

FACULTY POLICY QUICK-REFERENCE CHART

(Unless otherwise noted, all policies apply to part-time faculty members as well as full-time 9- and 12-month faculty members.)

EMPLOYMENT & BENEFITS	RESEARCH & SCHOLARSHIP	TEACHING & STUDENTS	OUTSIDE ACTIVITIES
<p>102.13: TENURE POLICIES, REGULATIONS, AND PROCEDURES OF THE UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE. This policy covers matters related to faculty appointment and employment decisions. Revised in 2015 to improve the clarity and consistency of the RPT process and documents. legal.uncc.edu/policies/up-102.13</p>	<p>301: PATENT POLICY. Faculty, staff, and students must disclose their inventions to the University and avoid making private agreements that conflict with their University-related patent obligations. Inventors may request waiver of University rights in an invention. legal.uncc.edu/policies/up-301</p>	<p>407: CODE OF STUDENT ACADEMIC INTEGRITY, SECTION VI. Section VI of the Code includes advice to faculty members on measures appropriate to preventing and discouraging student academic integrity violations, as well as the penalties and procedures for violations. legal.uncc.edu/policies/up-407</p>	<p>102.1: EXTERNAL PROFESSIONAL ACTIVITIES OF FACULTY & OTHER PROFESSIONAL STAFF. An individual is generally permitted to devote no more than 20% of contracted time to outside activities. A notice of intent to participate in external activities for pay must be submitted to and approved by the individual's department head prior to engaging in the activities. See online Notice of Intent to Engage in External Professional Activities for Pay form. legal.uncc.edu/policies/up-102.1</p>
<p>102.6: FAMILY & MEDICAL LEAVE FOR 9-MONTH FACULTY. The former University Policy 102.6 covered FMLA leaves, personal leaves, and educational leaves of absence. The newly revised Policy addresses only FMLA leave, which is reflected in a new policy title, "Family and Medical Leave for Nine-Month Faculty." Personal leaves of absence for nine-month faculty are covered in University Policy 102.15, Personal (Non-FMLA) Leaves of Absence for Nine-Month Faculty [FULL-TIME 9-MONTH FACULTY ONLY] legal.uncc.edu/policies/up-102.6</p>	<p>315: COPYRIGHT POLICY. Establishes the Faculty Copyright Education and Policy Committee and a copyright dispute resolution mechanism; provides guidance on copyright infringement and fair use; and establishes parameters for ownership of various types of copyrightable works by faculty, staff, and students. legal.uncc.edu/policies/up-315</p>	<p>204: TEXTBOOKS AND INSTRUCTIONAL MATERIALS. Former University Policy 204, Textbook and Educational Material Adoption, was consolidated with former University Policy 205, Preparation and Sale of Instructional Materials. This consolidation reduces redundancy and duplication between the two policies and clarifies faculty responsibilities. The new policy recognizes the need to reduce the cost of instructional materials to students, in compliance with federal, UNC Board of Governors, and UNC General Administration guidelines that request campuses to find ways to lower textbook costs for students. These changes are all in keeping with the Higher Education Opportunity Act of 2008 and with the UNC Board of Governors and General Administration's mandates on textbook affordability practices for all UNC campuses. legal.uncc.edu/policies/up-204</p>	<p>101.24: CONFLICTS OF INTEREST AND COMMITMENT. Employees should avoid conflicts of interest and commitment that affect the interests of the University. Faculty and staff must complete the online Annual Conflict Evaluation Form and submit the form to their department chairs/unit supervisors no later than October 1 of each year. legal.uncc.edu/policies/up-101.24 See also Procedures Supplemental to University Policy 101.24</p>

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<p>102.15: PERSONAL (NON-FMLA) LEAVES OF ABSENCE FOR 9-MONTH FACULTY. This policy has been developed by Academic Affairs to set forth the terms and conditions of personal leaves of absence for nine-month faculty. Previously, University Policy 102.6, "Leaves of Absence for Members of the Faculty," included provisions regarding FMLA leave <u>and</u> personal leaves of absence for members of the faculty. Now the two types of leave are covered by two different policies. This new Policy 102.15 covers personal leaves of absence for nine-month faculty, and University Policy 102.6 covers Family and Medical Leave for Nine-Month Faculty. legal.uncc.edu/policies/up-102.15</p>	<p>309: RESPONDING TO ALLEGATIONS OF MISCONDUCT IN RESEARCH AND SCHOLARSHIP. The procedures described in this policy are followed when it is alleged that there has been a failure to meet the University's standards of integrity and ethical behavior in research, scholarship, and educational activities. The policy also includes Supplemental Procedures that provide detailed steps to be followed in the event of an allegation of research misconduct. legal.uncc.edu/policies/up-309</p>	<p>101.3: RELATIONSHIPS BETWEEN STUDENTS AND FACULTY MEMBERS OR OTHER UNIVERSITY EMPLOYEES. It is improper and professionally unethical for a University faculty member, instructional assistant or other employee to simultaneously maintain an amorous or familial relationship with a student, and have direct professional responsibility for that student. legal.uncc.edu/policies/up-101.3</p>	<p>102.3: POLITICAL ACTIVITIES OF FACULTY AND STAFF EXEMPT FROM THE STATE PERSONNEL ACT. Before becoming a candidate for or occupying most offices, University EHRA employees must make certain disclosures and receive various approvals on a prescribed schedule, or risk disciplinary action or dismissal. legal.uncc.edu/policies/up-102.3</p>
<p>102.4: ANNUAL AND SICK LEAVE FOR FACULTY MEMBERS. Annual and sick leave depends on whether the employee is a 9-month faculty member or a 12-month faculty member. Employees must submit leave requests to the appropriate approving supervisor. legal.uncc.edu/policies/up-102.4</p>	<p>308: RESEARCH RELATIONS WITH PRIVATE ENTERPRISE AND PUBLICATION OF RESEARCH FINDINGS (#93). Research conducted under contracts with private firms for individual research projects, as well as arrangements for research consortia or research partnerships, must be consistent with the University's basic missions, and must preserve integrity, impartiality, and objectivity in research. legal.uncc.edu/policies/up-308</p>	<p>202: FINAL EXAMINATIONS. Normally, the completion of a course will include a final examination; however, it is the instructor's prerogative not to have an examination if the course organization is such that an examination is not appropriate. The official examination schedule will be published by the University Registrar each semester. legal.uncc.edu/policies/up-202</p>	<p>101.15: ADDITIONAL COMPENSATION FOR PROFESSIONAL SERVICES TO THE UNIVERSITY (#99). This policy describes the limited circumstances in which full-time EPA faculty and staff members may be eligible for additional compensation for additional services, and the procedures related to such payments. [FULL-TIME FACULTY ONLY] legal.uncc.edu/policies/up-101.15</p>

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<p>101.1: TUITION PRIVILEGES FOR CERTAIN FACULTY AND STAFF. Eligible faculty and staff members may have tuition and fees waived for up to three UNC Charlotte for-credit academic courses for any one-year period measured from the first day of classes for the fall semester. No more than two of the three courses may be taken during one semester. [FULL-TIME FACULTY ONLY] legal.uncc.edu/policies/up-101.1 See also: hr.uncc.edu/benefits/other-benefits/tuition-waiver</p>	<p>312: EQUITY ACQUISITION IN TECHNOLOGY LICENSING ARRANGEMENTS. This policy reduces the potential for real or perceived conflicts of interest by removing inventors, departments, colleges, and campus administrative offices from the management and sale of equity. legal.uncc.edu/policies/up-312</p>	<p>410: POLICY AND PROCEDURES FOR STUDENT APPEALS OF FINAL COURSE GRADES. The purpose of the Final Course Grade Review Policy is to establish a uniform and clear procedure for mediating and settling cases involving contested final grades assigned in undergraduate and graduate courses. This policy was revised in 2014 for overall clarity and ease of use for students. As part of that revision, the procedures set forth in what was previously <i>University Policy 410.1, Request for Review of a Final Course Grade</i>, are eliminated and are instead included within the body of this policy to make the process more transparent. legal.uncc.edu/policies/up-410</p>	
<p>102.10: EMPLOYMENT OF POSTDOCTORAL FELLOWS. Clarifies the terms of employment for Postdoctoral Fellows such as salary, benefits, and length of employment, as well as clarifies their status as employees. Post-docs are required to sign the "Agreement for Temporary Postdoctoral Fellow Appointment" (form AA-35). legal.uncc.edu/policies/up-102.10</p>	<p>313: USE OF UNIVERSITY LABORATORY FACILITIES. This policy intends to avoid unnecessary loss or injury resulting from use of university laboratories by individuals who do not have appropriate training, supervision, or authorization. Only those individuals authorized under this policy are permitted in specified university laboratories. legal.uncc.edu/policies/up-313</p>	<p>409: RELIGIOUS ACCOMODATION FOR STUDENTS. This policy requires UNC Charlotte to (1) authorize a minimum of two excused absences each academic year for religious observances required by the faith of a student; and (2) provide students the opportunity to make up any tests or other work missed due to an excused absence for a religious observance. In order to facilitate compliance with this new law while mitigating the burden on faculty, the Policy establishes a procedure for students to request accommodations for religious observances through the submission of a request form prior to the census date of each semester. legal.uncc.edu/policies/up-409</p>	

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<p>101.16: RESEARCH APPOINTMENTS. This policy provides concise definitions for each type of research appointment that may be made for faculty members, postdoctoral fellows, staff members, and students, and provides a reference to the procedures to be followed in making each type of appointment. legal.uncc.edu/policies/up-101.16</p>	<p>714: BIOSAFETY. This policy describes planning and implementation of control practices for the prevention of laboratory-acquired infections in all UNC Charlotte research programs involving biohazardous agents. The policy has been established to ensure safe handling of biohazardous agents and the appropriate assessment of potential risks. legal.uncc.edu/policies/up-714</p>		
<p>102.11: NON-SALARY COMPENSATION FOR EMPLOYEES EXEMPT FROM THE STATE PERSONNEL ACT. This policy provides that the Board of Trustees is authorized to determine items of non-salary compensation for the Chancellor, and that the Chancellor is authorized to determine such items for other employees. legal.uncc.edu/policies/up-102.11</p>	<p>310: LABORATORY ANIMALS USED FOR TEACHING AND RESEARCH. The University recognizes and accepts its legal and ethical obligations for the humane treatment of animals used in its classrooms and laboratories. To meet these obligations, the University has established an Institutional Animal Care and Use Committee (IACUC). legal.uncc.edu/policies/up-310</p>		
<p>102.8: ADMINISTRATIVE SEPARATION AND/OR RETREAT TO A FACULTY POSITION. This policy addresses four circumstances of voluntary and involuntary relinquishments of duties by SAAOs (other than the Chancellor): retreat to a faculty position, reappointment of an administrator without faculty retreat rights, separation from the University, and retirement. legal.uncc.edu/policies/up-102.8</p>	<p>306: RESEARCH UTILIZING HUMAN SUBJECTS. All UNC Charlotte research involving human subjects must be conducted in accordance with accepted ethical and professional standards. The University's Institutional Review Board for Research on Human Subjects (IRB) must review such research before its execution and must monitor the ethical propriety of such research. legal.uncc.edu/policies/up-306</p>		

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<p>101.20: LACTATION POLICY. The purpose of the policy is to provide employees who are nursing mothers with a private place and reasonable break time to express breast milk for a period of up to one year after the birth of the employee's child. The policy was prompted by and is in accordance with the Patient Protection and Affordable Care Act (PPACA) and with the policy of the Office of State Personnel. legal.uncc.edu/policies/up-101.20</p>	<p>203: GRANTS, CONTRACTS, AND COOPERATIVE AGREEMENTS TO FINANCE SPONSORED PROGRAMS. This policy details the procedure for preparing grant or contract applications and includes the Internal Processing Form and an outline of the Proposal Approval Process. legal.uncc.edu/policies/up-203</p>		
<p>101.23: EMPLOYMENT-RELATED BACKGROUND CHECKS & CRIMINAL ACTIVITY REPORTING. UNC Charlotte will conduct background checks on all persons at the time of initial employment, on current employees who otherwise become subject to a background check under this Policy, on all non-faculty employees and on faculty members with Sensitive Duties every five years, and on certain volunteers and contractors. An Employee must report any Conviction for an Unlawful Offense (excluding minor traffic violations), regardless of when or where such a Conviction occurs. legal.uncc.edu/policies/up-101.23</p>			
<p>PROCEDURES FOR RESOLVING FACULTY GRIEVANCES ARISING FROM SECTION 607(3) OF THE UNC CODE. These procedures detail the steps taken to resolve a faculty grievance. legal.uncc.edu/legal-topics/employment-guidelines/procedures-resolving-faculty-grievances</p>			

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<p>804: STANDARDS OF ETHICAL CONDUCT. This Policy sets forth UNC Charlotte's commitment to ethical, legal, and professional behavior in all dealings both inside and outside the University. It is applicable to all members of the University community. legal.uncc.edu/policies/up-804</p>			
<p>102.12: FACULTY MILITARY LEAVE. This policy is in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 and North Carolina General Statute 127A-116 specifying the employment and reinstatement rights for faculty called to involuntary active duty in the Uniformed Services. legal.uncc.edu/policies/up-102.12</p>			
<p>102.5: EMERITUS FACULTY. This policy details the eligibility requirements, procedure, and privileges of an Emeritus faculty member. legal.uncc.edu/policies/up-102.5</p>			

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<p>101.17: WORKPLACE VIOLENCE. The University is committed to providing a workplace that is free from Workplace Violence by holding perpetrators of Workplace Violence accountable, and by providing assistance and support to victims. Any form of Workplace Violence as defined in this Policy may be cause for disciplinary action, up to and including dismissal, as unacceptable personal conduct. The University will apply all useful management tools to accomplish the dual purpose of reducing the effects of violence on victims and the University community as well as holding perpetrators of violence accountable for their actions. legal.uncc.edu/policies/up-101.17</p>			

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