Welcome to Duke!
Resource Guide for New Faculty
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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 in navigating 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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Duke’s Advantages for Faculty

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Duke’s Advantages for Faculty:
Duke University has refined its faculty policies and practices to recruit and retain the finest thinkers in the world, to cultivate an academic environment that energizes their work, and to provide the flexibility our scholars need to attend to their responsibilities outside the university. Duke believes that policies that enable faculty to care for children or relatives or help a professor’s partner find an academic position strengthen the university.

The website [https://provost.duke.edu/faculty-resources/advantages/](https://provost.duke.edu/faculty-resources/advantages/) is meant to provide a 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.

- Recruitment & Hiring: [https://provost.duke.edu/faculty-resources/advantages/recruitment-hiring/](https://provost.duke.edu/faculty-resources/advantages/recruitment-hiring/)
- Dual/Partner Careers: [https://provost.duke.edu/faculty-resources/advantages/dualpartner-careers/](https://provost.duke.edu/faculty-resources/advantages/dualpartner-careers/)
- Commitment to Diversity: [https://provost.duke.edu/faculty-resources/advantages/faculty-diversity-initiative/](https://provost.duke.edu/faculty-resources/advantages/faculty-diversity-initiative/)
- Career Development: [https://provost.duke.edu/faculty-resources/advantages/career-development/](https://provost.duke.edu/faculty-resources/advantages/career-development/)
- Professional-Personal Balance: [https://provost.duke.edu/faculty-resources/advantages/professional-personal-balance/](https://provost.duke.edu/faculty-resources/advantages/professional-personal-balance/)
- Flexible Retirement: [https://provost.duke.edu/faculty-resources/advantages/flexible-retirement/](https://provost.duke.edu/faculty-resources/advantages/flexible-retirement/)
Commonly Used Acronyms

UNIVERSITY COUNCIL/COMMITTEE REFERENCES:
AC: Academic Council
AIC: Academic Integrity Council
APC: Academic Programs Committees
ACOE: Advisory Committee for Online Education
APT: Appointment, Promotion, and Tenure
ECAC: Executive Committee of the Academic Council
GPC: Global Priorities Committee
RPC: Research Policy Committee
UPC: University Priorities Committee

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

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
OLV: Office of Licensing and Ventures
ORS: Office of Research Support (pre-award for university 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

Campus Services:
http://services.duke.edu/campus/index.php
Reserve a venue, video a conference, print your brochure and send it through campus mail. Get business cards and add money to your Dukecard…

Center for Multicultural Affairs
https://studentaffairs.duke.edu/node/1520
The Center for Multicultural Affairs (CMA) promotes community engagement, multicultural education, leadership development, and social justice education among the student population. Our programs and services aim to empower students and their organizations to create a vibrant and inclusive community.

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.

Duke’s Institutional Statement of Commitment to Diversity and Inclusion:
See also Duke’s Office for Institutional Equity below for additional information. Duke aspires to create a community built on collaboration, innovation, creativity, and belonging. Our collective success depends on the robust exchange of ideas - an exchange that is best when the rich diversity of our perspectives, backgrounds, and experiences flourishes. To achieve this exchange, it is essential that all members of the community feel secure and welcome, that the contributions of all individuals are respected, and that all voices are heard. All members of our community have a responsibility to uphold these values.

Duke Police:
http://police.duke.edu/index.php
Contact Numbers: Emergency: 911 • Non-Emergency: (919) 684-2444
The Duke University Police Department provides 24-hour law enforcement and security services to Duke’s academic campus and health system, as well as off-campus areas. Our goal is to provide a safe and secure environment in which to learn, grow and enjoy your Duke experience. We are located on campus at 502 Oregon St. Please visit any time to talk with us about any safety concerns or questions. Your voice and opinion matter.

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.symplicity.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.
Emergency Management:
http://emergency.duke.edu/management/
Duke University has a tiered emergency response structure that encourages local management of incidents and coordinated communication involving senior leadership. The plan enables management of a broad range of emergencies, from small to complex incidents. The DukeALERT System will send faculty, staff and students short message service (SMS) text messages in the event of an emergency. The service is offered at no charge, but standard text messaging rates may apply according to your agreement with your wireless service provider. Register at http://emergency.duke.edu/notified/text_msg/

Facilities Management Department (FMD):
Contact Number: (919) 684-2122
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.

Libraries:
Contact Number: (919) 660-5870
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.
Office of Audit, Risk and Compliance (OARC):
Contact Number: (919) 613-7630
https://oarc.duke.edu/
The mission of OARC is to enhance and protect organizational value by providing risk-based and objective assurance, advice and insight in the following service areas: Audit, Enterprise Risk Management and Compliance

Office of Faculty Research Mentoring & Recognition (FRM&R):
Contact Number: (919) 660-5213
https://frmr.duke.edu/
The Office of Faculty Research Mentoring & Recognition is committed to enhancing faculty visibility and research mentoring opportunities by facilitating professional development workshops and seminars that nurture and support our diverse faculty as leaders in education and research.

Office of Government Relations:
http://publicaffairs.duke.edu/
The Office of Public Affairs and Government Relations is the Duke hub for communications and government relations, including offices responsible for federal, state and local government affairs, local community relations, campus news and communications, digital media, marketing and photographic services. The Vice President for Public Affairs and Government Relations also serves as Duke's chief spokesperson.

Office of Information Technology (OIT):
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 of Institutional Equity (OIE):
Contact Number: (919) 684-8222
https://oie.duke.edu/
The Office for Institutional Equity is a team of specialized professionals 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 Licensing and Ventures (OLV):
Contact Number: (919) 681-7578
https://olv.duke.edu/
The Office of Licensing & Ventures (OLV) is the licensing and new venture creation arm of Duke University and the Duke University Medical Center. It's where Duke innovations meet industrial, entrepreneurial, legal and investment markets to create the partnerships necessary to add value and benefit society.

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 Number: (919) 681-7154  
[https://postdoc.duke.edu/](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 Provost:**  
[https://provost.duke.edu/](https://provost.duke.edu/)
Sally Kornbluth is Duke’s eleventh Provost, and took office in July, 2014. As chief academic officer for the University, the Provost is responsible for administering the academic program – including instruction and research – in keeping with the University’s mission.

**Office of Research Support (ORS):**
Contact Number: (919) 684-3030  
[https://ors.duke.edu/](https://ors.duke.edu/)
The Office of Research Support, under the guidance of the Vice Provost for Research, oversees several administrative areas for research:
- The Grants, Contracts, & Compliance group
- The Funding Opportunities group
- The Office of Human Subjects Protection
- The Office of Export Controls

**Office of Sponsored Programs (OSP):**
Contact Number: (919) 684-5442  
The Office of Sponsored Programs (OSP) exists to perform the post-award administration of sponsored projects by:
- preparing financial and other non-scientific reports to sponsors on sponsored projects,
- monitoring for compliance with sponsor and Duke requirements,
- assuring reimbursement of project expenditures,
- providing training and support to departmental administrators,
- coordinating award documentation and approval processes with two pre-award offices and other Duke service departments, and
- answering questions and providing information to sponsors and Duke personnel in a prompt, accurate and cordial fashion.

**Office of the Vice Provost for Faculty Advancement:**  
[http://advancefaculty.duke.edu/](http://advancefaculty.duke.edu/)
Building a strong academic community grounded in an enduring commitment to inclusive excellence is a strategic priority for Duke University and is a key goal of Duke’s Strategic Plan Duke Together: Advancing Excellence Through Community. The Office of Faculty Advancement provides leadership, guidance, and oversight of University-wide strategies and programs to enhance faculty excellence. We oversee faculty development programs, including programs to recruit outstanding and diverse faculty. We partner with schools, departments, and other academic programs to enhance faculty success at Duke. We work to promote a climate that values and celebrates inclusive excellence. Finally, the Office of Faculty Advancement works with the Provost, Deans, faculty, and administrative
offices to ensure that high standards and fair practices are employed in faculty recruitment, appointment, promotion and career advancement.

**Office of the Vice Provost for Research (OVPR):**
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.

**Parking and Transportation:**
http://services.duke.edu/transportation/index.php
Duke Parking & Transportation Services provides parking facilities, buses and shuttles, and various means of alternative transportation throughout the University and Health System.

**Personal Assistance Service (PAS):**
Contact Number: (919) 416-1727
http://pas.duke.edu/
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.

**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/ with your Duke NetID and password. Please go to: http://support.sakai.duke.edu/ if you require additional assistance.

**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.

**Student Information Services and Systems:**