



# Resource Handbook for Postdocs 2014



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## Welcome to the University of North Carolina at Charlotte!

### University Mission Statement

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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. [University Vision and Values](#)

### Postdoctoral Fellows

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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*  
*Vice Chancellor for Research and*  
*Economic Development*

*Dr. Tom Reynolds*  
*Associate Provost and*  
*Dean of the Graduate School*

# 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 21 doctoral programs, 65 master's degree programs and over 90 bachelor's degrees. More than 900 full-time faculty comprise the university's academic departments and the 2014 spring enrollment exceeded 26,000 students. UNC Charlotte boasts more than 80,000 living alumni and adds 4,000 to 4,500 new alumni each year.

# UNC CHARLOTTE POSTDOCTORAL FELLOWS DEFINITION, APPOINTMENT, AND BENEFITS

## DEFINITION

A Postdoctoral Fellow ("postdoc") is 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. 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 their 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. A Postdoctoral Fellow works under the supervision of a regular faculty member, who serves as a mentor to the Fellow, 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 postdocs' aspirations. 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.

Postdoc 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.);
- the appointment is temporary;
- the appointment involves substantially full-time research or scholarship;
- the appointment is viewed as preparatory for a full-time academic and/or research career;
- the appointee works under the supervision of a 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

Postdocs fall under a special category of temporary employment defined by [Policy Statement #102.10](#). There are two key features of Policy #102.10 that faculty investigators should know:

- The Vice Chancellor for Research and Federal Relations has the responsibility for monitoring and applying policies that relate to postdoctoral appointments. Postdoc appointments are made using Academic Affairs [Form AA-35](#) ("Agreement for Temporary Postdoctoral Fellow Appointment") and require the signature of the Department Chair, Dean, and the Vice Chancellor for Research and Federal Relations. A key feature of the Vice Chancellor's oversight is the degree to which the University's postdoc hiring is nationally visible. It is critical for UNC Charlotte's development as a research university that we be known for hiring postdocs and for treating them well. Consequently, postdoc opportunities should be communicated nationally within the discipline. This doesn't necessarily mean that expensive advertisements are needed, but rather that we make an effort to inform colleagues throughout the country of our openings, and having an early discussion with the Vice Chancellor for Research and Federal Relations will probably make the process easier. The Vice Chancellor will also ensure that health benefits are provided.
- Postdocs are appointed for one year and may be renewed for additional one-year increments. However, postdocs will be limited to not more than five years' total duration, and we will count prior experience as a postdoc in that five-year total.

## **BENEFITS**

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

[Policy Statement #102.10](#) states that "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." Under that Policy Statement, the University has classified postdocs as students for health care purposes, and the University's student health fee will be paid as a fringe benefit. The University will also pay for supplementary student health insurance for the employee, and the postdoc may pay to add family members to the insurance plan. Under this coverage, the postdoc first goes to the Student Health Center and may then be referred to outside primary health-care providers; family members may go directly to outside providers for health care. The University does not currently provide a retirement benefit but is exploring possible options for such a benefit.

# EMPLOYMENT OF POSTDOCTORAL FELLOWS

## POLICY # 102.10

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 Federal Relations, 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 a fixed term not to exceed one year. A letter of appointment, [contract \(AA-35\)](#), verification of employment, and PD-7 should be prepared for each such appointment. The appointment can be renewed for an

additional one-year period. All Postdoctoral Fellows must provide an original transcript of the highest earned degree before beginning employment.

## **OVERSIGHT**

The Vice Chancellor for Research and Federal Relations 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 Federal Relations 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 Federal Relations or a faculty member or panel of faculty members selected by the Vice Chancellor for Research and Federal Relations. 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 Federal Relations 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

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## 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 Robert Wilhelm in Research & Federal Relations (316 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](#)

After approval by the Vice Chancellor for Research and Federal Relations, 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 Federal Relations, at 704-687-8428 or [rgwilhel@uncc.edu](mailto:rgwilhel@uncc.edu). Any questions regarding the postdoctoral fellow insurance enrollment or the appointment process can be directed to Margo Gross at 704-687-1884 or [megross@uncc.edu](mailto: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, as well as an ombudsperson for support. 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,

Center for Graduate Life:

<http://gradlife.uncc.edu>

National Postdoctoral Association:

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

Postdoctoral Life:

<http://www.phds.org/postdoc/>

Postdoc Jobs:

<http://www.postdocjobs.com/>

Responsible Conduct of Research (RCR) Toolkit:

<http://www.nationalpostdoc.org/rcr-toolkit>

Postdocs at UNC Charlotte:

<https://research.uncc.edu/departments/grants-contracts-administration/grants-services/hiring-personnel/postdoctoral-fellows>

# CAMPUS RESOURCES AND SERVICES

## [ACCESSIBILITY OFFICE](#) (230 Fretwell Building)

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.

## [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:

<b>BANK</b>	<b>LOCATION</b>
BB&T	Prospector outside, south
Bank of America	Prospector outside, south
Bank of America	Student Union
Charlotte Metro Credit Union	Student Union
Fifth Third Bank	Fretwell 1st level lobby
Fifth Third Bank	Student Activity Center lower level
Fifth Third Bank	Student Union
State Employee's Credit Union	Prospector inside
State Employee's Credit Union	Cone Center Lobby
Wachovia/Wells Fargo	Prospector outside, south

## **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**

UNC Charlotte's calendars for deadlines, events and more across campus.

## **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 its students and employees. 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/gpsg>

## **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](mailto: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>

### **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. Accepts 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.



## [INTERNATIONAL PROGRAMS, OFFICE OF](#) *(213 Health and 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.

## [INTERNAT'L STUDENT/SCHOLARS OFFICE](#) *(202 Health and Human Services Bldg)*

Information for visiting scholars and faculty.

## [LANGUAGE TRAINING INSTITUTE](#) *(267 Health and 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.

# HOUSING INFORMATION

## ON-CAMPUS HOUSING

### [HOUSING & RESIDENCE LIFE](#) (1<sup>st</sup> Floor, Scott Hall)

Graduate and non-traditional students often have needs that are different from undergraduate students. To help accommodate those needs, the Department of Housing and Residence Life has set aside a limited number of apartment spaces in Pine Hall for graduate/non-traditional students.

For assistance in applying for graduate/non-traditional housing, please [contact the Assignments Office](#) or simply check the appropriate box on the *Application for Housing* for placement consideration.

### [About Pine Hall](#)

Pine Hall offers a neighborhood of apartments for residents who are ready for a more autonomous lifestyle.

Apartments in Pine Hall have four private bedrooms, a bathroom, a living room, a kitchen, and a balcony or terrace. Laundry facilities and vending machines are available next to the Maple Hall community room.



## OFF-CAMPUS HOUSING

UNC Charlotte maintains a rental property search engine for students, faculty, and staff: <http://offcampushousing.uncc.edu/>

# NEWCOMER INFORMATION

## **CHARLOTTE / MECKLENBURG COUNTY**

City of Charlotte:	<a href="http://charmeck.org/city/charlotte/">http://charmeck.org/city/charlotte/</a>
Charlotte Chamber:	<a href="http://charlottechamber.com/main/newcomers/">http://charlottechamber.com/main/newcomers/</a>
Mecklenburg County:	<a href="http://charmeck.org/mecklenburg/county/">http://charmeck.org/mecklenburg/county/</a>
CMS Schools:	<a href="http://www.cms.k12.nc.us/">http://www.cms.k12.nc.us/</a>
Newspaper:	<a href="http://www.charlotteobserver.com/">http://www.charlotteobserver.com/</a>

## **CONCORD / CABARRUS COUNTY / KANNAPOLIS**

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

## **NORTH CAROLINA**

Board of Elections:	<a href="http://www.ncsbe.gov/">http://www.ncsbe.gov/</a>
Division of Motor Vehicles:	<a href="http://www.ncdot.org/dmv/">http://www.ncdot.org/dmv/</a>
Visitor Information:	<a href="http://www.visitnc.com/">http://www.visitnc.com/</a>

## **THINGS TO DO**

<a href="http://www.charlottesgotalot.com/">http://www.charlottesgotalot.com/</a>
<a href="http://gradlife.uncc.edu/charlotte-resources">http://gradlife.uncc.edu/charlotte-resources</a>

## **CHILD CARE**

<a href="http://gradlife.uncc.edu/sites/gradlife.uncc.edu/files/media/child%20care%20centers2011.pdf">http://gradlife.uncc.edu/sites/gradlife.uncc.edu/files/media/child%20care%20centers2011.pdf</a>
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# 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 our website 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, 3<sup>rd</sup> 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 Procedures	<a href="https://provost.uncc.edu/policies/academic">https://provost.uncc.edu/policies/academic</a>
Copyright and Patent Policies	<a href="http://legal.uncc.edu/policies/up-301">http://legal.uncc.edu/policies/up-301</a>
Ethics Policies, Laws, and References	<a href="https://legal.uncc.edu/policies/up-309">https://legal.uncc.edu/policies/up-309</a>
General University Policies	<a href="http://legal.uncc.edu/policies">http://legal.uncc.edu/policies</a>
Information Technology Policies	<a href="http://itservices.uncc.edu/student-services/appropriate-use-policies/university-policies">http://itservices.uncc.edu/student-services/appropriate-use-policies/university-policies</a>
Nondiscrimination Policies	<a href="https://legal.uncc.edu/policies/up-501">https://legal.uncc.edu/policies/up-501</a>
Personnel Policies	<a href="https://legal.uncc.edu/policies/chapter-100">https://legal.uncc.edu/policies/chapter-100</a>
Privacy and Information Security	<a href="http://sis.uncc.edu/academics/graduate-certificates/graduate-certificate-information-security-and-privacy">http://sis.uncc.edu/academics/graduate-certificates/graduate-certificate-information-security-and-privacy</a>
Property, Finances, Obligations, and Services	<a href="http://legal.uncc.edu/policies/up-601.3">http://legal.uncc.edu/policies/up-601.3</a>

Research Policies

<http://research.uncc.edu/grants-contracts-administration/research-administration-policies-and-procedures>

Safety and Health Policies

<http://safety.uncc.edu/occupational-health-and-safety>

Student Policies

<http://legal.uncc.edu/policies/up-407>

### **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](#).



### **OMBUDSPERSON** (*Center for Graduate Life, Cone 268*)

#### ***What is an ombuds?***

An ombuds is a neutral party that hears concerns confidentially. The Ombudsperson's goal is to stop problems before they become difficult issues. The Ombudsperson will listen to a student's concerns and provide confidential advice, when appropriate, which may include referring students to existing resources. Any interactions are considered informal and not part of an established University process.

#### ***How does an ombuds work within University policy?***

The goal of the Ombudsperson is to advocate for clear, fair policies and processes, while problem-solving with students. The Ombudsperson does not take sides but will point out gaps in the process to University administration. The Ombudsperson does not replace existing University processes, such as grievance or appeals, however, when a particular process is confusing or becomes bogged-down, the ombudsperson may be able to clarify or assist the student.

#### ***When should a student contact the Ombudsperson?***

Students should contact the Ombudsperson as soon as a concern develops. Concerns can include almost any issue arising within the university setting, including personal and academic concerns.

Examples of issues that might come to the Ombudsperson:

- Miscommunication between an advisor and a student
- A policy interpretation that resulted in an unintended consequence
- A student employment issue
- A student considering withdrawal or leave

- Personal or family problems that are impacting a student's performance

Once a problem has entered a formal University process, it is more difficult for the Ombudsperson to advise a student.

### ***How do I contact the graduate student Ombudsperson?***

Discussions with the Ombudsperson are strictly confidential. Appointments can be arranged directly by contacting [Dr. Katherine Hall-Hertel](#), Assistant Dean, or through the Center for Graduate Life, Cone 268.

## **UNC CHARLOTTE RESEARCH RESOURCES AND REGULATIONS**

[Research and Federal Relations](#) 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](mailto: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](#).

### ***GRANTS AND CONTRACTS ADMINISTRATION***

Grants and Contracts Administration 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.