

UNC Charlotte Faculty Policy Quick Reference Chart

EMPLOYMENT & BENEFITS	RESEARCH & SCHOLARSHIP	TEACHING & STUDENTS	OUTSIDE ACTIVITIES	NONDISCRIMINATION
<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, including RPT procedures, due process before discharge or imposition of serious sanctions, and termination.</p> <p>On April 13, 2022, the UNC Charlotte Board of Trustees approved revisions to the Tenure Policies, Regulations, and Procedures, incorporating Chancellor review for tenure and promotion reviews and appointments to tenured positions; aligning Sections 7 and 8 hearing procedures with revisions to the underlying System Office policies and regulations, including aligning the hearing procedures with those policies and regulations and removing the former appeal to the Board of Governors; incorporating Faculty Council's adjustments to the Special Faculty appointments, including implementation of a compulsory annual review process for Special Faculty; and technical updates to incorporate gender-neutral pronouns, correct cross-references and remove internal inconsistencies. legal.charlotte.edu/policies/up-102.13</p>	<p>318: AUTHORSHIP POLICY AND RESOLUTION PROCEDURES. Experience and empirical evidence at UNC Charlotte have shown that authorship disputes arise and can be damaging to mentor/mentee and collaborator relationships. Additionally, journals will not arbitrate authorship disputes and instead recommend that institutions resolve them. Thus, establishing an authorship policy with resolution procedures and providing training regarding open and transparent authorship decision making helps to foster a culture of integrity in research. legal.charlotte.edu/policies/up-318</p>	<p>407: CODE OF STUDENT ACADEMIC INTEGRITY, CHAPTER 4. The responsibility for maintaining the academic standards of honesty and integrity is shared by all members of the academic community. Students and Faculty Members are expected to be familiar with and abide by the provisions of the Code. Faculty Members are responsible for the academic instruction and evaluation methods for all academic exercises. As such, Faculty Members should ensure, to the best of their ability, that all work submitted by Students is consistent with academic standards, including being free from the adverse impacts of academic misconduct. To that end, Faculty Members are obligated to:</p> <ul style="list-style-type: none"> - Publish, review, and enforce their expectations for academic conduct in course work. - If the Faculty Member suspects that Academic Misconduct has occurred and determines that the information is sufficient to warrant an adjudication, report all such cases of suspected Academic Misconduct using the appropriate adjudication method outlined in the Code of Student Academic Integrity so a central record may be kept. Faculty are expected to participate as needed in the adjudication of the suspected misconduct. - Engage mechanisms that discourage Academic Misconduct, such as exam monitoring, online submission of materials, etc. (See examples.) - If a Faculty Member who has referred an Academic Misconduct case fails to appear at a Hearing after being notified pursuant to the Code, the Hearing will continue in the absence of the Faculty Member. legal.charlotte.edu/policies/up-407 	<p>102.1: EXTERNAL PROFESSIONAL ACTIVITIES OF FACULTY & OTHER PROFESSIONAL STAFF. Faculty and professional staff members should undertake external activities for pay only if they do not create a conflict of interest or commitment with the individual's obligations to the University, do not involve inappropriate use of University resources or name, and do not claim University responsibility for the activities. A notice of intent to participate in such activities, including disclosure of financial interests, must be submitted to, and approved by, the individual's department head prior to engaging in the activities. legal.charlotte.edu/policies/up-102.1</p>	<p>501: NONDISCRIMINATION The University of North Carolina at Charlotte is committed to providing a respectful, safe, and inclusive environment for all University community members and guests of the University. The University affirms that its educational and employment decisions must be based on the abilities and qualifications of individuals and may not be based on irrelevant factors, including personal characteristics, that have no connection with academic abilities or job performance. Therefore, the University prohibits discrimination and discriminatory harassment in its educational and employment decisions and provides equal opportunities for all members of the University community and for all those seeking to join the University community. legal.charlotte.edu/policies/up-501</p>
<p>101.16: RESEARCH APPOINTMENTS. 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.charlotte.edu/policies/up-101.16</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.charlotte.edu/policies/up-301</p>	<p>204: TEXTBOOKS AND INSTRUCTIONAL MATERIALS. The development, selection, and organization of textbooks, documents, and instructional materials for a class is a matter of a faculty member's professional judgment. In some cases, the preparation and sale of such materials to students raises concerns of potential copyright violations and conflicts of interest. This Policy describes University procedures for addressing these concerns, specifies the primary criteria for selection, and lists actions required of the faculty to ensure appropriate and timely selection of materials. legal.charlotte.edu/policies/up-204</p>	<p>101.24: CONFLICTS OF INTEREST AND COMMITMENT. Faculty and staff are encouraged to engage in appropriate outside research or non-research activities if the activities are consonant with the objectives of the University. Outside activities and financial interests must be arranged so as not to interfere with the primacy of University commitments. Likewise, employees should avoid conflicts of interest that affect the interests of the University, or compromise objectivity in carrying out University responsibilities. Faculty and staff must complete the Annual Conflict Evaluation forms and submit the forms to their department chairs/unit supervisors no later than October 1 of each year. Updated forms must be submitted throughout the year if changes arise. legal.charlotte.edu/policies/up-101.24</p>	<p>501.1: NONDISCRIMINATION ON THE BASIS OF DISABILITY REGULATION. Consistent with the requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, the University shall operate its programs, activities, and services to ensure that no qualified individual with a disability shall be excluded from participation in, be denied benefits of, or be subjected to discrimination solely by reason of their disability. This regulation also sets forth procedures for complaints of discrimination based on disability. legal.charlotte.edu/policies/up-501.1</p>
<p>102.11: NON-SALARY COMPENSATION FOR EMPLOYEES EXEMPT FROM THE STATE HUMAN RESOURCES ACT. 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.</p> <p>In order to remain competitive with other comparable institutions of higher education in its employment practices, it is the policy of the University of North Carolina at Charlotte to make available to employees exempt from the State Human Resources Act (EHRA employees), on a case-by-case basis, certain reasonable and customary non-salary compensation in addition to the routine fringe benefits offered to all EHRA employees. legal.charlotte.edu/policies/up-102.11</p>	<p>315: COPYRIGHT POLICY. 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.charlotte.edu/policies/up-315</p>	<p>101.25: FAMILIAL RELATIONSHIPS BETWEEN STUDENTS AND FACULTY MEMBERS OR OTHER UNIVERSITY EMPLOYEES (NEPOTISM). NEW POLICY All University employees are prohibited from participating in the evaluation or supervision of a student with whom there is a Familial Relationship. Failure to disclose a Familial Relationship prior to participating in the evaluation or supervision of a related student will result in disciplinary action. legal.charlotte.edu/policies/up-101.25</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, including faculty, must make certain disclosures and receive various approvals on a prescribed schedule, or risk disciplinary action or dismissal. legal.charlotte.edu/policies/up-102.3</p>	<p>502: SEXUAL MISCONDUCT AND INTERPERSONAL VIOLENCE. Sexual misconduct (including but not limited to sexual harassment and sexual exploitation) and interpersonal violence (including sexual assault, dating violence, domestic violence, and stalking) are violations of both law and University policy and will not be tolerated in the University community. Such behaviors are particularly sensitive issues that could affect any member of the University community, and as such, reports of sexual misconduct and interpersonal violence will be dealt with promptly and equitably by the University administration, regardless of whether the allegations are made formally, informally, in writing, or verbally.</p> <p>The University may be obligated to investigate allegations of sexual misconduct or interpersonal violence even when, for example, (1) an individual reports a concern involving sexual misconduct or interpersonal violence, but does not wish to file a complaint; (2) an individual reports a concern involving alleged sexual misconduct or interpersonal violence and asks that either the individual's identity or the information provided be kept confidential; or (3) an individual anonymously reports alleged sexual misconduct or interpersonal violence. legal.charlotte.edu/policies/up-502</p>

UNC Charlotte Faculty Policy Quick Reference Chart

EMPLOYMENT & BENEFITS	RESEARCH & SCHOLARSHIP	TEACHING & STUDENTS	OUTSIDE ACTIVITIES	NONDISCRIMINATION
<p>101.26: SIGN-ON AND RETENTION BONUSES FOR PERMANENT EMPLOYEES. NEW POLICY-2023 This Policy documents the parameters for a sign-on and retention bonus program at UNC Charlotte, including eligibility requirements and approval processes. legal.charlotte.edu/policies/up-101.26</p>	<p>309: RESPONDING TO ALLEGATIONS OF MISCONDUCT IN RESEARCH AND SCHOLARSHIP. This Policy and its supplemental procedures will normally be followed when an allegation of possible Research Misconduct is received by an institutional official. At times, a particular case may require variation from the normal procedure to serve the best interests of UNC Charlotte. Any change in procedure must ensure fair treatment to the subject of the inquiry or investigation and be approved in advance by the Vice Chancellor for Research and Economic Development. legal.charlotte.edu/policies/up-309</p>	<p>101.3: AMOROUS RELATIONSHIPS BETWEEN STUDENTS AND FACULTY MEMBERS OR OTHER UNIVERSITY EMPLOYEES. All University employees are prohibited from participating in the evaluation or supervision of a student with whom there is an Amorous Relationship, and are strongly discouraged from engaging in Amorous Relationships with any student. Amorous Relationships implicated by this Policy must be timely disclosed to the Office of Civil Rights and Title IX. Special rules apply to faculty members and Coaches under this Policy. Except as expressly permitted by this Policy, faculty members are prohibited from engaging in an Amorous Relationship with currently enrolled undergraduate students, and Coaches are prohibited from engaging in Amorous Relationships with currently enrolled student-athletes. Faculty members must also disclose any Amorous Relationship with a student enrolled as a graduate/professional student in the same department or affiliated with the same graduate or professional program. Engaging in a prohibited Amorous Relationship or failing to disclose an Amorous Relationship implicated by this Policy in a timely manner will result in disciplinary action. legal.charlotte.edu/policies/up-101.3</p>	<p>101.15: ADDITIONAL COMPENSATION FOR PROFESSIONAL SERVICES TO THE UNIVERSITY. For full-time EHRA faculty and staff members, the salary approved by the Board of Governors is the full compensation to be expected during the period of appointment. This policy describes the very limited circumstances in which such an individual may be eligible for additional compensation for additional services, and the procedures related to such payments. Individuals with less than full-time appointments can increase their commitment up to full-time with additional compensation, but they may not exceed full-time commitment status unless authorized as an exception in this Policy. [FULL-TIME FACULTY ONLY] legal.charlotte.edu/policies/up-101.15</p>	<p>504: TITLE IX GRIEVANCE POLICY. Sexual Harassment, including sexual violence and other Covered Conduct, is a violation of both law and University policy and will not be tolerated in the University community. The University is committed to fostering an environment that encourages prompt reporting of all types of Sexual Harassment; a timely response to reports; the provision of equitable support services and resources; and a fair, impartial, and equitable investigation and resolution process. Retaliation for reporting a violation of this Policy or for cooperating in the University's investigation of any such report is also prohibited by law and University policy and will not be tolerated. The University treats Complainants and Respondents equitably throughout the proceedings outlined in this Policy. University officials charged with implementing this Policy will objectively evaluate all relevant evidence, both inculpatory and exculpatory, and will not make credibility determinations that are based on a person's status as a Complainant, Respondent, or witness. Respondents are presumed not responsible for any alleged conduct until a determination regarding responsibility is made at the conclusion of the proceedings outlined in this Policy. legal.charlotte.edu/policies/up-504</p>
<p>102.8: ADMINISTRATIVE SEPARATION AND/OR RETREAT TO A FACULTY POSITION. Addresses four circumstances of voluntary and involuntary relinquishments of duties by SAADs (other than the Chancellor): retreat to a faculty position, reappointment of an administrator without faculty retreat rights, separation from the University, and retirement. legal.charlotte.edu/policies/up-102.8</p>	<p>308: RESEARCH RELATIONS WITH PRIVATE ENTERPRISE AND PUBLICATION OF RESEARCH FINDINGS. Board of Governors rules apply to University contracts with private firms for individual research projects, as well as to arrangements for research consortia or research partnerships. 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.charlotte.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.charlotte.edu/policies/up-202</p>		
<p>101.23: EMPLOYMENT-RELATED BACKGROUND CHECKS & CRIMINAL ACTIVITY REPORTING. To provide a safe learning and working environment for its students, staff, faculty, visitors, and volunteers, and to protect the University's financial, property, and other assets, 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.charlotte.edu/policies/up-101.23</p>	<p>312: EQUITY ACQUISITION IN TECHNOLOGY LICENSING ARRANGEMENTS. The University occasionally offers equity to young companies as a means of enabling these companies to license University technology. However the University better recognizes the financial risk and the generation of conflicts of interest and conflicts of commitment associated with such acquisitions. 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.charlotte.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 seeks to articulate and to protect both the rights of students for fair and impartial evaluation of their academic performance and the responsibilities of faculty members as the determiners of student grades. In 2022, this Policy was revised to require consultation with the Office of Civil Rights and Title IX when grade appeals relate to discrimination issues. legal.charlotte.edu/policies/up-410</p>		
<p>PROCEDURES FOR RESOLVING FACULTY GRIEVANCES (ARISING UNDER SECTION 607(3) OF THE CODE OF THE UNIVERSITY OF NORTH CAROLINA). These grievance procedures are established to implement Section 607 of The Code of The University of North Carolina and Board of Governors Policy 101.3.2 "Grievances filed Pursuant to Section 607 of The Code." provost.charlotte.edu/policies-procedures/academic-policies-and-procedures/procedures-resolving-faculty-grievances-arising</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.charlotte.edu/policies/up-313</p>	<p>409: RELIGIOUS ACCOMMODATION 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.charlotte.edu/policies/up-409</p>		

UNC Charlotte Faculty Policy Quick Reference Chart

EMPLOYMENT & BENEFITS	RESEARCH & SCHOLARSHIP	TEACHING & STUDENTS	OUTSIDE ACTIVITIES	NONDISCRIMINATION
<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.charlotte.edu/policies/up-102.10</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.charlotte.edu/policies/up-714</p>	<p>210: OUT-OF-STATE ACADEMIC ACTIVITY. In 2019, the U.S. Department of Education implemented regulations that condition institutional eligibility for Title IV funding on compliance with state authorization requirements. These regulations require institutions that offer out-of-state academic activities (including practicum experiences, faculty teaching from another state, distance education, online education, marketing, advertising, etc.) to be authorized to do so by the states in which their students are located. UNC Charlotte is relieved from the obligation to obtain specific authorization to provide distance education in states outside of North Carolina by its membership in SARA (State Authorization Reciprocity Agreement). legal.charlotte.edu/policies/up-210</p>		
<p>102.6: FAMILY & MEDICAL LEAVE FOR 9-MONTH FACULTY. Authorizes paid leave for faculty with academic year (9-month) appointments with qualifying conditions covered under the Family and Medical Leave Act (FMLA). legal.charlotte.edu/policies/up-102.6</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), which is recognized as the principal point of communication about laboratory animal and use issues for the University. legal.charlotte.edu/policies/up-310</p>	<p>402: STUDENT EDUCATION RECORDS (FERPA). Federal law and regulations require that "education records," including almost all University records which relate directly to a student, must be held in confidence. The student, however, has a legal right of access to their own education records. Faculty members and administrators who have a legitimate educational interest may have access to a student's confidential records without the student's permission, but in most other cases the written consent of the student is required before access may legally be permitted. Students have certain rights to correct or delete inaccurate or misleading information in their education records. legal.charlotte.edu/policies/up-402</p>		
<p>102.15: PERSONAL (NON-FMLA) LEAVES OF ABSENCE FOR 9-MONTH FACULTY. Establishes the terms and conditions of non-FMLA personal leaves of absence for 9-month faculty. [9-MONTH FACULTY ONLY] legal.charlotte.edu/policies/up-102.15</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.charlotte.edu/policies/up-306</p>	<p>716: MINORS ON CAMPUS It is the policy of The University of North Carolina at Charlotte to implement standards and procedures for the protection of Minors participating in programs and activities that are occurring on its campus and for programs and activities that are under the control or direction of the University, regardless of location. Every member of the University community has an obligation to immediately report instances or suspected instances of the abuse of, violent or sexual offense against, or inappropriate interactions with Minors, including Non-Student Minors, to the Police & Public Safety Department and, if applicable, to the respective Program Organizer. In cases of alleged or suspected instances involving abuse, neglect, or inadequate care provided by a parent, guardian, or custodian/caretaker (including the Program Organizer), further obligation is required under North Carolina law to make a report to the Director of the Department of Social Services in the county where the Minor resides or is found. Police & Public Safety can assist in providing contact information for reporting to social service agencies. legal.charlotte.edu/policies/up-716</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, a 12-month faculty member, or a post-doctoral fellow. Employees must submit leave requests to the appropriate approving supervisor. [9-MONTH FACULTY ONLY] legal.charlotte.edu/policies/up-102.4</p>	<p>203: GRANTS, CONTRACTS, AND COOPERATIVE AGREEMENTS TO FINANCE SPONSORED PROGRAMS. Details the procedure for preparing grant or contract applications and includes the Internal Processing Form and an outline of the Proposal Approval Process. legal.charlotte.edu/policies/up-203</p>			
<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 Workplace Violence on victims and the University community as well as holding perpetrators of Workplace Violence accountable for their actions. legal.charlotte.edu/policies/up-101.17</p>	<p>316: EXPORT CONTROL. It is the policy of UNC Charlotte to comply with all United States export control laws and regulations, including those implemented by the Department of Commerce through its Export Administration Regulations (EAR), the Department of State through its International Traffic in Arms Regulations (ITAR), and those imposed by the Treasury Department through its Office of Foreign Assets Control (OFAC). Failure to comply with these laws exposes both the employee and the University to severe criminal and civil penalties (fines and prison sentences) as well as administrative sanctions (loss of research funding and export privileges). legal.charlotte.edu/policies/up-316</p>			

UNC Charlotte Faculty Policy Quick Reference Chart

EMPLOYMENT & BENEFITS	RESEARCH & SCHOLARSHIP	TEACHING & STUDENTS	OUTSIDE ACTIVITIES	NONDISCRIMINATION
<p>101.1: TUITION AND FEES PRIVILEGES FOR ELIGIBLE FACULTY AND STAFF. Full-time faculty and staff members are eligible for a waiver of tuition and fees during periods of normal employment, not to exceed three courses per year, provided that the courses do not interfere with normal employment obligations</p> <p>[FULL-TIME FACULTY & STAFF ONLY] legal.charlotte.edu/policies/up-101.1 See also: hr.charlotte.edu/benefits/other-benefits/tuition-waiver</p>				
<p>101.20: LACTATION POLICY. Provides nursing mothers who are employees with a private place and reasonable break time to express breast milk for her nursing child for up to one year after the child's birth.</p> <p>The Policy is in accordance with the U.S. Department of Labor Wage and Hour Division and the Patient Protection and Affordable Care Act (PPACA). legal.charlotte.edu/policies/up-101.20</p>				
<p>804: STANDARDS OF ETHICAL CONDUCT. 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.charlotte.edu/policies/up-804</p>				
<p>LAST UPDATED FEBRUARY 14, 2023</p>				