RESOURCES FOR NEW ADMINISTRATORS

General Resources

- **The Faculty Handbook (https://provost.uncc.edu/handbooks)** provides guidance regarding many administrative policies and procedures of the University of North Carolina at Charlotte. For the most complete and current policy and procedure documents, see the **Legal Affairs** webpages **(http://legal.uncc.edu/)**

- The **UNC Charlotte ADVANCE Faculty Affairs and Diversity Office** website (**http://advance.uncc.edu**) is a rich repository of useful resources for Chairs and Administrators: **(https://advance.uncc.edu/programming/programs/chair-and-administrator-development-programs/advance-chair-development)**

- **The New Faculty Mentoring Initiative (advance.uncc.edu/programming/mentoring),** which is run by the ADVANCE Office, is a program that matches junior faculty members with senior colleagues who are outside the junior faculty members' home units. This program is supplemental to mentoring within a discipline or program.

- **The Mid-Career Faculty Mentoring Initiative (https://advance.uncc.edu/programming/programs/mentoring/mid-career-mentoring**), which is also run by the ADVANCE FADO Office, supports the transition of mid-career faculty to the rank of full professor.

- **The Center for Counseling and Psychological Services (CAPS) (http://caps.uncc.edu/about-us)** supports the holistic well-being and academic success of students and contributes to a healthy and inclusive campus climate by providing short-term individual and group counseling, crisis management, consultation, referral services, and educational and preventive initiatives for the campus community.

- **J. Murrey Atkins Library (library.uncc.edu)**
  Teaching Support
  Every class has a Librarian: Subject Librarians available to teach research skills, citation styles etc.
  One-on-one assistance from Subject Librarians available via chat, email or in-person visits
  Research Support
  Help with obtaining scholarly resources (purchase or via inter-library loan)
  Digital Scholarship Lab: education/consultation on the creation/use of digital scholarship, including advice on copyright issues and authors' rights.

- **The Graduate School (http://graduateschool.uncc.edu)**
  To be engaged in graduate education, faculty must be members of the Graduate Faculty. The main responsibilities of the members of the Graduate Faculty are to teach graduate students effectively, to do scholarly research and creative work of high quality, and to direct the research of graduate students. The Graduate School has developed a website as a centralized resource center for faculty and staff (**https://graduateschool.uncc.edu/faculty-and-staff-resources**)

- **The Office of International Programs (http://oip.uncc.edu/)**seeks to make international understanding and global awareness a fundamental part of the curriculum and an integral part of campus programming. Opportunities for faculty include faculty exchanges, international travel grants, faculty-led study abroad programs, opportunities to serve as guest lecturers, and opportunities to add international components to the courses you teach.

- **Information and Technology Services** (**http://itservices.uncc.edu/**) supports the university's goals in promoting the use of IT systems, providing access to information and online services, offering IT support, and evaluating and recommending new technologies.

  Getting Started if you are new to UNC Charlotte: **https://itservices.uncc.edu/get-started/faculty**

  IT Service Desk: 704-687-5500
  IT Service Desk Self – Service Portal
  https://itservices.uncc.edu/help

Teaching Resources

- **The Center for Teaching and Learning** (**https://teaching.uncc.edu/**) enhances the University's mission of teaching and learning excellence, provides enterprise level instructional technologies, and champions the advancement of scholarly teaching.

- **Office of Disability Services** (**http://ds.uncc.edu/**) mission is to ensure access to academic programs and campus facilities of UNC Charlotte for all individuals.

Research Resources

- **Research and Economic Development** (**http://research.uncc.edu/**) at UNC Charlotte strives to advance the quality, diversity and growth of research at UNC Charlotte. They place a special value on the translation of research results that impact our social, cultural, and economic communities.

- **The Office of Research Services & Outreach (RSO)** (**https://research.uncc.edu/departments/office-research-services-outreach-orso**) is the central administrative office for managing proposal submissions and outreach.

- **Charlotte Research Institute** (**https://cri.uncc.edu/**) is the portal for business-university partnerships at UNC Charlotte. Regionally, CRI works with the community and the campus to accelerate technology commercialization, and champions the growth of entrepreneurial ventures. Globally, CRI develops intellectual capital through collaborations with industry, government and academia.

Legal and Ethical Matters

- **The Office of Legal Affairs** (**http://legal.uncc.edu/**) provides comprehensive legal advice and assistance to UNC Charlotte. It 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 UNC Charlotte Faculty Ombuds Office** (**http://ombuds.uncc.edu/**) provides an alternative resource for the management, prevention and resolution of conflicts arising among the faculty and administration of the University. The Office provides a safe, informal environment where faculty and administrators may speak in confidence about issues of concern they encounter in the workplace.

- **The Center for Professional and Applied Ethics** (**http://ethics.uncc.edu/**) collaborates with a diverse range of on and off campus constituencies. Together they shape an intellectual, interdisciplinary, moral space in which people can critically assess, thoughtfully discuss, and strategically address the ethical challenges that confront them.