UC LEAF

Tips for New Faculty
TIPS AND RESOURCES FOR NEW FACULTY

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Getting Started

Orientation

- The Center for the Advancement of Teaching & Learning (CET&L) holds new faculty orientation each year in Mid-August.
- All newly hired faculty must complete compliance paperwork (I-9, and SS 1945) on the first day of work. The Information Center on the 3rd floor of University Hall is available to accept compliance paperwork Monday through Friday, 8:00 a.m. to 5:00 p.m. Forms are available on the HR website.
- Individual colleges and departments may hold orientation for their new faculty. Check with your department head or administrative staff for more information.
- The Provost’s website contains an A-Z listing of Faculty Policies and a page of resources for faculty.
- Here is a listing of UC Idioms and Jargon. We have a lot.

Departmental Structures

- Each department differs slightly in its structure, administrative roles, and subsequent duties. Check with your department to clarify the structure of your department, and what issues you should take to which members of the leadership team.
- Possible administrative roles include:
  - Department Head (Chair) - The frontline administrator, supervisor of personnel, and the primary fiscal agent. Serves as the chief representative of the institution to your faculty and staff members, and vice versa.
  - Assistant Department Head – Shares some responsibilities of the department head.
  - Graduate Director – Is responsible for coordinating activities within departments in support of graduate programs, graduate students, certificate students, and post-baccalaureate students. Duties can include space allocation, stipend support, admission, liaison to the university, and academic oversight of the graduate program.
  - Undergraduate Director – Oversees the department’s undergraduate program(s), works with the department’s faculty and curriculum committee to make changes as necessary, acts as a liaison to the college and university, and can serve as an academic advisor to undergraduate students.
  - Grant Administrator – Assists with pre- and post-award support and preparation.
  - Financial/Business Administrator – Performs and coordinates the departmental budget, personnel, payroll, and maintenance. Often times these staff members are shared among departments. This staff member generally pays bills, processes reimbursements and assists with travel expenses.
  - Program Coordinators/Managers/Directors – Plan, design, evaluate, modify and coordinate certain programmatic areas for a department or college. Duties may be more general across the department or focused on specific areas, such as Marketing and Communication.
- Administrative Staff are an invaluable resource in a department! They often know more than faculty about how the department, college and university operate.
Benefits and Paychecks

- UC’s HR website is available at uc.edu/HR.
- You may sign up for benefits one month prior to your hire date for early activation. Contact HR at 556-6381 or visit University Hall on West campus. When partners are UC employees, it is possible to save some health insurance dollars.
- The Employer Self Service (ESS) System is available to you on or after your first day of employment.
- You must use the Virtual Private Network (VPN) when accessing the Employer Self Service (ESS) system from off-campus. VPN instructions are on the UCIT website in the Knowledge Base under “Get Online” and uses your Central Login.
- “Pay stubs” are only available electronically in the ESS system.
- You will complete the payroll direct deposit process online via ESS. You will need your checking or savings banking information (routing/transit number and account number) in order to complete your entry.
- Be certain to choose your benefits in a timely fashion. If you do not, you will be enrolled in the default offerings. Revisions can only be made once a year, unless some life-event occurs. Retirement elections are irrevocable, so these are especially important to choose carefully.
- AAUP Benefit Summaries, including summer teaching rates, are available in pdf format on the HR website.
- The Provost’s website has faculty appointment information, including pay schedules.

Campus & Office Setup

- Supplies & Furniture
  - Once approved by your department, your office computer (or laptop) can be ordered anytime through your college’s business or IT manager. Check with your department for specific policies.
  - Your business manager or departmental support staff typically orders office supplies.
  - Surplus Management distributes used university furniture to departments at no cost. They are usually open for previews once per week and will deliver within 10 days. They do require a FLEX number even though there are no charges. Ask your business manager for information.
  - New furniture can be ordered through your business manager or departmental support staff using start-up funds. There are University-wide policies regarding what colors and style are appropriate with which your departmental administrator should be able to help.
  - Other items may be purchased on your own and submitted with receipts for reimbursement if you have funds available. You must have original receipts for everything. Note that UC will not reimburse for sales tax. Check with your department for specific policies.

- Keys, IDs, Parking and Transportation
  - The parking, keys, and ID office is located on the first floor of Edwards 4 on west campus. Your campus ID is also known as a “Bearcat” card.
  - Office keys, lab keys, mailroom keys, classroom or podium keys, and all other keys can be picked up at the same time if ordered in advance. Your business officer/support staff will request keys on your behalf.
  - You can only get keys ordered for yourself. Research assistants, for example, have to get their keys issued directly to them.
ID pictures can be taken any time after your official start date.

Key and ID badge information is available on the Public Safety website.

Parking passes should be purchased prior to the start of the semester and can be payroll deducted (pre-tax). Instructions and rates are on the Parking website.

If your preferred parking garage is not available, you can place your name on a waitlist.

The university has two shuttle systems. The Bearcats Transportation System is exclusively for student use. The Campus Transit System is funded by UC administration for the UC community to use. Schedules vary depending on the time of year and whether classes are in session.

Employee discounts for riding Cincinnati Metro buses are available via the UC*Metro discount.

Here are campus maps and directions.

You can take a Virtual Tour of campus online.

Phones and Voicemail

Standard one-line desk phones are ordered through your business manager/support staff. (Not all faculty have phones anymore.)

Helpful documentation for the UC phone system, including how to do such things as conference calling, is on the UCIT website in the Knowledge Base under “Phones.”

If applicable, copy codes and long distance codes are requested from your business manager. The long distance code is a 7-digit number that you enter after the beep whenever you make a LD call (to a non-800 number).

Dial 9 to dial a line outside the university. Dial the last 5 digits of a number when calling on east or west campus (e.g.; 556-2222 would be dialed 62222 and 558-2222 would be dialed 82222).

You can forward calls to a personal cell phone.

There are several discounts to mobile plans. Details are on the HR website under “Additional Discounts.”

Check voice mail for west campus from off-campus by dialing 513-556-MAIL (6245) or go to http://webfone.uc.edu/ to listen online.

Sign up to receive emergency text messages by providing your cell phone number in the UC directory. This cell phone number need not be public information to receive texts.

Assistance with phones is also available by calling the Help Desk at 556-HELP (4357).

The online faculty and staff directory is at ucdirectory.uc.edu.

If you use Outlook, you can look up a person’s email address by typing in the last name followed by a comma, followed by the first letter or two of their first name and click “check name.”

E-Mail, Instant Messaging & Web Conferencing

Your email account is available shortly after your faculty contract is signed. Be sure to check it well before arriving on campus, as it will contain important announcements from the university and your department head.

UCMAIL is available on the web at ucmail.uc.edu.

Your email address is based on your 6+2 ID (e.g.; smithjs@ucmail.uc.edu). You also can use a more intuitive email address based on your full name (e.g.; jane.smith@uc.edu). Your exact address will be communicated with you when your email is activated.

You can securely set and change your password online.

UCMail FAQs are available on the UCIT website.

WebEx is web-based software used for online conferencing and meetings.
A number of Listservs already exist and you can create a new one if necessary. A helpful Listserv FAQ is online.

Here is a select listing of for STEM and underrepresented faculty:

- Alliance for Hispanics of the Ohio River Area (AHORA)
- Black Faculty Association (UC-BFA-GROUP)
- Latino Faculty Association (UC-LFA)
- Chinese Students and Scholars Association (CSSA)
- National Society of Black Engineers (ENGN-NSBE)
- Women Engineers (ENGN-WOMENENGINEERS)
- Hughes STEM Friends and Partners (HUGHES-PARTNERS)
- Greater Cincinnati Latino Coalition (GCLC)
- Junior Faculty Support Group (JFSG)
- Lindner Women in Business (LINDNERWIB)
- Lindner Women in Business Exec (LWIB-EXEC)
- Society of Chinese Professors and Scientists (SOCAPS-CINCINNATI)
- LGBTQ individuals or allies at UC (UC-LGBTQCENTER)
- UC Research List (UC-RWESearch-LIST)
- Women’s Initiatives Network (UC-WIN)
- UC Women’s Center Information Portal (UCWOMENSCENTER)

**Computer Hardware & Software**

- The University of Cincinnati Information Technologies (UCIT) division has many helpful resources for faculty on its website.
- UCIT does not provide support for faculty computer hardware. Each college typically has an IT department for computer set-up and troubleshooting. Ask your business manager/support staff for contact information.
- If you have problems configuring your email client, setting up wireless connections, etc., please call the UC helpdesk at 556-HELP or submit a request via the Incident Management and Request Fulfillment system – TeamDynamix.
- Many important UC websites are secured by a “Central Login ID.” This is the same thing as your 6+2 ID and your (email) password. Visit uc.edu/infosec/password/psshelp for more information.
- The University of Cincinnati has negotiated favorable software licensing agreements for many applications. A list of software is online: uc.edu/ucit/ware/software. Check with your department for information on individual departmental licenses.

**File Storage, Websites, Wikis, Blogs**

- UCFileSpace provides a variety of free services such as online file storage, personal websites, blogs and wikis for you and your workgroup, and shared file space for your department. Many faculty host their websites on UCFilespace.
- UC is now offering Box, a cloud-based file storage platform designed to enable users to securely store, share, manage and access files online anytime, anywhere, from any device.
- On a PC, you can permanently map a network drive and transfer files between your PC and the FileSpace server if you connect to the university’s Virtual Private Network (VPN) first.
- If you use a Mac, use FETCH software to transfer files between the Mac and the FileSpace server.
**Wireless and Off-Campus Access**
- Wireless access is available on campus for faculty through SecureWireless.
- VPN is the preferred secured way of accessing systems from off-campus. Go to the UCIT website to download the appropriate software. However, UC Libraries allows you off-campus access to library resources via Proxy.
- In order to have full access to electronic journals and other library resources that ordinarily require on-campus access, you must use one or the other of these two methods for accessing the library’s online materials when you are off-campus.

**Mentoring**
- You are strongly urged to assemble a mentorship committee of senior faculty. Your department can assist you in selecting members. You should also consider selecting a mentor from outside your department, but within your college.
- LEAF offers a Career Development Plan (CDP) for junior and mid-career faculty. A central feature of the CDP is a 3-5 year blueprint to facilitate the planning, feedback, and support that faculty require before applying for reappointment or promotion.

**Non-Citizens**
- If you are a new international hire you must report to the UC International Office prior to your first day of employment for onboarding. Please follow the instructions provided by that office for scheduling your check-in and onboarding. Walk in appointments are not possible. You can contact them at 513-556-4278 or international.students@uc.edu with questions.
- There is an International Scholar Handbook available online.
- UC International is located on UC's Main Campus in 7148 Edwards One, Cincinnati, Ohio 45221. Hours of operation are Monday through Friday from 8am – 5pm. Please call 513-556-4278 to schedule an appointment in advance.
- You will not be permitted to start work until you have completed check-in and onboarding with the UC International Office.
- All new international workers must be onboarded through UC International Services prior to beginning employment. Many employment statuses will require submission of an employment petition with the Department of Homeland Security prior to the visitor beginning employment.
- All requests for employment visas, J-1 Exchange Visitors or Permanent Residency petitions must be submitted using eForms through UC International Service’s iBearcatsGlobal database. The eForm Instructions for Departments and the Hiring International Workers manual will explain how to use iBearcatsGlobal and submit eForm requests. It is recommended that departments identify a staff person who will submit all eForm requests on their behalf. This will enable one person (or in larger departments perhaps two people) to become skilled in using the iBearcatsGlobal database.
- The Center for English as a Second Language can help faculty, staff and students with English proficiency.
• The AAUP website is [aaupuc.org](http://aaupuc.org).
• The [Collective Bargaining Agreement](http://aaupuc.org) (CBA) is available online in pdf format.
• The Sick Leave Policy is Article 17.
• The Stop-the-Clock policy is Article 19.
• Special or Emergency Leave Policy is Article 20.
• Membership and Dues are addressed in Article 22. There is also an [FAQ page](http://aaupuc.org) on the AAUP website.

**Reappointment, Promotion and Tenure (RPT) & Annual Reviews**

- The RPT process is governed by [Article 7](http://aaupuc.org) of the CBA.
- RPT Training is mainly handled within departments and colleges; however, the Provost’s Office, AAUP, and LEAF do offer training sessions each year.
- General information about RPT is on the [Provost’s website](http://aaupuc.org).
- Each bargaining unit (usually a department) has its own publicly available RPT criteria. You should ask your department head for a copy of them, as well as the workload criteria, if you do not have them already.
- The Provost’s website has information about the [electronic RPT system](http://aaupuc.org), which is used for submitting RPT dossiers and all internal letters.
- The [Provost’s Calendar](http://aaupuc.org) indicates timing of the RPT process, as does the CBA.
- Article 33 of the CBA requires each bargaining-unit faculty member to have annual performance reviews. Individual colleges and units may devise their own policies and procedures for conducting such reviews, provided those reviews conform to the June 1, 1994 UC policy on the subject. Among its requirements is the preparation of a written summary of the review, which will be shared with the faculty member and then put in the faculty member’s personnel file.
- Policies & Procedures for [Annual Performance Reviews](http://aaupuc.org) is online in pdf format.
Research

Policies & Procedures

- A “New Researcher Guide” is available in pdf format on the Research Integrity website. It will help you determine what guidelines you need to follow per your research goals.
- The Office of Research Integrity provides services to ensure compliance while facilitating research. Policies, procedures and helpful information are online.
- Before conducting research on human subjects, you need to obtain Institutional Review Board approval and submit a research proposal via the electronic Protocol Administration System (ePAS).
- CITI (Collaborative IRB Training Initiative) includes courses in the Protection of Human Research Subjects. You must be CITI-certified to do human subjects research at UC.
- New faculty members are encouraged to consult closely and often with their department heads about funding strategies and resources (e.g., grant-writing workshops). This is part of their jobs. Please do not feel that you are imposing.
- Grant money involves rigid reporting deadlines. Be sure to discuss this with the department head or with your business manager/support staff when you get your first grant.
- You must work with the Office of Research, your department’s grant administrator, and your college’s grant administrator when you apply for any external grants. Some external grant opportunities are posted on the Funding Opportunities web page.
- The Office of Research has grant writers on staff to help prepare grant proposals.
- In some departments, undergraduate students can serve as UG research assistants, for which they receive course credit if they sign up for an appropriate class or get paid through the university. Check with your department to see what the department policies and expectations are in using undergraduate RAs.
- The University Research Council (URC) Faculty Research Grant Program provides summer stipend support and research support for the development of faculty research and scholarship.
- The TAFT Research Center provides a range of monetary support for research in qualifying departments in the McMicken College of Arts and Sciences, including summer stipends and teaching releases.
- Endnote and RefWorks training information is available on the library website.
- Research help, subject guides, and useful resources compiled by librarians and organized by discipline is on the libraries website.
- Some departments and faculty use the online system, eProfessional, to maintain their professional research profiles and create online CVs. Log into the system using your Central Login and password.

Teaching

- Class lists are available on the Catalyst website. You can access them with your Central Login.
- Once Blackboard populates a new term, you can also find the list of students in your course, including photos.
- All Registrar Policies and Procedures are online.
The OneStop Student Center is a customer service area representing the Offices of Registration, Student Records, Student Accounts, Student Financial Aid and Collections. It is located in University Pavilion although most business can be handled online at www.onestop.uc.edu or through the Catalyst system.

Course schedules, including room assignments, are also published via Catalyst.

The Family Educational Rights and Privacy Act of 1974 (commonly known as FERPA), is the federal law that governs the release of and access to student education records. FERPA affords students certain rights with respect to their education records.

- Once students reach 18 years of age or once they enroll in an institution of higher learning, parents are considered “3rd parties.” Record release to all 3rd parties requires students’ prior written and signed consent.
- Here is the FERPA website and FERPA policy for faculty in pdf format.

Course Add, Drop and Withdrawal procedures are on the Registrar website.

Colleges are often identified by number codes:

- 35 = CAHS = College of Allied Health Sciences
- 15 = A&S = Arts & Sciences
- 22 = LCB = Lindner College of Business
- 16 = CCM = College Conservatory of Music
- 23 = DAAP = College of Design, Architecture, Art and Planning
- 18 = CECH = College of Education and Criminal Justice
- 20 = CEAS = College of Engineering and Applied Science
- 26 = COM = College of Medicine
- 29 = NURS = College of Nursing
- 25 = PHARM = College of Pharmacy

Ordering Textbooks

- Faculty order textbooks on-line through the University Bookstore. It can be confusing, so do not hesitate to call a bookstore textbook manager for help if you need it.
- Faculty can order textbooks quite far in advance and the bookstore appreciates as much lead-time as possible. Ohio law specifies dates by which textbooks have to be ordered: Higher Education Opportunity Act (HEOA). You can order your textbooks before you are even on campus.
- You may change your textbook after initially ordering. Notify the bookstore if you decide to change.
- If you are not ordering any books for your courses, you need to notify the bookstore as well.
- If you are interested in offering eTextbooks, UC SmartBooks is the University of Cincinnati’s standard for electronic course materials. For more information on getting started with UC SmartBooks, contact Jason Day, Senior Instructional Technologist for the Center for Excellence in eLearning.

Syllabus Preparation

- Faculty are encouraged to seek feedback before using a syllabus for the first time.
- Some departments do not have a formal process to review and approve syllabi. However, some departments require faculty teaching a course for the first time to submit the course syllabus to the Curriculum Committee for review. Check with your department head for your specifics.
- There are a variety of sources (if you dare Google it) for advice on syllabi. One local source of direct relevance is a set of principles developed by the Faculty senate at UC in 2001. See “course preview/course syllabi” about two-thirds down the page.
It is recommended that you consult with the director of undergraduate studies regarding any UG course you teach.

It is also recommended that new faculty members consult with the department head to get a list of colleagues who have last taught the course in question. Additionally, you should feel free to go to the individual charged with helping with teaching issues in your department (varies by department).

**Canopy & Catalyst**

- **Canopy** is UC’s portal to access to UC’s eLearning tools and resources. It is located by clicking “UC Tools” at the top of many UC websites.
- **Blackboard** is the university's course management system and the hub of activity within the Canopy eLearning Ecosystem.
- Your department or college may use Blackboard to maintain faculty distribution lists, share documents, and provide faculty development opportunities.
- Students expect faculty to use Blackboard on a consistent basis. You can email all your students via Blackboard, as well as post syllabi, incorporate interactive discussions and post grades.
- All of your courses need to be made “available” before students can see anything that you have put on your Blackboard site. It is usually wise to do this whenever you first post your syllabus (at least a week before class). To make your course available, open the Blackboard course site => Course Management => Customization => Properties => Set Availability => Yes => Submit.
- Students find it useful to see syllabi when searching for courses in Catalyst’s course listing. You can “publish” your syllabus to the course listing by submitting a request to Canopy support.
- Canopy help is available via phone at 513-556-HELP (4357).
- **Catalyst** is a student information system that faculty can also use to view their class schedule and class roster (including student’s preferred names). Catalyst is also used for posting grades and advising students.
- The Catalyst Project Team has compiled a Help Guide for Faculty with information on how to access your class teaching schedule and class rosters.

**Learning Assistance**

- **Disability Services** empowers students, staff, and faculty with disabilities through the delivery of reasonable accommodations and support services. You should not provide any accommodations for students unless the accommodation requirements are provided to you by Disability Services.
- Students can contact counseling services, known as CAPS, if interested in being tested for a learning disability or need counseling focused on academic performance issues including: time management, achievement, motivation, concentration, confidence, perfectionism, confidence, social skills, relaxation and meditation skills, career concerns and successful interaction with professors.
- The Accessibility Network at the University of Cincinnati ensures that information provided through the university’s websites, online or eLearning environment, and course management systems are accessible to individuals with disabilities. They provide resources for faculty to ensure digital information is easily understood by learners with all ranges of ability, regardless of the browser, adaptive technology, or learning style a student might use.
- The Learning Assistance Center provides one-on-one tutoring, personal coaching and supplemental instruction. It also houses the Writing and Math Centers.
  - The Academic Writing Center has trained writing tutors to help students get started on writing assignments or will review students' writing.
The Math & Science Support (MASS) Center is a merger between the former Math Learning Center (MLC) and the Learning Assistance Center.

Testing Services provides standardized testing, proctoring services, accommodated testing, certification testing and the Math Placement Test.

Veterans Services helps qualifying students with veterans’ benefits.

Classrooms

- Most classrooms are electronic. A full listing of classrooms and technology is on the UCIT website. It is wise to request a classroom orientation session by emailing ecss@uc.edu.
- Be sure to consult with your departmental support staff about your classroom needs as soon as you know your teaching assignments. Do not assume the room you have been assigned will be adequate to your needs unless you visit it.
- The login for the computers in these rooms is the same as your Central Login and password.
- Call UCIT (556-HELP) if you need IT assistance while in an electronic classroom.
- You can obtain classroom keys for the rooms you use. If you are locked out, Public Safety will let you in if you call the Non-Emergency line (513-556-1111); however, this is a neither a quick nor a friendly process.

Course Documents

- UC requires faculty to keep documentation relating to your classes for three years. This includes papers, tests, student grades, and other materials from students that have not been returned to them. The requirement also refers to syllabi and other official papers involved in course administration.

Plagiarism

- The student code of conduct as well as a Preventing Plagiarism guide for faculty is available on the library website.
- Consider directly addressing or establishing a plagiarism policy on your syllabus to protect you and guide your students.
- University Academic Misconduct Procedures are online.

Finals & Grading

- If you plan to give a final exam, you must give it at the scheduled time (see the academic calendar).
- You may not give a final exam during a regularly scheduled class (e.g., at the last class meeting of the semester). You may not give any test during the last week of class.
- If you keep grades in Blackboard, you can easily submit them to the registrar directly from the Grade Center within your Blackboard course.
- Submit grades via Catalyst. You must log in using your user ID.

Emergencies

- Counseling and Psychological Services (CAPS) exists to assist students in addressing and resolving personal issues.
- The Crisis, Assessment, Referral, Evaluation (CARE) team responds to reports about students whose behavior is raising concerns within the University community.
• The **Student Related Critical Incidence Response** policy guides faculty on situations where a student’s life or physical health is at risk.

• UC’s **Policy Statement on Sex Offenses** is available in pdf format.

• **Emergency preparedness plans** for faculty are available in pdf format.

• The **Bias Incident Response Team** assists the university community in addressing actions committed against people, property, and identifiable groups that are motivated by a bias against race, ethnicity, gender, gender identity and expression, religion, sexual orientation, national origin, age, physical ability, disability, or any other type of bias.

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### Training

• The **Faculty Development OneStop** site has a collection of faculty training resources from across campus, including Blackboard and course evaluation training.

• The Center for Excellence in Teaching and Learning (CET&L) offers **Course Development Workshops**, as well as other workshops on Blackboard, Multimedia, Microsoft and Adobe software, web conferences, and more.

• The **Academy of Fellows for Teaching & Learning** is a group of scholars dedicated to innovative, engaging, and effective teaching.

• The library has several resources on information literacy, plagiarism, and citations.

• UC Libraries offers **in-person training and online resources** for faculty on Information Literacy, Blackboard, Preventing Plagiarism, Citation Management, and more.

• UC has a license agreement with **Lynda.com**, a video-training library with more than 1,400 software, career development, and technology training titles that you can access from anywhere using a browser and your UC login credentials.

• **Grant writing workshops** are offered through the Office of Research.

• The Office of Research offers **courses** on compliance training, conflict of interest, grant writing workshops, and more.

• The Faculty Affairs and Development office within the College of Medicine offers **Faculty Development Workshops** throughout the year, including topics such as mentoring.

• The **National Center for Faculty Development and Diversity** offers on-campus workshops, professional development training, and intensive mentoring programs. UC’s institutional membership provides all grad students, post-docs, and faculty with access to NCFDD’s member resources. **Activate your account** to access resources such as weekly Monday Motivator emails, Core Curriculum webinars, Guest Expert webinars, multi-week courses, a private discussion forum, and more.

• **UC LEAF offers workshops** for new, tenured, and underrepresented faculty in STEM.

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### Travel

• Travel money originates from various funds during your first year depending on your department. The following are possible sources: startup funds, local funds, faculty development budget, internal and external grants. All have unique procedures. Ask your department head or support staff for more information.

• Here are some **UC Central Travel Resources**.
Here are UC’s Travel Policies: uc.edu/af/policies. They can be non-intuitive, so please read them.

Travel policies differ when using grant money versus departmental money. Check with your department head or support staff for information.

UC uses Concur to process travel and expense management. Training is available online and in-person.

A travel authorization must be submitted prior to any university-related off-campus travel, regardless of whether you will be reimbursed for expenses. This form is submitted electronically via Concur and sent directly to your head for approval. This form must be submitted for liability and insurance purposes.

Travel may be booked via Concur after the travel authorization is approved. This includes airfare, hotel, and car rental. Though the University prefers if you book your travel via Concur, you can book all travel outside of Concur and then will report the expenses on a travel expense form. For example, if you receive a discount on hotel as part of a room block, you should book directly via the hotel website, since Conference hotels cannot be booked through the Concur tool.

The Concur travel booking process requires an estimation of expenses, which need to be approved by your department head. Estimated expenses should include airfare, hotel, car rental, conference registration fees, per diems, and any other expected expenses. If actual travel expenses are more than 10% above estimated expenses, your department head must approve your expenses via Concur.

Original receipts must be turned in via Concur for reimbursement. The university does not require receipts for reimbursements under $25; however, your department may have a different policy. It is important to ask your department head or support staff for the department policy.

The university provides a checklist for overnight travel.

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**Campus Resources**

**Affinity Groups**

- The Black Faculty Association is open to all full-time Black or African-American faculty. News and events are posted on their website and discussions are moderated on a UC-BFA-GROUP listserv.

- The Latino Faculty Association is open to all full-time Latino/Latina faculty. The website will launch in August 2017 off the Provost’s site and discussions are moderated via a UC-LFA listserv.

**Office of Equal Opportunity & Access**

- The Office of Equal Opportunity and Access provides resources to respond to allegations of discrimination, harassment, and retaliation.

- The Office of Equal Opportunity & Access is also the point of contact for Workplace Accommodations in accordance with the Americans with Disabilities Act. Questions regarding the university's employee ADA Accommodation Request Procedures or about an accommodation request should be directed to Human Resources (513-556-6381).

- The Title IX Office responds to allegations of sex discrimination, including sexual harassment and retaliation. It conducts investigations and takes appropriate action, including disciplinary action, against individuals found to have violated its policies, as well as provides appropriate remedies to complainants and the campus community.
Dining & Shopping

- There are 3 dining centers on campus. Hours vary by semester and during break weeks.
- There is an online listing of restaurants where the Bearcat Card is accepted. (You can put money on your Bearcat card so that it functions as a debit card.)
- Four Starbucks coffee shops are on West and East Campus.
- The food service website showcases a West Campus Food Map.
- Medical Campus food includes the Bearcat Lounge & Caminetto Restaurant (Kingsgate Marriott), Campus View Café (UHall level 4), Subway (CARE/Crawley Building), Starbucks (MSB, Level 1), Au Bon Pain (MSB, Level 1), and a food court (MSB, Level 1).
- There are many places adjacent to campus to eat and shop in Clifton Heights, on Short Vine, and at Stetson Square (on the corner of Highland and Martin Luther King Drive).
- Tangeman University Center (TUC) houses a food court (see West Campus Food Map) and Mick & Mack’s, a full service restaurant.
- Kroger & the Clifton Market grocery stores are located nearby.
- You are eligible for a 15% discount at the UC Bookstore, including personal hardware and software purchases. Show your UC ID at checkout.
- A full listing of employee discounts is available on the HR website.

Fitness/wellness

- Two fitness centers are available on UC’s campus for membership: the Campus Recreation Center (CRC) and the Fitness Center in CARE/Crawley.
- The UC Fitness Trail is a one lane, 1.4 mile walking route through campus.
- Modo Yoga is located on West McMillan Street in the U Square @ the Loop shopping center.
- It’s Yoga is located on Ludlow Avenue in Clifton.
- UC’s employee wellness program is Be Well UC and offers programs throughout the year.

Banking

- PNC is official bank on campus. ATMs are in various locations and there is a full branch in Tangeman University Center (TUC).
- You can link your PNC Bank account to your ID so you can use your University of Cincinnati Bearcat Card to get cash at ATMs. You can also add cash to your Bearcat online via Blackboard, enabling you to use your Bearcat Card in most campus vending machines as well as at many restaurants, Starbucks, etc.
- There is a Chase ATM on the lower level of the UC Bookstore in Tangeman University Center.
- CINCO is the University Credit Union located southeast of campus at 49 William Howard Taft Rd.
- There is a Fifth Third ATM & Bank on Calhoun Street and Vine Street.

UCLEAF Resources

- The UCLEAF website has links to a number of resources to support faculty success:
  - Dual Career
  - Family Friendly Policies
  - Hiring & Recruitment
  - Retention & Advancement
Department Head Training

- You can join a weekly faculty Writing Circle to write on a regular basis or get feedback on their work.
- Events and training are scheduled throughout the year. Visit the website for a complete list.