

# Department of Psychology and Human Development

## Department Guide

<b>Peabody Policies</b>	<b>1</b>
Retention, Promotion, and Tenure	1
Research	1
Teaching	1
Funding	1
Travel	2
Leaves of Absence/Course Releases	2
Faculty Candidates	2
Staff	2
Students	2
Administration	2
<b>Oracle</b>	<b>3</b>
<b>Vanderbilt One Card</b>	<b>3</b>
<b>Expense Reports</b>	<b>4</b>
<b>Procurement</b>	<b>5</b>
<b>IT</b>	<b>6</b>
<b>Printing/Copying</b>	<b>6</b>
<b>Phones</b>	<b>7</b>
<b>Facility Issues</b>	<b>7</b>
<b>Reserving Rooms</b>	<b>7</b>
<b>Vanderbilt ID Card (Commodore Card)</b>	<b>7</b>
<b>Keys and Prox Cards</b>	<b>8</b>
<b>Parking</b>	<b>8</b>
<b>HR Questions and Student Employment</b>	<b>8</b>
<b>PSYHD Staff</b>	<b>9</b>

# Peabody Policies

## [Peabody College Policies and Procedures](#)

### Retention, Promotion, and Tenure

- [Annual Statement of Professional Responsibilities \(ASPR\) for Practice, Research, and Lecturer Faculty \(PRL\)](#)
- [Procedural Guidelines for Appointment, Renewal, Promotion & Tenure at Peabody](#)
- [2<sup>nd</sup> Year Review Instructions](#)
- [4<sup>th</sup> Year Review Instructions](#)
- [Preparation for Tenure Review](#)
- [Full Review Instructions – Practice and Clinical Faculty](#)
- [External Letters for Tenure Review](#)
- [CV Outline Guidelines](#)

### Research

- [Principal Investigator Incentive Award Program](#)
- [Eligibility Guidelines for Applications for Centrally-Funded Programs](#)
- [Teaching Release for Research Grants](#)
- [Peabody PhD Tuition Match Funding by Research Grant](#)
- [Research Participant Payment Policy](#)

### Teaching

- [Course Release – Scholarship of Practice](#)
- [Minimum Course Size Requirement for Peabody Classes](#)
- [Teaching Release for Research Grants](#)
- [Course Coverage by Non-Departmental VU Employees](#)

### Funding

- [Grant-Funded Summer Salary](#)
- [Principal Investigator Incentive Award Program](#)
- [Teaching Release for Research Grants](#)
- [Guidelines for Faculty Travel Supported by Institutional Funds](#)
- [Peabody Travel Policy \(Domestic & International\) – Faculty & Staff](#)
- [International Travel Support – Faculty](#)
- [Eligibility Guidelines for Applications for Centrally-Funded Programs](#)
- [Assigning Funding Sources – Peabody Guidelines](#)
- [Open Source Support through Small Grants](#)
- [Professional Development Fund Guidelines for Expenditure – Faculty & Staff](#)
- [Peabody Tuition Match Funding by Research Grant](#)
- [PhD Student Summer Tuition Guidelines](#)
- [PhD Student Summer Funding](#)
- [Peabody Travel Guidelines for PhD Students - College-Funded](#)
- [Professional Development Fund Guidelines for Expenditure – PhD students](#)
- [External Fellowship Funding for PhD Students](#)

## Travel

- [Guidelines for Faculty Travel Supported by Institutional Funds](#)
- [Peabody Travel Policy \(Domestic & International\) – Faculty & Staff](#)
- [International Travel Support – Faculty](#)
- [Peabody Travel Guidelines for PhD Students -College-Funded](#)

## Leaves of Absence/Course Releases

- [Scholarly Leave of Absence Policy](#)
- [Leaves of Absence – Non-Tenure Track Faculty](#)
- [Course Release – Scholarship of Practice](#)
- [Teaching Release for Research Grants](#)
- [Peabody PhD Student Parental Leave](#)

## Faculty Candidates

- [Guidelines for Candidate Visits to Campus](#)

## Staff

- [Peabody Background Clearance Policy](#)
- [Peabody Alternative Work Policy](#)
- [Peabody Alternative Work Form](#)
- [Peabody Travel Policy \(Domestic & International\) - Faculty & Staff](#)
- [Professional Development Fund Guidelines for Expenditure – Faculty & Staff](#)

## Students

- [Peabody Background Clearance Policy](#)
- [PhD Student Qualifying Exam and Candidacy Policy](#)
- [PhD Time to Degree Policy](#)
- [Peabody Travel Guidelines for PhD Students -College-Funded](#)
- [Peabody Tuition Match Funding by Research Grant](#)
- [PhD Student Summer Tuition Guidelines](#)
- [PhD Student Summer Funding](#)
- [Professional Development Fund Guidelines for Expenditure – PhD Students](#)
- [External Fellowship Funding for PhD Students](#)
- [Peabody PhD Student Parental Leave Policy](#)
- [Master's Students Compensation Guidelines](#)
- [Employment Guidelines for Graduate and Professional Students](#)

## Administration

- [Peabody Background Clearance Policy](#)
- [Cornelius Vanderbilt Endowed Chair Procedures](#)
- [Endowed Chair Policy](#)
- [Signature Authority and Routing of Routine Paperwork](#)
- [Internally Designated Accounts Tax Policy](#)
- [Peabody College Catering Policy](#)

# Oracle

<https://oraclecloud.vanderbilt.edu>

Click “Company Single Sign-On” or go to the VU Sign-On page  
Enter your **VUnetID** and **ePassword** on Vanderbilt's Single Sign-On page.

**What is Oracle Cloud?** Referred to as Oracle, it is Vanderbilt’s suite of applications for human resources, financial, and administrative activities.

Quick Guide: [Accessing and Navigating Oracle Cloud](#)

Frequent activities:

- **Directory:** [Using the Directory](#)
- **Personal Information:** [Accessing Your Personal Information in Oracle Cloud](#)
- **Pay:** [Viewing Your Payslips in Oracle Cloud](#)
- **Time and Absences:**
  - [Create and Submit a Biweekly Time Card](#)
  - [Requesting Time Off](#)
- **Expense reports:** [Creating and Submitting an Oracle Expense Report](#)

## Vanderbilt One Card

The One Card is a Vanderbilt credit card that can be given to Faculty and Staff for purchases they are not able to make in Acquire along with subject participation gift card payments. Please contact Chris Metzger if you are interested in obtaining a One Card and he can let you know if you qualify.

### Policy:

[https://finance.vanderbilt.edu/policies/One\\_Card\\_Policy.pdf](https://finance.vanderbilt.edu/policies/One_Card_Policy.pdf)

### How to apply:

[One Card Online Application](#)

### Required training:

1. “Using the Vanderbilt One Card (2021-22)”
2. “Oracle Cloud Expenses: Training for Vanderbilt Faculty, Staff and Students”

GO TO: **Oracle Learning**

SEARCH: “Expense”

CHOOSE: “Using the Vanderbilt One Card (2021-22)”

CHOOSE: “Oracle Cloud Expenses: Training for Vanderbilt Faculty, Staff and Students”

# Expense Reports

Quick guide: [Creating and Submitting an Expense Report](#)

Create and submit an expense report in Oracle within 60 days of purchase if it's an out-of-pocket expense or within 30 days of purchase if using a One Card.

\*If you are asking staff to prepare your expense report, you first need to make that person an expense delegate, and then send that person your receipts. Preparing your own expense report is encouraged.

COA (Chart of accounts)-

<https://www.vanderbilt.edu/skyvu/Oracle-Cloud-Chart-of-Accounts-Quick-Reference-Guide.pdf>

Work Unit=Department

Department Financial Unit Number=21240

[Expense Categories](#)

## Finance Procedures and Forms

<https://finance.vanderbilt.edu/procedures-forms/index.php>

## Payment Cards & Expense Reporting

- [Cash Advance & Gift Card Request Form](#)
- [Cash Advance & Gift Card Tax Tracking](#)
- [Fuel Card Application](#)
- [Fuel Card Checkout Log](#)
- [Human Subject Participation Procedure](#)
- [One Card Application](#)
- [Student Checkout Card Application](#)
- [Student Checkout Card Log](#)

## Finance Policies

<https://finance.vanderbilt.edu/policies/index.php>

- One Card Policy
- Travel & Expense Policy
- Subject Participation Policy (gift cards/cash advances)

## Finance FAQs

<https://finance.vanderbilt.edu/purchasingandpaymentservices/travel/documents/FAQ.pdf>

# Procurement

<https://finance.vanderbilt.edu/purchasingandpaymentservices/>

## Purchasing Policies

- [General Purchasing Policy](#)
- [Contractor Background Check Policy](#)
- [Independent Contractor Policy](#)

## Purchasing channels

1. Catalog ordering (preferred)
2. Non-catalog orders
3. Corporate card (One Card) - e.g. conference registration, entertainment, catering, travel
4. Non-PO payment - e.g. honoraria, non-employee travel, licensure

## Sourcing

- Less than \$25,000 does not require competitive procurement
- Between \$25,000 and \$250,000 requires 3 written justifications
- Over \$250,000 requires RFP

# IT

VUIT - <https://it.vanderbilt.edu/>

Ways to contact VUIT:

1. Call VUIT at 615-343-9999
2. Open a Help Request (link at [it.vanderbilt.edu](https://it.vanderbilt.edu/))
3. Chat online (link at [it.vanderbilt.edu](https://it.vanderbilt.edu/))
4. Email [it@vanderbilt.edu](mailto:it@vanderbilt.edu)
5. Text VUIT at 615-343-IT4U (4848)

## Printing/Copying

- The printers/copiers are located in Jesup 105 (workroom/mailroom) and Hobbs 206
- To send something to the printer, select CampusPrint\_Global\_Secure as your printer. If this printer isn't showing up on your computer, please check with IT that the driver is installed. Once you've sent your document to CampusPrint, then your print job(s) should show up on the screen when you go to the printer (see next bullet point).
- To use the printer/copier, scan your VU badge above the sensor to the left of the screen on the copier and then select the appropriate billing COA/POET string. Faculty should see the department code, as well as faculty funds or grant funds as applicable. The department code should be used for printing/copying for classes. If a COA/POET code is missing, please contact Chris Metzger.
- Black and white copies are 7 cents each, and color copies are 14 cents (copies or prints – there is no charge for scanning).

## Phones

Vanderbilt is no longer providing physical phones and instead they're using deviceless Skype phones with a headset.

Vanderbilt Voice Services: <https://it.vanderbilt.edu/services/voice/index.php>

- Products
- Services
- User guides
- User training

Voicemails go into Outlook. You can play the voice message, forward the message, or delete the message from your email.

If you would like a personalized greeting instead of the computer-generated one, you can go to Skype for Business -> Telephone Keypad -> Voicemail Icon

**Phone-related questions:** call 615-421-1611

## Facility Issues

Facility issues include custodial, electrical, fire and safety, key/door, pest control, paint, plumbing, surplus, HVAC, etc.

To report a facility issue, you can ask Torrey ([torrey.s.morgan@vanderbilt.edu](mailto:torrey.s.morgan@vanderbilt.edu)) to submit a request form for you, or submit it yourself at <https://ready.app.vanderbilt.edu/>

## Reserving Rooms

To reserve a room in Jesup or Hobbs, email [psychfrontdesk@list.vanderbilt.edu](mailto:psychfrontdesk@list.vanderbilt.edu) or Torrey ([torrey.s.morgan@vanderbilt.edu](mailto:torrey.s.morgan@vanderbilt.edu)) the day, time, and room (if you have a preference) you would like to reserve.

## Vanderbilt ID Card (Commodore Card)

Once HR makes an employee active in the system, the employee may stop by the card office to get their card. The card office is located on campus at 184 Sarratt Student Center. For more information about VU ID cards, visit [vanderbilt.edu/cardservices/](https://vanderbilt.edu/cardservices/)



## Keys and Prox Cards

If faculty, staff, or students need keys to rooms in Jesup or Hobbs, please email Torrey ([torrey.s.morgan@vanderbilt.edu](mailto:torrey.s.morgan@vanderbilt.edu)) with the name and email address as well as what keys are needed. If a prox card is needed, indicate that as well. Torrey will let you know if we have the keys in stock, and if so they can be picked up immediately. If we need to make an additional key, we will need the student/employee number, and a new key will be made. There may be a wait time of about a week.

People getting keys and prox cards need to complete a brief form so that we know who has what keys and cards, and when they need to be returned. Torrey will email this form to people receiving keys and cards: <https://redcap.vanderbilt.edu/surveys/?s=NLKFWRDTJA>

## Parking

### Parking for Faculty and Staff

Faculty and staff need to purchase a permit to park in a lot on campus. Information about parking and how to purchase a permit, can be found here: [vanderbilt.edu/traffic\\_parking/permit-parking](https://vanderbilt.edu/traffic_parking/permit-parking)

### Parking Spots for Research Participants

- PSYHD has four parking spots for research participants. The spots are located behind the Dean of the Commons House, in the lot at the corner of 18th Ave South and Horton Ave.
- We use the Skedda booking website for our reservation system.
- [Click here](#) to register with Skedda and use the parking spot reservation system.

## HR Questions and Student Employment

Vanderbilt HR: <https://hr.vanderbilt.edu/>

HR A-Z: <https://hr.vanderbilt.edu/HRAZList.php>

HR Policies: <https://hr.vanderbilt.edu/policies/index.php>

Student Employment questions: <https://www.vanderbilt.edu/studentemployment/>

How many hours can I work? (<https://www.vanderbilt.edu/studentemployment/>)

- **Undergraduate** students can work up to **19** hours per week, all jobs combined during the academic school year
- **Graduate/Professional** students can work up to **29.5** hours per week, all jobs combined during the academic school year
- **International** students can work up to **19** hours per week, all jobs combined

Can I work full time on Holidays?

<https://hr.vanderbilt.edu/policies/holiday.php>

## PSYHD Staff

Who to contact in department for common issues:

**Ally Armstead**, Educational Coordinator, Jesup 103, 615-343-4963

- Class registration
- Grad student travel
- OAS/URO paperwork
- Program of study information
- Professional development
- Any student or class related issue **not** payroll related

**Victoria Cole**, Administrative Operations Coordinator, Jesup 102A, 615-343-4966

- Expense reports
- Procurement
- General oracle questions
- Faculty reviews
- Printers and supplies
- Travel

**Torrey Morgan**, Administrative Assistant, Jesup 104, 615-322-8141

- Reserving rooms
- Keys and prox cards
- Facility issues
- Expense reports
- Parking spots
- Printers, supplies, mail
- Travel

**Greta Thomas**, Grants Manager, Jesup 101C, 615-343-4964

- Fund balances
- New award setup (budget/project numbers)
- Project reports
- Retroactive effort changes
- Grant extension requests

**Chris Metzger**, Business Manager, Jesup 101B, 615-322-8440

- Anything not listed above
- HR/Payroll/Onboarding
- Finance
- General Department Issues