TIPS AND RESOURCES FOR NEW FACULTY

Orientation
• The Center for the Advancement of Teaching & Learning (CET&L) holds new faculty orientation each year in Mid-August.
• CET&L has an online Teaching Guide containing information about syllabi, pacing, student feedback, and other strategies.
• 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.
• Listing of UC Idioms and Jargon.

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.
• 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.
• 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.
• Campus maps and directions.
• You can take a Virtual Tour of campus online.

Dining & Shopping
• The Faculty Club is a full-service restaurant open to all of UC, but members enjoy a discount.
• 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.
• Three 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).
• Chipotle and Zoup! restaurants are located near Stetson Square on the corner of Highland Ave. and Martin Luther King Drive.
• Tangeman University Center (TUC) houses a food court (see West Campus Food Map) and Mick n Mack’s, a full service restaurant.
• The Clifton Market, scheduled to open Spring 2015, is a co-op market located at 319 Ludlow Avenue and a Kroger grocery store is located at 1 West Corry Street on the southeast side of campus.
• Various shops and restaurants are located on the south side of campus on Calhoun and McMillan between Jefferson And Clifton Avenue, in U Square @ the Loop, and on “Short” Vine St, between Corry and Martin Luther King Avenue.
• 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 at 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.
• A full listing of Wellness partners is on the HR website.

Banking
• PNC is the bank on campus. ATMs are in various locations on campus 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.

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 both 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. Access instructions can be found online.
• 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 under “Off Campus Network Connections” 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.
• 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.
• 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.

Technology

Phones and Voicemail
• Standard one-line desk phones are ordered through your business manager/support staff.
• Helpful documentation for the UC phone system, including how to do such things as conference calling, is on the UCIT website.
• 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).
• 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).
• 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 can request a more intuitive alias of your first and last name (e.g.; jane.smith@uc.edu) via an online form.
• UCMail FAQs are available on the UCIT website.
• Microsoft Lync (for both Mac and PC) is the software currently used for instant messaging and web conferencing. (This is scheduled to change over the next academic year. Check the UCIT website for updates on software changes.)
• 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:
  o Alliance for Hispanics of the Ohio River Area (AHORA)
  o Chinese Students and Scholars Association (CSSA)
  o National Society of Black Engineers (ENGN-NSBE)
  o Women Engineers (ENGN-WOMENENGINEERS)
  o Hughes STEM Friends and Partners (HUGHES-PARTNERS)
  o Greater Cincinnati Latino Coalition (GCLC)
  o Junior Faculty Support Group (JFSG)
  o Lindner Women in Business (LINDNERWIB)
  o Lindner Women in Business Exec (LWIB-EXEC)
  o LEAF STEM Women (LEAF-STEM-WOMEN)
  o Society of Chinese Professors and Scientists (SOCAPS-CINCINNATI)
  o LGBTQ individuals or allies at UC (UC-LGBTQCENTER)
  o UC Research List (UC-RWESSEARCH-LIST)
  o Women’s Initiatives Network (UC-WIN)
  o 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.
• Many vitally important UC websites are secured by a “Central Login ID.” 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.

• 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.

**Training**

• The Center for Teaching and Learning (CET&L) offers courses for faculty throughout the calendar year on topics such as Blackboard, Multimedia, Microsoft software, Adobe software, web conferencing, using Blackboard to increase retention, Legal and Ethical Considerations for Research Data, and more.

• 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 an browser and your UC login credentials.

**Blackboard (Bb)**

• Canopy & Blackboard 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.

• 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.

• The CET&L has an entire array of courses (see Training above) to prepare you for using it.

• 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 =>Control Panel =>Course Settings =>Course Availability =>Yes

• Students find it useful to see syllabi when searching for courses in OneStop’s course listing. You can “publish” your syllabus to the One Stop course listing by emailing Blackboard support at blackboard@uc.edu.

• To publish a syllabus within your Blackboard Course, click Course Overview => Syllabus and upload a new document.

• If you maintain grades in Blackboard, you can easily upload them to the Registrar.

• Blackboard help is available via phone at 556-0881.
**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. 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.

**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.
- UC’s Travel Policy: [uc.edu/af/policies](http://uc.edu/af/policies)
- Travel policies differ when using grant money versus departmental money. Check with your department head or support staff for information.
- You must complete a travel authorization prior to any off-campus travel, regardless of whether UC is reimbursing you for any of it. This form can be submitted electronically to the head. Unless this form is submitted, UC is not liable for accidents that occur during your travel and will not reimburse travel receipts: [uc.edu/content/dam/uc/af/financialpolicies/Docs/forms/travauth.pdf](http://uc.edu/content/dam/uc/af/financialpolicies/Docs/forms/travauth.pdf)
- Overnight Travel Checklist: [uc.edu/content/dam/uc/af/financialpolicies/Docs/forms/travcklst.pdf](http://uc.edu/content/dam/uc/af/financialpolicies/Docs/forms/travcklst.pdf)

**Non-Citizens**

- If you are an international new hire you must report to the International Services Office (ISSO) prior to your first day of employment.
- The ISSO is located on UC’s main campus at 3134 Edwards One Cincinnati, Ohio 45221, Phone: 513-556-4278. Their hours of operation are Monday through Friday from 8am – 5pm. Please contact them to schedule an appointment.
- You will not be permitted to start work until you have visited the ISSO office. The ISSO will assist you in processing your compliance documents.
- 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 iStart database. The eForm Instructions for Departments and the Hiring International Workers manual will explain how to use iStart 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 iStart database.
- The Center for English as a Second Language can help faculty, staff and students with English proficiency.
AAUP/Collective Bargaining Agreement (CBA)

- The AAUP website: [aaupuc.org](http://aaupuc.org)
- The Collective Bargaining Agreement (CBA) is available online in pdf format.
- 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 a FAQ page on the AAUP website.

Reappointment, Promotion and Tenure (RPT) & Annual Reviews

- The RPT process is governed by Article 7 of the CBA.
- RPT Training is mainly handled within departments and colleges; however the Provost’s Office, AAUP, and LEAF do offer smaller training sessions each year.
- General information about RPT is on the Provost’s website.
- 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 eRPT System.
- The Provost’s Calendar 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 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.
- Please discuss your research plans with the head to obtain advice on how to obtain support.
- 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.
- 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.
- You must work with the Office of Research Funding Opportunities and your department’s business administration staff member when you apply for any external grants.
• 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.
• Many 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.

Training
• Grant writing workshops are offered through the Office of Research. Contact Dawn O’Neil for more information.
• UC LEAF offers workshops for new faculty, tenured faculty, and underrepresented faculty.
• The Office of Research offers courses on compliance training, conflict of interest, grant writing workshops, and more.

Teaching
• Class lists are available on the Registrar’s 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.

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.
• 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.

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).
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 Faculty Course Development Workshops on a variety of topics.
• 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.

Course Management

Registrar

• 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
• Course schedules, including room assignments, are also published via the OneStop website.
• 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.
  o Once a student reaches 18 years of age or once he/she enrolls in an institution of higher learning, parents are considered “3rd parties.” Record release to all 3rd parties requires the student’s prior written and signed consent.
  o FERPA website
  o FERPA policy for faculty in pdf format.
• The Add, Drop and Withdrawal procedures are on the Registrar website.
• Colleges are often identified by number codes:
  o 35 = CAHS = College of Allied Health Sciences
  o 15 = A&S = Arts & Sciences
  o 22 = LCB = Lindner College of Business
  o 16 = CCM = College Conservatory of Music
  o 23 = DAAP = College of Design, Architecture, Art and Planning
  o 18 = CECH = College of Education and Criminal Justice
  o 20 = CEAS = College of Engineering and Applied Science
  o 26 = COM = College of Medicine
  o 29 = NURS = College of Nursing
  o 25 = PHARM = College of Pharmacy

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 certainly give a test on that day, but not a final. In this context, a “final exam” is a test that covers the entire semester.
• 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 the Registrar’s website. You must log in using your user ID.

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 not a quick or friendly process.

Course Documents
• UC requires faculty to keep documentation relating to your classes three years. This does not mean one must keep papers, tests and other materials, though that often is a good idea. Instead the requirement refers to grade lists, syllabi, and other official papers involved in course administration.

Students

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.

Emergencies
• Counseling and Psychological Services (CAPS) exists to assist students in addressing and resolving personal issues.
• The “Student Related Critical Incidence Response” policy is available in pdf format.
• UC’s Policy Statement on Sex Offenses is available in pdf format.
• Emergency preparedness plans for faculty are available in pdf format.

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 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 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.

**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.

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

• LEAF will offer training for mentors during 2015-16. Check the [LEAF website](#) for specific information.

**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:
  
  o **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.
  
  o **Assistant Department Head** – Shares some responsibilities of the department head.
  
  o **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.
  
  o **Undergraduate Director** – Oversees the department’s undergraduate program(s), works with the department’s faculty and/or 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.
  
  o **Grant Administrator** – Assists with pre- and post-award support and preparation.
  
  o **Financial/Business Administrator** – Performs and coordinates the departmental budget, personnel, payroll, and maintenance. Often times these staff members are shared between departments. This staff member generally pays bills, processes reimbursements and assists with travel expenses.
  
  o **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.
  
  o **Administrative Staff** – An invaluable resource in a department! They often know more than faculty about how the department, college and university operate.