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THE UNIVERSITY'S MISSION

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

THE UNIVERSITY'S VISION

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

OUR LEADERSHIP

MEET NEAL SMATRESK - OUR UNT PRESIDENT

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

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

Meet the President  State of the University  (video)  https://twitter.com/UNTPrez
MEET JENNIFER EVANS-COWLEY – PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

Jennifer Evans-Cowley
Organizational Chart

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

MEET TOM MCCOY - VICE PRESIDENT FOR RESEARCH & ECONOMIC DEVELOPMENT

Tom McCoy
Organizational Chart

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

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

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

Bob Brown
Organizational Chart

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

MEET SHANNON GOODMAN - VICE PRESIDENT FOR ENROLLMENT

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

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

Shannon Goodman
Organizational Chart

MEET ELIZABETH WITH - VICE PRESIDENT FOR STUDENT AFFAIRS

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

Elizabeth With
Organizational Chart

MEET DEBORAH LELIAERT - VICE PRESIDENT FOR UNIVERSITY RELATIONS, COMMUNICATIONS & MARKETING (URCM)

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

Deborah Leliaert
Organizational Chart
MEET JOANNE WOODARD - VICE PRESIDENT FOR INSTITUTIONAL EQUITY & DIVERSITY

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

Joanne Woodard Organizational Chart

MEET DAVID WOLF - VICE PRESIDENT FOR ADVANCEMENT

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

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

David Wolf Organizational Chart

MEET WREN BAKER – VICE PRESIDENT AND DIRECTOR OF ATHLETICS

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

Wren Baker Organizational Chart
RESOURCES & INFORMATION

PAYROLL INFORMATION:

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

DIRECT DEPOSIT
• Direct deposit information submitted in my.unt.edu before payroll runs each month will be effective with salary earned that month. (Payroll runs around the 15th)
  o Example: if information is completed by January 10th - your February 1st paycheck will be direct deposited.
• If it is submitted after payroll runs then the first check will be paper and can be picked up with your departmental timekeeper.
• Employee Payroll Direct Deposit Agreement Form - Direct Deposit Agreement Form
• A paystub is available on MyUNT

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

MY UNT- SELF SERVICE: HTTPS://MY.UNT.EDU
A self-service portal that provides the UNT community members with access to:
• Personal information, Benefits, Compensation (paycheck, direct deposit, W-2),
• View institutional news, events, information resources, and Human Resources information and services (faculty and staff only).
• Update your Eagle Alert emergency contact information on this page
• Access to your email remotely if not connected to your smart phone
INHOUSE:  
HTTP://INHOUSE.UNT.EDU/
An information resource providing the UNT community members with access to information about things that are going on at UNT Including campus news, employee resources, events, research news, people on campus and awards and achievements

POLICY GUIDE:  
HTTP://POLICY.UNT.EDU
Provides information on all University policies. Each faculty and staff are responsible for making themselves aware of the policies that impact them and their work.

HR RELATED FORMS & OTHER RESOURCES:
Faculty Specific Forms -  
https://vpaa.unt.edu/faculty-resources/forms-and-templates
Staff Specific Forms (includes some forms for faculty) -  
https://https://www.untsystem.edu/forms-library

GETTING AROUND CAMPUS:
Campus Maps -  
Interactive Campus Map search for location by building  
Parking Maps search for parking options  
Bus routes & schedules use your ID to ride the Denton buses for free

HELPFUL CONTACT INFORMATION:

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

ACADEMIC RESOURCES:  
HTTP://VPAA.UNT.EDU/FACULTY-RESOURCES
Faculty Recruitment and Compensation, Faculty Human Resources Questions:  
(940) 565-2550
BUSINESS SERVICE CENTER:  WWW.BSC.UNTSYSTEM.EDU
• Payroll & Time and Labor Questions: (940) 369-5500 or bsc@untsystem.edu
• Travel Questions: (940) 369-5500 or bsc@untsystem.edu
• Purchasing & Payments Questions: (940) 369-5500 or bsc@untsystem.edu

CAREER CENTER:  HTTP://STUDENTAFFAIRS.UNT.EDU/CAREER-CENTER#HOME
• Hiring Students and student career services/resources: (940) 565-2105
• Supervisors guide: http://studentaffairs.unt.edu/blog/supervisors-guide

OFFICE OF INSTITUTION EQUITY & DIVERSITY:
Equal Opportunity Office
• Concerns regarding Harassment, discrimination, retaliation
  (940) 565-2759 or oeo@unt.edu
• website: http://edo.unt.edu/equal-opportunity
Multicultural Center
• To participate in the cultural richness of our Campus
  (940) 565-3424 or multicultural@unt.edu
• website: http://edo.unt.edu/multicultural-center-programs-services
Pride Alliance
• Resource on topics of gender and sexuality and a safe and welcoming space for all
  (940) 565-2589 or pridealliance@unt.edu
• website: http://edo.unt.edu/pride-alliance#about

OFFICE OF THE OMBUDS:
• Promotes and supports a fair, respectful, and safe workplace
• Confidential, informal, neutral and impartial
• Preventing/resolving workplace concerns, problems, or disputes.
• Insure that every voice can be heard,
• Impartial attention
• Identify options for fair and equitable outcomes, and fosters civility and mutual respect
• Supplements, but does not replace, any existing grievance mechanisms or modes of redress

(940) 369-8166
Ombuds@unt.edu
Chilton Hall Suite 140
http://Ombuds.unt.edu
WORK LIFE BALANCE

UNT HOLIDAYS FISCAL YEAR 2017/2018:

*Up to 15 days per year as determined by State Legislature*

- Labor Day – September 4, 2017
- Thanksgiving – November 23 and 24, 2017
- Winter Holiday – December 25, 2017 – January 1, 2018
- Martin Luther King, Jr. Day – January 15, 2018
- Spring Break – March 12, 2018
- Memorial Day - May 28, 2018
- Independence Day - July 4, 2018

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

SICK LEAVE:

Regular full-time faculty and staff earn sick leave entitlement at the rate of eight (8) hours for each month of paid employment. Regular part-time faculty and staff shall earn sick leave entitlement at their percentage of time employed times eight (8) hours for each month or fraction of a month of paid employment. For example, an individual employed for seventy-five (75) percent time will accrue six (6) hours monthly (.75 x 8 = 6).

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

FAMILY MEDICAL LEAVE:

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

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

SICK LEAVE POOL:

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

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

AMERICANS WITH DISABILITIES ACT (ADA):

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

Links to: [ADA Policy; ADA Website](#)
EMPLOYEE ASSISTANCE PROGRAM (EAP):  
HTTPS://WWW.AWPNOW.COM

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

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

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

How to Log In:

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

UNT PERKS  LINK TO PERKS WEBSITE

FACULTY/STAFF SCHOLARSHIP:

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

DINING SERVICES:

- Faculty/Staff can purchase meal plans to use at the 6 cafeterias
- Meals range from $4.50 - $5.75; or $7.75 *(door price)*
- Faculty/Staff meal plans will be accepted at Discovery Park Grill. *(1 swipe will be considered 1 combo meal)*
- Go to Faculty/Staff Meal Plans for more information
- Other options on campus: The Club at Gateway
MEAN GREEN ATHLETICS:

- Football Season Tickets - $60.00 and up *(Special: Sideline Reserved $130)*
- Women’s Basketball Season Tickets - $55 and up
- Men’s Basketball Season Tickets - $75 and up *(Special: Free Throw Line Reserved $120)*
- Faculty and Staff also get a discount at Olympic sports with their ID *(Special: $3.00 game tickets)*
- Call : (940) 565-2527 or [http://www.meangreensports.com/tickets/](http://www.meangreensports.com/tickets/) and ask about Faculty and Staff season and single game ticket discounts

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

MUSIC AND DANCE & THEATRE DISCOUNTS:

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

CELLULAR PHONE SERVICE DISCOUNTS:

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

SOFTWARE DISCOUNTS AND RESOURCES:

- Adobe Creative Cloud and Microsoft Office Professional Plus are available for home download. Complete registration by clicking [here](#) and following prompts
  - Adobe Creative Cloud is $19.99 or Microsoft Home Use is $9.95

UNT TRANSPORTATION OPTIONS:

- Ride for free on the Denton County Transportation Authority (DCTA) Bus Lines with your UNT ID card
  - For routes and schedules, [click here](#)
- Ride the A-Train for discounted rates:
  - $420 for Local (within Denton County) annual passes
  - $840 for Regional (includes DCTA, DART, and TRE) annual pass
  - [https://www.dcta.net/](https://www.dcta.net/)
  - [fare-information](#)
OTHER PERKS:

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

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

AIRPORT PARKING
The ParkingSpot offers: off-site airport parking discounts

CAR RENTAL
National and Enterprise rental car agencies also offer discounts.  (Learn more)

ON SITE SERVICES (FOR YOUR CONVENIENCE):

OPTOMETRIST- College Optical Express, Located in Chestnut Hall:  (940) 369-7441
*(Provides discount on glasses or contacts to UNT staff, faculty and alumni)*
  - Accepts UNT vision coverage; [www.coeunt.com](http://www.coeunt.com)

PHARMACY- Student Health & Wellness Center, Located in Chestnut Hall:  (940) 565-2790
*(Conveniently purchase some over-the-counter medicines as well as prescriptions)*
  - Monday –Thursday 8:00am-6:00pm; Friday 9:30am-6:00pm
  - [http://studentaffairs.unt.edu/pharmacy](http://studentaffairs.unt.edu/pharmacy)

DENTAL CLINIC - Located in Chestnut Hall:  (940) 273-2184
  - Takes Dental HMO only; [http://www.campus-smiles.com/UNT](http://www.campus-smiles.com/UNT)

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

OTHER RESOURCES:
- Walking Maps Get a little exercise on your breaks.  (Map routes link)
- Lactation Rooms For nursing Mothers.  (Click for [information](http://www.unt.edu/member) and [Locations](http://www.unt.edu/member))