



UNT FACULTY RESOURCES

UNIVERSITY OF NORTH TEXAS

2018/2019



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THE UNIVERSITY'S MISSION

UNT is a major public research university deeply committed to advancing educational excellence and preparing students to become thoughtful, engaged citizens of the world. This is accomplished through a broad and balanced array of programs where well-prepared students and dedicated scholars and artists collaborate with our local and global communities in the creation, integration, application, and dissemination of knowledge. In this way, UNT creates an enriched and sustainable future for our students, state, nation and world.

THE UNIVERSITY'S VISION

As the most comprehensive public research university providing a top quality education in one of the nation's largest, most dynamic regions, UNT will be celebrated for its academics, arts and athletics. UNT will be a diverse and inclusive institution creating knowledge and innovations that will shape the future, while cultivating excellence in the next generation of scholars and leaders for the global community.

OUR LEADERSHIP

MEET NEAL SMATRESK - OUR UNT PRESIDENT



President Neal J. Smatresk (pronounced SMAH tresk) became UNT's 16th president on Feb. 3, 2014, marking his second university presidency. A dynamic, engaging leader with nearly 35 years of experience in higher education, President Smatresk is known for steering universities to national prominence by providing quality, affordable education, expanding research and innovation, and building strong community partnerships.

A biologist and researcher by training, President Smatresk also has devoted much of his career to supporting K-20 science outreach programs, STEM development and teacher professional development. Click the links below to learn more or to follow Neal on Twitter.

[Meet the President](#)

[State of the University](#) (video)

<https://twitter.com/UNTPrez>

MEET JENNIFER EVANS-COWLEY – PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS



Responsible for UNT’s academic mission, including teaching and service. Provides leadership in the development and supervision of the university’s academic programs and curriculum in conjunction with the deans and faculty. And it collaborates with the Office of Research and Economic Development in promoting faculty and student scholarship.

[Jennifer Evans-Cowley](#)
[Organizational Chart](#)

MEET NARENDRA DAHOTRE – INTERIM VICE PRESIDENT FOR RESEARCH AND INNOVATION



Promotes research, scholarship and creative activities that engage faculty, research scientists, students and external collaborative partners.

Departments: Research Development, Research Services, Economic Development, Research Integrity and Compliance, Intramural Funding, Technology Transfer and Economic Development

Narendra Dahotre
[Organizational Chart](#)

MEET BOB BROWN - VICE PRESIDENT FOR FINANCE AND ADMINISTRATION, CPA



The Division of Finance and Administration is responsible for supporting the academic mission of the institution by ensuring the university’s financial well-being and safety.

Departments: Budget and Analytics, Business Development/Records Management, Facilities, F&A Organizational Development, Police, Risk Management, Student Financial Customer Service and University Information Services

[Bob Brown](#)
[Organizational Chart](#)

MEET SHANNON GOODMAN - VICE PRESIDENT FOR ENROLLMENT



The Division of Enrollment is charged with the goals of improving the quality, quantity and diversity of UNT's student population through effective enrollment management and strategic enrollment strategies.

Departments: Undergraduate Admissions, Student Financial Aid and Scholarships, Registrar's Office and Transfer Articulation

[Shannon Goodman](#)
[Organizational Chart](#)

MEET ELIZABETH WITH - VICE PRESIDENT FOR STUDENT AFFAIRS



Provides opportunities for students and the campus community to cultivate academic, personal, and professional success. Enhances the student experience through a wide array of intentional programs, services and activities that support the life cycle of students.

[Elizabeth With](#)
[Organizational Chart](#)

MEET KELLEY REESE – INTERIM VICE PRESIDENT FOR UNIVERSITY RELATIONS, COMMUNICATIONS & MARKETING (URCM)



Enhances, protects and strengthens UNT's institutional brand and reputation. Reinforces the university's relevance to key target audiences, including current and prospective students and their parents, alumni, donors, friends, business and opinion leaders, faculty and staff members, and other constituents. Encourages community engagement. Supports UNT's student recruitment and retention goals.

[Kelley Reese](#)
[Organizational Chart](#)

MEET JOANNE WOODARD - VICE PRESIDENT FOR INSTITUTIONAL EQUITY & DIVERSITY



Ensures there is a culture of inclusiveness across the entire university campus to promote student and faculty success and to show that UNT values, supports, and respects diversity. Executes the mission of the university as it relates to the recruitment and retention of faculty, staff and students.

[Joanne Woodard](#)
[Organizational Chart](#)

MEET DAVID WOLF - VICE PRESIDENT FOR ADVANCEMENT



The Division of Advancement engages with alumni, friends, corporations, foundations and community organizations to advance the University of North Texas through strategic partnerships, advocacy and financial support, engagement.

The division oversees: Advancement/Development, Comprehensive Fundraising Campaigns, and UNT Alumni Association

[David Wolf](#)
[Organizational Chart](#)

MEET WREN BAKER – VICE PRESIDENT AND DIRECTOR OF ATHLETICS



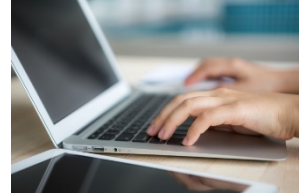
Responsible for the overall administration and management supervision of the university's intercollegiate athletic program and represents the university's athletic programs at the conference and national levels.

[Wren Baker](#)
[Organizational Chart](#)

PAYROLL INFORMATION:

WHEN DO I RECEIVE MY PAYCHECK?

- Pay day is on the 1st of the month for employees paid monthly.
- If a pay day falls on a weekend or holiday, the next working day is designated as pay day.
- Each department on campus has a representative (Timekeeper) responsible for submitting time to the Payroll Department.



DIRECT DEPOSIT

- Download the [Direct deposit form](#) and fax it back to the number on the form before payroll runs each month will be effective with salary earned that month. (Payroll runs around the 15th)
 - Example: if information is completed by January 10th -your February 1st paycheck will be direct deposited.
- If it is submitted after payroll runs then the first check will be paper and can be picked up with your departmental timekeeper.
- Employee Payroll Direct Deposit Agreement Form - [Direct Deposit Agreement Form](#)
- A paystub is available on [MyUNT](#)

DOING THE RIGHT THING:

- Maintain highest ethical standards every time
- Put forth best effort in serving the citizens of Texas and students from around the world
- Model ethical conduct
- Seek Assistance from knowledgeable UNT authorities
- Ensure compliance training is completed
- Report Suspected Wrongdoing
- Read the [UNT Standards of Conduct Quick Reference](#) Guide
- Compliance hotline - call (940) 565-4351 or file online @ <http://compliance.untsystem.edu/hotline>

MY UNT- SELF SERVICE:

[HTTPS://MY.UNT.EDU](https://my.unt.edu)

A self-service portal that provides the UNT community members with access to:

- Personal information, Benefits, Compensation (paycheck, direct deposit, W-2),
- View institutional news, events, information resources, and Human Resources information and services (faculty and staff only).
- Update your Eagle Alert emergency contact information on this page
- Access to your email remotely if not connected to your smart phone

SUBMIT LEAVE REQUESTS VIA E-LEAVE

[HTTPS://MY.UNT.EDU](https://my.unt.edu)

- Click the Human Resources tab-> click Request leave under eLeave section
- Online training- [Managing Leave with eLeave UNT](#)

INHOUSE:

[HTTP://INHOUSE.UNT.EDU/](http://inhouse.unt.edu/)

An information resource providing the UNT community members with access to information about things that are going on at UNT Including campus news, employee resources, events, research news, people on campus and awards and achievements

POLICY GUIDE:

[HTTP://POLICY.UNT.EDU](http://policy.unt.edu)

Provides information on all University policies. Each faculty and staff are responsible for making themselves aware of the policies that impact them and their work.

HR RELATED FORMS & OTHER RESOURCES:

[Faculty Specific Forms](#)

[Staff Specific Forms](#) (includes some forms for faculty such as FMLA, ADA, benefits)

GETTING AROUND CAMPUS:

Campus Maps –

[Campus map](#) search for location by building

[Parking Maps](#) search for parking options

[Bus routes & schedules](#) use your ID to ride the Denton buses for free



HELPFUL CONTACT INFORMATION:

HUMAN RESOURCES:

[HTTPS://HR.UNTSYSTEM.EDU/](https://hr.untsystem.edu/)

- Benefits/ Retirement Questions: (817) 735-7650 or HRBenefits@untsystem.edu
- FMLA Questions: (817) 735-7650 or FMLA@untsystem.edu
- ADA questions: (940) 565-2281 or askhr@unt.edu
- HR Records Questions: (817) 735-7650 or HRRecords@untsystem.edu
- Other HR Questions (*employee relations, alternative dispute resolution*): (940) 565-2281 or askhr@unt.edu

ACADEMIC RESOURCES:

[HTTP://VPAA.UNT.EDU/FACULTY-RESOURCES](http://vpaa.unt.edu/faculty-resources)

Faculty Recruitment and Compensation, Faculty Human Resources Questions:
(940) 565-2550

BUSINESS SERVICE CENTER:

WWW.BSC.UNTSYSTEM.EDU

- Questions Payroll [email](#) & Time and Labor [email](#)
- Travel Questions: (940) 369-5500 or bsc@untsystem.edu
- Purchasing & Payments Questions: (940) 369-5500 or bsc@untsystem.edu

CAREER CENTER:

[HTTP://STUDENTAFFAIRS.UNT.EDU/CAREER-CENTER#HOME](http://STUDENTAFFAIRS.UNT.EDU/CAREER-CENTER#HOME)

- Hiring Students and student career services/resources: (940) 565-2105
- Supervisors guide: <http://studentaffairs.unt.edu/blog/supervisors-guide>

OFFICE OF INSTITUTION EQUITY & DIVERSITY:

Equal Opportunity Office

- Concerns regarding Harassment, discrimination, retaliation
- (940) 565-2759 or oeo@unt.edu
- website: <http://edo.unt.edu/equal-opportunity>

Multicultural Center

- To participate in the cultural richness of our Campus
- (940) 565-3424 or multicultural@unt.edu
- website: <http://edo.unt.edu/multicultural-center-programs-services>

Pride Alliance

- Resource on topics of gender and sexuality and a safe and welcoming space for all
- (940) 565-2589 or pridealliance@unt.edu
- website: <http://edo.unt.edu/pride-alliance#about>



WORK LIFE BALANCE

UNT HOLIDAYS FISCAL YEAR 2018/2019:

Faculty follow the Academic calendar but the UNT holidays are listed here for your convenience. Up to 15 days per year as determined by State Legislature (13 this year)

- Labor Day – September 3, 2018
- Thanksgiving – November 22 and 23, 2018
- Winter Holiday – December 24, 2018 – January 1, 2019
- Martin Luther King, Jr. Day – January 21, 2019
- Memorial Day - May 27, 2019
- Independence Day - July 4, 2019

Links to: [Holiday Schedule for UNT](#)

SICK LEAVE:

Regular full-time faculty and staff earn sick leave entitlement at the rate of eight (8) hours for each month of paid employment. Regular part-time faculty and staff shall earn sick leave

entitlement at their percentage of time employed times eight (8) hours for each month or fraction of a month of paid employment. For example, an individual employed for seventy-five (75) percent time will accrue six (6) hours monthly (.75 x 8 = 6).

Links to: [My UNT](#) to submit leave request; [Sick Leave Policy](#); [Sick Leave Website](#)

FAMILY MEDICAL LEAVE:

Job protection for eligible employees with at least 12 months of state service, Worked at least 1,250 hours in the twelve months preceding the leave and the covered reason for leave is on behalf of qualified immediate family member (spouse, parent, child, or self)

Links to: [FMLA Policy](#); [FMLA Website](#)

SICK LEAVE POOL:

Sick Leave Pool is awarded to qualified, employees who suffer or have immediate family members who suffer a catastrophic injury or illness that causes the employee to exhaust all of his/her accrued leave.

Links to: [Sick Leave Pool Policy](#); [Sick Leave Pool Website](#)

SICK LEAVE DONATION:

Sick Leave Donation is awarded to qualified, employees who suffer or have immediate family members who suffer a serious health condition that causes the employee to exhaust all of his/her accrued sick leave.

Links to: [Sick Leave Donation request form](#)

AMERICANS WITH DISABILITIES ACT (ADA):

Provides equal opportunities to qualified individuals with disabilities in all terms and conditions of employment. Provides reasonable accommodations unless doing so would cause an undue hardship.

Links to: [ADA Policy](#); [ADA Website](#)

EMPLOYEE ASSISTANCE PROGRAM (EAP):

[HTTPS://WWW.AWPNOW.COM](https://www.awpnw.com)

Alliance Work Partners can assist you with these challenges and more:

- Job performance
- Child & elder care resources
- Family issues
- Communication skills & anxiety
- Legal & financial resources
- Alcohol/substance abuse
- Personal concerns
- Parenting support
- Anger management
- Weight loss
- Career management
- Self-improvement plans
- Marital difficulties
- Time management
- Stress management
- Managing depression
- Grief & bereavement
- Smoking cessation

For general inquiries: (888) EAP-INFO (4636) TDD: (800) 448-1823
To speak to a counselor: (800) 343-3822 (*any time 24 hours a day, 365 days a year*)
EAP Teen Line: (800) 334-TEEN (8336)

How to [Log In](#):

- Follow the prompts for new members by inputting your personal data and create a password. (*You may use your personal email as a further measure of confidentiality*)
- UNT's Registration code is **AWP-UNT-384**
- Contact Alliance Work Partners for [log-in assistance](#)



UNT PERKS [LINK TO PERKS WEBSITE](#)

FACULTY/STAFF SCHOLARSHIP:

- Full time employees eligible immediately, or part-time employees with 5 years of service, retirees, and dependents are all eligible. (***You must re-apply each semester***)
- For more information, go to [Educational Scholarship Application](#)



DINING SERVICES:



- Faculty/Staff can purchase meal plans to use at the 6 cafeterias
- Meal plans range from \$4.50 - \$5.75/meal; or \$7.75 (*door price*)
- Faculty/Staff meal plans will be accepted at Discovery Park Grill.
 - (*1 swipe will be considered 1 combo meal*)
- Go to [Faculty/Staff Meal Plans](#) for more information
- Locations on campus: Bruce Cafeteria, Champs Cafeteria, Kerr Cafeteria, Mean Greens, and West Cafeteria

MEAN GREEN ATHLETICS:

- Football Season Tickets - \$60.00 and up (*Special: Sideline Reserved \$130*)
- Women's Basketball Season Tickets – General Admission is \$60
- Men's Basketball Season Tickets – General Admission is \$68 and Scholarship Reservation is \$128
- Faculty and Staff also get a discount at Olympic sports with their ID (*Special: \$3.00 game tickets*)
- Call (940) 565-2527 and ask about Faculty and Staff season and single game ticket discounts and go to <https://bit.ly/2KQWH9Q> to place your order

**** Faculty can receive 2 free tickets to the home opener game against Lamar on 9/02/17, additional tickets may be bought at a discounted rate****

MUSIC AND DANCE & THEATRE DISCOUNTS:

- Discounted tickets are available to Faculty and Staff for most events.
- For schedules of events and ticket information, go to [Dance and Theatre Events](#) or [Music Calendar](#)



CELLULAR PHONE SERVICE DISCOUNTS:



- AT&T, Sprint and Verizon offer discounts to UNT Staff and Faculty for their monthly personal cell phone service costs.
- Click [here](#) for more details
- Requires you to sign in to SharePoint with your EUID & Password

SOFTWARE DISCOUNTS AND RESOURCES:

- Adobe Creative Cloud and Microsoft Office Professional Plus are available for home download. Complete registration by [clicking here](#) and following prompts
 - Adobe Creative Cloud is \$19.99 or Microsoft Home Use is \$9.95
- Software discounts at Barnes & Noble www.thinkEdu.com/bn
- Mainframe (UNT Apple Store) Union 111. Buy, repair, trade in Apple products and training <https://untunion.wordpress.com/tag/apple/>

UNT TRANSPORTATION OPTIONS:

- Ride for free on the Denton County Transportation Authority (DCTA) Bus Lines with your UNT ID card
 - For routes and schedules, [click here](#)
- **Note:** from July 2018 through January 14, 2019 you can also Ride the A-Train for **free** with UNT ID
 - [Click here for long term A-train pass options.](#)



OTHER PERKS:

PERKSPOT

- Discounts on: apparel, auto, cell phone service, travel, computers, electronics etc...
- <https://unt.perkspot.com/> (Just [log in](#) to create an account)



PERKSCONNECT

- Log in to [PerksConnect](#) online or download the PerksConnect app from Google Play or Apple Store to create an account. (**PerksConnect employee code is UNTX17**)
- Discounts on: apparel, auto, cell phone service, travel, computers, electronics etc...

AIRPORT PARKING

The ParkingSpot offers: [off-site airport parking discounts](#)

CAR RENTAL

National and Enterprise rental car agencies also offer discounts. ([Learn more](#))

ON SITE SERVICES (FOR YOUR CONVENIENCE):

OPTOMETRIST- College Optical Express, Located in Chestnut Hall: (940) 369-7441
(Provides discount on glasses or contacts to UNT staff, faculty and alumni)

- Accepts UNT vision coverage; www.coeunt.com

PHARMACY- Student Health & Wellness Center, Located in Chestnut Hall: (940) 565-2790
(Conveniently purchase some over-the-counter medicines as well as prescriptions)

- Monday –Thursday 8:00am-6:00pm; Friday 9:30am-6:00pm
- <http://studentaffairs.unt.edu/pharmacy>

DENTAL CLINIC - Located in Chestnut Hall: (940) 273-2184

- Takes Dental PPO only; <http://www.campus-smiles.com/UNT>

FACULTY/STAFF FITNESS PROGRAM:

- UNT faculty and staff are eligible to purchase a membership to the Pohl Recreation Center at a discounted rate.
- Participating full-time staff members are eligible for 20 minutes of administrative leave for one hour of daily exercise as “**approved**” by their supervisor. [Policy link](#)
- For more information: go to [Memberships](#) and then [Resources and Forms](#)

OTHER RESOURCES:

- [Walking Maps](#) Get a little exercise on your breaks. ([Map routes link](#))
- [Lactation Rooms](#) For nursing Mothers. (Click for [Information](#) and [Locations](#).)

LIBRARY- FACULTY AND GRADUATE SERVICES

UNT LIBRARIES: Willis Library, the Media Library (in Chilton Hall), Eagle Commons (in Sycamore Hall), and Discovery Park

[Locations & hours](#)

FIND BOOKS, JOURNAL ARTICLES AND DATABASES:

- [Visit the Website](#)

SUBJECT LIBRARIANS

- Library faculty members dedicated to specific subject areas ([visit the website](#) to find your area’s subject librarian)
- Provide library instruction and research support for you and your classes, including individual appointments



- Partner with you to create library research help guides for your students tailored to your course or assignment
- Request materials that may need to be added to the Libraries collections

PLACE ITEMS ON COURSE RESERVE

[visit the website](#)

- Materials owned by the Libraries and personal materials may be placed on print or electronic reserve (depending on the type of material) for your classes

DOCUMENT DELIVERY AND INTERLIBRARY LOAN

[visit the website](#)

- Have library owned materials delivered to your office through the Faculty Book Delivery Service
- Set up an ILLiad account to request materials we own or from other libraries ([click here to set up an ILLiad account](#)).

RESOURCES BEYOND BOOKS-

- [Media Library](#): Films, documentaries, tabletop games, and video games (including [The Nest](#), the e-sports gaming space with locations in Chilton Hall and at Discovery Park)
- [UNT Digital Library](#): The Portal to Texas History, UNT Scholarly Works institutional repository, web archives, Congressional Research Service (CRS) reports
- [Music Library](#): Scores, monographs, sound recordings, CDs
- [Eagle Commons Library](#): Government Documents, Law, Political Science, Geography and Business collections
- [Special Collections](#): Maps, archival collections, photos, art and artifacts, rare books, and miniature book collection
- [The Factory makerspace](#) (Willis Library): Audio/visual equipment, electronics, programming, prototyping, 3D Printing, die & laser cutting, sewing machines, weaving looms, hand/electric tools, and reference materials

GRANT AND FUNDING OPPORTUNITIES

[visit the website, guide to grant-seeking resources](#)

- The Funding Information Network at Eagle Commons Library provides access to info and help identify grants and grant makers
- Staff available for one-on-one assistance on how to use this resource

SCHOLARLY COMMUNICATION

[visit the website](#)

- Library faculty provide consultation on scholarly publishing, copyright issues, developing data management plans, and understanding measurement of scholarly impact.