202 Health and Human Services Building)

The International Friendship & Culture Exchange Program is an opportunity for American and International students to spend an hour together each week in interesting one-on-one conversation; sharing the ideas, customs and concerns of their respective countries.

INTERNATIONAL COFFEE HOUR (faculty/staff dining room, Prospector Building)

Meet people from around the world, share ideas, and relax with coffee and refreshments. Held on every first and third Thursday of each month throughout the semester from 4-6pm. Open to all International and US students, faculty, and staff.

OFFICE OF INTERNATIONAL PROGRAMS (213 Health & Human Services Bldg)

The Office of International Programs (OIP) strives to strengthen international education at the University as well as in the Charlotte community. On campus, it seeks to make international understanding and global awareness a fundamental part of the curriculum and an integral part of campus programming.

INTERNATIONAL STUDENT/SCHOLARS OFFICE (202 Health & Human Services Bldg)

Information for visiting scholars and faculty.

LANGUAGE TRAINING INSTITUTE (267 Health & Human Services Building)

A unit of the Office of International Programs at the UNC Charlotte, the English Language Training Institute (ELTI) provides intensive English instruction for international visitors.
NEWCOMER INFORMATION

OFF-CAMPUS HOUSING  http://offcampushousing.uncc.edu/

CHARLOTTE / MECKLENBURG COUNTY

City of Charlotte:  http://charmeeck.org/city/charlotte/
Charlotte Chamber:  http://charlottechamber.com/main/newcomers/
Mecklenburg County:  http://charmeeck.org/mecklenburg/county/
CMS Schools:  http://www.cms.k12.nc.us/
Newspaper:  http://www.charlotteobserver.com/

CONCORD / CABARRUS COUNTY / KANNAPOLIS

City of Concord:  http://www.concordnc.gov/
Cabarrus Chamber:  http://www.cabarruschamber.org/
Cabarrus County:  http://www.cabarruscounty.us/
Cabarrus County Schools:  http://www.ccsweb.cabarrus.k12.nc.us/
City of Kannapolis:  http://www.cityofkannapolis.com/
Kannapolis City Schools:  http://www.kannapolis.k12.nc.us/

NORTH CAROLINA

Board of Elections:  http://www.ncsbe.gov/
Division of Motor Vehicles:  http://www.ncdot.org/dmv/
Visitor Information:  http://www.visitnc.com/

THINGS TO DO

http://www.charlottesgotalot.com/
http://gradlife.uncc.edu/student-resources/living-charlotte/things-do

CHILD CARE

http://gradlife.uncc.edu/student-resources/living-charlotte/getting-it-done
PROFESSIONAL AND RESEARCH SUPPORT

CENTER FOR TEACHING AND LEARNING (149C, Atkins Library)

The Center for Teaching and Learning enhances the University’s mission of teaching and learning excellence, provides enterprise level instructional technologies, and champions the advancement of scholarly teaching. Major priorities include:

- Providing professional development opportunities to ensure constructive and active learning environments.
- Leveraging the experience and wisdom of faculty leaders to promote teaching excellence.
- Encouraging innovative research and scholarly publication on teaching and learning.
- Identifying, developing, and sustaining enterprise level instructional technology systems.
- Collaborating with campus constituents to assess programs, tools, and services that support their teaching and learning needs.
- Contributing to the development of policies, initiatives, and Campus-wide culture that supports excellence in teaching.

CTL regularly schedules workshops and events, and we can also arrange a special workshop or consultation for departments, groups, or individuals upon request. Please visit their website link above for additional resources and to sign-up for workshops.

HUMAN RESOURCES (King Building)

The Human Resources Department has responsibility for developing and executing strategies, policies and programs to recruit, assist, motivate, develop, promote, compensate, reward, and retain the best qualified employees while supporting continued University growth with a focus on cultivating a diverse workforce. In addition Human Resources identifies and provides students with meaningful, developmental on-campus employment opportunities.

New Employee Information:  http://hr.uncc.edu/new-employees
New Employee Checklist:  http://hr.uncc.edu/new-employee-checklist
Banner Self-Service:  http://helpcenter.uncc.edu/banner.html
Payroll:  http://finance.uncc.edu/controllers-office/payroll/
LEGAL AFFAIRS, OFFICE OF (Cato Hall, 3rd Floor)

The Office of Legal Affairs provides services on legal matters involving or affecting the institution to the Board of Trustees, the Chancellor, the other senior administrators of the University, and through them, to the University’s faculty and staff. The Office of Legal Affairs cannot advise students or employees on any personal legal matters or any matters that would conflict with the Office’s obligation to UNC Charlotte.

The Office of Legal Affairs’ Legal Topics web page provides general guidance for members of the University community on a number of issues, including:

- classroom policies and practices
- contracts
- copyright law
- criminal background reporting procedures
- FERPA
- insurance
- interview and search committee guidelines
- legal links
- planning field trips
- public records and open meetings
- state competition with private business

LEGAL POLICIES

Academic Policies and Regulations http://legal.uncc.edu/policies/academic.html
Ethics Policies, Laws, and References http://legal.uncc.edu/policies/ethics.html
General University Policies http://legal.uncc.edu/policies/general.html
Information Technology Policies http://legal.uncc.edu/policies/itpolicies.html
Nondiscrimination Policies http://legal.uncc.edu/policies/nondiscrim.html
Personnel Policies http://legal.uncc.edu/policies/personnel.html
Privacy and Information Security http://legal.uncc.edu/policies/privacy.html
Property, Finances, Obligations, and Services http://legal.uncc.edu/policies/property.html
Research Policies http://legal.uncc.edu/policies/research.html
Safety and Health Policies http://legal.uncc.edu/policies/safetyhealth.html
Student Policies http://legal.uncc.edu/policies/student.html
LIBRARY

The J. Murrey Atkins Library offers a wide array of services and resources to support the research needs of faculty and students, including books, journals, access to materials in other libraries, workstations with a wide variety of software programs including SPSS and the Microsoft Office suite, group study rooms, laptops, and wireless access. Copyright advice as well as research assistance is available from Subject Specialists.

RESEARCH INTEGRITY OFFICER (RIO)

The Dean of the Graduate School, Dr. Tom Reynolds, serves as the RIO. Should an incident arise that requires investigation or consultation, Dr. Reynolds or his designee will address it. http://research.uncc.edu/compliance-ethics/research-ethics
UNC CHARLOTTE RESEARCH RESOURCES AND REGULATIONS

Research and Economic Development is committed to helping you with your research, creative, and service activities. Our staff assists faculty with obtaining resources, establishing partnerships that facilitate academic discovery, and managing external sponsored program awards. If you do not find what you need on this page, please contact us at 704-687-2291 or research@uncc.edu.

PROPOSAL DEVELOPMENT
The Office of Proposal Development provides consultation services to faculty who are developing grant proposals. Our staff can help you develop your research ideas, locate and evaluate funding sources, plan your proposal and budget strategies and edit and review your proposal drafts.

RESEARCH SERVICES
The Office of Research Services is the central administrative office for managing proposal submissions, budget preparation, contract negotiation and award acceptance. We maintain NORM (Niner Online Research Management), our electronic proposal and award management system that also serves as a data repository and reporting tool. Our staff also manages the process for issuing sub-awards to other institutions participating with UNC Charlotte on sponsored projects.

RESEARCH COMPLIANCE
The Office of Research Compliance facilitates and monitors university-wide compliance with federal and state policies established to ensure ethical conduct in research. We serve as a resource for the university community's concerns regarding compliance requirements in the areas of human subjects, animal care and use, biosafety, export control, and research ethics.

RESEARCH COST MANAGEMENT
The Office of Research Cost Management provides transactional support to college-based post-award staff and is responsible for overall sponsored program financial reporting and compliance. In addition to our cost analysis duties such as effort reporting, we assist with tasks including award set-up and Banner budget entry, cost share, release time, and award close-out.

TECHNOLOGY TRANSFER
The Office of Technology Transfer identifies, protects, and commercializes university research and intellectual property. Our staff can help you with invention submission, confidentiality agreements, and material transfer agreements.

CENTERS AND INSTITUTES
Centers and Institutes strengthen and enrich research, public service, and instruction conducted by faculty and staff.
The National Postdoctoral Association (NPA) is a member-driven, non-profit organization that provides a unique national voice for postdoctoral scholars. Since 2003, we have taken on the ambitious agenda to enhance the quality of the postdoctoral experience in the United States. We have assumed a leadership role in addressing the many issues confronting the postdoctoral community that are national in scope and requiring action beyond the local level.

**What We Do**

**Advocacy**
The NPA advocates for policies that promote positive change in the postdoctoral experience. Since our founding, more than 150 institutions have adopted portions of the NPA’s Recommended Practices. We continue to work with the leadership of federal agencies, such as the National Institutes of Health and the National Science Foundation, to develop new programs and policies for postdoctoral training, compensation, and benefits.

**Resource Development**
The NPA develops and provides resources that postdoctoral scholars and administrators need for success. Our resources cover a variety of topics and are available online, with selected resources for members-only.

**Community-Building**
The NPA provides opportunities for the postdoctoral community to connect. We host annual and regional meetings for the postdoctoral community to gather and enhance their professional development and leadership skills. We also maintain listservs and online forums to facilitate information exchange, collaboration, and networking.

**We Invite You to Join Us**

When your organization joins the NPA as a sustaining member, your employees can become affiliate members free of charge. They will gain access to an extensive postdoctoral network and also will receive a growing number of benefits:
- Subscription to NPA E-Alerts, a periodic news announcement, and the POSTDOCKet, the NPA’s official quarterly newsletter
- Reduced registration fees to the NPA Annual Meeting and eligibility for the NPA Travel Award Program
- Access to members-only NPA Web content
- Discounts to some services and products
- Opportunities to serve and contribute your expertise on a variety of NPA committees
- National representation on postdoctoral issues.

Plus, your organization will receive other benefits, among which are:
- Ability to select one representative who will be granted full rights as a voting member
- Promotion and a direct link to your organization’s Web site
- Recognition and a special feature in the quarterly POSTDOCKet newsletter.

If you would like to learn more and/or join us, visit us at [www.nationalpostdoc.org](http://www.nationalpostdoc.org) or call 202-326-6424.
The **University of North Carolina Charlotte** is a sustaining member of the NPA and as such our postdoctoral scholars, faculty and administrators are entitled to a free affiliate NPA membership.

**Here are instructions for signing up:**

**Step 1:** Go to [https://www.nationalpostdoc.org/](https://www.nationalpostdoc.org/) and click on “Join” in the upper right corner.

**Step 2:** Select your member type: **Affiliate Individual Member**.

**Step 3:** Enter your username (your institutional email address), along with your first and last name. To receive a free affiliate membership, you must use your institutional email address.

**Step 4:** Select your membership selection:

- **Affiliate Graduate Student**
  
  *Free individual membership for graduate students at Sustaining Member institutions*

- **Affiliate Postdoc**
  
  *Free individual membership for postdocs at Sustaining Member institutions*

- **Affiliate Non-Postdoc/Other**
  
  *Free membership for non-postdocs or non-graduate students at Sustaining Member institutions*

**Step 5:** Enter all required information (marked with an asterisk) and any other information that you wish to have in your profile. The required information includes your username, email address, gender and full name. You will also need to create a password for your account. Your password must be a minimum of six (6) characters in length and contain at least one number and one non-numeric character (letters, punctuation, etc.). **Please Note:** All information entered will be visible to site administrators. If you wish for information to be excluded from your public profile (as seen by other site visitors), uncheck the box(es) next to the field(s) you wish to be hidden. If you uncheck the box next to “email address” it will not be displayed, but members can still contact you via email through the site's email system.

**Step 6:** Click on “Submit.” Congratulations - you’re done! The NPA Membership Manager will review your affiliate membership within 10 working days, and you will receive an email when it has been approved.
Membership Option 1: Free Affiliate Membership
You can select affiliate membership which is free to all postdocs and includes the following benefits:

- **Subscriptions** to NPA E-Alerts, a periodic news announcement, and the POSTDOCket, the NPA's official quarterly newsletter
- **Reduced registration fees** to the NPA Annual Meeting
- **Eligibility** for the NPA Travel Award Program
- **Access to members-only NPA Web content** including valuable career development resources, the Institutional Postdoctoral Policies Database, The Postdoctoral Association (PDA) Toolkit, and the International Postdoc Survival Guide
- **Discounts** on some services and products
- **Professional & Leadership Development** including opportunities to serve and contribute your expertise on a variety of NPA committees
- **Networking** opportunities with colleagues nationwide
- **National representation** on postdoctoral issues.

Membership Option 2: Full Membership
The next level up from affiliate membership is full membership. Full members are dues paying members. A one year membership to the NPA is $35, but you can also elect to pay for two years in advance for $60. Remember that membership to scientific organizations can be paid from your PDA accounts. In addition to the affiliate membership benefits, full membership benefits include:

- **Voting rights** in all NPA elections and NPA ballot issues
- **Additional discounts** including discounts through Zipcars
- **Leadership opportunities** to serve as chair/vice chair of NPA committees
- **Eligibility** to serve on the NPA Board of Directors

Most importantly as a full member, you are showing your support of the NPA mission by your dues as the NPA is a dues-supported organization.

Membership Option 3: NOGLSTP-NPA Joint Membership
The National Organization of Gay and Lesbian Scientists and Technical Professionals (NOGLSTP) is a national organization of gay, lesbian, bisexual, and transgender people (and their advocates) employed or interested in scientific or high technology fields. As a joint NOGLSTP-NPA member you will receive all the benefits of NPA full members in addition to the following additional benefits:

- **Subscriptions** to the quarterly newsletter, NOGLSTP Bulletin
- **Access** to and permission to reproduce/distribute NOGLSTP copyrighted materials
- **Networking opportunities** with other NOGLSTP members via our membership roster and discussion e-list
- **Mentoring** and protégé opportunities via our NOGLSTP Mentoring Project affiliation with MentorNet®
- **Organizational** and (modest) financial support for local NOGLSTP activities you organize

An open invitation to attend any reception or meet and greet we sponsor in your locale
An opportunity to participate in NOGLSTP governance, leadership, and infrastructure.

The cost for joint NOGLSTP-NPA Joint Membership is $45 and you can choose this option when applying for full NPA membership as outlined above.

Membership Option 4: AAAS-NPA Joint Membership
The cost for joint AAAS-NPA Joint Membership is $119. To learn more about this membership or to join as a joint AAAS-NPA member, please follow this link: [http://promo.aaas.org/kn_marketing/join_npa.html](http://promo.aaas.org/kn_marketing/join_npa.html).