Welcome to Duke!
Resource Guide for New Faculty
# Table of Contents

Getting Started .................................................................................................................................................. 3  
Duke’s Advantages for Faculty .......................................................................................................................... 4  
Commonly Used Acronyms ............................................................................................................................... 5  
Faculty Resources ............................................................................................................................................... 6
Welcome to Duke University! The first few days and weeks at a new university can be a logistical challenge. In an effort to assist you as you integrate into the university, we are providing you with a list of helpful tips and available resources. Although this list is not exhaustive, we hope it will make your first few days at Duke run just a little bit smoother.

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**Getting Started**

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**Establish Duke Net ID:**
Your net ID will be established during the hiring process. Please work with your department business manager or HR rep to get your net ID. This ID is used for global log in purposes for Duke protected sites.

**Obtain Duke ID Card (with building access):**
Your business manager or HR rep will write a letter that you will take over to the card office to get your Duke ID. In some cases, you have been scheduled for an early Duke Orientation session where you will also be able to obtain your card. Please go to [http://dukecard.duke.edu/](http://dukecard.duke.edu/) for additional information.

**Obtain Parking:**
Your business manager or HR rep will write a letter that you will take over to the parking office. There are several parking options available with differing price levels. Please go to [http://parking.duke.edu/parking/](http://parking.duke.edu/parking/) for additional information.

**Online Purchasing (Buy@Duke) Account and User Instructions:**
Your business manager will provide you with Buy@Duke access and user information. Please go to [http://finance.duke.edu/procurement/programs/buyatduke/index.php](http://finance.duke.edu/procurement/programs/buyatduke/index.php) for additional information.

**Obtain Procurement Card:**
Your business manager will provide you with the forms necessary to obtain a Duke procurement credit card if appropriate. More information is available at [http://finance.duke.edu/procurement/procure/card/index.php](http://finance.duke.edu/procurement/procure/card/index.php).

**Managing Your Duke Online Faculty Profile (Scholars@Duke):**
[https://scholars.duke.edu/](https://scholars.duke.edu/)
Scholars@Duke is a hub that brings together the research and teaching activities of all Duke faculty members. This new university-wide database is designed to encourage research collaborations and promote Duke faculty expertise to local and global communities. To edit your profile, the system will require you to log on using your Duke NetID and password.

**Sakai Log-On and User Instructions:**
Sakai is the faculty interface for managing student advisement as well as managing your personal course materials. You can access Sakai at [https://sakai.duke.edu/](https://sakai.duke.edu/) with your Duke NetID and password. Please go to: [http://support.sakai.duke.edu/](http://support.sakai.duke.edu/) if you require additional assistance.
Duke’s Advantages for Faculty

Duke’s Advantages for Faculty:
The link below will take you to Duke’s guide to key advantages Duke affords faculty members. It is designed to be useful to faculty candidates, regular rank faculty members, department chairs, deans, administrative personnel and members of search committees. Career flexibility is a key theme. In the scholarly tradition, we strive for continued improvement as we obtain new data, learn from our experience and incorporate innovative practices from peer institutions. More information can be found at http://provost.duke.edu/faculty/.

Faculty Professional-Personal Balance:
The Parental Leave Policy for regular rank faculty allows one semester (12 weeks in the schools of Medicine and Nursing) of leave for the birth or adoption of a child. If the faculty member is pre-tenure, an automatic one-year extension of the tenure clock is provided.

Tenure Clock Relief is also extended for a number of other reasons, such as caring for an ill parent, partner or child; personal illness; a house fire; or heavy administrative responsibilities. The faculty member requests this relief.

The Flexible Work Arrangements Policy, one of the major projects detailed in our Accelerator Plan for the Alfred P. Sloan Award for Faculty Career Flexibility, took effect in 2007. This policy allows regular rank faculty members to request alterations in their work responsibilities to suit their professional/personal needs, ranging from a single semester to three years at a time, renewable with approval. This policy seeks to help faculty care for young children or for an ill parent, child or partner. It can also ease the transition to retirement. A memorandum of understanding between the faculty member and the department chair/dean details the terms of the arrangement. The Provost’s Office centrally monitors the implementation of the policy.

For more specific information on the policies above, please consult the Faculty Handbook at http://www.provost.duke.edu/pdfs/fhb/FHB.pdf.
Commonly Used Acronyms

UNIVERSITY COUNCIL/COMMITTEE REFERENCES:
AC: Academic Council
APC: Academic Program Committees
APT: Appointment, Promotion, and Tenure
ECAC: Executive Committee of the Academic Council
UPC: University Priorities Committee

DEPARTMENT SPECIFIC REFERENCES:
DGS: Director of Graduate Studies
DGSA: Assistant to the Director of Graduate Studies
DMS: Director of Masters Studies
DUS: Director of Undergraduate Studies
DUSA: Assistant to the Director of Undergraduate Studies

KEY FINANCIAL ACRONYMS:
APCR: Accounts Payable Check Request
BFR: A number identifying financial organizations at Duke; each department has a unique BFR and several centers have them as well
CC: Duke's financial system's name for a cost object or cost center (example, 451 or 151)
ET&R: Employee Travel & Reimbursement
GL: General ledger account number
IRB: Institutional Revenue Board
OARC: Office of Audit, Risk, & Compliance
ORG UNIT: 8-digit number that refers to your department name
ORS: Office of Research Support (pre-award for university side)
ORA: Office of Research Administration (pre-award for medical side)
OSP: Office of Sponsored Programs (post award billing, etc. for both university and medical sides)
SAP: Duke's payroll and financial system
WBSE: Duke's financial system's name for a cost object or work breakdown structure elements (example, 3XX)

MISC ACRONYMS:
ATC: American Tobacco Campus
OIT: Office of Information Technology
PAS: Personal Assistance Service
PERQS: Duke's Employee Discount Program
PTS: Parking & Transportation Services
Faculty Resources

Dining Services:
http://services.duke.edu/dining/index.php
Duke Dining has made the top 10 list for two years in a row for The Daily Meal’s "Best Colleges for Food in America!
Duke is home to one of the most innovative, dynamic, and cutting edge collegiate dining programs in the country. Our
goal is to provide a delicious, nutritious, affordable community dining experience, no matter where you choose to eat
on campus.

DukeReach for student concerns:
Contact Number: (919) 681-2455
https://studentaffairs.duke.edu/dukereach1
DukeReach directs students, faculty, staff, parents and others to the resources available to help a student in need.
Are you concerned about your physical or mental health? Has a student's behavior caused you to worry about his or
her potential future actions? The DukeReach website will provide you with the resources you need to assist a
student, or get the appropriate help so that someone else may do so. You can report a concern via the web,
https://duke-advocate.symphlicity.com/care_report/index.php/pid006542. You can also download the DukeReach
Supplemental Guide to Faculty and Staff booklet found at http://studentaffairs.duke.edu/dos/dukereach.

Facilities:
http://services.duke.edu/facilities/index.php
Duke University has 29 Residence Halls, 77 Academic and Research buildings, and 114 athletic, medical and
Central Campus buildings (and that excludes maintenance and support facilities). Those buildings are primarily
maintained by the award winning Facilities Management Department. FMD provides work alerts, a place to enter
work requests, project schedules, and more.

Faculty Handbook:
http://provost.duke.edu/faculty-resources/faculty-handbook/
This edition of the Duke University Faculty Handbook contains policies and procedures pertinent to faculty at Duke
University as of February 2016. Because of the range of subject matters and authority for them, these policies and
procedures are subject to change at any time. Revisions to the Faculty Handbook will be incorporated periodically.

Finance:
http://services.duke.edu/finance/index.php
On this website, you will find information regarding the following topics -- General Accounting Procedures, Duke
University Credit Union (DUFCU), Procurement, Sustainability, Tax Topics, Travel, Payroll Services, and Research
Compliance and Reporting.

Human Resources and Benefits:
Contact Number: (919) 684-5600
https://www.hr.duke.edu/
Contact Number: (919) 684-5600
http://www.hr.duke.edu/benefits/
Duke University Benefits is a component of Duke Human Resources that is responsible for providing benefit information for Duke Employees. Your business manager or HR rep will schedule you for an upcoming Duke HR Orientation to review your benefit enrollment options.

**Duke Libraries:**
http://library.duke.edu/
The Duke University Libraries are the shared center of the university’s intellectual life. The William R. Perkins Library, Bostock Library and Rubenstein Rare Book & Manuscript Library comprise the main West Campus library complex, which is joined by Lilly and Music libraries on East Campus, the Pearse Memorial Library at the Duke Marine Lab and the separately administered libraries serving the schools of Business, Divinity, Law and Medicine. Together they form one of the nation's top ten private university library systems.

**Office of Information Technology:**
OIT Help Desk: (919) 684-2200
http://oit.duke.edu/
Many technology services at Duke University are supported by Duke's central IT organization, the Office of Information Technology. Visit OIT’s site to learn more about its services. OIT’s Service Desk can answer most of your technology questions, while its Web site keeps you aware of service outages and updates.

**Office for Institutional Equity:**
Contact: (919) 684-8222
https://web.duke.edu/equity/resources/more_about_us.html
Our office of specialized professionals are dedicated to serving the Duke University and Duke University Health System communities regarding occupational enrichment through diversity, inclusion, affirmative action, employment equity, harassment prevention, and other work-related initiatives focused on the quality of life and effort at Duke.

**Office of News and Communications (ONC):**
Contact Number: (919) 684-2823
http://newsoffice.duke.edu/
The Office of News and Communications (ONC) is the primary source of Duke University news. It produces releases and other materials for the news media and responds to inquiries about Duke activities. ONC’s activities range from managing the university home page and the Duke Today news site to social media projects, multimedia features, news tips and op-ed articles.

**Office of Postdoctoral Services:**
Contact: (919) 681-7154
https://postdoc.duke.edu/
The Office of Postdoctoral Services is the central resource for postdoctoral appointees on campus, and serves as a liaison between postdocs, faculty, administrators, and staff.

**Office of the Vice Provost for Research:**
https://research.duke.edu/
The Office of the Vice Provost for Research has overall responsibility for facilitating the research enterprise at Duke, and works to encourage and support the development, marketing and application of Duke's intellectual property and our world-renowned researchers, students and facilities.
Personal Assistance Service (PAS):
Contact Number: (919) 416-1727
Personal Assistance Service (PAS) is the faculty/employee assistance program of Duke University. The staff of licensed professionals offer assessment, short-term counseling, and referrals to help resolve a range of personal, work, and family problems. PAS services are available at no charge to Duke faculty and staff, and their immediate family members.

Provost's Office of Faculty Affairs:
Contact Number: (919) 684-5949
http://facultyaffairs.provost.duke.edu/
The Faculty Affairs office provides assistance to the Provost with respect to a range of individual faculty matters including appointments, reappointments, tenure, promotion, secondary and joint appointments, and leaves. The Office represents the Provost's priorities and provides administrative oversight for confidential University faculty evaluations and review processes. This includes the activities of the Provost's Advisory Committees on Appointment, Promotion and Tenure; Distinguished Professorships; and Bass Fellows and Chairs.

Safety and Security:
http://services.duke.edu/safety/index.php
The Office of News and Communications provides regular "Police News", but you can also find late breaking emergency news, severe weather notices, and transportation alerts. Duke has its own Police Department who offer many services, including working special events... and providing a range of crime prevention workshops and outreach programs to help keep the Duke community safe and secure.

Scholars@Duke:
https://scholars.duke.edu/
Scholars@Duke features the research, scholarship and activities of Duke faculty members and academic staff. A research networking system, Scholars@Duke displays web profiles that summarize a person's roles at Duke and displays their connections with colleagues. Visitors can search for faculty members by name, keyword or subject area or anything on their profile.

Stores:
http://services.duke.edu/stores/index.php
The Duke Textbook Store offers textbooks, study aids, and periodicals for undergraduate, business, and law courses at Duke. The Duke University Medical Center Store offers textbooks, electronic products, and instruments for Duke Medical Center students, faculty, and staff. The store also stocks course materials and carries a variety of Duke memorabilia, medical uniforms, scrubs, greeting cards, office supplies and other general merchandise. The Gothic Bookstore offers scholarly, reference, computer, and general titles to the Duke University community, worldwide.