<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>APC</td>
<td>Academic Planning Committee</td>
</tr>
<tr>
<td>CAPS</td>
<td>Counseling and Psychological Services</td>
</tr>
<tr>
<td>CASNR</td>
<td>College of Agricultural Sciences and Natural Resources</td>
</tr>
<tr>
<td>EAP</td>
<td>Employee Assistance Program</td>
</tr>
<tr>
<td>IEC</td>
<td>Institutional Equity and Compliance</td>
</tr>
<tr>
<td>IANR</td>
<td>Institute of Agriculture and Natural Resources</td>
</tr>
<tr>
<td>ISSO</td>
<td>International Student and Scholar Office</td>
</tr>
<tr>
<td>ITS</td>
<td>Information Technology Services</td>
</tr>
<tr>
<td>OASIS</td>
<td>Office of Academic Success and Intercultural Services</td>
</tr>
<tr>
<td>ODE</td>
<td>Online and Distance Education</td>
</tr>
<tr>
<td>ORED</td>
<td>Office of Research and Economic Development</td>
</tr>
<tr>
<td>SSD</td>
<td>Services for Students with Disabilities</td>
</tr>
<tr>
<td>UCARE</td>
<td>Undergraduate Creative Activities and Research Experience</td>
</tr>
<tr>
<td>UPC</td>
<td>University Program Council</td>
</tr>
</tbody>
</table>
Teaching at UNL
Frequently Asked Questions

Does UNL have a learning management system?
Yes, Blackboard Learn version 9.1 (or My.UNL) is UNL’s learning management system. A Blackboard course website is automatically created for every official course at UNL. Most UNL instructors use Blackboard as part of their teaching processes and content management. You’ll use your My.UNL credentials to access Blackboard online at my.unl.edu. Your login username might be something like jdoe2, or j.doe. Learn more about how to maximize its tools online at http://its.unl.edu/t3/myunl-blackboard-help-resources.

Does UNL have a general education program?
Yes, all students are required to take 30 credit hours from a list of ACE (Achievement-Centered Education) courses. ACE courses are comprised of 10 student learning outcomes that UNL faculty have identified as critical for 21st century students to demonstrate before graduation. The ACE program was implemented in fall 2008. Learn more about ACE online at http://ace.unl.edu/.

Is there a standard syllabus policy?
Yes, the Faculty Senate policy lists required information for all course syllabi. In addition, instructors who teach ACE courses are required to include: 1) the specific ACE outcome(s) that will be satisfied by the course; 2) a brief description of opportunities the course will provide to achieve the ACE outcome(s); and 3) a brief description of the graded assignments that instructors will use to assess student achievement of the outcome(s).

Is there a “dead week” or “15th week” policy?
Yes. Final examinations for full semester classes are to be given only at the regularly scheduled time as published in the official schedule of classes or at another time during Finals Week mutually agreeable to all concerned. The only examinations that may be given during the last week (15th week) of classes are: laboratory practical examinations, make-up or repeat examinations, and self-paced examinations. For further explanations and exceptions, see http://www.unl.edu/facultysenate/15thweekpolicy.pdf

How do I know who is in my class? Where can I find a roster?
You can find class roster(s) in MyRED using your NUID and True You password (the same used for Firefly). Click on the faculty tab and find class roster. See http://registrar.unl.edu/resources/newfaculty_classroster.pdf Also, you can use MyPLAN to record attendance and see photo ids of students on your roster. Go to My.UNL/Blackboard, click on the MyPLAN tab and then click “record attendance.”

How do I submit students’ grades?
Instructors enter final grades via the MyRED system. There are no paper grade rosters. See http://registrar.unl.edu/submitting-grades for detailed instructions.

How do students receive academic advising on this campus?
All undergraduates are assigned an academic advisor within their academic college. Students who have not declared a major are advised by staff in the Exploratory and Pre-Professional Advising Center.

What do I do if I have a problem in the classroom with academic integrity?
The Dean of Students in the Office of Student Affairs receives complaints regarding academic dishonesty. An online form is available to report alleged violations. See http://stuafs.unl.edu/sja.html

Is there a common advising technology?
Yes. UNL faculty who serve as academic advisors for undergraduates use MyPLAN (My Personal Learning and Advising Network) to record advising notes, access student information, and communicate with others who are involved with
their students. You can access the MyPLAN tab through MyUNL/Blackboard. See http://myplan.unl.edu/ for video tutorials and other resources.

What about advising for graduate students?
The Office of Graduate Studies provides schedules and forms for graduate student degrees at http://www.unl.edu/gradstudies/facstaff/advising Consult your Graduate Chair for additional information.

What kinds of technology will my classroom have?
Information Technology Services designs and supports all multimedia equipment in general purpose classrooms (for a list, see http://its.unl.edu/t3/pp-classrooms). This includes audio, video, and control system integration. Support staff are on call during regularly scheduled classes M-F, including evenings, at 472-5511. Some departments maintain and support their own classrooms. For technology in a department-controlled classroom, consult your chair.

What academic support programs are available to help my students?
UNL has many programs and resources available to support students’ success. The Office of First-Year Experience and Transition Programs offers individual academic coaching sessions and group workshops on a variety of topics (time management, goal setting, critical reading skills, etc.). FYETP also sponsors study stops—individual and group study spaces staffed by learning consultants Sunday through Thursday nights. See http://success.unl.edu for schedules and dates.

Several Department-based centers provide individual consultation in specific academic disciplines (the Writing Center, Math Resource Center, Chemistry Resource Center, etc.) For a full list of resources, see http://www.unl.edu/current/tutoring/

The Office of Academic Success and Intercultural Services (OASIS) works with all UNL students with an emphasis on meeting the needs of ethnic minority students and students receiving diversity enhancement scholarships. See http://www.unl.edu/oasis/

What career exploration and development resources are available to help my students?
The Office of Career Services, located in 225 Nebraska Union, helps undergraduate students in all majors and college make academic and career decisions, gain experience through internships and job shadowing and pursue employment or further education. See http://www.unl.edu/careers/get-know-career-services

Are there psychological support programs for students?
The Office of Counseling and Psychological Services, located on the 2nd floor of the University Health Center, provides individual and group counseling and special workshops and support groups for students on a variety of issues. See http://health.unl.edu/counseling-and-psychological-services-caps

Is there a proctored testing center for online exams, quizzes, and assignments?
Testing centers on City and East campus are open to the entire university. Contact testingcenter@unl.edu for more information.

Is there a teaching community I can join?
The Peer Review of Teaching project is a structured, year-long program with focused discussions on teaching, student learning, and assessment. Contact Jody Kellas at jkellas2@unl.edu for more information. Consult your department and college leaders for more local teaching development opportunities.

What support does the campus provide my international students?
UNL provides a good number of resources to international students, helping them successfully transition in, and navigate, and complete their degree programs. A comprehensive list of international student resources is available online in 91 languages at http://international.unl.edu/isg. Resources for faculty teaching international students are available at http://international.unl.edu/faculty-staff-resources.
Web Resources for New Faculty
Office of Graduate Studies
go.unl.edu/faculty

Recruiting and Admitting

- **Recruitment**[go.unl.edu/recruit]
  Application forms for recruiting grants, fellowship descriptions, web development tips, and more.

- **Funding**[go.unl.edu/funding]
  The "Green Memo", sample funding award letters.

- **Data Systems**[go.unl.edu/systems]
  GAMES, NuView, and what they can tell you about your applicants.

Advising and Mentorship

- **Graduate Bulletin**[bulletin.unl.edu]
  Policies, college/department descriptions, courses, and more.

- **Graduate Degree Forms and Deadlines**[go.unl.edu/advise]
  Forms for students progressing through graduate programs.

- **Mentoring Handbook**[go.unl.edu/mentor]
  A guide for faculty.

- **Office of Postdoctoral Studies**[postdoc.unl.edu/faculty]
  Resources for funding, hiring, and mentoring postdocs.

- **Responsible Conduct of Research**[go.unl.edu/rcr2]
  Info from the Office of Research Responsibility.

- **Folsom & Grad Studies Awards**[go.unl.edu/awards]
  Nomination forms, guidelines, past recipients.

Graduate Programs and Processes

- **Master's Programs Specialist**
  Terri Eastin teasin1@unl.edu 472-8665

- **Doctoral Programs Specialist**
  Eva Bachman ebachman1@unl.edu 472-8669

- **Fellowships and Assistantships Specialist**
  Jane Schneider jane.schneider@unl.edu 472-8670

- **Screencasts**[go.unl.edu/screencasts]
  Media library explaining UNL forms and processes.

- **Training Grant Assistance**[go.unl.edu/grants]
  Assistance in the pre- and post-award phases of training grants.

UNL does not discriminate based upon any protected status. Please see go.unl.edu/nondiscrimination.
RESEARCH ADMINISTRATION AND SUPPORT

Office of Proposal Development | http://research.unl.edu/proposaldevelopment
We partner with UNL grant applicants to develop competitive external proposals. Our team of proposal development professionals enhance proposal quality by ensuring applicants meet sponsor guidelines and by improving the content, organization and visual appeal of proposal packages.

Research Responsibility | http://research.unl.edu/researchresponsibility
We provide training opportunities and technical assistance to help the UNL research community comply with federal, state and university guidelines related to research involving human or animal subjects, research safety, export control and responsible conduct of research.

Sponsored Programs | http://research.unl.edu/sponsoredprograms
We support UNL faculty and staff during the pursuit and management of external financial resources that enhance research, creative and scholarly activity. We provide cradle-to-grave pre- and post-award services and are responsible for submitting, negotiating and accepting all sponsored awards at UNL.

NUramp | http://research.unl.edu/NUramp
NURAMP (Research Administration Management Program) is a comprehensive education program designed to meet the research administration needs of faculty, staff, post docs and graduate students.

Research Development Fellows Program | http://research.unl.edu/research-development-fellows-program/
The Research Development Fellows Program is a yearlong initiative designed to help pre-tenure faculty plan and write effective proposals, integrate research and education for broader impact, network with program officers and understand the proposal review process.

ECONOMIC DEVELOPMENT

Industry Relations | http://research.unl.edu/industryrelations
We work directly with faculty and companies to advance private-public partnerships that involve the university and facilitate collaborative activities with industry in a variety of ways.

NUtech Ventures | http://NUtechVentures.com
We facilitate the commercialization of innovations generated UNL faculty by evaluating, protecting, marketing and licensing intellectual property. Staff in our office serve as R&D matchmakers by connecting private sector partners and UNL researchers for mutual benefit.

Nebraska Innovation Campus | http://innovate.unl.edu
We connect the talent of experts, companies and the university. NIC is located adjacent to UNL, strategically providing private sector partners with convenient access to research faculty expertise, facilities and students.
You and your students may easily ASKus for help by phone, email, text, instant message, or in person.

**Subject Librarians**

Subject Librarian are your research and teaching partners. They keep you informed about library services, purchase material to support teaching and research, help with research, offer classroom instruction, and create tutorials and specialized Subject and Course Guides.

**Resources**

Discover and access a rich collection of digital resources, including databases, images, videos, sound files, e-books, and e-journals, through the library website. A large collection of print books and journals, films, music, and government documents is enhanced by Delivery and Interlibrary Loan services.

**Delivery/Interlibrary Loan**

Journal articles, books and other materials can be requested from UNL collections or other libraries around the world. Journal articles are usually delivered electronically to your email account. Books are delivered directly to your building or to a branch library near you.

**Equipment and Software**

All branches offer computers with web access and Microsoft Office Suite for your research and classroom assignments. Love Library loans camcorders, cameras, laptops, and other digital equipment. Love Library also has 3D and large format scanners, an audio booth for podcasts, and a One Button Studio for making videos, as well as computers with specialized software for multimedia projects. Other branches offer selected equipment.

**Digital Commons**

The second largest institutional repository in the United States, the Digital Commons is an open-access digital collection of UNL research publications, presentations, and learning objects. To deposit your publications for long-term preservation and worldwide electronic access, send your curriculum vitae to Digital Commons staff. Monthly email reports report the number of times your work is downloaded.

**Data Management**

When your grant proposal requires a data management plan, workshops and individual consultations can help you write a plan, evaluate data storage options, and implement your storage plan.

**University Archives & Special Collections**

Special Collections has primary source materials and rare books in many fields of study. Archives holds UNL and department files and faculty papers. Both are in Love Library.

**Center for Digital Research in the Humanities (CDRH)**

CDRH, a joint program of the UNL Libraries and the College of Arts & Sciences, collaborates on interdisciplinary faculty research. It offers forums, workshops and research fellowships for faculty and students in the area of digital scholarship. CDRH is based in Love Library.

**Course Reserves**

Articles, book chapters, and other material are digitized and made available to your students 24/7 from on and off campus. Books and DVDs can be placed on reserve at any branch library.