



# NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

FACULTY HANDBOOK

UNIVERSITY POLICY

## CHAPTER X

### UNIVERSITY SERVICES AND AUXILIARIES

#### **10.1 University Bookstore** <https://ncat.bncollege.com/shop/ncat/home>

The University Bookstore offers a wide variety of services to the university community. Textbooks may be purchased through the bookstore on-site or online. The store offers snacks, school supplies, Aggie spirit wear, cards, notebooks and calculators.

#### **10.1.2. Textbook Adoptions**

<https://www.facultyenlight.com/node/add/adoption-request>

The University Bookstore is responsible for providing all textbooks and additional learning materials, such as course packs, for all courses. The bookstore can obtain the copyrights for course pack materials at no charge to the faculty and make those packs available for student purchase.

### **10.2 Office of Career Services**

<https://www.ncat.edu/careerservices>

The Office of Career Services (OCS) offers a variety of programs and services for University students, employees, faculty and alumni. It provides centralized, comprehensive and progressive interdisciplinary programs, services and resources to prepare undergraduates, graduate students, and alumni for the achievement of personal, professional, and career development that meet the needs of a global society.

### **10.3 Center for Academic Excellence**

<https://www.ncat.edu/provost/academic-affairs/center-for-academic-excellence/index.php>

The Center for Academic Excellence (CAE) is a full-service learning support unit designed to assist all university students in reaching high levels of academic success. Its core functions include academic coaching (advising), academic monitoring, academic support and student success. The CAE's mission is to equip students with skills for academic success and learning support to help them chart efficient learning paths, achieve their academic goals, and become productive citizens and global contributors to society.

### **10.4 Child Development Laboratory**

<https://www.ncat.edu/caes/departments/family-and-consumer-sciences/child-development-laboratory.php>

The University's Child Development Laboratory is a high-quality early childhood educational facility. It serves children age 2 1/2 to 5-years old and focuses on the physical, cognitive, social, emotional, and creative development of the child. The Child Development Laboratory is also a teaching, research and service laboratory for University students.

### **10.5 Counseling Services**

<https://www.ncat.edu/campus-life/student-affairs/departments/counseling-services/index.php>

Counseling Services offers a variety of services to help currently enrolled University students. These services include personal counseling, academic skills training, career appraisals, testing/assessments, consultations, Collegiate Recovery Community, support groups, outreach and practicum and internships for graduate students.

### **10.6 University Advancement**

<https://www.ncat.edu/give/advancement/index.php>

University Advancement includes the following four areas: Alumni Relations, Development, Advancement Services, and the North Carolina A&T Real Estate Foundation, Inc. (previously known as NC A&T University Foundation). Its mission is to support the university through the enhancement and management of private resources by expanding opportunities for engagement, increasing the division's resources, strengthening the university's brand, and improving communications.

### **10.7 Dining Services**

<https://www.ncatdining.com/>

Aggie Dining provides a dining services program for the entire University community. In addition to Williams Dining Hall and other dining options, a Faculty/Staff Dining room is located on the first floor in Williams Dining Hall. The following methods of payment are accepted: cash, credit card, or faculty block plan. Catering services are also available.

### **10.8 University Event Center**

<https://www.ncat.edu/campus-life/student-affairs/departments/student-center/university-events-center/index.php>

The University Event Center serves as the centralized operation through which all campus events and activities are planned, scheduled, coordinated and executed. The University Event Center's online scheduling process is used by University departments and registered student organizations. All university departments and student organizations requesting use of campus facilities for event/meeting space are required to use this process.

### **10.9 University Farm**

<https://www.ncat.edu/caes/university-farm/index.php>

The University Farm is a 492-acre working farm where crops and livestock are raised. Students and faculty in the College of Agriculture and Environmental Sciences use the farm for research and education, as well as to test and demonstrate new crops and farming practices before introducing them to the state's farming community. The farm is also the site for research on sustainable agriculture and natural resources conservation, including swine waste research and soil conservation.

### **10.10 University Galleries**

<https://www.ncat.edu/campus-life/arts-and-culture/university-galleries.php>

The University Galleries are comprised of two main galleries and their corresponding art collections: the Mattye Reed African Heritage Gallery and the H.C. Taylor Art Gallery. The galleries and collections are housed in the historic Dudley Building located behind the A&T Four Monument.

### **10.11 Reid Greenhouse**

<https://www.ncat.edu/caes/agricultural-research/research-facilities/reid-greenhouse.php>

The Reid Greenhouse is an important teaching, research, and demonstration facility. This 4,000 square-foot state-of-the-art greenhouse is used to grow and maintain horticultural and agronomic plants for laboratory classes and research experiments.

### **10.12 University Relations**

<https://www.ncat.edu/about/leadership/chancellor/university-relations/index.php>

University Relations is the central communications office for the University and is responsible for marketing, branding, crisis communications and media relations. The office works with colleges and departments across the university to promote news, information and events that align with the institution's strategic priorities and brand positioning.

### **10.13 Information Technology Services**

<https://hub.ncat.edu/administration/its/index.php>

Information Technology Services (ITS) helps students, staff, and faculty navigate state-of-the-art technology on campus and provides technical support, computer and software guidance, network/internet services, wireless access, multimedia setups and support, teleconference requests and remote access as well as supports general use and residential computer labs.

#### **10.13.1 Instructional Technology Services and Distance Education**

<https://hub.ncat.edu/administration/its/instructional-technology-services-and-distance-education.php>

The Instructional Technology Services and Distance Education (ITSDE) team provides workshops, learning communities, and consultations for faculty, staff, and students to support technology adoption and innovation to meet the needs of the University.

### **10.14 Office of Strategic Planning and Institutional Effectiveness**

<https://www.ncat.edu/provost/ospie/index.php>

North Carolina A&T State University is committed to institutional effectiveness. The Office of Strategic Planning and Institutional Effectiveness (OSP/IE) supports all institutional units in planning, assessment, research, and analytics in order to accomplish the goal of institutional effectiveness.

### **10.15 Center for Leadership and Organizational Excellence**

<https://hub.ncat.edu/administration/human-resources/cloe/index.php>

The Center for Leadership and Organizational Excellence (CLOE) provides professional development opportunities for all permanent University employees. This office coordinates, designs and delivers training programs for departments and also offers faculty and staff organizational development consultations.

### **10.16 Bluford Library**

<http://www.library.ncat.edu/>

The Ferdinand Douglass Bluford Library is the intellectual heart of the campus, providing a place for interaction, collaboration, study and reflection. The Bluford Library offers a dynamic learning environment that supports the research and educational efforts of its students, faculty and staff.

### **10.17 University Mail Center**

<https://www.ncat.edu/campus-life/campus-enterprises/mail-center/index.php>

The University Mail Center (UMC) has the primary responsibility for providing mail services for the campus community. The UMC examines, evaluates and enhances the extent to which mail services are provided for students, faculty, staff and administrators.

### **10.18 University Police Department**

<https://www.ncat.edu/campus-life/university-police-department/index.php>

The University Police Department (UPD) aims to provide a safe and harmonious environment wherein the community can thrive. The UPD is dedicated to excellence in upholding and enforcing the law and managing risks to ensure the safety of faculty, staff, students and guests at the University.

### **10.18.1 Parking and Transportation Services**

<https://www.ncat.edu/campus-life/campus-enterprises/parking-and-transportation/index.php>

Parking and Transportation Services manages the university's parking resources and is committed to a safe and orderly parking environment. See the link for more rules and regulations governing parking on campus.

### **10.18.2 Aggie Alert Registration**

<https://www.ncat.edu/aggiealert/index.php>

*AggieAlert!* is the University text notification system for emergencies, life-threatening situations and inclement weather. Registration is via Aggie Access. If you do not have an unlimited text plan, you may be charged a text messaging fee by your mobile service carrier.

### **10.19 Facility Services**

<https://hub.ncat.edu/administration/business-and-finance/facilities/info/index.php>

Facility Services is responsible for developing and executing the University's master plan, providing capital improvement, accomplishing day-to-day operations, and maintenance and repair of facilities and campus grounds. The Physical Plant Department ensures daily operations of facilities, and each building has a Building Representative who is responsible for generating work requests. After-hour emergencies are coordinated by Campus Police.

### **10.20 The Student Center**

<https://www.ncat.edu/campus-life/student-affairs/departments/student-center/index.php>

The Student Center functions as the community center for the University and its constituents by providing diverse services, activities and amenities. The student center serves as the headquarters for the Student Government Association, Student University Activities Board, Aggie Escort Shuttle Service and a recreation area.

### **10.21 Campus Media**

<http://www.ncat.edu/cahss/departments/jomc/campus-media.html>

The University offers several campus media outlets to keep both the campus and community informed. Learn more information about campus media within the sections below.

#### **10.21.1 Television Studio**

<https://www.ncat.edu/campus-life/arts-and-culture/tv-studio.php>

The University's Television Studio is a state-of-the-art high definition studio, complete with virtual-set technology. The primary function of the television studio is to train broadcast production students in the Department of Journalism and Mass Communications. For a fee, the studio provides video production services to support university-wide academic and administrative programs. The services provided include video production, non-linear editing, post-production, and video transfer and duplication.

#### **10.21.2 WNAA-FM Radio Station**

<https://www.ncat.edu/campus-life/arts-and-culture/wnaa-radio.php>

WNAA-FM/HD is the University's public radio station. The station operates 24 hours a day throughout the calendar year and offers educational programs, news, sportscasts and music.

WNAA Radio station is primarily used as a training laboratory for students interested in developing their skills in radio announcing, production and broadcast journalism.

### **10.21.3 The A&T Register (Student Newspaper),**

<http://www.ncatregister.com/>

The A&T Register student newspaper is published every Wednesday and made available at 9:00 a.m. at multiple sites throughout campus. The A&T Register covers campus and community news, as well as national and international news of interest to college students.

### **10.22 Division of Research and Economic Development (DORED)**

[https://hub.ncat.edu/administration/legal/policies/sec5-res-econ](https://hub.ncat.edu/administration/legal/policies/sec5-res-econ-dev/DORED%20Veterinary%20Care%20Final.pdf)

[dev/DORED%20Veterinary%20Care%20Final.pdf](https://hub.ncat.edu/administration/legal/policies/sec5-res-econ-dev/DORED%20Veterinary%20Care%20Final.pdf)

<https://www.ncat.edu/research/index.php>

The Division of Research and Economic Development (DORED) advances research, innovation, entrepreneurship and economic development. University researchers create new learning opportunities, spur economic activity, and improve the quality of life for our community and the world. DORED also provides services to faculty and student researchers, to current and potential research partners, funding agencies, and economic development agencies.

#### **10.22.1 Research/University Centers**

<https://hub.ncat.edu/administration/legal/policies/sec5-res-econ-dev/Sec-V-Centers-Institutes.pdf>

The Research Centers at North Carolina A&T State University are designed to enhance students' learning and expand faculty development and research opportunities.

### **10.23 Student Health Center**

<https://www.ncat.edu/campus-life/student-affairs/departments/health-services/index.php>

The Student Health Center's mission is to provide high quality health care services and to confer health sustaining education and guidance to the students of North Carolina A&T State University. Our care should help to maintain and improve the physical and mental health of our students. Additionally, through our education efforts, we aspire to engage our students in a lifelong process to understand and participate in their own healthcare and wellness plans.

Health is an essential element of our quality of life. Therefore, at the Student Health Center, our challenge is to educate our students in health matters and to assist them in their quest for health maintenance and illness prevention.

### **10.24 Campus Recreation Center**

<https://www.ncat.edu/campus-life/sports-and-fitness/campus-recreation-center/index.php>

The Campus Recreation Center provides a broad and diversified program of sports and activities to meet the needs and interests of the entire campus community. The activities are intended to provide a recreational break from academic pursuits, improve physical health, and develop skills and interests that contribute to healthy lifestyles.

#### **10.24.1 Swimming Pool**

<https://www.ncat.edu/campus-life/sports-and-fitness/campus-recreation-center/index.php>

The Swimming Pool is available for use by University faculty, staff, and students. To check current hours for recreational swimming, contact the Campus Recreation Center.

**10.24.2 Tennis Courts**

<https://www.ncat.edu/campus-life/sports-and-fitness/campus-recreation-center/index.php>

The all-weather, lighted tennis courts are for the use of the University students, faculty, and staff. To check current hours for recreational use of the tennis courts, contact the Campus Recreation Center.

**10.25 Paul Robeson Theatre**

<https://www.ncat.edu/campus-life/arts-and-culture/paul-roberson-theatre.php>

The Paul Robeson Theatre houses the Richard B. Harrison Players, the varsity theatre guild of the University. The theatre guild performs various productions annually.

**10.26 Office of Veterans & Disability Support Services**

<https://www.ncat.edu/campus-life/student-affairs/departments/veterans-and-military-affairs/index.php>

The Office of Veteran and Military Affairs is designed to meet the needs of students who are veterans, service members, or veteran dependents.

**10.27 Office of Accessibility Resources**

<https://www.ncat.edu/provost/academic-affairs/accessibility-resources/index.php>

The Office of Accessibility Resources assists students with documented medical conditions who may need services and/or accommodations to participate in the academic programs at North Carolina A&T State University.

Approved by the Board of Trustees

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## Disclaimer

The Faculty Handbook outlines the mutual understanding between the administration and the faculty governed by the document. It also defines the relationship between the faculty and the administration and defines the responsibility of university personnel directly involved with faculty affairs.

The Faculty Handbook is intended for use by the faculty members and university administrators. Serving as a compendium of policies, guidelines and procedures, it serves as a source for faculty rights and defines the nature of service that faculty provide. It is a living document and will be revised often.

The Handbook Committee of the Faculty Senate is responsible for updating the Faculty Handbook on an annual basis and as needed when new policies pertaining to the faculty are approved. It is hoped that the handbook will be useful and informative to the faculty and others.