UNIVERSITY OF NEBRASKA AT OMAHA
FACULTY HANDBOOK
AY 2025|2026

Preamble

This University of Nebraska at Omaha (UNO) Faculty Handbook is a resource for faculty that contains general information about UNO, including major policies and practices concerning University governance, faculty roles and responsibilities, as well as faculty resources. The Faculty Handbook is not all-encompassing of the regulations and policies that may affect a faculty member and their work—units have their own policies and procedures, such as bylaws, policies, and procedures for items such as unit promotion criteria and differential assignment procedures.

As a resource, the Handbook's goal is to connect faculty with information they are searching for. It contains brief overviews with links that faculty can access for more complete information. The Handbook also includes a detailed Table of Contents for quick navigation.

The Office of Academic Affairs updates the Handbook annually on September 1st in consultation with the Faculty Senate. If you have suggestions for the Handbook, please contact Candice Batton, Associate Vice Chancellor of Academic Affairs, or your Faculty Senate representative.

* Last updated 6/12/2025
* Faculty Handbook revisions are acknowledged by the Faculty Senate during its August retreat.

Summary of Revisions
- Faculty Handbook AY 2025 - Revisions made:
    - Revisions to reflect closing of the Office of Diversity, Equity, Access and Inclusion, updated Faculty Senate Standing Committees, reorganization of the Division of Innovative and Learning-Centric Initiatives.
    - Updated names of offices / student services / etc. and hyperlinks to reflect changes made during the academic year.
    - Editorial revisions (e.g., Honor's to Honors Program)

Faculty Handbook initially adopted 11/11/2024.

Table of Contents

I.   FACULTY HANDBOOK OVERVIEW

This University of Nebraska at Omaha Faculty Handbook contains a presentation of major policies and practices concerning University governance, faculty roles and responsibilities, as well as faculty resources.

The Faculty Handbook is not a comprehensive compilation of all policies and documents that apply to faculty, nor is it a repository of all information that could potentially be useful to faculty. Rather, it is simply intended to be a helpful collection of materials most commonly of interest to faculty and academic administrators. For information about college or department policies/procedures and how they relate to the general policies listed here, please contact your Dean's office or your Department Chair.

Note: *The employment relationship between a faculty member and the University is governed by a contract and/or letter of appointment, which incorporate the Board of Regents policies and the AAUP Collective Bargaining Agreement contract. Nothing included in the Faculty Handbook alters the terms of a faculty contract or letter of appointment unless expressly stated within the contract or letter of appointment.*

A.   Purpose and Contents of Faculty Handbook

The Faculty Handbook is a guide designed to summarize and curate general information about the University of Nebraska at Omaha (UNO or the University), including regulations and policies that principally affect the Faculty. The Faculty Handbook is not all encompassing of the regulations and policies that may affect a Faculty member and their work. Units have their own policies and procedures, such as bylaws, policies and procedures for items such as unit promotion criteria and differential assignment procedures. Individual unit policies and procedures act as a supplement to this Faculty Handbook (aka the Handbook), the [AAUP] Collective Bargaining Agreement (CBA), and other University-wide regulations and policies.

The [AAUP] Collective Bargaining Agreement (CBA) supersedes anything referenced in this handbook. Anything referenced in this handbook that is not within the Collective Bargaining Agreement (CBA) is non-binding and subject to future negotiation. This Handbook contains no new policies and is meant to serve as a resource to enhance awareness of existing policies and resources of particular interest to faculty.

B.   Schedule for Updates and Group Responsible

The Handbook is maintained by the Office of the Academic Affairs and is updated in consultation with the relevant units including but not limited to Academic Affairs, Faculty Senate, and Student Life and Well-Being. For suggestions to the Handbook, please contact the Office of Academic Affairs at [academic.affairs@unomaha.edu]. In the event of a conflict or inconsistency between this Handbook and a University policy or procedure, the University policy or procedure shall prevail.

The handbook is updated annually. For information about recent changes, contact the Assistant Vice Chancellor for Faculty Affairs or the Faculty Senate President.

During the academic year, the Faculty Senate does the following:

- monitors Faculty Senate actions that affect material described in the Faculty Handbook and transcribes those actions for inclusion in the handbook;
- reviews changes and additions to the Faculty Handbook.

II.   RIGHTS AND RESPONSIBILITIES

The [Board of Regents' (BOR) Bylaws](#) imposes certain obligations regarding the Rights and Responsibilities and Academic Freedom of professional staff. These are clearly articulated in Chapter IV, Sections 4.1 and 4.2 and are referred to and endorsed in the AAUP Contract 3.2.

A. Academic Responsibility

(BOR Bylaws 4.1) Membership in the academic community imposes certain obligations. These obligations include the following duties of academic responsibility:

(a) To respect: (1) the dignity of others; (2) the right of others to express differing opinions; (3) the right of others to be free from fear, from violence, and from personal abuse; and (4) the right of the University community to be free from actions that impede its normal functioning.

(b) To enroll, teach, and evaluate the work of students without regard to considerations such as age, sex, race, color, national origin, or religious or political beliefs.

(c) To establish and maintain a classroom or laboratory atmosphere that encourages free inquiry and the free expression of ideas by students.

(d) To present the subject matter of courses as announced to the students and approved by authorities responsible for the curriculum.

(e) To study current developments and maintain competence in the areas of assigned courses; to examine, continually and critically, the subject matter of such courses, as well as teaching techniques and proposals for improving higher education.

(f) To: (1) fulfill the assigned time schedule of all classes, including quizzes, laboratories, tests, and other meetings, unless absence is caused by an emergency or approved University business. Changes in the scheduled times shall be authorized by the Dean, Director, or Department Chair, with the agreement of the enrolled students and in the interest of an academic objective; (2) be available at frequent, regular, and scheduled times for student consultation; and (3) inform students concerning the requirements, standards, objectives, and evaluation procedures at the beginning of each course.

(g) To participate upon request in the activities of the University in the areas of student advising and public service, and as appropriate, in the activities of the department, the college, the campus, and the University.

(h) To make every effort to indicate that members of the professional staff are not spokesmen for the University except when authorized so to act.

(i) To create and protect an atmosphere of intellectual honesty in the academic community.

B. Academic Freedom

(BOR Bylaws 4.2) The University serves the people of Nebraska and the common good through learning, teaching, extension work, research, scholarship, and public service. Fulfillment of these functions requires the preservation of intellectual freedoms of teaching, expression, research, and debate. The right to search for truth, to support a position the searcher believes is the truth, and to disagree with others whose intellect reaches a different conclusion is the fiber of America's greatness. It is, likewise, the strength of a great University, and its preservation is vital.

A teacher or researcher is entitled to freedom in research, and publication of the results of research, limited only by the precepts of scholarship and faithful performance of academic obligations. Members of the professional staff are entitled to freedom in the classroom in discussing their subjects.

Members of the professional staff are entitled to exercise their right to speak and act as citizens of the United States and of the State of Nebraska. Members of the professional staff shall not suffer sanctions or be discriminated against with respect to the duration of association with the University, pay or other emoluments of their office, appointment, position, or their working conditions because of their enjoyment, or exercise, of their right of academic freedom, or in any case where such action would constitute a violation of federal or state civil rights laws or regulations. Staff members who violate laws prescribed by civil authorities may incur penalties attached to such laws. The University should not impose sanctions to duplicate the function of these laws. Where the University's interest as an academic community is clearly involved, the authority of the University may be asserted. The Board reaffirms belief in, pledges support of, and directs all segments of the University community to sustain and follow the foregoing principles of academic freedom.

> **History:** Amended, 49 BRUN 300 (16 June 1984) Several sections were consolidated and renumbered in the 1984 revised edition.

C. Shared Governance

1. Faculty Senate

UNO participates in shared governance between the faculty and administration through the Faculty Senate. The Faculty Senate supports faculty governance and believes that shared governance is essential to creating a productive and rewarding academic environment for faculty and students. As per the University of Nebraska Board of Regents' Bylaws, the Faculty Senate is the governing agency for dealing with matters of interest to more than one college and acts as the official voice of the faculty of UNO.

The Faculty Senate is a representative body of members elected by the faculty of the various academic departments and units of UNO. It features representation from each academic college, Criss Library, and Omaha-based University of Nebraska - Lincoln (UNL) colleges. Senate members are involved in multiple campus and university-wide committees.

The Faculty Senate also advises and consults with student, staff, and administrative groups on matters of general concern which include, but are not necessarily limited to, the budget, institutional planning, library and computer operations, student academic conduct in the classroom, and the selection of academic-administrative personnel.

a. Faculty Senate Standing Committees

i. Academic Affairs Committee

The Academic Affairs Committee is responsible for reviewing and recommending policies related to curriculum, academic standards, and instructional programs and supports and oversees internationalization efforts, including study abroad programs, international partnerships, and global initiatives. In addition, the committee shall have oversight responsibility for university committees on academic standards, calendar, and any other such committees as directed by the Executive Committee.

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ii. *[Bylaws and Administration Committee](#)*

The responsibilities of the committee include actively reviewing bylaws and addressing administrative issues impacting faculty (e.g., Unicameral; Executive memorandum, Policies, Contracts) and being 'in the know' on University Committees.

iii. *[Committee on Committees Committee](#)*

The Committee on Committees serves as a broad coordinating body for the Faculty Senate. The committee takes an active role in the delegation of issues to appropriate committees and is responsible to the faculty senate for recommending faculty for membership on university committees, standing committees, faculty committees, and ad hoc and advisory committees.

iv. *[Engagement Committee](#)*

The Engagement Committee facilitates partnerships between the university and the local community, promoting outreach, service-learning, and civic engagement initiatives. It works with the Alumni Association and manages UNO's Speaker Series.

v. *[Faculty Development Committee](#)*

The Faculty Development Committee's responsibilities include matters pertaining to policies involving professional growth, the development of research and teaching facilities, sabbaticals, and faculty development. Specifically, it focuses on initiatives to support professional development, mentoring, and advancement opportunities for faculty members and oversees policies and procedures related to faculty recruitment, hiring, and admissions processes. The Committee recognizes and celebrates faculty achievements through awards, honors, and recognition programs and oversees policies and programs related to research activities, funding opportunities, and scholarly endeavors of the faculty.

vi. *[Faculty Personnel Committee](#)*

The Faculty Personnel Committee's responsibilities include matters that pertain to faculty working conditions and teaching loads, academic privileges and responsibilities, academic freedom and tenure, and the coordination of grievance procedures throughout the university. The committee deals with faculty benefits, compensation, and working conditions and provides a forum for resolving disputes and grievances among faculty members according to established procedures. It ensures adherence to ethical standards and integrity in academic and professional activities, handling matters of academic misconduct and ethical violations.

vii. *[Goals and Direction Committee](#)*

The Goals and Direction Committee reviews strategic initiatives and aligns the work of the faculty senate. It reviews the university budget, allocates resources, and makes recommendations on financial matters affecting the faculty. It also focuses on promoting environmentally sustainable practices and policies within the university community.

viii. *[Innovation and Information Resources Committee](#)*

The Innovation and Information Resources Committee's responsibilities include matters pertaining to library policies, computer usage, and any other educational programs, resources, or services. Specifically, it addresses issues related to technology infrastructure, instructional technology, and innovation in teaching and learning. The committee also provides oversight and guidance on matters concerning library resources, services, and information literacy.

ix. *[Morale, Health, and Wellness Committee](#)*

The Morale, Health, and Wellness Committee addresses issues related to physical and mental health, wellness programs, and support services for faculty and staff. It focuses on campus safety issues and emergency preparedness, ensuring a secure environment for faculty, staff, students, and visitors in urban settings.

x. *[Student Affairs Committee](#)*

The Student Affairs Committee addresses matters concerning student welfare, campus life, and policies affecting student-faculty interactions, including academic honors, admission policies, examinations, and testing. It is responsible for selecting and managing the Paul Beck Scholarship.

b. [Faculty Grievance Committee](#)

The entire senate shall elect a seven-member Committee on Faculty Grievances to fulfill the grievance functions of the senate, and this committee shall have the powers and duties outlined in Section 4.13 of the Bylaws of the Board of Regents.

Faculty are elected through a ballot process. In September, the Senate elects new members from the slate of nominees presented by the Committee on Committees. Committee members are elected to rotating three-year terms.

c. Academic Freedom and Tenure Committee

The Academic Freedom and Tenure Committee offers guidance about academic freedom through the issuance of occasional statements, through the publication of principles, and through direct advocacy.

Faculty are elected through a ballot process. Faculty Senate distributes a ballot with nominees to all full-time UNO academic faculty in September. Committee members are elected to rotating three-year terms.

2. American Association of University Professors (AAUP)

The [UNO-AAUP](#) is a non-profit professional organization whose general purpose is to maintain and advance professional standards within higher education.

The Board of Regents recognizes the UNO AAUP as the exclusive agent for the purpose of negotiating with the Board concerning salaries, fringe benefits, and terms and conditions of employment, to the extent required by law. UNO-AAUP engages in collective bargaining with the administration every two years regarding the faculty contract which includes terms and conditions of employment for all full-time faculty.

[Collective Bargaining Agreement](#) for the period July 1, 2023 through June 30, 2025

3. University Campus Committees

a. [Academic Planning Council (APC)](#)

APC is designed to monitor the quality and assist in the ongoing development of UNO's academic programs and units through the academic program review process. The reviews are coordinated with required program review reports prepared for the Coordinating Commission for Postsecondary Education (CCPE). Faculty are appointed through individual college procedures.

b. **Academic Assessment Committee**

The Assessment Committee aims at enhancing student learning and improving academic programs. It is responsible for guiding the process of academic assessment across the campus in an effort to enhance student learning and facilitate the continuous improvement of our academic programs. Faculty are appointed through individual college procedures.

c. **Educational Policy Advisory Committee (EPAC)**

EPAC is appointed by the Faculty Senate and serves as a campus-wide curriculum committee. The EPAC advises the Senior Vice Chancellor for Academic Affairs about most curricular activities. These activities include, but are not limited to, proposals for new programs, courses, and major course revisions. EPAC review of proposed curricular changes takes place subsequent to college, and department or school reviews. Faculty are appointed by Faculty Senate using the Committee Interests survey. Prior to any appointment, faculty members are asked to confirm their acceptance.

d. **Graduate Council**

The UNO graduate council acts as an advisory body to the UNO Dean for Graduate Studies, coordinates the graduate studies on the UNO campus, and recommends to the executive graduate council actions affecting students and programs on more than one campus. This council consists of 22 elected or appointed faculty members and two graduate student members. Faculty are elected through individual colleges.

e. **University Committee on Research and Creative Activity (UCRCA)**

UCRCA expands the capacity for research and creative activity at UNO. The UCRCA makes funding recommendations to the Associate Vice Chancellor for Research and Creative Activity in a fair and transparent way. Faculty are appointed by Faculty Senate using the Committee Interests survey. Prior to any appointment, faculty members are asked to confirm their acceptance.

f. **Student Publications Board**

The Student Publications Board is a university committee, created by and reports to the University of Nebraska Board of Regents. Student publications and broadcasting stations are supervised in a manner such that editorial freedom will be maintained and that the corollary responsibilities will be governed by the canons of ethical journalism. Faculty are nominated through Faculty Senate and appointed by the Chancellor.

g. **University Committee on Library and Learning Resources**

The University Committee on Library and Learning Resources is responsible for reviewing and recommending policies and procedures pertaining to the functions and services of the Criss Library. Faculty are appointed by Faculty Senate using the Committee Interests survey. Prior to any appointment, faculty members are asked to confirm their acceptance.

h. **Academic Freedom and Tenure Committee**

This committee, composed of five tenured and two non-tenured members of the UNO faculty, will sit on all cases covered by sections 4.14 of the Bylaws of the Board of Regents of the University of Nebraska. Faculty are elected through a ballot process. Faculty Senate distributes a ballot with nominees to all full-time UNO academic faculty in September. Committee members are elected to rotating three-year terms.

i. University Committee on Athletics

The University Committee on Athletics is responsible for reviewing and recommending policies and procedures on matters pertaining to intercollegiate athletics. The committee reviews the areas of schedules, awards, relationships with various constituencies, and the overall development of the intercollegiate athletics program at UNO and reports its deliberations to the Chancellor. The committee is made up of Athletics Department members, the Faculty Athletics Representative, faculty/staff members, community members, student-athletes, and students outside of the Athletics Department. Faculty members are appointed through Faculty Senate and serve a term of three academic years.

j. Judicial Committee

Members of the Judicial Committee participate in hearings conducted as part of the disciplinary procedures or sexual misconduct procedures. The Committee is made up of faculty appointed by Faculty Senate, Staff appointed by the Staff Advisory Council, academic administrators nominated by the Chancellor, and Student Government appointees. Faculty members are appointed by the Faculty Senate and serve a term of three academic years.

k. Professional Conduct Committee

The Professional Conduct Committee works to maintain the integrity of all faculty and staff at UNO. Faculty are elected through a ballot process. Faculty Senate distributes a ballot with nominees to all full-time UNO academic faculty in September. Committee members are elected to rotating three-year terms.

l. Professorship Review Committee

The Professorship Review Committee considers nominations and recommends appointments to the Senior Vice Chancellor for Academic Affairs. Faculty are appointed by Faculty Senate using the Committee Interests survey. Prior to any appointment, faculty members are asked to confirm their acceptance.

m. Alumni Association, Board of Directors

A UNO faculty representative serves as ex-officio and is appointed by the Faculty Senate President. The faculty representative serves as a faculty voice on a broader board and is typically a UNO alumna.

n. Budget Advisory Committee

The committee acquires detailed knowledge of the budget and expenditures of the entire University of Nebraska System and acts as a source of information and independent opinion for the faculty senate. Faculty are appointed by Faculty Senate using the Committee Interests survey. Prior to any appointment, faculty members are asked to confirm their acceptance.

o. Chancellor's Sustainability Committee

UNO's Sustainability Committee is a group appointed by the Chancellor to promote sustainability efforts on the UNO campus and serve to advise the administration on sustainability-related matters. Faculty representatives are appointed by the Chancellor.

p. Parking and Transportation Committee

The University Parking and Transportation Committee shall be responsible for advising and assisting the Parking and Transit Manager and Director of Auxiliary Services in reviewing and

recommending policies relative to the overall parking situation on campus. Faculty are appointed by Faculty Senate using the Committee Interests survey. Prior to any appointment, faculty members are asked and confirm their acceptance.

q. University Committee for the Advancement of Teaching (UCAT)

UCAT promotes student learning across the campus by focusing on teaching excellence and pedagogical improvement and innovation. UCAT aligns its resources with opportunities for faculty that have the potential to impact students from multiple disciplines. UCAT is comprised of an eight-faculty-member committee appointed by the Faculty Senate whose members serve three-year staggered terms.

r. Online Development and Leadership Committee

This group provides feedback related to developing online courses and leading online programs, supporting learners who enroll in online and flexible offerings, and considering policies and processes related to online learning.

s. Academic Technology Committee

This group provides feedback about the strategic portfolio of academic technologies used for teaching and learning at UNO including feature updates, pilots, ongoing assessment of tools, change management, and faculty communication. Faculty are appointed through individual college procedures.

D. Curriculum and Program Development and Review

1. Program and Unit Development

Processes for creating, modifying, and deleting academic programs are designed to ensure that programs are aligned with university strategic priorities, support the originating academic unit's mission, comply with university policy and operations, and are sustainable with available resources. Review the Academic and Unit Development Guide.

  a. **Course Development**
  b. **New Concentration or Minor Development Process**
  c. **New Degrees, Majors, and Certificates Development Process**
  d. **New Organizational Unit Development**

E. Conflict of Interest and Commitment

UNO not only permits but expressly encourages its employees to engage in outside professional activities with industry and other external constituencies. At the same time, the University is cognizant that an individual's relationships with outside enterprises can engender opportunities for personal gain or financial advantage that may be at odds with the obligations the individual assumes as a member of the UNO community.

Conflicts of interest and/or conflicts of commitment must be disclosed, and in certain circumstances, may require a management plan. Conflicts of interest are situations where an individual's direct or indirect personal financial interests may compromise, or have the appearance of compromising, the individual's professional judgment or behavior in carrying out his or her obligations to the University of Nebraska. This includes indirect personal financial interests of an individual that may be obtained through third parties such as an individual's immediate family, business relationships, fiduciary relationships, or investments.

Conflict of commitment occurs when the time devoted to external activities adversely affects, or has the appearance of adversely affecting, an employee's capacity to meet University responsibilities. The general subject of conflicts of interest is addressed in Section 3.8 of the [Bylaws of the Board of Regents](#).

The procedures and standards for disclosing conflicts of interest and/or conflicts of commitment are provided in [Executive Memorandum No. 36, Disclosure of Conflicts of Interest and Conflicts of Commitment.](#)

1. Code of Ethics

(BOR Bylaw 1.10) In carrying out its educational, research, extension, and public service missions, the University relies on the ethical and responsible conduct of all employees and members of the Board of Regents. Even the appearance of unethical or irresponsible conduct can be damaging to the public's trust in the University. The members of the Board and all University employees are expected to conduct themselves fairly, honestly, in good faith, and in accordance with the highest ethical and professional standards and to comply with applicable laws, regulations, and contractual obligations, and University policies.

History: Amended, 76 BRUN 203 (7 April 2023)

F. Nondiscrimination

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its education programs or activities, including admissions and employment. The University prohibits any form of retaliation taken against anyone for reporting discrimination, harassment, or retaliation for otherwise engaging in protected activity. [Read the full statement](#).

G. Sexual Misconduct

All members of the University community are expected to conduct themselves in a manner that maintains an environment free from sexual misconduct. Sexual misconduct, which includes domestic violence, dating violence, sexual harassment, sexual assault, sexual exploitation, and stalking, is unacceptable behavior under University of Nebraska policy and against the law. All individuals are expected to promptly report conduct that may violate the University's Sexual Misconduct Policy to the University. See [Board of Regent Policy 2.1.8](#) for the University's Sexual Misconduct Policy, [Executive Memorandum No. 38](#) for the Procedures for Sexual Misconduct Reports against Students, and [Executive Memorandum No. 39](#) for the University's Procedures for Sexual Misconduct Reports against Employees.

H. Compliance Related Training

Training and education are a key component of the University's compliance program and helps UNO community members understand their compliance responsibilities, as well as policies and/or regulations that impact their role at the University. All University employees are required to complete compliance training, which may differ in type of training or frequency based on their role and responsibility. Training topics include but are not limited to: sexual misconduct, information technology security, responsible conduct of research, FERPA, and emergency preparedness.

III. STRUCTURE AND ORGANIZATION OF THE NU SYSTEM

A. University of Nebraska

1. Board of Regents

The [Board of Regents](#) —the governing body for the University of Nebraska—consists of eight voting members elected by district for six-year terms. The Board also includes four non-voting student Regents, one from each NU campus, that serve during their tenure as student body president.

The Board provides strategic leadership to the University, promoting and advocating for the advancement of the University's mission of education, research and outreach. Among its duties, the most important include selecting the President of the University and approving the budget and tuition rates.

- a. **Board Policies, Bylaws, Rules**
- b. **Board of Regents Standing Rules**

B. University President

The President shall be the chief executive officer of the University as defined in section 1.2 of the Bylaws and shall exercise such executive powers as are necessary for the proper government of the University and for the protection and advancement of its interests in their entirety. The President shall enforce the regulations and orders of the Board and may issue directives and executive orders not in contravention of existing policies of the Board. Additional duties and responsibilities are outlined in [the By-Laws Chapter II. Structure of the University](#).

1. President's Team

a. Chancellors

The chancellors of the four campuses, who are appointed by the President, also serve as vice presidents of the university and as chief operating officers on their own campus.

b. President's Cabinet

The President's Cabinet, the University of Nebraska's senior leadership team, is composed of the top university administrators who report directly to the president—the NU chancellors and vice presidents.

c. Office of the President

The president is supported by staff in the Office of the President, who provide administrative support, manage calendars and correspondence, lead key initiatives the president has put into place, and act as a liaison between the president and the University's constituents.

2. University Offices

a. Business and Finance

Responsible for all accounting, finance, budget and planning, endowments and investments.

Includes: Accounting, Benefits, Compliance, Facilities, Human Resources, Procurement, Travel, Risk Management

b. **Corporation Secretary's Office**

Provides governance advice and support to the Board of Regents; serves as the official record keeper for their meetings.

c. **Enterprise Data Solutions**

Warehouses, analyzes, interprets and presents institutional data. Reports to the President's Office.

d. **External Relations**

Manages strategic communications and marketing, public relations, events and state and federal government relations for NU.

Includes: Communications and Marketing, Events, Federal Relations, Media Relations, State Government Relations

e. **General Counsel**

Provides legal expertise in the areas of litigation, business transactions, intellectual property and constitutional law; offers counsel on University-related legal matters.

Includes: Legal, University Records

f. **Internal Audit and Advisory Services**

Independently evaluates ongoing control processes of the University and provides recommendations for improvements.

g. **President's Office**

Provides support to the President in spearheading NU's effort to provide affordable excellence in public higher education.

h. **Provost's Office**

Oversees all academic and academic-related programs and activities, as well as promotion and tenure, graduate studies and research. Home of the chief academic officer.

Includes: Scholarships, State Program Compliance

3. **University-Wide Business Services**

a. **Facilities Planning and Capital Programs**

Responsible for managing planning, programming, design, construction, warranty and closeout activities for projects and providing centralized contract administration for all University of Nebraska (excluding UNMC), including outstate facilities.

Includes: Capital Construction, Engineering, Interior Design, Signage, Minor Construction, Project Controls and Building and Fire Safety

b. **Information Technology Services (ITS)**

Handles technology, data services, technology policies, data security and IT support across all NU campuses. NU ITS is the unified IT division for the University of Nebraska, providing secure, scalable, reliable, and efficient enterprise technology across all NU campuses in support of students, faculty, and staff. NU ITS continually aligns services to the most critical university strategic needs through innovation and digital transformation using leading technology.

Includes: Academic Technology, Administrative Systems, Infrastructure, Network, Security, Server, Web Applications and Development

c. [Procurement](#)

Manages suppliers and sourcing, helps with purchasing and contracts for outside vendors; runs electronic purchasing system (eSHOP); manages inventory and surplus; assists with University purchases.

Includes: Asset Management, eSHOP, IT Procurement, Inventory, Strategic Sourcing, Surplus

d. [University Travel](#)

Supports the university-wide travel process, shares travel news and training opportunities, and provides assistance with Concur documentation for University travelers.

Includes: Travel Policy and Process, Travel Resources, Concur Assistance

IV.   STRUCTURE AND ORGANIZATION OF UNO

A. UNO Core, Mission, Vision, and Values

UNO Vision. The University of Nebraska at Omaha is recognized as the premier Metropolitan University throughout the United States and the world.

UNO Mission. As both a Metropolitan University of distinction and a Carnegie Doctoral Research institution, the University of Nebraska at Omaha (UNO) transforms and improves the quality of life locally, nationally, and globally.

UNO Core. UNO is an urban public research university educating people of the world. We innovate for the public good through pragmatic and impactful research and discovery. We advance the social and economic mobility of our learners and serve our communities. We assume responsibility for workforce and economic development within our state and beyond. We devote each day to transforming lives.

B. Office of the Chancellor

1. Executive Leadership Team Organizational Chart

The administration of UNO is dedicated to student-centered leadership. The Chancellor leads all aspects of campus administration. For additional information on the Chancellor's leadership team, see website or executive organizational chart.

C. Academic Affairs

1. Office of Academic Affairs

Academic Affairs facilitates the pursuit of knowledge by providing access to exceptional opportunities for UNO students, faculty, and staff.

a. Leadership and Organizational Chart

2. Colleges
- **a. College of Arts and Sciences (CAS)**
- **b. College of Business Administration (CBA)**
- **c. College of Communication, Fine Arts and Media (CFAM)**
- **d. College of Education, Health, and Human Sciences (CEHHS)**
- **e. College of Information Science and Technology (CIST)**
- **f. College of Public Affairs and Community Service (CPACS)**
- **g. Dr. C.C. and Mable L. Criss Library**

3. Office of Graduate Studies

The Office of Graduate Studies provides campus-wide leadership to develop, enhance, and promote outstanding graduate education; to ensure a rich and diverse environment focused on learning, integrity, creative activity, and the discovery and dissemination of new knowledge; and to be recognized for equity and excellence in regional, national, and global engagement and contributions.

4. **Office of International Programs**

International Programs serves as an envoy to the world. International Programs manages an expansive set of projects and academic pursuits and is committed to providing opportunities for faculty and students.

5. **Office of Research and Creative Activity**

The Office of Research and Creative Activity (ORCA) is positioned to help faculty improve society through research, scholarship, and creative activities. It provides resources to faculty, posts external and internal funding opportunities, and assists with internal and external awards. Activities in ORCA are grouped into four areas: Sponsored Programs, Research Compliance, Internal Funding, and Research Development.

a. **Office of Sponsored Programs**

As part of ORCA, the Office of Sponsored Programs (OSP), is an integral unit dedicated to the administration of externally sponsored projects at UNO. Its mission is to navigate, support, and oversee the lifecycle of externally funded initiatives, ensuring compliance with federal, state, university, and sponsor regulations, terms, and conditions. OSP provides expert guidance and assistance in all aspects of sponsored program administration. This includes proposal development, budget preparation, compliance with sponsor and institutional policies, award negotiation and acceptance, and post-award management. For more information and assistance, please visit the Office of Sponsored Programs webpage here.

b. **Signature Authority**

UNO's OSP is designated as the office to enter into research grants, contracts, and agreements on behalf of the University's faculty, including non-financial research agreements such as MTAs, CDAs, DUAs. All documents requiring authorized institutional signature should be routed to the OSP for review and signature. Refer to the Authority to Approve and Execute Contracts Policy for details.

c. **Facilities and Administrative (F&A) Costs**

F&A costs are defined in 2 CFR Appendix III to Part 200 as costs that are *"incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity"*. F&A costs are essential expenses incurred in the operations of UNO that supports research and other sponsored projects. These costs, also known as indirect costs, are necessary for maintaining facilities, administrative support, and other infrastructure crucial for conducting research. While they cannot be directly charged to a specific project, a portion of these costs is allocated to sponsored projects as part of the overall budget. This allocation is based on established rates negotiated with the Department of Health and Human Services in accordance with federal guidelines. For more information on F&A costs, visit the Office of Sponsored Programs website.

d. **Relevant Policies**

Research compliance and additional policy information can be found in Section XI. of this handbook.

- Additional Compensation on Sponsored Projects
- Institutional Base Salary
- Export Control Compliance
- Facilities and Administrative (F&A) Costs

- [Integrity in Research and Creative Activity](#)
- [Project Verification Statement](#)
- [Royalty and Equity Distribution](#)

e. **Council on Undergraduate Research**

UNO maintains an institutional membership to this organization that seeks to support and promote high-quality mentored undergraduate research, scholarship, and creative inquiry. Faculty and students can join for free by completing this [form](#) under the "Active Your CUR Institutional Enhanced Membership Benefits" section.

f. **Research Development**

Research development refers to any activities conducted by ORCA that create research or creative opportunities for UNO faculty and staff and that help faculty and staff be more competitive in pursuit of those external activities. These also include activities to celebrate research and creative activity successes with our own events and through nominations and promotion of UNO faculty and staff for awards and honors. ORCA plans regular events to promote collaboration and improve grant writing skills. ORCA also offers other [resources](#) including core facility services, research collaborator and participant programs and associations, proposal editing and review, and curation of local funding opportunities (particularly from IDeA and EPSCoR programs).

6. **[Center for Faculty Excellence (CFE)](#)**

CFE's mission is to advance instructional excellence, facilitate professional success, and foster faculty leadership through a collaborative approach, supporting the goals of UNO as a premier Metropolitan University. It supports teaching and learning through evidence-based professional development opportunities.

7. **[Thompson Learning Community (TLC)](#)**

TLC is designed to promote the academic success of UNO students receiving the Susan T. Buffett Scholarship.

8. **[University Honors Program](#)**

The University Honors Program provides an enhanced and supportive learning environment for exceptionally motivated and talented students. The Honors Program accomplishes its goals through participation of faculty noted for excellence in teaching by providing small Honors sections of regular courses, as well as special seminar learning style interdisciplinary Honors colloquia, and increased opportunity for undergraduate research and creative activities.

The [Office of National Scholarships and Fellowships](#) serves any students at UNO who are interested in applying for these prestigious opportunities. All the awards differ widely, and there are opportunities to serve your country/government, spend time abroad, or earn a graduate degree.

9. **[Air Force ROTC (AFROTC)](#)**

AFROTC is a program offered at colleges and universities across the United States that prepares students to become Air Force or Space Force officers. The AFROTC program helps students understand the career options available in the United States Air Force (USAF) and United States Space Force (USSF).

10. Army ROTC

UNO also supports the Army ROTC through a partnership with Creighton. Army ROTC is a college elective that teaches the skills needed for a successful career in the United States Army. It allows students to work on their academic studies while taking military science (MS) courses.

11. Dual Enrollment

Dual enrollment provides students an opportunity to take college classes while enrolled in high school.

12. Centers and Institutes Reporting to Academic Affairs

Multi-disciplinary and intercampus organizational entities have become increasingly important for pursuit of UNO's mission. Such multi-departmental organizational entities may organize faculty and programs for numerous purposes, including:

(a) Creation of partnerships with external organizations

(b) Enhanced university research and outreach programs

(c) Development of new funding patterns

(d) Addressing emerging disciplinary educational needs

(e) Other emerging problems and issues.

Three Centers that report to the Office of Academic Affairs are: the National Counterterrorism Innovation, Technology, and Education Center (NCITE); The Learning Center housed within the Samuel Bak Museum; and the STEM Trail Center.

a. National Counterterrorism Innovation, Technology, and Education Center (NCITE)

The National Counterterrorism Innovation, Technology, and Education Center (NCITE) is the Department of Homeland Security's Center of Excellence for terrorism prevention and counterterrorism research. NCITE is the nation's leading academic center for the study of emerging and novel terrorism threats.

b. Samuel Bak Museum: The Learning Center

The Learning Center offers a source of collaboration and opportunities to students, faculty and staff with the broader community around the subjects of art, Holocaust education, human rights and genocide.

c. STEM Trail Center

The UNO STEM Teaching, Research, and Inquiry-based Learning (TRAIL) Center exists to elevate human potential by creating innovations in formal and informal STEM education. The center synergizes research with educational excellence by providing faculty with ready-built infrastructure for enhancing the broad impacts of their research, building teams to tackle institutional and educational challenges, and cultivating community partners to support UNO's Carnegie Community Engaged elective classification.

D. Business and Finance

    1.   The Office of Business and Finance

The mission of the Office of Business and Finance is to provide the highest quality services in support of UNO's mission through the thoughtful stewardship of financial, infrastructure, and human resources.

    2.   Accounting Services

Accounting Services at UNO offers many support activities within the following offices: Accounts Payable; Business Systems and Technology; Cashiering and Student Accounts; Controller's Office; and Procurement Office.

    3.   Auxiliary Services

Auxiliary Services provides various support services for the University of Nebraska at Omaha campus community: UNO Bookstore; UNO Dining Services and Catering; MavCard Services; UNO Child Care Center; Milo Bail Student Center Business Office; and the Thompson Alumni Center.

    4.   Budget Office

The Budget Office is committed to providing support to the campus community to enable them to make informed decisions regarding their budgets.

    5.   Facilities Management and Planning (FMP)

FMP staff develops, operates, and maintains the physical environment that supports the UNO community of students, faculty, staff, and visitors.

    6.   Mail Services

Mail Services is responsible for shipping and receiving, surplus property, and the processing and consultation for all incoming and outgoing mail including U.S. mail and campus mail.

    7.   Office of Risk Management

The Office of Risk Management is an insurance and loss-control/prevention discipline that collaborates with UNO departments to minimize adverse effects of loss upon the UNO's human, physical and financial assets.

    8.   Parking Services

Parking and Transit Services manages campus parking and bus transit services as outlined on its website and in the UNO parking regulations.

    9.   Police and Public Safety Department

UNO's Police and Public Safety Department's responsibilities includes protecting life and property, providing building and ground patrol, investigating criminal offenses, controlling the University Access System, and providing emergency first aid response for on-campus incidents.

E. Institutional Effectiveness and Student Success (IESS)

IESS builds and supports a culture of inquiry and data-informed decision-making. The offices and centers below are under the IESS umbrella.

1. Career Services

Career Services empowers students to explore, develop, and succeed at UNO and beyond. It prepares students for meaningful work by building bridges with campus, community, and employers.

2. Financial Support and Scholarships

The Office of Financial Support and Scholarships is committed to making higher education accessible by minimizing financial barriers for students so they may realize their educational goals. We strive to provide services of the highest quality to support the academic mission and goals of the university and its students.

3. Maverick Advising Center (MAC)

MAC empowers students to explore, develop and succeed at UNO. Through low caseloads and high-touch point advising it prepares students to pick meaningful majors and careers. The MAC provides advising for Exploratory Studies students, help with prospective transfer student evaluations, and support to MetroMavs students.

4. Maverick Student Employment

Maverick Student Employment at UNO represents all on-campus positions and is a great option for students interested in flexible scheduling, building campus connections, learning new professional skills, and more to help with student career readiness.

5. New Student and Family Programs (NSFP)

The New Student & Family Programs team is dedicated to ensuring new students, current students, parents, and family members are supported throughout the Maverick college journey.

6. Peer Success Mentors

The mission of Peer Success Mentors (PSMs) is to help new undergraduate students, who are not already paired with a learning community or other student support group, as they transition to campus.

7. Student Services and Leadership Collaborative

The Student Service and Leadership Collaborative is dedicated to developing students into servant leaders. Students apply and work as interns with nonprofit internships, get experiential learning, as well as local and national leadership experiences. As servant leaders, students enhance their self and cultural awareness.

8. Systems Intelligence and Data Analytics (SIDA)

SIDA supports the campus' operational and data needs for quality improvement, research, and accreditation processes.

9. **Testing Center**

The Testing Center provides high-quality testing services to UNO students, faculty, staff, and the metropolitan Omaha region with exceptional customer service in a secure environment that supports academic success.

10. **Undergraduate Admissions**

The Undergraduate Admissions staff assists prospective students (i.e., first-year, transfer, intercampus, international, non-degree, visiting, and readmit) in all facets of the application process and beyond.

11. **University Registrar**

The Office of the University Registrar assists students in registering for classes, ordering transcripts, and offers many other support services. It safeguards the accuracy and confidentiality of UNO's academic records and provides the UNO community with comprehensive technologies and services for enrollment and academic records management.

F. **Student Life and Wellbeing**

Student Life and Wellbeing supports students physically, mentally, and emotionally. Its mission is to cultivate an inclusive, caring, student-centered community through meaningful connection and involvement.

1. **Accessibility Services Center (ASC)**

ASC collaborates with students, administrators, faculty, and staff to ensure access to reasonable and appropriate student disability accommodations. ASC strives to create a fully accessible, inclusive experience for student learning, campus engagement, and residential life.

2. **Campus Recreation and Wellness**

Campus Recreation and Wellness provides impactful experiences that inspire and empower life-long, holistic well-being in a welcoming, accessible and inclusive environment. The vision of Campus Recreation and Wellness is to be a catalyst in making UNO the healthiest campus in the country through collaboration with faculty, staff, students, and the Omaha community to provide desirable recreational and wellness programs and services.

3. **Student Conduct and Community Standards**

With a focus on student success, the Office of Student Conduct and Community Standards provides leadership to the conduct process and promotes UNO's shared commitment to community standards.

4. **Counseling and Psychological Services (CAPS)**

CAPS is dedicated to providing services to students that can assist with challenges that have impacted their overall well-being. These could include adjusting to life events, relationship issues, and mental health changes. Counselors may work with students individually, in relationship or couples counseling, as well as in psycho-educational groups.

5. [Durango's Advancement and Support Hub (DASH)](#)

DASH is designed to welcome and engage students, build and foster community collaborations, and create opportunities for professional development and social mobility.
DASH exists to highlight and grow the four following pillars:

a. **Hardship and Resiliency Support**

Supporting and empowering students with lived experience in the foster care and justice systems, students with incarcerated parents, students who are pregnant/parenting, and students who are facing hardships. This area is focused on building and strengthening pipelines from child welfare and prison systems, as well as referral avenues from community partnerships.

b. **The Scholarship Collective**

Creating a positive learning and mentoring experience for scholarship or special population cohorts. This area currently manages 13 donor-funded scholarships and is slated to increase the scholarship capacity through new partnerships with existing community partners.

c. **Maverick R&R Toolkit**

Building and referring students to internal and external resources to create stability and support for students as they navigate life's challenges. This toolkit aims to increase self-advocacy, retention, and social mobility. The Maverick Food Pantry is housed within this pillar.

d. **The Peer Mentor Alliance**

Designing opportunities for peer mentors to become more well-rounded humans by focusing on basic needs or system-impacted knowledge to better support students from a peer-to-peer lens. This new focus will offer skill advancement in critical thinking and problem-solving, empathy and compassion, and workforce development.

6. [Project Achieve](#)

Project Achieve is a federally funded TRiO Student Support Services program open to UNO undergraduates who qualify as first-generation, low-income, and/or disabled. Its three key goals are to ensure students remain in good academic standing, stay in school, and ultimately become UNO graduates. TRIO programs were the first national college access and retention programs to address serious social, economic, and cultural barriers to education in the United States.

7. [Spirit, Tradition, and Signature Events](#)

The Office of Spirit, Tradition, and Signature Events builds community, fosters engagement, creates memorable experiences and develops institutional pride.

8. [Student Housing and Residential Life](#)

The mission of Housing and Residence Life is to create a positive residential experience and support the evolving needs of our students. Its team is dedicated to supporting students living on campus at UNO.

9. **Student Leadership and Involvement**

Student Leadership and Involvement at UNO nurtures the principle of "people over process." Through intentional relationship building, this office strives to elevate our student leaders throughout their collegiate journey. The office is responsible for developing and maintaining programs and services to ensure the successful recruitment, retention, and graduation of students.

10. **Student Legal Services (SLS)**

SLS provides advice, consultations, and representation to UNO students. All communication with the SLS office is completely confidential.

11. **UNO Care Team**

The Care Team serves as the coordinating hub of a network of existing resources and focuses on prevention and early intervention in campus situations involving students experiencing distress or engaging in harmful or disruptive behaviors. It will develop intervention and support strategies, offer case coordination, and will regularly review situations, and recommend actions in accordance with existing university policies.

G. **Division of Innovative and Learning-Centric Initiatives (ILCI)**

The ILCI serves the UNO community in the areas of online development of courses and programs, instructional design, academic technologies, workforce development, microcredential courses, and new market opportunities. The ILCI helps guide innovation at UNO, focusing on student-first strategies: supporting a comprehensive digital learning ecosystem; developing and celebrating the attainment of future-ready skills via digital badges; designing re-skilling and up-skilling microcredential courses; and offering flexible degree programs that fit within a student's busy life.

1. **Services**

a. **Innovation Funding**

ILCI offers a variety of funding opportunities and grants for individual faculty, departments, and colleges that engage in digital learning and innovation. This page includes a table with the different opportunities available.

b. **Digital Learning**

Digital Learning is housed within ILCI, providing UNO faculty with workshops and training; assistance with instructional design and academic technology; and grant funding that support the delivery of high-quality courses in online and flexible formats. To learn more about ILCI, including the specific services offered to the campus, the current academic technology pilots being coordinated, the current projects being championed, and regular news and updates from the ILCI division, go to innovate.unomaha.edu.

    i. *Future Focused EDU*
   ii. *Instructional Design*
- Advancing Excellence in Online Teaching
- Regular and Substantive Interaction in Online Learning
- Instructional Design

- [Course Design Review](#)
- [Workshops](#)

  iii. *[Digital Accessibility](#)*
  iv. *[Teaching with Technology](#)*

c. [Online Program Development](#)

ILCI will help you outline steps for online delivery, review market research, recommend resources, and be your guide through the approval processes.

d. [Microcredential Development](#)

ILCI assists in microcredential development. Taking roughly six months from start to finish, creating a microcredential course begins by coordinating with UNO's Director of Strategic Partnerships and New Market. This journey is comprised of content development, market research, orientation to course content, through the launch.

e. [Market Research & Demand](#)

Market research is available to the UNO campus through the ILCI division. Each semester, a proactive report is shared with campus and college leadership, outlining areas of greatest opportunities. You can request data insights in new program development, target market identification, and demand analysis.

f. [Digital Learning Research Support](#)

In 2021, NU ITS and the NU Office of Digital Education launched the [Applied Research in Technology Lab](#) to partner with faculty researchers on translational studies in the areas of academic technology and cybersecurity.

2. [AI Learning Lab](#)

The AI Learning Lab exists to support faculty and staff with the integration of AI on a higher-ed campus. The AI Learning Lab helps with the development of AI skills, the implementation of AI into courses, identification of operational efficiencies in administrative units, and guiding the ethical and appropriate use of AI throughout the UNO Community.

3. [Competencies, Skills and Workforce Development Hub](#)

The CSW Hub serves as an ecosystem of workforce development initiatives to meet today's dynamic regional and national needs.

a. [Competency-Based Education](#)

Competency-Based Education (CBE) is an innovative learning model designed to provide students with a mastery-based approach to earning a degree.

b. [Skills Lab](#)

As workforce demands evolve at an unprecedented pace, UNO is committed to ensuring that students and lifelong learners are equipped with the skills required for success in today's job market. The UNO Skills-Based Learning Framework, led by the UNO Skills Lab, is a forward-

thinking model that aligns education with the dynamic needs of employers—bridging the gap between learning and labor.

c. Future of Work Symposium Series

The Future of Work Symposium is a series of conversations about how work, the workforce, and the workplace are changing.

d. Workforce Partnerships

UNO's Workforce Partnerships program connects employers and employees with flexible, accessible educational opportunities designed to strengthen workforce skills and support career growth.

H. Office of Engagement

As a Metropolitan University, meaningful and impactful community engagement and partnerships are central to UNO's mission. The Office of Engagement is a bridge between our faculty, staff, students, and campus units to individuals, families, and neighborhoods, as well as the business, government, educational and nonprofit sectors.

1. Service Learning Academy

Service learning is a method of teaching that combines classroom instruction with meaningful, community-identified service. This form of engaged teaching and learning emphasizes critical thinking by using reflection to connect course context with real-world experiences. Service learning instructors partner with community organizations as co-teachers and encourage a heightened sense of community, civic engagement, and personal responsibility for students while building capacity and contributing real community impact.

I. Office of External Relations

1. Strategic Marketing and Communications (MarComm)

MarComm protects the UNO brand and advances UNO's reputation as a leading public research institution and urban Metropolitan University of distinction. Working collaboratively through effective marketing, communication and events, it informs the campus community, enhances public perception, and cultivates excitement among internal and external audiences.

2. Military-Connected Resource Center (MCRC)

MCRC supports student success by serving as a resource center on campus for current and prospective military, veteran, and dependent students. Our goal is to empower military-connected students to become aware of and easily access campus and community resources focused on academic success. MCRC assists students by focusing on their wellness while enrolled, supporting and motivating achievement of educational goals through graduation, and providing career services and assistance.

3. State Government Relations

The state relations office at UNO works to build strong relationships with the state legislature, Governor, community leaders, and other state policymakers. The office seeks to cultivate and

maintain beneficial relationships with key policy stakeholders, support ties between UNO and the Omaha community, and advance UNO's role in the economic and workforce development of Nebraska.

J.   University Compliance

The role of University Compliance is to provide leadership and oversight of UNO's compliance program. The UNO compliance program supports the University's fundamental commitment to the highest standards of ethics, integrity, and lawful conduct by promoting adherence to all applicable federal, state, local laws, and regulations, as well as standards and internal policies, procedures, and protocols.

1.   Civil Rights Compliance

UNO's Office of Civil Rights Compliance provides leadership oversight, and monitoring of   the University's compliance with statutory and regulatory requirements, federal and state laws, and applicable university policies related to discrimination, harassment, and sexual misconduct.

2.   Research Compliance

UNO Research Compliance is committed to ensuring ethics, honesty, and integrity in pursuit of UNO's Research activities. Our Research Compliance team works closely with the Office of Research and Creative Activity, and oversees several areas of compliance, including human subject research, animal subject research, research involving hazardous materials, conflicts of interest in research, responsible conduct of research education, export controls, and research integrity, and research data security. See Section XI, below, for links to Research Compliance Policies.

3.   Athletic Compliance

The UNO Athletic Compliance Office is responsible for monitoring and verifying that all athletic programs at UNO are in compliance with the NCAA Bylaws. Additionally, the UNO Athletic Compliance Office has the duty of educating members of the institution as to the relevant NCAA, Summit League, and NCHC rules.

K. University-wide Policies

1.   University-Wide Policies, Guidelines and Executive Memoranda

2.   UNO Campus Policies

3.   Employee Policy Manual

V. CURRICULUM AND PROGRAMS

A. General Education

The UNO faculty have adopted a university general education curriculum to ensure that each graduate possesses certain academic skills, experiences the breadth of a liberal education, and develops an appreciation for the diversity that exists in the nation and world.

In addition to the requirements that may be set by each college, or those required for a major, students must also satisfy general education requirements. These requirements became effective in the Fall semester 2011 for all UNO undergraduate programs.

B. Academic Program and Unit Development (Revisions)

Processes for creating, modifying, and deleting academic programs are designed to ensure that programs are aligned with university strategic priorities, support the originating academic unit's mission, comply with university policy and operations, and are sustainable with available resources. Review the Academic and Unit Development Guide.

C. Course Development and Revisions

All new curriculum proposals and changes in syllabi must be submitted for review and approval to Academic Affairs. New Course Proposals and Course Changes are submitted through CIM-Course following the CIM-Course guidelines. EPAC is the final campus approval for all courses.

D. Academic Program Review

Internal program reviews are conducted by the Academic Planning Council and are an integral part of UNO's assessment and planning processes for the unit, college, and university. The review process is designed to monitor the quality and assist in the ongoing development of UNO's academic programs and units.

E. General Education Assessment

UNO is committed to a process of assessment that is faculty-driven, student-centered, and meets the needs of individual programs.

Units must provide evidence of continuous assessment of General Education program outcomes. Continuous is defined for this purpose as assessment of appropriate outcomes during every semester in which the course is offered. Failure to provide evidence of continuous assessment may result in the course being removed from the General Education curriculum.

VI.   FACULTY SEARCHES AND RECRUITMENT

A. Faculty Search and Recruitment

Recruiting and retaining well-qualified faculty with broad perspectives and experiences is essential to the fulfillment of UNO's mission and the realization of our vision as a premier Metropolitan University.

Faculty Recruitment and Search Guidelines and Toolkit

B. New Faculty Onboarding

Onboarding for new full-time faculty is a special six-week session focused on prepping fall semester courses. The session includes synchronous and asynchronous components and culminates with an in-person event the week prior to the beginning of fall classes. New faculty are provided customized communications from CFE during their first two years.

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VII.   FACULTY PERSONNEL

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Resource: Collective Bargaining Agreement

A. Faculty Appointments

1. Primary Appointments

There are three types of Primary Appointments: (1) Special Appointments, (2) Appointments for a Specific Term, and (3) Continuous Appointments. The Primary Appointment of each Unit Member, is authorized and approved by the Board or its designee. Each Primary Appointment is recorded in a Personnel Action Form (PAF) or similar form or record which specifies, when appropriate and among other specified items, the month, day, and year the Primary Appointment expires. Unit Members have access to such records as provided in Section 3.8.1 of this Agreement. Primary Appointments are subject to termination for cause at any time, subject to the conditions and procedures set forth in Section 3.6 of the CBA.

2. Auxiliary Appointments

The terms and conditions that apply to Auxiliary Appointments can be found in Section 3.3.2.

3. Courtesy and Visiting Appointments

These appointments must be formalized and developed through a process with the department or unit chair.

4. Emeritus Appointments

The Nebraska Board of Regent Policy 4.2.6 on emeritus status states the following: Emeritus status is the rank customarily awarded by the President or Chancellor of each campus to a faculty member at the time of his or her retirement. Emeritus status is given in recognition of substantial service rendered to the University in the field of teaching, research, or service and to facilitate retired faculty to continue their research and to provide advice and the benefits of their expertise to colleagues and students. Additional information regarding Emeritus appointments can be found in the BOR Policies.

Each unit has developed and published policies and criteria to be used in recommending individuals for emeritus status.

5. Graduate Faculty Appointments

Graduate Faculty may vote on any matter presented to the Graduate Faculty, including the election of the Graduate Council for their specific campus. They may also hold any elected office in the Graduate College. Graduate Faculty may teach graduate courses, serve on final examining committees, and serve on supervisory committees. Graduate Faculty have the additional responsibility of voting on certain nominations of Graduate Faculty in their department/school or interdepartmental program. To hold a Graduate Faculty appointment, the criteria can be found here: https://www.unomaha.edu/office-of-graduate-studies/_files/documents/nomination-for-graduate-faculty.pdf.

B. Faculty Separations

1. [Employee Separation Procedures and Guidelines](#)

2. Notification

Faculty who are resigning or retiring from their position should notify their Department Chair in writing, including their intent to separate from the university and anticipated separation date. This information will be shared with the college business manager, who will share it with the Dean's Office.

3. Exit Survey and Interview

All full-time faculty who are separating from the institution will be invited to participate in an anonymous exit survey. As part of the survey, they will be invited to participate in an optional, confidential exit interview. Faculty who have questions can contact Candice Batton, Associate Vice Chancellor for Academic Affairs.

C. Leaves, Resources, and Benefits

Eligible faculty may request a leave of absence for professional, personal, or disability-related matters. More information on the types of leave available to faculty, as well as the request and approval process, can be found in the [Faculty Leaves of Absence flowchart](#).

The leave request forms are available in the [All Faculty Resources SharePoint](#) site.

Additional information on faculty leaves of absence can be found in the Collective Bargaining Agreement or by contacting Candice Batton, Assistant Vice Chancellor for Faculty Affairs.

1. [Faculty and Staff Employee Assistance Program (FSEAP)](#)

UNO has contracted with Best Care Employee Assistance Program to provide confidential counseling and referral services to all UNO Staff and Full-time Faculty, and their eligible dependents.

2. [Employee and Dependent Scholarship Program](#)

[Regents Policy 3.2.6. – Employee Scholarship Program.](#) Full-time and retired employees who wish to continue their education may be eligible for tuition assistance through the employee scholarship program. Spouses and dependent children may also be eligible for this benefit.

3. [Campus Benefits Contacts](#)

4. [Employee Benefit Forms](#)

5. [Employee Leave](#)

For information on all University of Nebraska leave--including administrative leave, civil leave, crisis leave sharing, FMLA, funeral leave, holidays, injury leave, leave of absence, military leave, parental leave, sick leave, and vacation leave, see pages 8 - 21 of the [Human Resources Policy Handbook](#).

    a. [Faculty Leaves of Absence](#)

- Professional Leaves
    - Faculty Development Fellowships

- o   Other Professional Leaves
- Personal Leaves
- Disability and FMLA Leaves

6.   Health Benefits

UNO offers employees a wide range of benefits that are detailed on the University of Nebraska System's website.

7.   Retirement Plans and Benefits

The University of Nebraska provides a retirement plan for the purpose of accumulating lifetime retirement income through participation in the Basic Retirement Plan. Both employees and the university contribute to the Basic Retirement Plan based on a percentage of their salary.

8.   Work-Life Balance

In today's fast-paced world, maintaining a healthy balance between a successful career and a fulfilling personal life can be a challenge. Increasing demands on our time – both in the workplace and at home – can create significant stress. The University of Nebraska is committed to providing a work environment and culture that fosters personal and professional success and satisfaction.

a.   See **UNO Work-Life Balance**

D.   Faculty Grievances

1.   Grievances

The UNO-AAUP negotiates on behalf of all full-time faculty and represents faculty in bargaining agreement disputes. It also helps faculty navigate their rights under the agreement. For additional information, see CBA Section 4.14.

- Resource: What To Do If You Think You Have a Grievance

E.   Faculty Workload

Faculty Workload Assignment Policy

1.   Workloads and Professional Obligations of Unit Members (CBA 3.1.3)

All Unit Members shall be assigned, after appropriate consultation, duties and responsibilities which may consist of one or more of the following activities: instruction, research and creative activity, directing and supervising research, service, departmental coordination, and other assignments as may be deemed reasonable in each instance by the Departmental Chairperson and Dean concerned, within standards approved by the Senior Vice Chancellor. For additional information, consult the CBA section 3.1.

VIII.   FACULTY HONORS AND AWARDS

A. President's Excellence Awards

The University of Nebraska system recognizes outstanding faculty, staff, and community leaders with the President's Excellence Awards. Visit the webpage of each to learn more about the various awards.

1. [Faculty IP Innovation and Commercialization Award (FIPICA)](#)

This award honors members of the University of Nebraska faculty who have developed and nurtured new intellectual property from concept to licensing/startup business.

2. [Outstanding Teaching and Instructional Creativity Award (OTICA)](#)

The Outstanding Teaching and Instructional Creativity Award honors members of the University of Nebraska faculty who have developed meritorious and sustained records of excellence in teaching and creativity related to teaching.

3. [Innovation, Development, and Engagement Award (IDEA)](#)

IDEA honors members of the University of Nebraska faculty who have extended their academic expertise beyond the boundaries of the University in ways that have enriched the broader community.

4. [Award for Outstanding Research and Creative Activity Award (ADROCA)](#)

ADROCA honors members of the University of Nebraska faculty who have conducted outstanding research or creative activity of national/international significance.

5. [University-Wide Departmental Teaching Award (UDTA)](#)

UDTA honors a department/unit at the University of Nebraska that has outstanding esprit de corps in its dedication to the education of students at the undergraduate, graduate, or professional levels.

6. [Innovation in Student Success Award (ISSA)](#)

ISSA honors a faculty led or faculty-involved team effort that has made a unique and significant contribution to improving undergraduate six-year graduation rates. It honors specific and successful innovations designed to improve retention and graduation rates among students the unit serves in a major, within a school, within a college, or throughout a campus.

B. Campus Faculty Awards

1. [Excellence in Teaching Award](#)

The Excellence in Teaching Award at the University of Nebraska Omaha was established in 1969 to recognize superior efforts, dedication, and exemplary conduct in the performance of the University's first task, the education of its students.

2. **[Distinguished Research or Creative Activity Award](#)**

The Award for Distinguished Research or Creative Activity (ADROCA) recognizes and honors preeminent achievement in research or creative activity by full-time members of the Graduate Faculty at the University of Nebraska at Omaha, whose work is of sufficient originality and distinction to merit attention at the national level, or beyond. ADROCA recipients foster and enhance the quality of research and creative activity at the University while reaffirming the values of discovery, innovation, and fulfillment in scholarship and the arts.

3. **[Faculty Service Learning Award](#)**

The Faculty Service Learning Award recognizes faculty members for their extraordinary efforts in service learning programs. The Faculty Service Learning Award is presented to a faculty member who has been supportive of service learning at UNO through faculty-student presentations, teaching circles, mentoring faculty-students, etc. The faculty member must also have a thorough understanding and appreciation of community issues such as professionalism and cultural competency.

4. **[Outstanding Graduate Mentor Award](#)**

The Outstanding Graduate Mentor Award, presented by the Office of Graduate Studies, was created to recognize individual faculty who place high values on and excel in mentoring graduate students. Recipients must have an established record of teaching excellence at the graduate level and mentoring students who have received their degrees. They also should excel at attracting graduate students to study at UNO through recruitment efforts and a visible and respected academic reputation in their area of expertise.

5. **[Faculty Excellence in Engagement Award](#)**

The Faculty Excellence in Engagement Award recognizes excellence in global or community engagement. Global engagement refers to the myriad ways faculty work to connect UNO to the world through their teaching, research and creative activity, and service. UNO defines community engagement as the "collaboration between the University and its local, regional, national and global communities for the exchange of knowledge and resources."

6. **[Excellence in Part-Time Teaching Award](#)**

The Excellence in Part-time Teaching Award recognizes exceptional teaching and instructional activity by part-time faculty members at UNO. Dedicated and effective instructors are a university asset and at UNO, there are individuals whose performance merits special attention.

7. **[Outstanding Innovation in Teaching with Technology Award](#)**

The Outstanding Innovation in Teaching with Technology Award honors faculty who have implemented outstanding innovative teaching approaches shown to increase student learning, engagement, and success. The award recognizes faculty members who have contributed significant, creative teaching innovations that promote effective and deeper learning via technology. All full-time and part-time UNO faculty teaching in the current academic year are eligible to be nominated. Nominations may be made by a current or former student, faculty member, staff member, or administrator (e.g., Chair/Director, Dean). Individuals can nominate themselves for the award.

C. Named Professorships and Chairs

UNO has several named chairs and professorships that recognize faculty excellence.

The following applies to all of the campuswide chairs and professorships:

- Named chairs and professorships are typically for a three-year period and are renewable for a second term, based on a review of performance.
- Faculty currently holding one named professorship or chair may be considered for others; however, only one such appointment may be held at a time.

To learn more, visit the Named Professorships and Chairs webpage.

IX.   FACULTY EVALUATION AND ADVANCEMENT

A. Faculty Performance Reviews

Faculty performance is systematically reviewed each year through two processes: Annual Review and Reappointment, Promotion, and Tenure (RPT).

Watermark Faculty Success are used to generate the faculty activities reports required for both the annual review and RPT processes. Watermark Faculty Success can be accessed from the my.unomaha.edu page.

B. Annual Review

Through the Annual Review process, all faculty are evaluated every year, both in terms of their performance and achievements for the previous year as well as their goals and objectives for the coming year. Faculty are also provided feedback on their performance and future goals as a means of ensuring continuous improvement. To be eligible for a salary increase, faculty performance and accomplishments for the previous year must be evaluated as "satisfactory" by the Department Chair and Dean.

C. Reappointment, Promotion, and Tenure (RPT)

The RPT process facilitates the rigorous review of faculty being considered for tenure and/or promotion. Tenure-track faculty are evaluated each year to assess progress toward promotion and tenure. The process involves a rigorous review by department and college faculty and by academic leaders, including the Department Chair, Dean, and Senior Vice Chancellor. Faculty who fail to make sufficient progress may not be reappointed. The RPT process is also used to consider faculty promotion cases, which also involve a rigorous review by faculty peers and academic leaders.

The standard, procedures, criteria, and guidelines for evaluating faculty performance established by the University of Nebraska system represent the minimum considerations used for reviewing and evaluating faculty performance.

Colleges, schools, and departments provide more exacting guidelines, within the boundaries established by the Board of Regents (Bylaws Section 4.5; 4.6), that reflect the characteristics of excellence established within particular disciplines.

More about the Reappointment, Promotion, and Tenure Guidelines.
Link to the Collective Bargaining Agreement, see Section 3.4.

D. Evaluation of Performance Portfolios

For both Annual Review and RPT, faculty are responsible for compiling a portfolio to be reviewed by various department and college committees as well as by their Department Chair, Dean, and the Senior Vice Chancellor. Faculty members should check with their department and college for specific instructions about format and contents. Generally, Annual Review portfolios only contain documentation pertaining to activities completed in the previous year as well as coming year goals and objectives. RPT portfolios, however, are necessarily cumulative in nature, and therefore, tend to require more extensive documentation. Both review processes require the completion of the appropriate forms and supporting documentation.

The amount of supporting documentation required for annual review and RPT depends, in part, on individual department/school policies and expectations. Generally, faculty members should

include descriptions of activities or accomplishments, indicate their significance, and in the case of publications, provide proper bibliographic information.

E. Compensation and Salary Increase Process

Evaluations and records of performance in the annual reviews shall be considered in determining salary increases, reappointment, promotion in rank, and award of Continuous Appointment.

Salary increases are negotiated by the AAUP and specified in the [Collective Bargaining Agreement](). All eligible Unit Members, whose performance for the Academic Year was judged satisfactory or better as a result of the formal performance reviews are typically conducted in March-April, receive an equal percentage increase. For Unit Members qualifying for exceptional performance increases; a separate pool of money is allocated to the Colleges that is proportional to the salary base of Unit Members.

F. Additional Compensation on Sponsored Projects

This Policy establishes general provisions to cover the circumstances and limitations under which extra compensation may be appropriate for employees who are supported in any way by sponsored projects. Compensation, including summer, academic year, and additional compensation (often referred to as "extra service" or "overload") payments, for personnel paid on federal or federal pass-through funds, is governed by Uniform Guidance, 2 CFR 200, in [§200.430 Compensation—personal services](). Per this guidance, UNO is required to treat all compensation on sponsored projects uniformly, including compensation on non-federal awards.

[Executive Memorandum No. 19]()

[NU Values Compensation Guidelines]()

X. TEACHING POLICIES AND RESOURCES

A. Teaching Policies

1. Course Syllabi and Student Learning Outcomes

Faculty are asked to post a syllabus for their course in Canvas. It is the first thing that students consult to learn about the course, and the Department Chair and the Dean of the college ask for to arbitrate disputes. Faculty are advised to review the syllabus by the first class. The syllabus should include details about course content, prerequisites, drop deadlines, attendance policy, exam times, make-up policy, faculty office hours, and grading procedure. The more detailed the syllabus, the fewer challenges there are later. An important element of a course (and its syllabus) is determining the student learning outcomes (SLO). A student learning outcome is a formal statement detailing what a student/learner should know or be able to do at the conclusion of the course or learning intervention. Course SLO's are found on the Master Syllabus which can be found using the [UNO-Courseleaf Course Inventory Management System](#) (CIM).

2. Faculty Office Hours

[Board of Regents Policies](#) require faculty to create regular office hours. The Collective Bargaining Agreement (3.1.3.3) delineates that unit members in departments with an instructional mission will maintain scheduled office hours each semester and will post the hours they will be available for discussion of assignments and examinations, advisement, and related matters. Each Unit Member will be available at frequent, regular, and scheduled times outside of class time for student consultation.

3. Student Attendance

Regular attendance in coursework is important and the [current attendance policy](#) guides student and faculty. Each faculty member has the responsibility to determine specific attendance policies for each course taught. On the first day of class, each faculty member will make available to each student a written statement of the specific attendance policy, if any, for that class including the role that attendance plays in the calculation of final grades.

4. Academic Calendar

The [Academic Calendar](#) is posted to ensure students have adequate feedback early enough in the semester to assess their academic progress in each course. Students without feedback and opportunities to consult with faculty may drop courses and jeopardize timely progress toward their degree.

5. Prep Week

The last week of regularly scheduled classes during the fall and spring semesters is designated as Prep Week. Except for makeup examinations, tests in self-paced courses, or laboratory exams, no major examination accounting for more than 20% of a student's grade may be given during this period. Papers, projects, or presentations assigned at least two weeks in advance of Prep Week may be due during this period.

6. Final Exams

Final exams must be offered during [Final Exam week](#) at the time assigned by the Registrar. No final exams are to be given during the week prior or outside the assigned time.

7. Course Evaluations

The Automated Course Evaluations (ACE) is conducted for every academic course at UNO. Students are surveyed at the end of every semester. ACE is administered by the SIDA office, which also makes the data available to faculty and departments.

8. Academic Integrity

The maintenance of academic honesty and integrity is a vital concern of the University community. Any student found responsible for violating the [Academic Integrity Policy](#) shall be subject to both academic and disciplinary sanctions. Under the Bylaws of the Board of Regents of the University of Nebraska [Sections 2.9 and 4.1(i)], the respective colleges of the University have jurisdiction over procedural matters concerning academic dishonesty. Just as the task of inculcating values of academic honesty resides with the faculty, the faculty is entrusted with the discretionary authority to decide how incidents of academic dishonesty are to be resolved.

9. Behavior, Rights and Responsibilities of Students

Per the [Board of Regents Policy on Behavior](#), students, like all members of the academic community, have the responsibility to create a supportive educational environment. Disruptions in the classroom environment impact everyone. Faculty encountering challenges are encouraged to refer matters to the UNO Care Team.

10. Accommodations

The [Accessibility Services Center](#) (ASC) works specifically with students who have a documented disability. Below are three different accessibility statements depending on course components. For more information on accommodations and accessibility matters, please contact ASC (Location: HK 104, Phone: 402.554.2872, Email: unoaccessibility@unomaha.edu)

a. Accessibility statement for courses without field placements or study abroad components:

Reasonable accommodations are provided for students who are registered with ASC and make their requests sufficiently in advance.

b. Accessibility statement for courses that include a field placement:

Reasonable accommodations are provided for students who are registered with ASC and make their requests sufficiently in advance. In addition to accommodations in the classroom, the ASC helps coordinate accommodations for students with disabilities at practicum sites, internships, service-learning experiences, or other field placements. It is important to speak with an ASC representative early in the site selection process.

c. Accessibility statement for courses that include study abroad:

Reasonable accommodations are provided for students in the Education Abroad program who are registered with ASC and make their requests sufficiently in advance. Students should contact ASC at least three months prior to the start of the study abroad program to ensure that coordination of

services can occur between the student, ASC, and Education Abroad office. Accommodations may not be possible for all programs and locations.

d. Medical Supervision

Medical Supervision allows students to regain lost attendance points and make up assignments and exams that were missed during excused absences. A letter or other documentation from the student's provider is submitted to the ASC to establish the date(s) or date range(s) that the student was under medical care and unable to attend class. The ASC will send emails to professors excusing student absences for those dates. Students do not need to be registered with ASC to receive medical supervision.

11. Discrimination, Sexual Harassment, and Title IX

UNO is committed to providing a positive teaching, learning, and working environment, and operates consistent with Nebraska and US Law. Relevant policies include Title IX, Sexual Harassment, and Discrimination Policies.

12. Chosen Name and Gender Identity

All members of the University of Nebraska community may use a chosen name to identify themselves where possible and appropriate. Executive Memorandum No. 40 is the policy in that applies to all UNO students, faculty and staff who may identify and use a Gender Identity instead of, or in addition to, their sex where possible and appropriate.

13. Recording of Classroom Activities

The Recording of Classroom Activities Policy supports the reasonable expectation of privacy for both student and faculty. Students may not make audio or video recordings of, or livestream, any classroom activity, including lectures, without express written consent from the course instructor or if a student has an approved accommodation that requires recording.

14. Religious Observances

All UNO offices are asked to be sensitive to the needs of faculty, staff, and students who are observing a religious holiday. UNO has a Religious Observances Policy that recognizes the diverse faith traditions represented among its campus community and supports the rights of faculty, staff, and students to observe according to these traditions. Upon receipt of reasonable and advance notice from a student, faculty are asked to make appropriate accommodations for students' observance needs by providing an opportunity to make up any examination, study, or work requirement that is missed because of an absence due to a religious observance faculty are encouraged to consult with their academic Dean and/or the Office of Academic Affairs if they have questions and/or if they need assistance in developing an appropriate accommodation for religious observances.

15. Testing Center

The Testing Center provides high-quality testing services to UNO students, faculty, and staff for national exams, credit for prior learning exams, and course exams.

16. **Links for Additional Policies, Procedures, and Resources**

    a. **[Academic Amnesty](#)**
    b. **[Adding, Swapping, Dropping, or Withdrawing from Courses](#)**
    c. **[Audit and CR/NC Courses](#)**
    d. **[Dispute a Grade](#)**
    e. **[F/FW Grading Policy](#)**
    f. **[Grading Information](#)**
    g. **[Grading Policy](#)**
    h. **[Grading Scales](#)**
    i. **[Graduate Studies](#)**
    j. **[Incomplete Grades](#)**
    k. **[Lactation Rooms](#)**
    l. **[Probation, Suspension, and Dean's Lists](#)**
    m. **[Repeating Courses](#)**
    n. **[Rigor Policy Guidelines](#)**
    o. **[Student Appeals Process](#)**

B. **Teaching Resources**

1. **[Center for Faculty Excellence (CFE)](#)**

The CFE's mission is to advance instructional excellence, facilitate professional success, and foster faculty leadership through a collaborative approach, supporting the goals of UNO as a premier metropolitan university. It supports and provides a wide-range of professional development opportunities teaching resources.

    a. **Teaching at UNO**

- [Academic Calendar](#)
- [Canvas Guides](#)
- [Center for Faculty Excellence](#)
- [Continuity of Instruction](#)
- [Digital Learning](#)
- [Open Educational Resources (OER)](#)
- [Retention Resources for Faculty](#)
- [Service Learning Academy](#)
- [STEM TRAIL center](#)
- [Teaching Analysis By Students (TABS)](#)
- [Teaching with Technology](#)
- [Testing Center](#)
- [UNO Libraries](#)

2. **[University Committee for the Advancement of Teaching (UCAT)](#)**

UCAT promotes student learning across the campus by focusing on teaching excellence and pedagogical improvement and innovation. UCAT aligns its resources with opportunities for faculty that have the potential to impact students from multiple disciplines.

UCAT is comprised of an eight-member committee appointed by the Faculty Senate whose members serve three-year staggered terms.

3. **Teaching Analysis By Students (TABS) and Peer Observations**

TABS provides full- and part-time faculty (including teaching assistants) an opportunity to assess pedagogical strengths and weaknesses. All assessments are confidential and free. Faculty members who register will receive a one-on-one meeting with a TABS consultant who will provide them with their confidential TABS report. Full-time faculty can also request peer observation. Registration due dates are available on CFE's calendar.

4. **Canvas**

Canvas provides a set of tools focused on improving teaching and learning through a modern interface, and the ability to extend the platform to outside tools and systems. Access Canvas Guides here.

5. **Digital Learning**

   a. **Course Design Review**
   b. **Digital Learning Workshops**
   c. **Faculty Presentations**
   d. **Humanizing Online Courses**
   e. **Foundations of Teaching Online Course**
   f. **Online Course Development Grant**
   g. **NU Applied Research in Technology Lab**
   h. **Online Program Development Grant**
   i. **Online Course Development at Scale**

6. **Service Learning Academy**

UNO faculty members have the opportunity to teach three different types of service learning courses at UNO: traditional, P-16, or service learning courses connected to the Maverick Philanthropy Initiative.

7. **Online Grade Changes**

In order to change a grade for a past term outside of the grading window, the instructor will need to complete a Change of Grade form and submit it to the Office of the University Registrar. This form can be completed online in MavLINK if the course was completed within the last five years. View these instructions on how to change grades for help.

8. **Emergency Information**

The safety and well-being of our students, faculty and staff is our first priority. UNO has several methods to communicate emergency messages or update the university on campus closings or emergency status. Helpful links can be found on this page for more information.

   a. **Active Shooter**
   b. **Behavioral Emergency**
   c. **Bomb Threat**
   d. **Bad Weather**
   e. **Fire**
   f. **Maintenance Emergency**

g. **Medical Emergency**

h. **Emergency Operation Plan**

i. **Emergency Notifications**

j. **Campus Safety**

9. **Academic Support Services**

a. **Academic Advising**

UNO's Academic Advisors provide guidance so you can achieve a meaningful educational experience and develop professional and personal goals.

b. **Academic Learning Communities (ALC)**

An ALC is a group of students who learn together. Students take coursework together, participate in projects with one another, and work to build learning in a particular area. ALC's provide a built-in support network that can assist students in being academically successful.

c. **Accessibility Services Center (ASC)**

ASC collaborates with students, administrators, faculty, and staff to ensure that we provide reasonable and appropriate accommodation for our students with disabilities. The office provides a full range of campus support services to ensure the success of our students.

d. **Campus Recreation**

UNO Campus Recreation and Wellness strives to provide impactful experiences that inspire, educate, and empower life-long, holistic wellbeing, in a safe, accessible, and inclusive environment..

e. **Campus Testing Services**

The Testing Center provides high-quality testing services to UNO students, faculty, staff, and the metropolitan Omaha region with exceptional customer service in a secure environment that supports academic success.

f. **Career Services**

UNO Career Services provides employment and career resources to all UNO students and alumni. Resources include résumé review, practice interviews, free professional headshots, job and internship search, and much more.

g. **Community Engagement**

UNO is a campus that highly values collaboration and mutual partnerships through community engagement. Engagement work takes place across all colleges as well as the various units and initiatives of the UNO Office of Engagement. These experiences offer a diverse range of opportunities that support learning, research, teaching, and community engagement.

h. [Counseling and Psychological Services (CAPS)](#)

CAPS provides programs and services on campus that assist students in maximizing their potential while at UNO. Counseling services are confidential and are conducted by licensed mental health practitioners and graduate students.

i. [Criss Library](#)

The Dr. C.C. and Mabel L. Criss Library serves as the primary source of academic information for the university community through its collections, academic and reference services, innovative and modern technology, exhibit and event programming, and modern physical facilities. The library's mission is to create physical and virtual environments that foster the university's goals for teaching, learning, and research.

j. [Health Services](#)

Nebraska Medicine UNO Health Center provides state-of-the-art medical services that are patient-focused to the UNO community. Health Services offers on-campus appointments with Board Certified Professionals for UNO students, faculty, and staff.

k. [Honors Program](#)

The University Honors Program is an academic learning community. The mission of the Honors Program is to provide an enhanced and supportive learning environment responsive to the educational needs of highly able and/or exceptionally motivated undergraduate students.

l. [Maverick Advising Center (The MAC)](#)

The MAC empowers students to explore, develop and succeed at UNO. The MAC facilitates academic success with resources and services for academic exploration.

m. [Military and Veteran Services](#)

The Military-Connected Resource Center focuses on academic achievement, career attainment, financial health, and overall physical and mental wellness. Being a military, veteran, or dependent student at UNO is more than earning a degree, it's supporting your future.

n. [Office of Student Leadership, Involvement, and Inclusion](#) (SLII)

 SLII provides a space for students to learn from each other, build relationships, and foster an environment of understanding and respect. It is responsible for developing and maintaining programs and services to ensure the successful recruitment, retention, and graduation of students on our campus.

o. [Ombuds Services](#)

The Ombuds staff assists students, faculty, and staff members with informal conflict resolution and problem-solving, navigating difficult situations, and advocacy for fair processes and fair treatment.

p. Student Involvement

UNO provides real-world experiences and events that foster civic and social responsibility. Involvement is by far the greatest part of college life. There is truly something for everyone here at UNO.

q. Wellness Center

The Wellness Center enhances the UNO community's quality of life and supports your overall well-being. Its staff, programs, services, and facilities are recognized locally, regionally, and nationally as leaders in providing health services, counseling services, and recreational services.

10. Academic Support Centers

    a. **Computer Science Learning Center**

    b. **Language Lab**

    c. **Math-Science Learning Center**

    d. **Speech Center**

    e. **Writing Center**

C. Student-Related Policies and Resources

1. Confidentiality (FERPA)

A student has a right to confidential distribution of grade information as the federal Family Education Rights and Privacy Act (FERPA) of 1974, affords students certain rights with respect to their education records.

2. Student Code of Conduct

The Student Code of Conduct Policy details the university obligation to maintain conditions under which the work of UNO can go forward freely, in accordance with the highest standards of quality, institutional integrity, and freedom of expression, with full recognition by all concerned of the right and privileges, as well as the responsibilities, of those who comprise the UNO community.

3. Laptop and MiFi Checkout

Reliable access to internet and a computer is critical for both faculty and students. Equipment is available for semester-long checkout at the ITS help desk. To learn more or request equipment, visit the ITS equipment checkout website.

4. UNO Catalog

    a. **UG Catalog**
    b. **Grad Catalog**

5. Supporting Students at UNO

    a. **Continuity of Instruction**
    b. **Making Accessible Documents**
    c. **Resources for Students Who are Non-native English Speakers**

d. **[Setting Students Up for Successful Group Work](#)**

XI. RESEARCH AND CREATIVE ACTIVITIES POLICIES AND RESOURCES

A. Internal Funding Opportunities for Faculty

1. [University Committee on Research and Creative Activity (UCRCA)](#)

Grants of up to $10,000 per faculty member are available for pilot work to make faculty competitive for external funding. Pre-tenure faculty are prioritized.

2. University of Nebraska Collaboration Initiatives

Collaborative grants involving faculty from two or more University of Nebraska Institutions are available for projects with the potential to secure Federal funding.

3. Federal Work Study Research and Creative Activity

The Federal Work Study Research and Creative Activity program provides incentives to faculty who hire and mentor work-study eligible students to assist in and/or contribute to their research and/or creative endeavors.

B. Internal Funding Opportunities for Students

ORCA offers three internal funding programs for students. These programs support student research and creative activity that is independent from student research. The programs include: the Faculty-mentored Undergraduate Student Research and Creative Activity (FUSE) award, the Graduate student Research and Creative Activity (GRACA) award, and the Student Conference Travel Fund (SCTF).

1. Fund for Undergraduate Scholarly Experience (FUSE) Award

Grants of up to $2500 per student are available to UNO undergraduates. Eligibility is restricted to those UNO undergraduate students (and students from other NU programs) who pay their tuition through UNO.

2. Graduate student Research and Creative Activity Award (GRACA)

Grants of up to $5000 per student are available to UNO graduate students. Eligibility is restricted to those UNO graduate students (and students from other NU programs) who pay their tuition through UNO.

3. Student Conference Travel Fund (SCTF)

Grants of up to $500 per student per proposal are available for undergraduate and graduate students who plan to present or perform at professional meetings. All students currently enrolled in a UNO degree-granting program are eligible to apply.

4. Student Research and Creative Activity Fair

ORCA facilitates an annual Student Research and Creative Activity Fair, which is open to all students (undergraduate and graduate). Students who receive FUSE or GRACA grants are *required* to present at the fair whereas it is optional for all other students.

C. Research Compliance

Research Compliance is committed to ensuring ethics, honesty, and integrity in pursuit of UNO's Research activities. The ORCA Research Compliance team oversees several areas of compliance, including human subject research, animal subject research, research involving hazardous materials, conflicts of interest in research, responsible conduct of research education, export controls, research integrity, and research data security.

1. Research Integrity Policy

UNO is committed to maintaining an academic environment based on intellectual honesty and integrity. UNO expects ethical conduct from all those engaged in research. UNO is dedicated to preventing misconduct in research and supporting good faith efforts to intervene and remedy such conduct.

2. Export Control Policy

Export controls affect us all. The regulations are a series of laws that regulate the shipment, transfer and disclosure of controlled items, technical data, software, and some activities aimed to protect the national security, economic impact and foreign policy. Specific impact on academia includes participation by foreign nationals including students, faculty, staff and visitors in certain research activities, foreign collaboration and sponsors, contracting, procurement, international shipment, international travel, as well as research conducted in certain countries.

3. Human Subject Research Policies

The Institution Review Board (IRB) assures the protection of all human subjects in research projects conducted by anyone on the premises of UNO and provides oversight for all research that is conducted elsewhere by UNO faculty, students, staff, or other representatives. The IRB also protects the investigator and the institution through a comprehensive review process. All human subject research must be reviewed and approved by the IRB prior to beginning such research.

Institutional Review Board (IRB)

HRPP Policies and Procedures for human subjects research at UNMC.

4. Animal Subject Research Policy

The Institutional Animal Care and Use Committee (IACUC) assists faculty, students, and staff in upholding UNO's determination to assure the finest care and most humane utilization of our laboratory animals. To this end, every research, testing, and teaching project involving the use of a live, vertebrate animal must be reviewed and approved by the IACUC prior to initiation.

5. Responsible Conduct of Research (RCR) Policy

RCR is defined as the practice of scientific investigation with integrity by applying ethical norms and principles in the performance of research. This training requirement applies to all personnel, faculty and students at UNO who obtain research funding through National Institutes of Health (NIH), National Science Foundation (NSF) or National Institute of Food and Agriculture (NIFA).

a. Faculty Departure Checklist

6. Conflict of Interest Policy

Conflict of interest disclosures must be filled out by all full-time faculty, managerial/professional staff, anyone involved in research, anyone with outside professional activity involving a foreign entity, all employees who have been issued a p-card, or who have signatory authority. All PIs on university research projects are required to complete conflict of interest disclosures, certain federal agencies may necessitate additional COI training and disclosure requirements. The university uses an electronic system, NuRamp, to submit, approve and maintain conflict of interest disclosure records, the form should be updated annually or at any time when a potential or actual conflict occurs.

7. Research and Data Security Policy

Data security involves using best practices when using, storing, sending, and sharing data. Data must be classified as high, medium or low risk and stored on appropriate systems for the risk classification level of the data. While research data will be classified using the university's risk classification assessment, there may be additional compliance requirements provided by the research sponsor. Some research projects require data management plans to be created and put in place to store and share data.

8. Data Security

    a. Policy for Responsible Use of University Computers and Information Systems

Executive Memorandum No. 16.

    b. Policy on Research Data and Security

Executive Memorandum No. 41

    c. Policy on Risk Classification and Minimum-Security Standards

Executive Memorandum No. 42

XII.   FACULTY PROFESSIONAL DEVELOPMENT

A. Teaching Related Trainings

UNO has an abundance of teaching resources. See section X.B. for more information on resources through the Center for Faculty Excellence (CFE), Digital Learning, and Service Learning Academy.

B. Research, Creative Activity Trainings, and Resources

1. **Writing and Research Opportunities (CFE)**

CFE partners with the Office of Research and Creative Activity (ORCA) and the Writing Center to offer faculty opportunities to develop and focus their writing. These opportunities range from accountability groups to writing challenges throughout the academic year.

   a. **Writing Accountability Groups (WAGs)**
   b. **10-day Writing Challenge**
   c. **Writing (J)am Session**
   d. **Camp Completion**

2. **Grant Databases**

   a. **Grant Forward**
   b. **Grants.gov**
   c. **National Science Foundation (NSF) Funding Search**
   d. **National Institute of General Medical Sciences (NIGMS) Funding Opportunities**

C. Communities of Practice

Communities of Practice (now merged with Faculty Leadership Forums) offer a way for groups of faculty members to network, share ideas and resources, and support one another related to their work in a common area. These can focus on writing and research, student engagement, competency-based education, or AI.

D. Faculty Coaching

Faculty coaches are available to work with full-time faculty on topics including, but not limited to: addressing wellbeing, improving daily habits, and navigating difficult situations.

E. Faculty Mentorship

The Center for Faculty Excellence facilitates two opportunities related to faculty mentoring:
1. **General mentor training** is available for current academic mentors and individuals who wish to become mentors.
2. The **TANDEM program** is open to second and third-year full-time faculty who will be partnered with mentors outside their home academic unit who might share broader social and cultural affinities within our community of scholars. This program is optional and designed to work in tandem with the mentoring that occurs in the faculty member's home unit.

F. Faculty and Academic Leadership Development

1. **Leadership Faculty Fellows Program**

Leadership Faculty Fellows (LFF) are intended to support the development of faculty leadership for the campus. Fellows work collaboratively with academic leadership in Academic Affairs and across the colleges to develop or build capacity in an area of need. In addition to taking the lead on a particular project or initiative that advances the mission of Academic Affairs on campus, fellows also have the opportunity to learn about more general administrative tasks and priorities associated with supporting academic leadership of the campus.

2. **Academic Administrator Training**

A series of workshops intended to build skills for chairs/directors and other campus leaders.

3. **NU Developing Excellence in Academic Leaders (DEAL) Program**

The NU Developing Excellence in Academic Leaders (DEAL) program is a focused, two-year investment in personal growth and development. Participants will refine their leadership skills while interacting within the context of the many subcultures of our multifaceted educational enterprise. The program is intended for individuals from each campus who are currently serving in academic leadership roles (Department Chairs, Center Directors, Assistant/Associate Deans) and have interest in expanding their leadership practice and skills.