



UNIVERSITY OF ILLINOIS
COLLEGE OF MEDICINE

STAFF RESOURCE GUIDE

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Welcome to the University of Illinois College of Medicine

Founded in 1882, we are one of the largest and most prestigious medical schools in the United States. **Our mission is to advance health for everyone through outstanding education, research, clinical care, and social responsibility.** Health equity is an initiative at the core of our mission. We have always been committed to working to address and improve health equity, and to make our education, research, and patient care environments more inclusive. As one of the most diverse medical schools in the U.S., UI COM ranks No. 1 nationally in graduating physicians from groups under-represented in medicine, other than schools in Puerto Rico or Historically Black Colleges and Universities.

Our faculty and staff play a critical role in helping to succeed in our mission. Every day, you should feel great pride in the work you do across our multiple missions with an impact on local, national, and global communities!

At the University of Illinois Chicago, you have access to many excellent resources at the system (campus), college and unit levels. This guide was developed to help inform, empower, and develop our employees at the College of Medicine.

We welcome your feedback on this resource! [Let us know how we can improve!](#)





Chicago

Chicago is more than a line in our address. Everyday life at UI COM is enriched by the city that surrounds us. One of the unique aspects of the College of Medicine Chicago campus is that it serves a wide-range of diverse and under-served patients in the Illinois Medical District, specifically at the [University of Illinois Hospital & Health Sciences System](#) (UI Health, for short), and partnering clinics across the city, including federally qualified health centers ([Mile Square](#)) and community clinics.

The **College of Medicine** is one of seven UIC health sciences colleges, including:

[Applied Health Sciences](#)

[Jane Addams College of Social Work](#)

[Nursing](#)

[Dentistry](#)

[Medicine](#)

[Pharmacy](#)

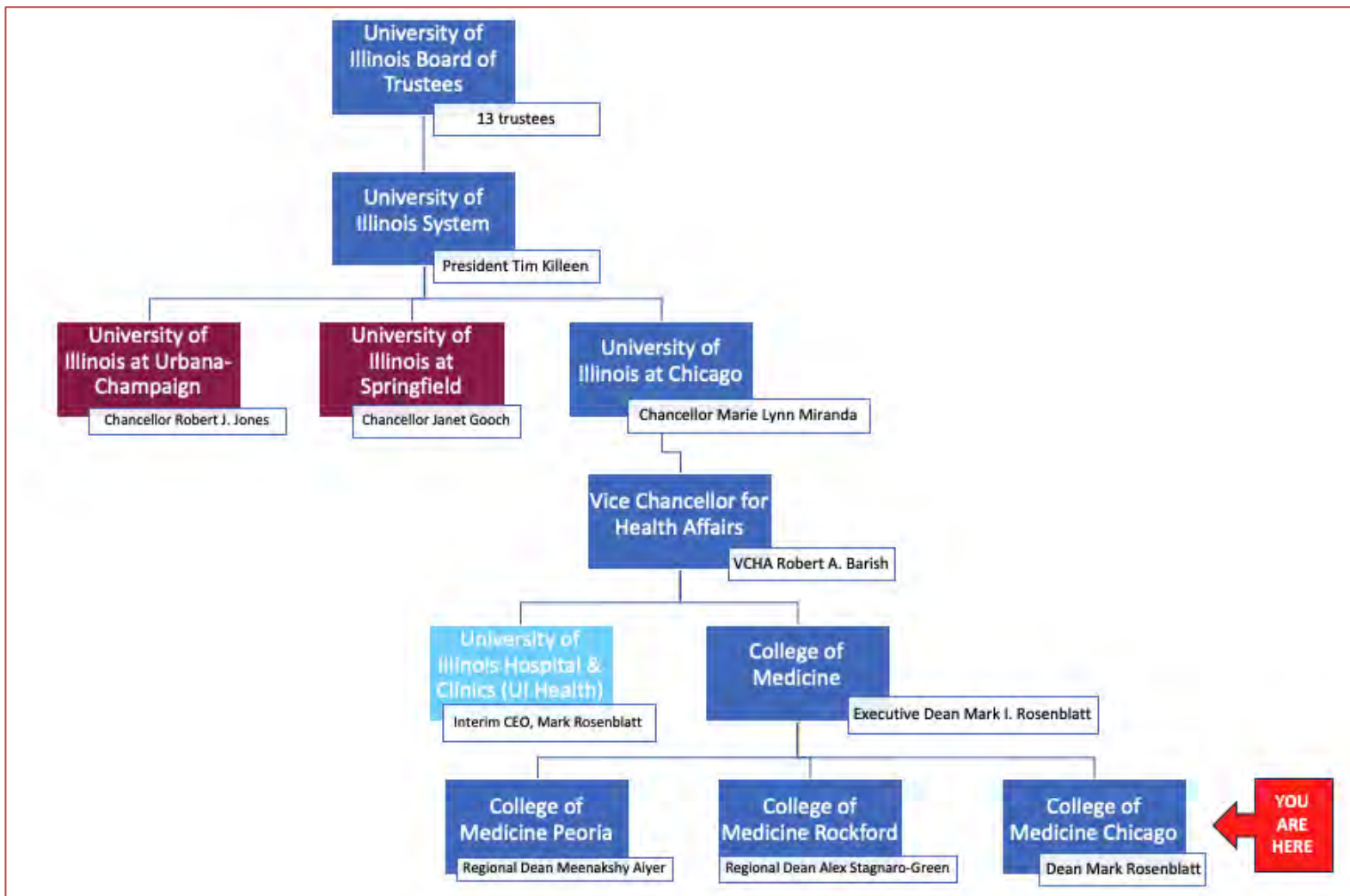
[School of Public Health](#)

Strategic Plan Implementation

We have completed a strategic plan and embarked on [implementation](#) in order to enhance education, research, patient care, and social responsibility. Our strategic plan focuses on the development of our faculty, our staff, and our students and trainees with the goal of elevating our collective impact.

Mission	Vision	Values
		
<p>To advance health for everyone through outstanding education, research, clinical care and social responsibility.</p>	<p>Better health and wellness through transformative innovation.</p>	<ul style="list-style-type: none"> • Excellence • Integrity • Collaboration • Accountability • Diversity, Equity and Inclusion

Organizational Structure and Leadership



[Chicago Leadership at the College of Medicine](#)

[College of Medicine News and Events](#)

[Office of the Vice Chancellor for Health Affairs](#)

[UI Health Hub](#)

An overview of news, events, and links for the UI Health academic health enterprise

[UIC today](#)

News and events for the Campus

Essential Information for New Employees

On-Campus Identification

The **University I-Card** is your official University ID and will be used as long as you are employed by the University of Illinois. For clinicians, you will utilize the **Hybrid I-Card**. Your ID will give you access to appropriate services and facilities on campus, including: 24/7 access to COM buildings, campus library, campus shuttle, parking lots, campus recreation center and others.

Your unit HR will assist you in getting an ID if you do not have one. [ID Center FAQ](#)



Online Directory

Find colleagues in your unit, college, and the entire University system in the [Directory](#).

Mail Codes

Three-digit mail codes have been assigned to all UIC units/departments and function as internal zip codes. As part of the unit's official campus address, the mail code must be used in campus mail and on return addresses on U.S. Mail. Mail Codes can be found in the [Directory](#).

Wireless

There are two wireless networks on west campus, and each requires a separate set-up and password. **UIC-WiFi** is used all over campus. **UIHEALTH-STAFF** is used in the hospital and clinics. Please review the [Information Technology](#) section for more information.

Phone System

All phones on campus have a 312-area code and start with 996, 355, or 413. To call on campus, dial using a five-digit extension. For example, if you are trying to reach **Emergency Assistance** (312-355-5555) from on campus, **dial 5-5555**.

Safety On Campus

For immediate assistance in an emergency, **dial 5-5555** to connect to the [UIC Police](#) and Fire emergency services. There are blue light poles with emergency call boxes around campus that will immediately connect you to the UIC Police. Subscribe to [UIC Alert](#) for immediate notification of urgent situations such as a weather emergency or serious crime in progress. See more safety information [here](#).



UIC is a [tobacco](#) and [cannabis](#) free campus.



Getting Around

UIC offers customized commuter counseling for all students, faculty, and staff. If you have questions about the best way to arrive on campus via train, bus, bike, foot or carpool, contact commuteadvice@uic.edu. A counselor will provide transportation options and determine the fastest and least costly ways to get to UIC.



Campus maps

Interactive maps of the entire campus, including accessibility information, parking locations and transit routes. See [Appendix](#) for West Side Accessibility map.

UIC Parking

[Parking](#) is available on the West campus (2 parking structures and 22 parking lots) and can be purchased on an annual or temporary basis. Find parking [facilities](#) on campus, [accessible parking](#), [rates/fees](#), [value card parking](#), [parking for expectant mothers](#), [electric vehicle parking](#), [remote parking shuttles](#), and [rules/regulations](#).

Contact: parking@uic.edu

Motorist Assistance is available 24/7 – Call (312) 355-0555

UIC Transportation

Providing safe, efficient, and barrier-free transit services that support the UIC community.

Services include [Intra-campus shuttles](#), [paratransit](#) and [Night Rides](#)

Contact: rides@uic.edu

Biking

UIC is recognized as a bike-friendly university, and several miles of bike lane have been added to UIC's campus in the last five years. With a helmet and an ID, you may use the showers in the Sport and Fitness Center (west side) or the Student Recreation Facility (east side). Many buildings have indoor bike storage rooms – ask within your department to see if your office has one.

Chicago Transit Authority (CTA)

Train and bus routes connect public transportation riders to the campus. CTA train stops at UI COM include Polk (Pink Line) and Illinois Medical District (Blue Line). Other CTA stops at UIC include UIC-Halsted and Racine. Bus routes include Harrison (7), Halsted (8), Roosevelt (12), and Streeterville/Taylor (157).

Employee Discounts for Divvy Bike and Zipcar

UIC faculty and staff are eligible for a membership discount on Chicago's Divvy bike share system, which expanded in summer 2020 to include e-bikes; the code is 'GoFlames'. Visit [Divvy](#) to learn more.

The university also has an arrangement with Zipcar for discounts on personal and departmental memberships. In both cases, you must use your university email to qualify. Visit [Zipcar](#) to learn more.

On Campus

The College of Medicine's Chicago campus is located on the West campus, in the heart of the world's largest medical district!

All-Gender Restrooms

Dining on Campus

[Student Center West](#)

[Alternate Campus Dining](#)

Library of the Health Sciences - Chicago

Sport and Fitness Center

Student Center West

[Dining](#), [Credit Union 1](#), [barber shop](#)

[Room capacities, rates, reservation info](#)

UIC Bookstore

UIC Medical Bookstore is in the Student Center West (828 S Wolcott Street)

UIC Children's Center

West side Center provides early childhood education to the preschool children of UIC students, faculty, staff, and neighboring community.

Facilities Management

Maintains physical grounds, campus buildings and services including electrical, plumbing, carpentry, locksmith, painting, elevators; Mail services; Parking facilities; Recycling

Key Resources

- [FMWeb](#) for service requests
- [Mail services](#)

Facility & Space Planning (FSP) Team – COM Chicago

Provides operational and maintenance oversight of the COM Learning Center, along with research and administrative space college-side. The team oversees room reservations in the College of Medicine & has many useful staff resources.

Key Resources

- [Buildings in COM](#), including reservable rooms.
- [Room Reservation and Room Use Guidance](#)
- [Deliveries at UI COM campus](#)
- [Financial responsibility for facilities & custodial services](#)



Safety on Campus

Your safety is of paramount importance. The University has resources to keep you safe and notified of any issues emerging on campus or in the city.

Emergency Notification System (UIC ALERT)

Join UIC’s Emergency Notification System to receive authorized emails and texts in the case of any campus emergency, including weather advisories, emergency broadcasts, active crime activity, and school closings.

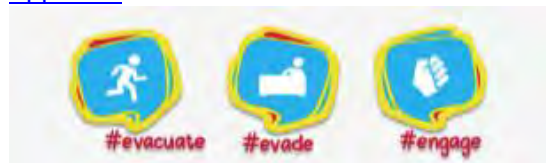
UIC SAFE App

The official safety app of the University of Illinois at Chicago; this app integrates with UIC’s safety and security systems. Includes emergency call button, chat with UIC police, send your location to a friend to walk home with you in real time, emergency preparedness information.



Active Threat Preparedness and other Emergency Guidelines

The Office of Preparedness and Response has resources for how to keep yourself safe on campus during various types of emergency situations, including [active shooter threats](#). Find a more detailed safety guide in the [Appendix](#) of this document.



Fire Safety

Fire Safety

Fire is defined as:

- * Visible smoke
- * Visible flame

FIRE = RACE

R = Rescue

- Rescue those individuals in immediate danger

A = Alarm

- Activate the alarm and contact Security at 312-355-5555

C = Contain

- Confine the fire by immediately closing the door of the room in which the fire is located and all remaining doors.

E = Extinguish/Evacuate

- As a last resort extinguish the fire or evacuate if notified by the Fire Department or Security
- Ambulatory Clinics evacuate vertically using their assigned exit routes and reunite at their assigned Assembly Areas

For Fire Extinguisher - Use PASS

PULL Ring
AIM Nozzle
SQUEEZE Two Metal Handles Together
SWEEP Spray Back & Forth

★ [Environmental Health and Safety Office \(EHSO\)](#)

Provides comprehensive workplace evaluations and emergency response to ensure that students, faculty, and staff are not in danger of potential health hazards.

Key Resources

- [Occupational safety](#) and how to [request a workplace assessment](#)
- [Report a work injury](#) within 24 hours by completing First Report of Injury/Illness [form](#).
- [Research Safety](#), including laboratory safety, trainings
- [Chemical disposal](#)
- Fire Safety, including [general building evacuation procedures](#) and [building specific emergency action plans](#)

★ [Office of Preparedness and Response](#)

Provides the UIC community with prompt and reliable information, plans, actions, trainings, and exercises to prepare for, mitigate, respond to, and recover from all-hazards which may occur on campus.

Key Resources

- [Emergency Guidelines](#)
- [UIC SAFE App](#)
- [Safety Tools & Tips](#)

[UIC Police](#)

24/7 fully functioning police department, website includes services, crime data and safety reports, crime reporting and resources

Key Resources

- [Bicycle Registration](#)
- [Safe Exchange Zone](#)
- [Rides and Escorts](#)

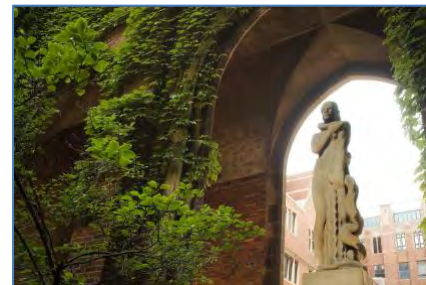


Human Resources (HR) Services

At the Chicago campus, HR services are provided first and foremost at the unit/department level. An employee's first point of contact is their unit-level HR representative. The College of Medicine HR team oversees unit and regional HR services, while the System or Campus-level provides oversight to the College.

System HR

- [UIC Human Resources](#) - one-stop resource for all HR needs.
- [My UI Info](#) - manage/update personal information and view payroll and tax information.
- [New Employee Resources](#) and [general orientation toolkit](#).
- [Compensation & Employee Classifications](#). See also [UIC 101](#).
- [Employment Verification](#)
- [Job Opportunities](#) & [Changing Jobs at UIC](#)
- [All University labor agreements](#)



Benefits

- [Detailed Benefits information](#) is located at the System HR [website](#).
 - o Mandatory plan election and waiving coverage must happen within 30 calendar days of new hire date.
 - o State University Retirement System (SURS) plan choice must happen within 6 months of new hire date.
 - o [Benefits Overview PowerPoint Presentation](#)
- [Employee Perks](#) including [Tuition Waivers](#), and [reduced rates](#) for products and services
- [Shared Benefits Program](#)
 - o Donate sick and/or vacation time to this pool and you will be eligible to utilize the shared benefits program for yourself if you were to exhaust all of your accumulated benefit time at any future date.
- [Holiday Calendar](#) & [Religious Observances](#)
- [Vacation leave, sick leave, parental leave, Family Medical Leave Act \(FMLA\)](#)
- [Other types of leave](#)

Forms & Policies

- [HR Forms](#)
- [HR Policies & Procedures](#)

Payroll

- Employees are paid on a monthly (MN) or bi-weekly (BW) basis, depending on employment classification. The U of I System pays bi-weekly employees every other Wednesday approximately 10 days after the pay period end date. The system pays monthly paid employees on the 16th of the month following the service dates of the 16th through the 15th. If the 16th of the month falls on a weekend or holiday, then the pay date is the last work day prior.
- Payroll schedule, deductions and more available at the [Office of Business & Financial Services \(OBFS\)](#)

Time Reporting and Requesting Time Off

- The process for reporting time worked and requesting time off will differ based on employee type and your unit. **Please confirm with your unit HR as to the appropriate process and system(s) for you to use.** In addition, all staff are required to complete **Positive Time Reporting**.
- **Positive Time Reporting** (PTR) is required by State law and University policy for all Academic Professional and Civil Service Exempt employees. Employees use **PTR** for recording the total number of hours spent each week on university business to the nearest quarter hour. This is **not** used for computation of payroll, vacation/sick leave, or any activities associated with grants and contracts reporting. The hours submitted will only be used to document compliance with the State Officials and Employee Ethics Act (SOEEA).

Compliance and Required Annual Trainings

- [Overview of Compliance Requirements](#)
- [Conflict of Commitment & Interest \(COI\) - myDisclosures](#)
- [Ethics Training](#) (October)
- [Information Security Training](#)
- [Preventing Harassment and Discrimination \(Title IX\)](#) (March)
- [University Code of Conduct](#)
- For all other trainings, please go [here](#)

UIC 101

- [What is an employee group?](#)
- [What is an Academic Professional employee?](#)
- [What is a Civil Service employee?](#)
- [What does "Visiting" mean?](#)



Information Technology

Your hiring unit will get you set-up with all the technological resources you need to get started and will be your first point of contact.

One NetID. One Password. Your new NetID is a unique identifier assigned to you. It becomes part of your UIC email address (NetID@uic.edu) and once you activate your UIC NetID and password, you will use it to access most authenticated University of Illinois computing and networking services.

[Virtual Private Network \(VPN\)](#) and [2-Factor Authentication \(2FA\)](#) are required to allow you to securely access resources at UIC over a non-UIC internet connection and encrypt data.



Key Resources

[Campus-wide directory](#)

[How to access UIC Wi-Fi](#)

[Systems Log-In & Application Directory](#)



[Campus Information Technology – Faculty & Staff Services](#)

- [File Storage & Sharing](#) in secure cloud-based storage services like [BOX](#).
- [Email & Calendaring](#)
- [Web Conferencing Tools](#) like [Zoom](#).
- Educational Technology like [Blackboard Learning Management System](#)
- [Computational resources and data-related services](#) for Researchers
- [IT Security Program](#) including [IT & Security Policies](#)
- [IT Service Status](#)



[UIC Help Center](#)

- Find IT answers in the [Knowledge Base](#)
- Request help via the [Service Catalog](#)
- [Reset your password](#)

[College of Medicine Technical Support Group](#)

Supports College of Medicine students, and staff and faculty affiliated with or working in the College of Medicine Dean's Office. Some larger departments, like Medicine and Psychiatry, have their own IT groups within their unit and therefore do not use this resource.

[UIC Social Media Guidelines and Best Practices](#)

[UIC Social Media Directory](#)

[WebStore](#) for unit or personal software downloads and purchases (discounted rates).



Health & Wellness

Your physical, mental, and social health are central to your success as an employee at UIC!

UI Health for your Healthcare Needs

All UIC employee insurance plans are accepted at all UI Health sites. Call 866.600.CARE (2273) for an appointment and mention that you are a UIC employee.

- Convenient day, evening and weekend appointments and walk-in opportunities available
- [Convenient locations](#) for internal medicine services on campus and throughout Chicago area
- Listing of [Primary Care Physicians at UI Health](#)
- Several [pharmacies located on campus](#)



University Health Services (UHS)

UHS provides occupational health services to employees, students, and volunteers.

- Services include new hire assessments and drug-testing, fitness for duty assessments, worker injury assessments, vaccinations, and travel evaluations.
- Located at 835 S Wolcott Avenue, Room E-144. Open daily from 7am – 4pm (3pm on Wednesday).



Employee Assistance Program (EAP)

EAP provides free, professional, confidential assessments, short-term counseling, referrals, and follow-up for **UIC employees**. More information is available in the [appendix](#).

- EAP is on campus and available to individuals or units in crisis.
- The licensed professionals on the team can assist you with situations including coping with crisis, addressing life transitions, dealing with grief and loss, marriage and family concerns, stress management, anger management, workplace conflict, substance abuse, etc.
- Call 312.996.3588 for an appointment or more information.

COMPSYCH

An off-site program offered by the State of Illinois as a private and confidential resource, providing self-guided apps, counseling and referrals for you **and your eligible dependents**. More information is available in the [appendix](#).

- 24/7 phone line is 833.955.3400 and supported by licensed clinicians.

Office of Applied Psychological Services (OAPS)

A mental health clinic in the Psychology department that offers therapy and psychological assessment using approaches that are based on scientific theory and supported by scientific evidence, with an emphasis on cognitive behavioral therapy (CBT) techniques. OAPS serves the UIC community, including faculty, staff, and students, as well as people in the greater Chicago area.

[Be Well Illinois](#)

The State of Illinois provides this comprehensive approach to wellness; the program is designed to not only focus on supporting your physical health, but also your mental, financial, and social wellbeing. You can use this site to access [health plan information and discounts](#), and educational resources including [wellness webinars](#), financial wellness, healthy eating, exercise tips, and more.

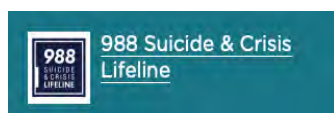


Taking Care of Your Body

- [Annual Free Flu Vaccine](#)
- [Be Well Illinois – Healthcare Management Resources](#)
- [Nutrition and Wellness Center at UI Health](#)
The Center offers a team of experts in health and nutrition to assist in developing nutrition and weight-management treatment plans.
- [Nutrition Tips](#)
- [Be Well Illinois – Food for Thought](#)
- [Campus Recreation](#)
The Sport & Fitness Center on the west campus, provides discounted membership to employees, recreational programs, fitness classes, fitness testing, massage therapy, personal training, nutrition and more.
- [Walking/Running Routes at UIC](#)
- [Be Well Illinois – Get Moving](#)

Taking Care of Your Mind

- [Be Well Illinois – Mental Health](#)
- [Dimensions of Wellness](#)
- [Developing Resilience](#)
- [Practicing Self-Care](#)
- [Ted Talks for when you're feeling burned out](#)
- [Mental Health Resource Library](#)
- [Community mental health provider database](#)
- [The Crisis Text Line](#)
Text HOME to 741741 to reach a Crisis Counselor

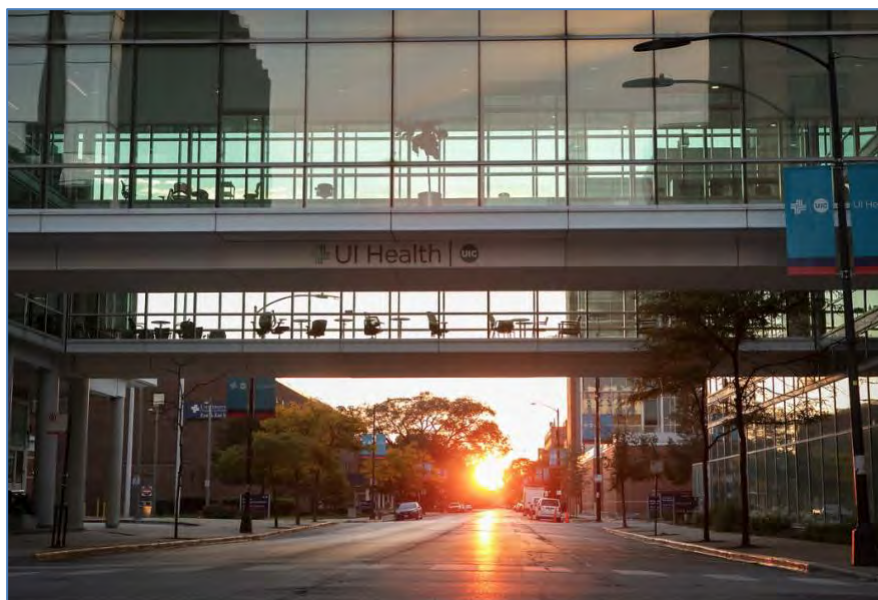


Resources for Parents

- [Child of Employee Tuition Waivers](#)
- [Expectant Mother Parking](#)
- [Lactation Rooms](#)
- [Nursing Mothers in the Workplace Act](#)
- [UIC Children's Center](#)

Additional Resources

- [Be Well Illinois – Financial Wellness](#)
- [Victims of Economic Security and Safety Act \(VESSA\)](#)
Allows employees who are victims of domestic violence, sexual violence, gender violence, or any other crime or violence, or who have family or household members who are victims of such violence to take unpaid leave to seek medical help, legal assistance, counseling, safety planning, and other assistance.



Professional & Career Development

UI COM encourages every employee to enthusiastically pursue professional learning and career development opportunities. There are an extensive and diverse range of resources available to our staff to support their professional development needs. Staff members should inquire with their supervisor and/or unit leadership directly regarding funding opportunities at the unit-level for these types of activities.

★ UIC Employee Performance Program (EPP)

Whatever your current role or ambitions may be, your success will be driven by your performance today, and by your ability to identify and develop the skills that will empower you tomorrow. The EPP can help you to clarify your objectives, perform better on the job, and identify the development opportunities that will lead to career growth. This is a collaboration between you and your supervisor and encourages frequent conversations throughout the year to support your job performance and professional development.

- [Defining performance goals](#)



- [Core competencies](#)
- [Seek guidance and feedback](#)
- [Your annual review](#)

★ Employee Recognition at UIC

UIC has a long and cherished tradition of recognizing its employees for outstanding merit and [years of service](#). We honor these achievements at the annual [Employee Recognition Award Ceremony](#) held each November. Staff are eligible for the [Award of Merit](#), the [Chancellor's Academic Professional Excellence \(CAPE\) Award](#), the [Rising Star Award](#) and the [Janet Watkins Award](#). **Beginning in May 2024, the Chicago campus will launch the Dean's Excellence Awards to recognize staff excellence. The awards will be presented at an on-campus event in May.**

Academic Professional Advisory Committee (APAC)

A formally recognized committee that represents the more than 2,500 academic professionals on UIC's campus. This elected body of employees act as advisors to the University Administration, review policy, represent academic professionals on search committees, voice concerns regarding academic professionals to the Chancellor, and play an active role in professional development efforts at UIC. [Learn how to join!](#)

- [Academic Professional Development Program](#) (AP PD) provides funding to AP staff to build their knowledge and skills related to their current job responsibilities.

Business and Finance Training Events Calendar

- [Curriculum guide](#) to identify courses, job aids, & materials related to your particular role
- [Orientation for new Business and Finance Employees](#)

[Business Administrators Certification Program](#)

Available to those who oversee, perform, and support business and financial operations, the program provides broad, advanced knowledge for managing business processes and understanding policies, procedures, and resources.

[Career and Professional Organization Resources](#)

A collection of resources from within the many professional fields or communities of practice at the College of Medicine.

[Campus Advocacy Network](#)

To provide the knowledge and tools for understanding and eliminating gender-based violence and empower the UIC community and our allies to build spaces and relationships for healing, resistance, and social change.

[Decision Support Training](#)

Administrative Information Technology Services (AITS) provides webinars and instructor-led training in web intelligence, web reporting, and other decision support training (see the events calendar).

[Know Your U](#)

Offers eligible staff the chance to have a unique first-hand look at the scope and impact of our universities and how their roles contribute to the greater good. This unique program gives employees time during their workday to participate in engagement activities at the University.



[Learning Resources from UIC HR](#)

UIC HR provides a wide range of practical career, professional, and workplace topics, as well as emotional intelligence and wellness topics in a variety of learning formats. Upcoming training events can be found on the [Training Calendar](#).

[LinkedIn Learning](#)

Video-based tutorials 24/7 for convenient, self-paced online learning. Industry experts teach thousands of tutorials on Leadership Competencies, Business Skills, and Computer Applications. Tutorials may range from 10-minute demonstrations to seven or eight hours of detailed information that are broken down into easy-to-manage segments and learners finish at their own pace. Your UIC NetID is required for login.

[Lifelong Learning and Education Access Program \(LLEAP\)](#)

To provide Academic Professionals and open range Civil Service employees release time/flex time, and/or funds for development opportunities focused on enhancing a career at UIC.

[Office of Diversity, Equity, and Inclusion \(DEI\)](#)

The Office of Diversity, Equity, and Inclusion, has created a professional development funding opportunity to help support underrepresented minority staff members at the UI COM who wish to participate in activities that enhance their knowledge and skills related to their current roles or explore opportunities that will promote career advancement.

★ [Office of the Vice Chancellor for Research \(OVCR\) trainings](#)

The OVCR advances and safeguards all research at UIC to facilitate the discoveries that help others and change the world.

[Human Subjects training](#), [Collaborative Institutional Training Initiative \(CITI\) training](#), [Animal Care and Use training](#), [Environmental Health and Safety Training](#), [Institutional Biosafety Committee training](#), [Responsible and Ethical Conduct of Research \(RECR/RCR\)](#), [Sponsored Programs Education and Training](#)

[Professional Staff Leadership Academy](#)

An annual program that is designed to foster an environment where leaders can emerge. The goals of the program are to create opportunities for the development of emerging leaders at the University of Illinois, to teach best practices associated with leadership roles and responsibilities, to create a cross-functional system-wide network of capable leaders, and to develop leaders' change capability and emotional intelligence. This program is open to permanent Academic Professional and civil service employees with at least an 80% appointment and a minimum of 3 cumulative years of service and a minimum of 2+ years in a managerial role.

[Staff Advisory Council \(SAC\)](#)

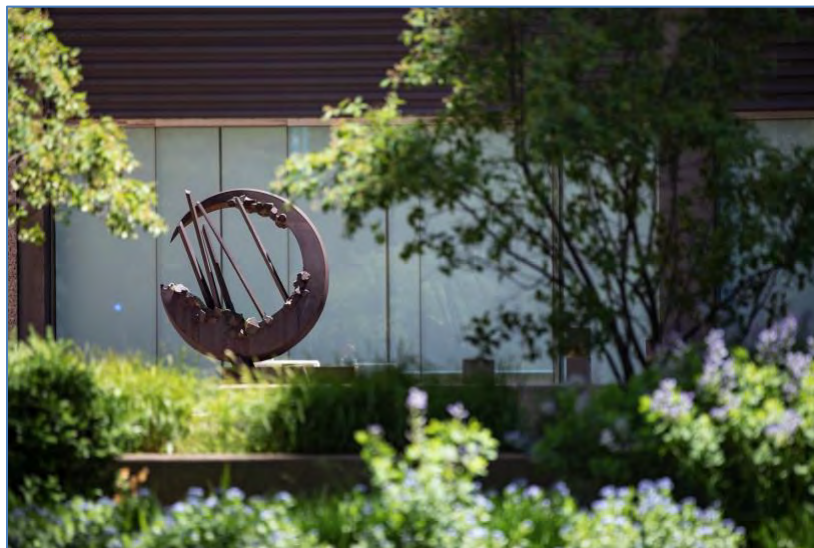
A formally recognized committee that represents the +5,000 Civil Service employees on UIC's campus. SAC serves as the communication link to the Chancellor and Human Resources. This group makes recommendations regarding policies and procedures related to civil service employees and other pertinent topics. The group also sponsors and organizes welfare and social activities.

- [Staff Advisory Council Professional Development Program \(SAC PD\)](#) – Provides funding to Civil Service employees to build their knowledge and skills related to their current job responsibilities.

[UIC Extended Campus](#)

For online courses and extended programs of study, both credit and noncredit.

- Two on-campus [Project Management](#) courses at a reduced cost for UIC staff.
- [Personal and Professional Development resources](#).



Other Key UIC Offices & Resources

Some of our key offices have already been listed in this document. Here are even more resources available to you!



Office of Access and Equity (OAE)

OAE strives to increase access to employment, programs, and services in an environment free of unlawful discrimination and harassment.

Accessibility & Accommodations

- Removing barriers that prevent full participation or full inclusion.
- [Employee Accommodation Policy](#)
- Accommodations for [Disabilities](#), [Pregnancy/Parenting](#), [Religious](#) reasons, etc.

Affirmative Action

- [Affirmative Action Policy](#)
- [Academic Hiring Guidelines](#)
- [Search and Recruitment Resources](#)

Discrimination & Harassment

- [Nondiscrimination Policy](#)
- [Reporting Discrimination and Harassment](#)
- [Sexual Misconduct](#)
- [LGBTQ+ Inclusion](#)

Workplace Culture

- [Dispute Resolution Services](#) (DRS) provides confidential consultation, facilitation, and mediation services to faculty and staff.
- [Facilitated training](#) to help address conflict and improve workplace cultures.

Resources

- [Disability Resources](#)
- [Diversity Resources](#)
- [Gender Inclusive Resources](#)
- [Grievance Procedures](#)

Office of Business and Financial Services (OBFS)

Accounting & Financial Reporting, Banner, Budgeting, Business travel, P-Card and T-Cards, Chrome River, Equipment management, Grants & Sponsored Projects, iBuy, Payments, Purchasing, Training Center

Key Resources

- [Policies & procedures](#) for conducting University of Illinois System business and financial activities.

Office of Diversity, Equity & Engagement

The Office of Diversity guides UIC's strategic efforts to advance access, equity, and inclusion as fundamental institutional values underpinning all aspects of university life. Our office manages UIC's diversity resources and infrastructure which includes initiating educational and recruitment programs to promote a supportive university climate, partnering with campus units to formulate systems of accountability, and cultivating mutually beneficial partnerships with different communities.

Key Resources

- [Understanding Implicit Bias workshop and resources](#)
- [Bias Reporting Tool](#)
- [Equity Dashboard Project](#)

Office of International Services

The Office of International Services support's UIC's international community of over 4,000 students, scholars, and employees from around the world. OIS provides pre-arrival, orientation, and check-in services. They also offer orientations and workshops on many related topics.

Office of Faculty Affairs – College of Medicine

The Office of Faculty Affairs serves all three campuses. College of Medicine Faculty Affairs page provides information on faculty orientation, development, promotion, policies, procedures, and resources.

Key Resources

- [Faculty Appointments, Promotions and Tenure](#)
- [Faculty Orientation](#)

Office of Marketing & Communications (OMC) – College of Medicine

Responsible for developing and executing marketing and communications strategies that support the college's mission, vision, and goals. The OMC also manages the college's website, social media channels, and other marketing materials.

Key Resources

- [Logos / Style and Font Guides](#)
- [PowerPoint, Letterhead and Email Signature Templates](#)
- [Website help](#)
- [University Style Guide](#)
- [UIC Logos](#)
- [Photography & Video](#)
- [UIC Photoshelter](#)
- [UI Health Photoshelter](#)
- [Slack messaging app](#)

Office of Postdoctoral Affairs & Postdoctoral Association (OPA)

Serves as an advocate, resource, and central point of contact for the postdoctoral community.

[Postdoc Trainings and Events](#), [Policies and Benefits](#)

Office of the Vice Provost for Faculty Affairs (VPFA)

All resources related to faculty including promotion & tenure, faculty development programs and resources and awards. Defer to COM Faculty Affairs (see next resource).

Key Resources

- [Faculty Handbook](#)
- [Faculty Resources](#)

University Ethics and Compliance Office

The designated liaison to receive, and as necessary, coordinate and/or refer the investigation of fraud, waste, abuse, mismanagement, misconduct, or other violations of applicable laws, rules, or guidelines. Provides annual Ethics Act training.



Key Resources

- [Code of Conduct](#)
- [Ethics Act Training](#)
- [Statements of Economic Interests](#)
- [Reporting violations](#)

University Office for Planning and Budgeting

Supports university-wide processes in budget development and analysis, institutional research and analytical studies and strategic planning.

Key Resources

- [Historical, current, and future trends respective to student, staff, and faculty demographics.](#)
- [University of Illinois System Offices Organization Chart](#)
- [University of Illinois Chicago Organization Chart](#)
- [Lists of Senior Leaders at System and Chicago levels](#)

Women's Leadership and Resource Center

Mission to increase awareness of and affirm the diverse needs of woman-identified persons in higher education; provide opportunities to learn about the histories of and contemporary issues in feminist movements, activism, and scholarship; and to promote gender equity, anti-violence, inclusion, and social justice on campus and in the larger society and world. They serve faculty and staff on all campuses.

Key Resources

- [Resources](#) and information about interpersonal violence and resources for [DV/SA survivors](#)
- [Programs](#) and [news and events](#)

Appendix and Additional Resources

[Nondiscrimination Policy Statement](#)

[Statement on Sex Discrimination, Sexual Harassment and Sexual Misconduct](#)

[UI System Organizational Chart](#) and [UIC Organizational Charts](#)

West Side Accessibility Map

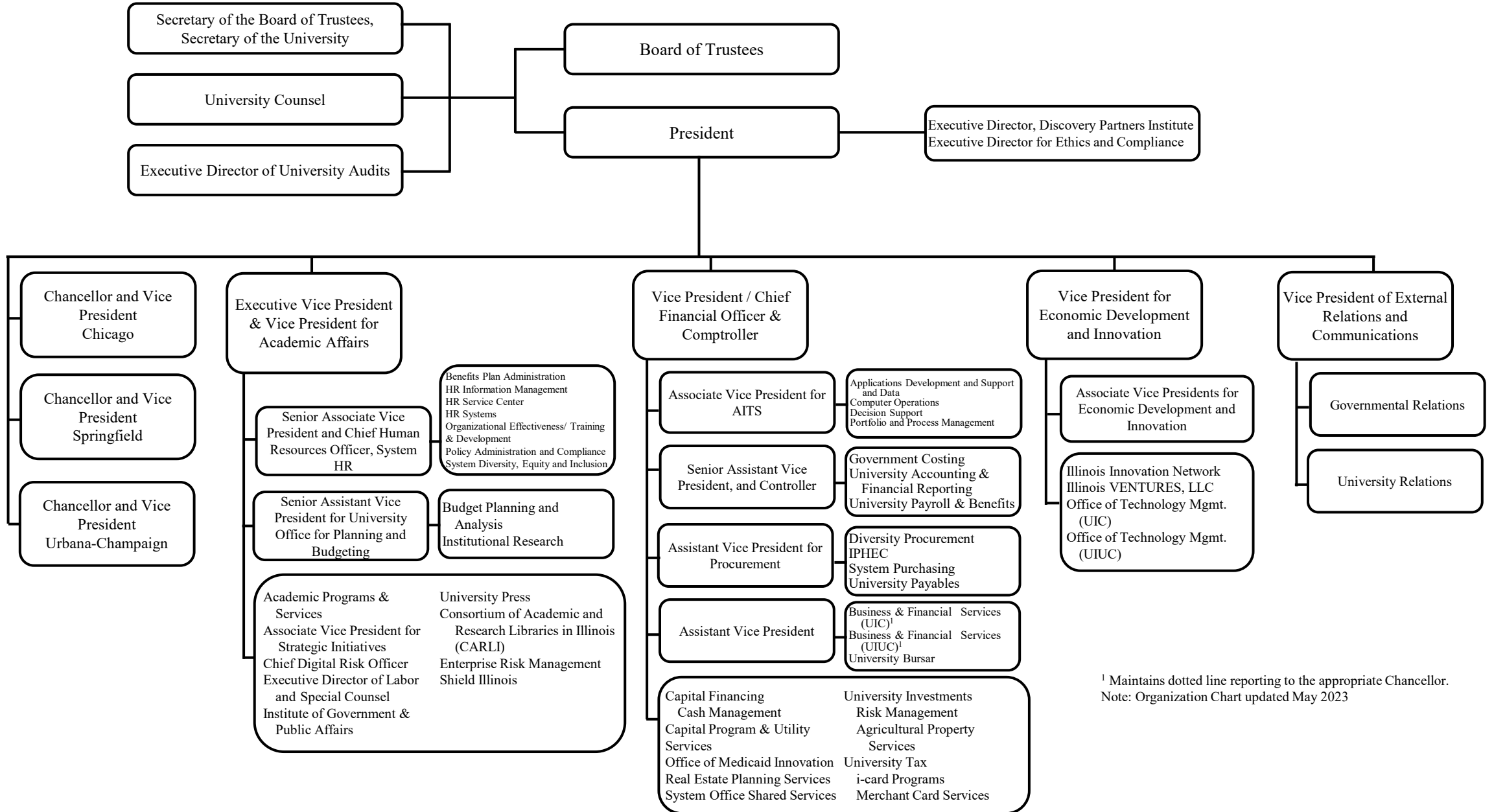
Mental Health Resources at UIC

Active Threat Procedures

Safety Support Resources

Useful Acronyms

University of Illinois System Offices Organization Chart



¹ Maintains dotted line reporting to the appropriate Chancellor.
Note: Organization Chart updated May 2023

University of Illinois Chicago Organization Chart

Chancellor and Vice President

Government Relations and Advocacy
Intercollegiate Athletics
Senate Office

Provost and Vice Chancellor for Academic Affairs

Vice Chancellor and Vice Provost for Student Affairs

Vice Chancellor for Administrative Services

Vice Chancellor for Budget, Human Resources, and Financial Administration

Vice Chancellor for Health Affairs

Vice Chancellor for Research

- Units:
- Academic Programs and Effectiveness
 - Enrollment Management
 - Financial Aid
 - Faculty Affairs
 - Global Engagement
 - Social Justice Initiative
 - Student Affairs
 - Advising Development
 - Student Success and Belonging
 - University Registrar
- Colleges:
- Architecture, Design and the Arts
 - Business Administration
 - Education
 - Engineering
 - Graduate College
 - Honors College
 - UIC School of Law
 - Liberal Arts & Sciences
 - University Libraries
 - Urban Planning & Public Affairs

- Units:
- Business Services
 - Campus Auxiliary Services
 - UIC Bookstore
 - Campus Housing
 - Dining Services
 - Meetings & Conferences
 - Credit Union 1 Arena
 - Dorin Forum
 - Retail Operations
 - Student Center
 - Dean of Students
 - Career Services
 - Student Veteran Affairs
- Facility Operations and Administrative Services
- Creative and Digital Services
- Federal Programs
- Student Support Services (SSP)
 - TRIO
 - Upward Bound
- Planning and Assessment
- Student Engagement
 - Commuter Resource Center
 - Fraternity and Sorority Life
 - Leadership and Civic Engagement
 - New Student and Family Programs
 - Student Involvement
 - Student Health and Wellness
 - Campus Recreation
 - Counseling Center
 - Emergency Intervention and Wellness

- Units:
- Business Services
 - Building Access and IT
 - Environmental Health and Safety
 - Facilities Management
 - Building Maintenance
 - Building Services
 - Grounds
 - Mail Services
 - Parking Services
 - Transportation
 - Planning, Sustainability, and Project Management
 - Preparedness & Response
 - University Police
 - Utility and Energy Services
 - Heat, light, and Power

Vice Chancellor for Advancement

- Units:
- Advancement Events
 - Advancement Marketing & Communications
 - Annual Giving
 - College/Unit Philanthropy
 - Corporate and Foundation Relations
 - Development Research, Portfolio Management & Data
 - Inclusive Engagement
 - Operations, Talent & Culture
 - Stewardship and Donor Relations
 - Principal Gifts
 - UICAA and Alumni Relations

- Units:
- Budget and Financial Analysis
 - Institutional Research
 - Access and Equity
 - Human Resources
 - UIC Purchasing

Vice Chancellor for Diversity, Equity, and Engagement

- Units:
- Campus Advocacy Network
 - Centers for Cultural Understanding and Social Change (CCUSC)
 - African American Cultural Center
 - Arab American Cultural Center
 - Asian American Resource and Cultural Center
 - Disability Cultural Center
 - Gender and Sexuality Center
 - Latino Cultural Center
 - Women's Leadership and Resource Center
 - Early Outreach Program
 - Heritage Garden
 - Office of Diversity, Equity and Engagement
 - Community Collaboration
 - Community Relations
 - Diversity Education
 - Faculty Initiatives
 - Student Inclusion

- Units:
- Center for the Advancement of Interprofessional Practice, Education and Research
 - Community Engagement and Neighborhood Health Partnerships
 - Institute for Healthcare Delivery Design
 - Population Health Sciences
 - University of Illinois Cancer Center
 - Urban Health Programs

- Colleges:
- Applied Health Sciences
 - Dentistry
 - Medicine
 - Nursing
 - Pharmacy
 - Public Health
 - Social Work
- Clinical Services:
- Mile Square Health Center
 - External Clinics
 - Univ. of IL Hospital & Clinics

Vice Chancellor for Innovation

- Units:
- Corporate Partnerships
 - Extended Campus
 - Innovation Center
 - Technology Innovation Lab
 - Technology Solutions
 - West Loop Innovations

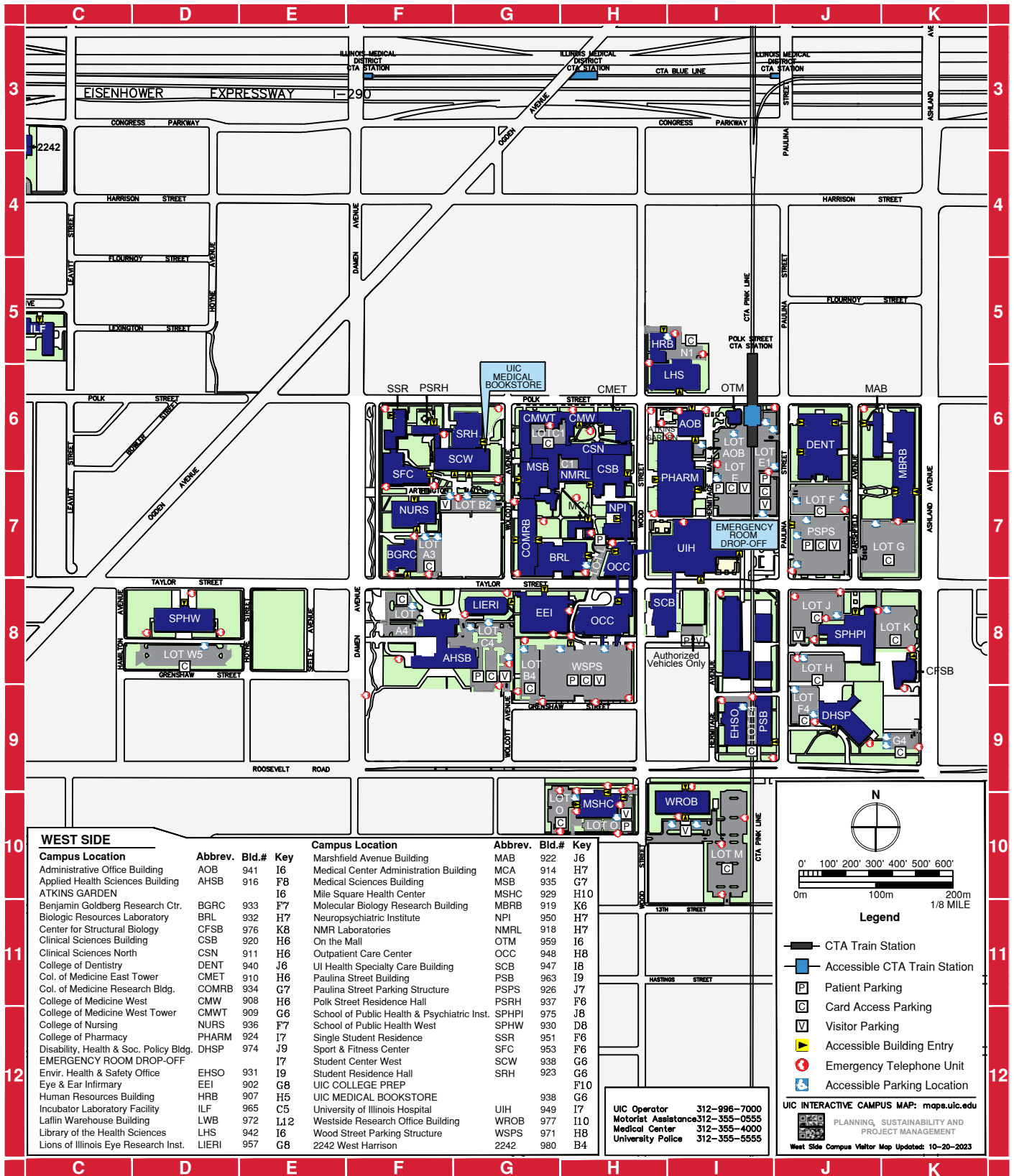
- Units:
- Animal Care & Institutional Biosafety
 - Clinical Research Compliance
 - Postdoctoral Affairs
 - Protection of Research Subjects
 - Research Data Initiatives & Information
 - Research Development
 - Research Integrity and Compliance
 - Conflict of Interest and Commitment
 - Export Controls
 - Research Support Services
 - Biologic Resources Laboratory
 - Research Resources Center
 - Sponsored Programs
 - Research Centers/Institutes:
 - Collaborative for Advanced Design, Research, and Exploration
 - Division of Specialized Care for Children
 - Institute for Enviro Science & Policy
 - Software Technologies Research Center
 - UIC Army Research Laboratory Collaborative

Vice Chancellor for Strategic Marketing and Communications

- Units:
- Analytics and Alignment
 - Brand Engagement and Creative Communications
 - Digital Marketing Engagement
 - Marketing and Media Engagement
 - Storytelling and Content Strategy
 - University Communications

Note: Organization chart updated July 2023.

WEST SIDE ACCESSIBILITY MAP



Mental health has come to the forefront of discussion as an outcome based on the disruption to all our lives due to the COVID19 pandemic.

The University of Illinois Chicago, the University of Illinois System, and the State of Illinois make available several assistance programs for employees to help you through any difficulties you may be experiencing.



EMPLOYEE ASSISTANCE SERVICE (EAS)

Provides free, professional, confidential assessments, short-term counseling, referrals, and follow up for UIC employees and their families. Located on West Campus at 820 S. Wood Street Room 365.

Want more information?

If you have any questions or would like to schedule an appointment, contact Geri Biamonte or the Employee Assistance Service at (312) 996 3588.



OFFICE OF APPLIED PSYCHOLOGICAL SERVICES (OAPS)

The Office of Applied Psychological Services (OAPS) is a mental health clinic in the Psychology Department at the University of Illinois Chicago (UIC). They offer therapy and psychological assessment using approaches that are based on scientific theory and supported by scientific evidence, with an emphasis on cognitive behavioral therapy (CBT) techniques. OAPS serves the UIC community, including faculty, staff, and students, as well as people living or working in the greater Chicago area.

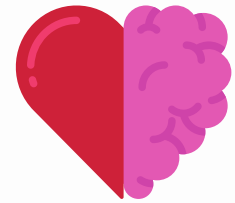
Please visit: <https://psch.uic.edu/research-programs/clinical/office-of-applied-psychological-services/>

1007 West Harrison Street,
Behavioral Sciences Building,
Room 3011A
Phone: 312 996 2540

STATE OF ILLINOIS EMPLOYEE ASSISTANCE PROGRAM (EAP)

To support the emotional health and well-being of our employees during this stressful time, both the Employee Assistance Program (EAP) and Personal Support Program (PSP) have expanded their operations. All services are free and confidential.

EMPLOYEE ASSISTANCE PROGRAM (EAP)



Accessing ComPsych Guidance Resources

Call: 833.955.3400

TTY: 800.697.0353

Online: <https://www.guidanceresources.com>

App: GuidanceNowSM

Web ID: StateofIllinois

All health plans administered by CMS include coverage for behavioral health services. The following support resources are available free of charge, regardless of what plan you are enrolled in and are available to the general public:

- Optum's Emotional-Support Help Line is available to support anyone who may be experiencing anxiety or stress. The free service can be reached at (866) 342-6892, 24 hours a day, seven days a week and is open to all.
- Aetna Resources for LivingSM mental wellbeing services is a crisis support line anyone can access.
 - Aetna Medicare members, call 1-866-370-4842 (TTY: 711)
 - Non-Aetna Medicare members, call 1-833-327-2386 (TTY: 711)

The Employee Assistance Program (EAP) provides a valuable resource for support and information during difficult times. The EAP is a free, voluntary, and confidential program that provides problem identification, counseling, and referral services for employees and their covered dependents regardless of the health plan chosen. Employees will be directed to counseling services to assist them with a variety of concerns, including, but not limited to:

- Anger management
- Conflict at work or home
- Domestic violence
- Family/parenting issues
- Feelings of worry or the blues
- Financial concerns
- Grief/loss
- Pre- and post-natal concerns
- Problems with alcohol or drugs
- Stress

All calls and counseling sessions are confidential, except as required by law. No information will be disclosed unless written consent is given. Management consultation is available when an employee's personal problems are causing a decline in work performance. Critical Incident Stress Management is also available through the EAP. For further information regarding the EAP, refer to page 39 of the Benefits Handbook.



Eligibility

- Active employees and their eligible dependents participating in the State Employees Group Insurance Program may access this benefit.
- Active employees, full-time and part-time (50% or greater), who have elected not to participate in the health, dental, and vision coverage of the State Employees Group Insurance Program may access this benefit.



ComPsych Resources include:

- Wellness
- Relationships
- Work & Education
- Financial
- Legal
- Lifestyle
- Home & Auto



Be Well Illinois

Be Well Illinois, the State of Illinois' new comprehensive wellness program designed to help you be well, live well and stay well.

As a wellness program member, you have direct access to resources to support your overall health and wellbeing on your terms and at your pace. Be Well Illinois was developed to help you create and maintain an active lifestyle, provide access to mental health awareness materials and treatment, financial services, nutritional information and group and individual exercise programs. These benefits, in addition to preventive care visits, health screenings and immunizations like the flu shot, are offered at no-cost to you.

Engaging with Be Well Illinois is quick and easy. Visit the Be Well Illinois website to access wellness webinars, the latest information from health plan partners, monthly health awareness education and much more.

UIC Wellness Resources

Campus Recreation provides discounted memberships to employees. Please visit <https://recreation.uic.edu/>.

Get involved on campus while doing something fun!

Campus recreation provides a variety of recreational programs, services, and facilities to exercise your mind, body, and spirit.



External Resources

US Department of Health and Human Services:
<https://www.hhs.gov>

- Mental Health Resources:
www.mentalhealth.gov

Centers for Disease Control & Prevention (CDC):
<https://cdc.gov>

- Mental Health Resources:
<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>

Take your mental health seriously, help yourself by checking out resources like these:

- Whole Being Institute:
<https://wholebeinginstitute.com>
- Mindful.org:
<https://www.mindful.org/meditation>
- Positive Psychology.com:
<https://postivepsychology.com/>



What is the Employee Assistance Program?

The Employee Assistance Program (EAP) is provided by ComPsych® GuidanceResources® and offers counseling, legal and financial consultation, work-life assistance and crisis intervention services to all our employees and their household family members.

Why provide an EAP?

Because we care about our employees and their dependents. The EAP can be used free of charge as needed when you or your dependents are facing emotional, financial, legal or other concerns.

Are the services confidential?

Yes, the EAP is strictly confidential. No information about your participation in the program is provided to your employer.

Why might my family or I use the services?

There are many reasons to use these services. You may wish to contact the EAP if you:

- Are feeling overwhelmed by the demands of balancing work and family
- Are experiencing stress, anxiety or depression
- Are dealing with grief and loss
- Need assistance with child or elder care concerns
- Have legal or financial questions

Here when you need us.

Call: 833.955.3400

TTY: 800.697.0353

Online: guidanceresources.com

App: GuidanceNowSM

Web ID: StateofIllinois

- Have concerns about substance abuse for yourself or a dependent

What happens when I call?

When you call, you will speak with a GuidanceConsultantSM, a master's- or PhD-level counselor who will collect some general information about you and will talk with you about your needs. The GuidanceConsultantSM will provide the name of a counselor who can assist you. You can then set up an appointment to speak with the counselor over the phone or schedule a face-to-face visit.

What counseling services does the EAP provide?

The EAP provides free short-term counseling with counselors in your area who can help you with your emotional concerns.

If the counselor determines that your issues can be resolved with short-term counseling, you will receive counseling through the EAP. However, if it is determined that the problem cannot be resolved in short-term counseling in the EAP and you will need longer-term treatment, you will be referred to a specialist early on and your insurance coverage will be activated.

Can my children use the EAP?

Yes. The EAP is a confidential benefit for employees and their household family members.

All active and eligible employees NOT represented or covered by the collective bargaining agreement between the State of IL and AFSCME Council 31 are eligible for ComPsych® EAP services.

Bargaining unit employees represented by AFSCME Council 31 are eligible for services through Personal Support Program. Contact AFSCME Council 31 at 800.647.8776 or afscme31.org for more information.



IN CASE OF AN ACTIVE THREAT / SHOOTER

Know what to do before, during, and after an active shooter incident.

For additional information, visit:
ready.uic.edu

For emergency situational updates, visit:
emergency.uic.edu



Learn first aid skills so you can help others.



See something, say something.



Before you evacuate, know the exits.



Find a place to evade.



If you cannot evacuate or evade, prepare to engage for your life.



Remain calm and follow instructions.



Seek help to cope with trauma.

PREPARE NOW

If you see suspicious activity, let an authority know right away.

Many places, such as classrooms, workplaces, and residence halls, have plans in place to help you respond safely. Ask about these plans and get familiar with them.

When you visit a campus building or a UI Health facility, take time to identify two nearby exits. Get in the habit of doing this.

Map out places to EVADE. In rooms without windows, behind solid doors with locks, under desks, or behind heavy furniture such as large filing cabinets can make good hiding places.

Sign up for UIC ALERT, active threat / shooter, first aid, and tourniquet training. Learn how to help others by taking FEMA's You Are the Help Until Help Arrives course. Learn more at ready.gov/untill-help-arrives.

SURVIVE DURING



EVACUATE. If you can safely leave the building, **EVACUATE.** Leave your belongings behind. Follow instructions of any first responders on scene. If safe to do so, warn and prevent others from entering an area where the active threat / shooter may be. Call UICPD or 911 when you are safe. Describe each threat / shooter, their locations, and weapons.



EVADE. If you cannot safely leave, find a safe place to **EVADE** (or hide). Place yourself out of view and stay quiet. Silence your electronic devices and make sure they won't vibrate. Find an object large enough to shield you and provide protection. If you choose to hide, leave yourself multiple exits to avoid cornering yourself. Lock or barricade the doors, close windows/blinds, and turn off lights. Try to communicate with police silently— such as through text messages or by putting a sign in an exterior window. Stay in place until law enforcement gives you notice that all immediate danger is clear.



ENGAGE. If you cannot **EVACUATE** safely or cannot **EVADE**, be prepared to **ENGAGE** for your life. Your last resort when you are in immediate danger is to defend yourself. Commit to your actions and act aggressively to stop the threat / shooter.

BE SAFE AFTER

Keep hands visible and empty. DO NOT yell, scream, or point.

Know that law enforcement's first task is to end the incident. They may have to pass injured persons along the way.

Remain calm and follow law enforcement's instructions. Evacuate in the direction they tell you to.

Consider seeking professional counseling services for you and your family to cope with the long-term effects of trauma.



Office of Preparedness and Response

UNAUTHORIZED PERSON / SUSPICIOUS ACTIVITY OR BEHAVIOR

- When you witness violent, threatening, or suspicious behavior, immediately move away from the incident.
- If you hear about an incident on campus, avoid that area.
- Report all known information to the **UIC Police Department at 312-355-5555** or local authorities by dialing **911**.
- If you are experiencing a crisis and need someone to talk to, call the **National Suicide Prevention Lifeline at (800) 273-TALK (8255)** or **(800) 799-4899 for TTY**.

If you
SEE
something
SAY
something

Report crimes, suspicious activity or sexual misconduct:

Anonymous: clery.uic.edu
Local Authorities: **(855) RPRT-2-S4**
Title IX: **(312) 996-8670**

In case of a Security Threat (LOCKDOWN)

- If you are outside during a lockdown emergency, you should seek cover in the nearest unlocked building.
 - If the buildings in the immediate area have locked exterior doors, continue to move away from the danger, seek cover, move to another building, or leave campus if it is safe to do so.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Once within a safe place, attempt to secure the space (i.e., lock or barricade the doors, close windows/blinds).
- Remain quiet, unless making noise would be beneficial to your safety.
- To minimize vulnerability, turn off lights, silence phones, and move away from windows.
- Await further instruction from **UIC ALERT** Emergency Notification System (ENS) and emergency personnel.
- **DO NOT** open the door until a **KNOWN** law enforcement officer advises it is safe to do so or some other credible information, such as **UIC ALERT**, is received advising the threat is over.

In case of Severe Weather (SHELTER-IN-PLACE)

- Stay away from doors and windows.
- If you are outside, proceed to the nearest protective building.
- Proceed to the identified **Storm Refuge Area** or to the lowest, most interior area of the building, away from windows or hazardous equipment or materials.
- If stuck outdoors, shelter in a low-lying area or depression, and lie face down, covering your head.

Assisting Individuals with Visual Impairment

Most individuals with visual impairment will be familiar with their immediate work or study area. In an emergency situation:

- Announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going and obstacles you encounter.
- When you reach safety, ask if further help is needed.

Assisting Individuals with Hearing Impairment

Individuals with hearing impairment may not perceive emergency alarms. An alternative way to warn them is required:

- Flicker the lights to gain the person's attention or indicate through gestures what is happening and what to do.
- Write a note with evacuation directions, such as: "Fire. Go out rear door to the right and down, NOW!"

For more information please contact the **Disability Resource Center: (312) 413-2183**.

ready@uic.edu

@UICReady

Remember, always use good judgement. There are exceptions to all guidance and prescribed directions.

CRIME REPORTING & SUPPORT RESOURCES

A referral guide for UIC Campus Security Authorities at Chicago

	On Campus	Off Campus
<p>Option to Report to Law Enforcement</p> <p>Let the reporting person know that they have the option to report the crime directly to law enforcement. Offer to help the reporting person contact law enforcement, if they elect to.</p>	<p>UIC Police Department (312) 355-5555 or Report at the Maxwell St. Station, 943 S. Maxwell St., Chicago</p>	<p>Chicago Police Department 9-1-1 or Report at the nearest Chicago Police Department Station.</p>
<p>Option to Seek Medical Attention</p> <p>Ask the reporting person if they are in need of medical attention. Offer to help the reporting person seek medical attention if they elect to or are unable to.</p>	<p>UI Hospital (866) 600-CARE (2273) hospital.uillinois.edu/ 1740 W. Taylor St., Chicago</p>	<p>Rush University Medical Center (888) 352-RUSH (7874) www.rush.edu/ 1653 W. Congress Pkwy.</p>
<p>Option to Seek Confidential Counseling</p> <p>Ask the reporting person if they are in need of emotional support or would like to speak to a licensed professional counselor confidentially. Offer to help the reporting person seek support if the reporting person elects to.</p> <p><small>*Under the Clery Act, licensed professional or pastoral counselors are exempt from CSA reporting obligations.</small></p>	<p>UIC Counseling Center (312) 996-3490 counseling.uic.edu/ 1200 W Harrison St., SSB 2010, Chicago</p> <p>Office of Applied Psychological Services (OAPS) (312) 996-2540 go.uic.edu/OAPS 1007 Wt Harrison St., BSB 3011A, Chicago</p> <p>Law School Counseling Center (312) 427-2737 ext. 455 jmls.uic.edu/students/counseling/ 300 S. State St., Rm S-521, Chicago</p>	<p>Chicago Mental Health Clinics (312) 747-9884 (Option 1) cityofchicago.org/health</p>
<p>Confidential Victim Advocacy Services</p> <p>Inform the reporting person of available confidential victim advocacy services</p>	<p>Campus Advocacy Network (312) 413-8393 can.uic.edu 1101 W. Taylor St., Suite 310, Chicago</p>	
<p>Other Community Resources</p>		
<p>Crime Victim Resources</p> <p>Let the reporting person know there are community resources available for crime victims and their families that can help the reporting person identify help & support options.</p>	<p>IL Crime Victims Assistance Line (800) 228-3368 www.illinoisattorneygeneral.gov/victims/</p>	<p>National Crime Victim Hotline (VictimConnect) (855) 4-VICTIM (484-2846) victimconnect.org</p>
<p>Sexual Misconduct Resources</p> <p>For information on resources related to sexual misconduct rights and options.</p>	<p>sexualmisconduct.uic.edu/support/</p>	

UIC SAFE

The app that everybody on campus is talking about

With around-the-clock access to UIC Police, centralized reporting and support resources, and several options for a safer commute, the UIC SAFE App is a **one-stop security shop**.

There is something for everyone!

About the product



COVID-19 Direct Connect: Quickly access key resources to reduce the virus spread (news and information, UIC Healthcheck screening tool, on-campus saliva-based testing resources).



Panic Button: Quickly activate and call for help from your location.



Chat with UIC Police: Ask questions and get answers in real time.



Safe Commute: Learn about your options for a safer walk or ride.



Work Alone: Let someone know where and when you're working alone.



Report Light Outage: Notify facilities management of street light outages or area lights that aren't working.



Report a Tip: Share tips or other information with authorities that will help solve crimes and create a safer community.



Emergency Guides: Know who to call and what to do in any emergency.



Download today!



Office of Preparedness and Response

Learn more at ready.uic.edu

HOW TO ENABLE LOCATION SERVICES

For iOS Devices: Go to Settings > Scroll down until you find "UIC SAFE" > Select "UIC SAFE" to access app settings > Select "Location" > Under "ALLOW LOCATION ACCESS" select "While Using the App."

For Android Devices: Go to "Settings" > Select "Apps" > Scroll down until you find "UIC SAFE" > Select "UIC SAFE" to access app settings > Select "Permissions" > Next to "Location," slide the bar to the right to enable.

HOW TO INSTALL UIC SAFE ON YOUR PHONE Download the app from the App Store or Google Play > Log in with your NetID and password > Tap "Continue" > Tap "Register your UIC SAFE Profile" to register > Enable location services and push notifications for the app > Explore the app & try out its features > Stay UIC SAFE!

Troubleshooting the Mobile App Most mobile app issues can be resolved by: Closing and restarting the app | Restarting the device | Reinstalling the app. For more information, go to ready.uic.edu.

UIC SAFE

COMMUTE with confidence

New app updates!



About the features


The **Safe Commute** button lists your options for traveling safely throughout the **Coverage Area** on campus.

Ask a friend or UIC Police dispatcher to **virtually monitor your walk** on or off campus* with **Virtual Friend Walk** or **Police Virtual Escort**. Whether you ask a friend or UIC Police, it's comforting to know that someone has an eye on you.

Download today!




* Police Virtual Escort is only available from a starting point within the coverage area | *Location services must be enabled | *Must complete your UIC SAFE Profile




Virtual Friend Walk:
Your virtual buddy system.

Virtual Police Escort:
UIC Police are on call to keep you safe.



Safe Commute:
Access to rides, shuttle trackers, Walking Safety Escort, and JMLS Security Walk under one button.



Coverage Area:
Maps define service areas for **East, West, South, and JMLS** campuses.

TO REQUEST NIGHT RIDE Tap the blue "Safe Commute" button from the app home screen > Tap the white "Night Ride" button > Read the instructions > Tap the white "Set up a TransLoc Account for Night Ride" button > Follow the instructions to set up and use a TransLoc Account for service. | *Only available within the coverage area

TO REQUEST PARATRANSIT SERVICES Ensure you have obtained prior approval from the Disability Resource Center (for students) or the Office for Access and Equity (for employees).

CAMPUS SHUTTLE TRACKER Select from the different routes: UIC Intracampus Day, Semester Express, Sport Event Shuttle, or UIC Fan Shuttle.

TO USE VIRTUAL FRIEND WALK *Location services must be enabled | *Your friend does not need the app to use this feature

TO USE POLICE VIRTUAL ESCORT *Only available from a starting point within the coverage area | *Location services must be enabled | *Must complete your UIC SAFE Profile | *Available 24/7

TO REQUEST A WALKING ESCORT *Only available within the coverage area for East, West, South and JMLS campuses

Troubleshooting the Mobile App Most mobile app issues can be resolved by: Closing and restarting the app | Restarting the device | Reinstalling the app. For more information, go to ready.uic.edu.

Download today!



New app updates!



About the features

UIC SAFE

WORK ALONE

but not all by yourself

Working late on campus? Studying alone after hours? Invite a friend to be **your virtual lookout**.

Schedule a **Work Alone** session and **push notifications** will remind you to **periodically check** into the app. If you fail to confirm your safety status, it will trigger an alert to your emergency contact.

*Your chosen emergency contact must have text and call capabilities (they do not need the app installed) | *Location services & push notifications must be enabled | *Must complete your UIC SAFE Profile

NEW EXPERIMENTAL
EARLY ACCESS FEATURE



Enter your **location**, the **duration** of your session, and identify the **frequency** of “check-in” reminders.



Push notifications to remind you to **confirm** your safety status.



Automated calls if you need help, and access to the **one-touch emergency button** during your session.

IMPORTANT: Work Alone is a new, experimental, “early access” feature that may be less stable than versions to come. The feedback you provide will help us identify issues, fix them, and make the UIC SAFE App even better.

HELP IMPROVE THE QUALITY AND USABILITY To report issues: Tap “About/Preferences” > Send App Feedback > Compose e-mail.



Office of Preparedness and Response

Learn more at ready.uic.edu

HOW TO USE WORK ALONE Tap the blue “Work Alone” button from the app home screen > Read the instructions > Tap the white “Start Work Alone Now” button.

HOW TO ENABLE LOCATION SERVICES & PUSH NOTIFICATIONS

For iOS Devices:

Go to Settings > Scroll down until you find “UIC SAFE” > Select “UIC SAFE” to access app settings >

•To enable location services: Select “Location” > Under “ALLOW LOCATION ACCESS,” select “While Using the App.”

•To enable push notifications: Select “Notifications” > Next to “Allow Notifications,” slide the bar to the right to enable.

For Android Devices:

Go to “Settings” > Select “Apps” > Scroll down until you find “UIC SAFE” > Select “UIC SAFE” to access app settings >

•To enable location services: Select “Permissions” > Next to “Location,” slide the bar to the right to enable.

•To enable push notifications: Select “Notifications” > Slide the bar to the right to enable.

Troubleshooting the Mobile App Most mobile app issues can be resolved by: Closing and restarting the app | Restarting the device | Reinstalling the app. For more information, go to ready.uic.edu.

Acronym List

ACCC – Academic Computing & Communications Center

AD&D – Accidental Death & Dismemberment

AITS – Administrative Information Technology Services

ANA – Adjustment Notification Application

ANCRA – Abused and Neglected Children Reporting Act

A/P – Academic Professional

ARS – Activity Reporting System

AVMA – American Veterinary Medical Association

AWG – Administrative Work Group

BBP – Blood Born Pathogen

BOT – Board of Trustees

CBP – Cancer Biology and Pharmacology

CDRF – Contract Development Request Form

CFOAPAL – Chart, Fund, Organization, Account, Program, Activity, Location

CHOI – Children’s Hospital of IL

CIS – Central Information Services

CITI – Collaborative Institutional Training Initiative

CME – Continuing Medical Education

CMS – Illinois Department of Central Management Services

COA – Chart of Accounts

COBRA – Consolidated Omnibus Budget Reconciliation Act

COM – College of Medicine

COR – Center for Outcomes Research

CS – Civil Service

CSEC – Civil Service Employees Council

DART – Department Accessible Region for Transactions

DCAC – Dean’s Community Associates Council

DCAP – Dependent Care Assistance Plan

DDDH – Dean’s Director’s, Department Heads

DFCM – Department of Family & Community Medicine

DS – Decision Support

EC – Executive Committee

EDDIE – Enterprise Data Delivery Information Environment

EEO – Equal Employment Opportunity

EHSO – Environmental Health and Safety Office

EPR – Employee Performance Review

FAHR – Faculty Affairs Human Resources

FBMC – Fringe Benefit Management Company

FERPA – Family Educational Rights and Privacy Act

FLSA – Fair Labor Standards Act

FMLA – Family and Medical Leave Act

FSA – Flexible Spending Accounts

FTE – Full Time Equivalent

GME – Graduate Medical Education

GMEC – Graduate Medical Education Committee

HIHAC – Heart of Illinois HIV-AIDS Center

HIPAA – Health Insurance Portability and Accountability Act

HR – Human Resources

HRFE – Human Resources Front End

IACUC – Institutional Animal Care and Use Committee

IBC – Institutional Biosafety Committee

ICR – Indirect Cost Recovery funds

IRB – Institutional Review Board

JD – Job Description

JOCAP – Joint Oversight Committee for Academic Programs (SFMC & MMCI)

JTSEC – Jump Trading Simulation Education Council

LACF – Laboratory Animal Care Facility

LER – Labor and Employee Relations

LTC – Long Term Care

LTD – Long Term Disability

MCAP – Medical Care Assistance Plan

MSP – Medical Service Plan

NEO – New Employee Orientation

NESSIE – Net-driven Employee Self Service and Information Environment

OBFS – Office of Business and Financial Services

OE – Organizational Effectiveness

OIS – Office of International Services

PA – Position Authorization

PAPE – Principle Administrative Position Exemption

P-card – Purchasing charge card

PMAC – Peoria Medical Alumni Council

QCHP – Quality Care Health Plan

RAHA – Recommendation and Authorization for Hiring Approval

RFP – Request For Proposal

SFMC – Saint Francis Medical Center

SLC – Senior Leadership Council

SOP – Standard Operating Procedure

SUCSS – State Universities Civil Service System

SURS – State Universities Retirement System

T-card – Travel charge card

TEM – Travel & Expense Management system

UA – University Administration

UFRP – Under-represented Faculty Recruitment Program

UHR – University Human Resources

UIC – University of IL at Chicago

UICOMP – University of IL College of Medicine at Peoria

UICOMR - University of IL College of Medicine at Rockford

UIN – University Identification Number

UIS – University of IL at Springfield

UIUC – University of IL at Urbana Champaign

UPB – University Payroll and Benefits

USC – Unit Security Contact

VESSA – Victims Economic Security and Safety Leave