



**TO:** Gary Wang  
**CC:** Min Shin, Department Chair  
**FROM:** Mary McLean  
**RE:** New Faculty Orientation Items of Interest  
**DATE:** July 22, 2025

Hello Gary. Welcome to the Computer Science Department!

Please find below some items of interest. I am available if you have questions or need assistance.

- **Upcoming Events of Interest:**

We understand that the next few weeks will be very busy. Hopefully this communication will assist you during your onboarding and orientation process. Please note that some events require registration and you will receive personal invitations from Academic Affairs as well.

- **Mon, August 11 - 8:30 a.m - 4:30 p.m. Community Engagement Orientation** - held at The Dubois Center at UNC Charlotte Center City. The event includes a bus tour that explores the history of Charlotte. You should have received a registration link and more details from Academic Affairs.
- **Tues, August 12 - 7:45 a.m. - 4:00 p.m. New Faculty Orientation** - will be held on the 3rd Floor of the Popp Martin Student Union. The program will include: breakfast with the Deans and Associate Deans; welcome remarks from the Chancellor, provost, and Faculty Council President; presentations from offices on campus that can help new faculty be successful in their first years at UNC Charlotte; and a lunch and learn session during which representatives from Human Resources will present benefits information and instructions for enrollment.  
A Resource Fair will follow, during which new faculty will have the opportunity to interface with individuals from numerous offices from around campus and will have the opportunity to have a professional headshot taken. All new faculty are expected to complete the UNC Charlotte New Faculty Onboarding Online Training in the Learning and Developing Portal **prior to August 12**. Additional resources for new faculty are available on the [CAFS website](#). If you have questions related to new faculty or faculty training, please contact the Center for ADVANcing Faculty Success at [advanceuncc@uncc.edu](mailto:advanceuncc@uncc.edu).
- **Wednesday, August 13, 10:00 – 11:15 a.m. Kick-Off Workshop** for Center for ADVANcing Faculty Success (CAFS) New Faculty Mentoring Circles: So You Just Got a Mentor – Now What? Lisa Merriweather, Professor of Adult Education, will facilitate discussions around how to be an effective mentee. Sign up [here](#)
- **Thursday, August 14, 9:30 a.m.: University Convocation** will be held on the 3rd Floor of the Popp Martin Student Union. Convocation is a celebration that frames the new academic year for faculty and staff, with remarks by the Chancellor, the Faculty President, and me. Convocation is immediately followed by a General Faculty Meeting in the form of a question and answer session with Faculty President Debra Smith, Chancellor Gaber, and the Provost Troyer. **Please meet Min in the 2nd floor lobby of Woodward Hall at 9:00 a.m. so that he can accompany you to the event.**
- **Friday, August 15** - CCI New Faculty Orientation
- **Fri, September 5** - CS Department Meeting - 2:45 p.m.

- **Access to Spaces:** I will order a key for your campus office which is located at **Woodward Hall 410C**. I have also ordered a key for the copy/workroom located at Woodward 431. If you need access to any other rooms, please let me know. When your keys are ready, you will be given instructions on how to

retrieve your keys from 8:00 AM - 12:30 PM and 1:00 PM - 5:00 PM, Monday - Friday at the front lobby of the Facilities Operations and Parking Services (FOPS) Complex, Room 121 ([map](#)).

- **Campus Assigned Zoom Telephone:** You will be provided a Zoom phone number. Here is the link to CCI's website which includes the directory of names and extensions for CCI personnel. <https://cci.charlotte.edu/about-us/people/>.
- **Business Cards:** At your request, I can order business cards for you. Please send me an email with your cell phone number (if desired) or any pertinent information (other than the usual). I will send you a sample to review prior to ordering.
- **Obtaining Your Mobile ID Card:** Click on this link <https://aux.charlotte.edu/49er-mobile-id/>. Follow the instructions under 'Getting Started'. Please email [49ercard@uncc.edu](mailto:49ercard@uncc.edu) or call 704-687-7337 for more information. You will need this access to gain entry into some of the labs and the buildings.
- **Office Setup:** Your office will have general equipment (laptop, monitor(s), chair, bookcase, bulletin board, etc.). If you find that your office set up is not adequate, please let me know. In your office, I have provided some general office supplies, please provide me with a list of items that you need above and beyond what has been provided to you.
- **IT Help Desk** - If you need assistance with computer setup or if you are experiencing any technical issues, submit a ticket with OneIT. <https://oneit.charlotte.edu/help/>
- **Start Up Funds:** I will be scheduling periodic meetings with you to discuss your start-up fund spending. It is important that you spend down your funds as you will not be allowed to carry funds over into the following fiscal year which ends in June of each year. Please let me know if you have any questions regarding this.
- **Mailbox:** Each faculty member is assigned a mailbox. Mailboxes are located on the 4th floor of Woodward Hall. Your mailbox number is **43** and a key to the box will be on your desk in your office. You should probably make a practice of checking your mailbox a few times during the semester. If you have special packages or deliveries, I will contact you to arrange for pick up from my office or determine what is more convenient for you. If you have any outgoing intercampus mail, you can drop it by my office. For your personal use, there are post offices on campus (one located at the Student Union) in which you may utilize if you have personal outgoing mail which needs to be weighed and stamped.
- **Trash Cans and Disposal of Waste:** You are responsible for emptying your office trash cans. Members of the Facilities Department will periodically vacuum and do light dusting (if requested). If you need extensive cleaning or special assistance with your office in regards to cleaning, please let me know. The blue trash can in your office is for collecting non-confidential paper and the small black trash can is for collecting other items which are not recyclable. The receptacles for emptying your trash cans are located just outside the restrooms on each floor of Woodward Hall. There is a shredder receptacle located in Woodward 431 and 403G which you can use to discard sensitive information (such as exams or paperwork which contain student information).
- **Campus Dining Options:** There are several dining options around campus. Please see information in the attached link: <https://aux.charlotte.edu/dining/dining>. One dining option, SoVi, is located in the South Village section of campus and provides 5 meals for \$40 for lunch. To participate in this program, you would need to log into your university account and under 'account transactions' to add this transaction to your account. [University Account Link](#)

Again, welcome to the Department of Computer Science and to UNC Charlotte.  
Please do not hesitate to let us know if you have any questions or need assistance.

Best Regards,

*Mary McLean*

Department Administrator