Workplace Initiatives in Learning and Development (WiLD)

Professional development classroom sessions for UMD staff, faculty, and students

University Human Resources

Division of Administration & Finance
On July 1, 2014, the University of Maryland will officially join the Big Ten Conference.

“The move to the Big Ten Conference is a university-wide effort. It’s more than a change in athletic conference. Arts, academics, research—all will be enhanced by this transition.”
Negotiating Conflict in a Principled Fashion

Tom Ruggieri, LCSW-C, shares his ideas on how to successfully navigate conflict from his experience running the Faculty Staff Assistance Program (FSAP). Topics reviewed include: how and why people are difficult; our role in handling the conflict; thinking traps that prevent us from a problem solving approach; six steps to being assertive; and an approach to negotiating conflict in a principled fashion.

June 25, 2014 — 2:00:PM - 4:00:PM
University Health Center, Room 1150

UHR-IT: Adobe InDesign CS5, Level 1

Knowlogy Corporation: This course is for individuals interested in learning about print layouts and designs. Participants will learn how to:
- Design, enhance, and finalize documents.
- Work with page elements and tables.
- Manage objects.

Prerequisites: Students should be familiar with creating folders, launching programs, copying and pasting objects, formatting text, and retrieving and saving files. Familiarity with other Adobe software applications is helpful. Learning fee: $135 per person.

REGISTER for ONE of the following options. June 26, 2014 OR August 14, 2014 OR September 15, 2014. Each class is a full day — 9:00 AM - 4:00 PM and held in Room 1101U, Chesapeake Building.

How to Get and KEEP Good Credit

SECU: This session provides you with a starting foundation on Credit. In this course you will learn what a credit score entails. You will learn how to maximize your lending abilities with a positive credit score; what comprises a credit score; how to request a copy of your credit score; how your score affects you; and how to improve your score. The seminar explains how lenders decide if you are credit-worthy and what information is considered in providing a credit score.

REGISTER for ONE of the following options.

- June 30, 2014 8:30:AM - 9:45:AM
- July 29, 2014 2:00:PM - 3:30:PM
- August 12, 2014 10:00:AM - 11:30:AM
- September 23, 2014 6:00:PM - 7:30:PM

Chesapeake Building, Room 1101U
University Policy; NEW Sexual Misconduct Policy

The university policy on Sexual Harassment was updated in October 2013. It is now VI-1.20(A) UNIVERSITY OF MARYLAND SEXUAL MISCONDUCT POLICY. It is important that all UMD faculty and staff attend this training. The training includes information regarding all forms of sexual misconduct and consent and also the specifics of our own University policy, VI-1.20(A), including an emphasis of understanding the obligations of Responsible University Employees, in responding to/reporting Sexual Misconduct, what is consent and the new reporting obligations for those in Consensual Sexual Relationships involving supervisory and/or evaluative duties.

REGISTER for ONE of the following options.

June 30, 2014 10:00 AM - 12:00 PM, Chesapeake Rm 1101U
July 31, 2014 10:00 AM - 12:00 PM, Location TBD
Aug 26, 2014 2:00 PM - 4:00 PM, Location TBD

MAC to Millennium: History of UMD

Anne Turkos, University Archivist and Jason Speck, Assistant University Archivist: You know about Testudo and the Great Fire, but have you always wanted to know more about the history of the university? A brief overview of our history from the founding of the Maryland Agricultural College to the present day. This presentation will offer more information about the University Archives program, the many ways the Archives supports the campus, and how the Archives collaborates with the university’s records administrator. Come with your best historical questions, and see if you can stump the archivists!

July 15, 2014 2:00 PM - 4:00 PM
Hornbake Library, Room 3134

Note -- Room 3134, in the University Career Center, is in the South Wing of the Hornbake Library Building

UHR-IT: Adobe Photoshop CS5: Level 1

Knowlogy Corporation: Upon successful completion of this course, students will be able to:

- Determine the resolution and graphic type.
- Work with selections and multiple layers
- Enhance images in the web, print, and PDF formats.
- Identify image mode characteristics and color adjustment options.

Prerequisites: Basic Windows application skills. Some experience with digital photography, and graphics working with PowerPoint, Adobe InDesign, or Publisher. Learning fee: $135 per person.

July 10, 2014 9:00 AM - 4:00 PM, Chesapeake, Room 1101U
**UHR-IT: Microsoft Office Project 2013: Level 1**

**Knowlogy Corporation:** You will create and manage a project schedule using Microsoft® Project 2013. This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans. After completing this course, students will be able to:

- Identify the basic features and components of the Microsoft Project environment.
- Create a new project plan file and enter project information.
- Manage tasks by organizing tasks and setting task relationships.
- Manage resources for a project and finalize a project.

**Prerequisites:** A general introductory-level understanding of project management concepts. Courses that help fulfill this requirement include: Project Management Fundamentals (Second Edition). Basic end-user skills with any current Windows operating system. Courses that help fulfill this requirement include: Microsoft® Windows® XP Professional: Level 1 or Microsoft® Windows® Vista": Level 1 or Microsoft® Windows® 7: Level 1.

**Learning fee:** $135 per person.

**July 17, 2014 9:00 AM - 4:00 PM, Chesapeake, Room 1101U**

**Strengths-Based Leadership**

**Katie Hershey Conlon, Center for Leadership and Organizational Change:** This training focuses on Gallup’s extensive research on workplace dynamics which reveals that a focus on understanding and developing people’s strengths is one of the most predictive factors of an engaged and productive workplace. This session will provide an opportunity for you to learn about your strengths, how to use them to better communicate with others and accomplish goals, and to develop leadership skills using a strengths-based approach. Participants will:

- Learn about the research supporting this approach to leadership
- Take Gallup’s StrengthsFinder online instrument and understand your top 5 signature strengths and how they manifest
- Discover ways to leverage your strengths to achieve goals
- Explore the ways in which your strengths influence your, and others, leadership styles.

**Learning fee:** $95 per person and it includes the cost of the instrument. Bring your lunch, we will bring iced tea and cookies.

**July 18, 2014 9:00:AM - 1:00:PM Chesapeake, Room 1101U**
UHR-IT: Microsoft Excel 2013 Level 2

Knowlogy Corporation: In this course, you will use Microsoft Office Excel 2013 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas. Upon successful completion of this course, students will be able to:

- Calculate with advanced formulas.
- Organize worksheet and table data using various techniques.
- Create and modify charts.
- Analyze data using PivotTables and PivotCharts.
- Insert graphic objects.
- Customize and enhance workbooks.

Prerequisites: Completion of Excel Level 1 or equivalent.

Learning fee: $135 per person.

REGISTER for ONE of the following options.

July 21, 2014  9:00 AM - 4:00 PM, Chesapeake, Room 1101U
August 28, 2014  9:00 AM - 4:00PM, Chesapeake, Room 1101U

American Sign Language
(3 Classes)

Kathy MacMillan, Nationally certified American Sign Language interpreter/instructor: In this hands-on, 3 part workshop, you’ll learn signs for use in the university setting and how to conduct basic conversations in American Sign Language. You’ll also find out about the fascinating history of ASL and Deaf Culture. Each session will build on the skills learned in those before it. Presenter Kathy MacMillan is also the author of Little Hands and Big Hands: Children and Adults Signing Together (Huron Street Press, 2013). Prerequisites: You can sign up for all three sessions or just for 1 or 2 of the three. Each session builds on the last one. If you already have some experience with ASL, you may opt to take the 2nd and/or 3rd session.

Class 1:    July 22, 2014    1:00:PM - 4:00:PM
Class 2:    July 31, 2014    1:00:PM - 4:00:PM
Class 3:    Aug 12, 2014    1:00:PM - 4:00:PM
             Chesapeake, Room 1101U

Learning Fee: $45 per class or $95 for all three classes

If you sign up for all three, the cost will be adjusted to a total of $95 for all three. If you sign up for one or two, the sessions are $45 each.

Register on the UHR Calendar OR www.training.umd.edu
Home Buying Seminar

SECU: Learn all about the home buying process. SECU offers free home buying seminars for prospective homeowners who wish to learn about the home buying process. Each information-packed session is led by a SECU mortgage professional and one of our experienced network Realtors®. Our seminars are designed to educate and inform. We’ll answer all your home buying questions without sales pressure and with no obligation. Just show up ready to learn. At a SECU home buying seminar, you will learn:

- the steps in the home buying process
- the true cost of buying a home
- how to shop for and compare mortgages to get the best terms
- how to find an experienced, local Realtor
- how to get rebates of hundreds or thousands of dollars

REGISTER for ONE of the following dates.
July 23, 2014 4:00:PM - 5:00:PM
Aug 1, 2014 12:00:PM - 01:00:PM
Chesapeake, Room 1101U

UHR-IT: Microsoft Access 2013 Level 2

Knowlogy Corporation: Your training in and use of Microsoft Office Access 2013 has provided you with a solid foundation in the basic skills of working in Microsoft Office Access 2013. this course you will learn how to:

- Modify the design and field properties of a table to streamline data entry and maintain data integrity.
- Retrieve data from tables using joins.
- Create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries.
- Enhance the capabilities of a form by grouping form controls and making other aesthetic improvements to make forms work more efficiently and intuitively for the user.
- Customize reports to organize the displayed information and produce specific print layouts.
- Share data across different applications.

Prerequisites: Microsoft Access Level 1 or equivalent. Learning fee: $135 per person.
July 24, 2014 9:00 AM - 4:00PM
Chesapeake, Room 1101U
Lynda.com
We will provide you with a demonstration on how to best use this amazing tool for your own growth and to support the development of those around you. Have you set goals for the PRD yet? Use this online learning community to set goals, improve skills, enhance performance, and learn something new. Bring a laptop or just follow along in our presentation.
REGISTER for ONE of the following dates.
July 28, 2014  3:00:PM - 4:00:PM
Aug. 25, 2014  11:00:AM - 12:00:PM
Can’t make it but you are interested? Give Cyn Trombly Allen a call (x55686) and she will come present Lynda.com to your team.

Maryland State Ethics Commission, Did You Know?
As UMD faculty and staff, we are all held responsible to the Maryland State Ethics Law. Michael Lord, the Executive Director of the Maryland State Ethics Commission will explain the responsibilities and standards of conduct for State and local government officials and employees. Mr. Lord’s presentation will include information about compensation and expenditures, gifts, business relationships with officials, campaign contributions, and meals and receptions for legislative units.
REGISTER for ONE of the following dates.
July 30, 2014  10:00:AM - 12:00:PM, Location—TBD
Sept 24, 2014  3:00:PM - 4:30:PM, Chesapeake, Room 1101U

Responding to Personal Issues Employees Bring to Work
Tom Ruggieri, LCSW-C: This workshop is intended for supervisors and colleagues who work with anyone with a variety of personal struggles that are brought into work that now become your challenge too. This includes substance abuse, domestic violence, financial issues, medical concerns and anything that makes it hard for someone to focus on the job at hand. How do I talk to the person? When do I focus on performance vs. the issue they are presenting?
How do I not confuse my role as supervisor with counselor?
Aug 4, 2014  9:00:AM - 10:30:AM
UHR-IT: Microsoft Excel 2013 Level 3

Knowlogy Corporation: In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications. Upon successful completion of this course, students will be able to:

- increase productivity, improve efficiency by streamlining your workflow.
- collaborate with others using workbooks.
- audit worksheets and analyze data.
- import and export data and use Excel with the web.
- structure workbooks with XML.

Prerequisites: Microsoft Excel Level 1 and 2 or equivalent. Learning fee: $135 per person.

Aug 5, 2014 9:00:AM - 04:00:PM Chesapeake, Room 1101U

Workplace Ergonomics

Saul Grosser, Occupational Health, Department of Environmental Safety: The scope of the Office Ergonomics session is to identify potential ergonomic related problems, recognize office ergonomic risk factors, reduce risks by using sound ergonomic work practices and continue improving ergonomic awareness at UMDs computer workstations. The goals of the training are to reduce musculoskeletal disorders, increase worker productivity and performance, decrease worker discomfort and improve the overall quality of the work environment.

Aug 6, 2014 3:00:PM - 4:30:PM University Health Center, Room 1150

Myers Briggs Type Indicator

The Myers-Briggs Type Indicator® (MBTI®) instrument is a questionnaire designed to make Jung’s ideas about psychological type useful in everyday life. It identifies a person’s four basic type preferences that combine into one of 16 different personality types. These results help you learn more about differences in the way people think, communicate, and interact. This session will help you to learn more about yourself, which can also inform you how to start to understand others. Bring a colleague, bring a friend, or bring your team.

Aug 8, 2014 10:00:AM - 12:00:PM Chesapeake, Room 1101U
UHR-IT: Microsoft Access 2013, Level 3

Knowlogy Corporation: In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database.

Prerequisites: To ensure the successful completion of Microsoft Office Access 2013: Level 3, the following courses or equivalent knowledge are recommended for familiarity with basic and intermediate features of Access tables: Relationships, Queries, forms, and reports.

Prerequisites: Microsoft Office Access 2013: Level 1 and Level 2

Learning fee: $135 per person.

Aug 7, 2014 9:00:AM - 04:00:PM Chesapeake, Room 1101U

Brain Strategies for Better Communication

Katie Hershey Conlon, Center for Leadership and Organizational Change: Recent research in neuroscience has dramatically increased our understanding of the human brain and how it impacts our work and lives. Knowing the "default" settings of the brain allows you to harness its power to promote better communication, understanding, problem-solving, and empathy. Participants will explore:

- Basic information about the brain and how it functions
- The social brain theory of human interaction
- Neuroscience concepts as they relate to communication
- Reset techniques and strategies for controlling responses and reactions

Learning fee: $85 per person. Bring your lunch and we will provide iced tea and cookies.

Aug 15, 2014 9:00:AM - 1:00:PM Chesapeake, Room 1101U

UHR-IT: Adobe Captivate CS6, Introduction

Knowlogy Corporation: This class provides students with the knowledge and hands-on practice they need to develop and build software demonstrations and interactive eLearning simulations. In addition to learning key concepts, students also learn best practices for creating and publishing Captivate projects.

Prerequisites: Students should have solid application skills with Microsoft Office. Experience with digital photography, and graphics working with Microsoft Office PowerPoint, InDesign, or Microsoft Office Publisher is recommended.

Learning fee: $135 per person

Aug 20, 2014 9:00:AM - 1:00:PM

Chesapeake, Room 1101U
Once you decide what you want to learn about, **how do you get there?** The [Campus Interactive Map](#) will help. And check out all the university’s [calendars](#) to make sure you are up to date.

University of Maryland Extension (UME) is a statewide, *non-formal education system* within the college of Agriculture and Natural Resources and the University of Maryland Eastern Shore. [Find classes](#) on money management, gardening, food and nutrition, to name a few.

**Lots of Perks at UMD!!!**

[TERPware](#) Available to UMD Faculty, Staff, and Students

Do you think the Art & Learning Center is only for students? No! Check out the [classes available to our community](#).

Campus Recreation Services provides [varied recreational opportunities](#) that [enhance the quality of life](#) for members of the University of Maryland community. And don’t forget to learn more about their [Wellness](#) and [Community](#) programs.

Department of Environmental Safety – What do you **need to know to be safe** and learn more about the responsibilities of your position? On-line and Classroom [Training Programs](#)

**Learning Technologies** – Faculty Resources and Workshops offered to the campus community.

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<th>Click on all the yellow links for more information...</th>
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The Office of Diversity & Inclusion provides oversight, coordination, and evaluation of UMD’s equity, diversity and inclusion activities; manages and tracks implementation of the Strategic Plan for Diversity; and encourages and supports the efforts of units to **achieve their diversity goals**. Learn about the resources that [Promote Diversity and Inclusion](#) on our campus.
The Clarice Smith Performing Arts Center transforms lives through **sustained engagement with the arts**. **Save 20%** off the regular ticket price with your UMD faculty/staff UID.

You wouldn’t believe how many **free events** there are on campus! Performances, give-aways, speakers. **Special discounts** just for the University of Maryland community. But you can’t enjoy them if you don’t know about them.

The [FYI Listserv](mailto:info@umd.edu) is a way to share **campus information** for faculty and staff of the University of Maryland. You will find details about special University of Maryland campus programs and activities of general interest to institutional faculty and staff.

The Office of Community Engagement develops and maintains strong relationships with individuals, governments, and the business community within local and regional communities. **We value neighborhood engagement** that promotes an atmosphere of goodwill between the University and its neighbors and invite UMD faculty and staff to [join us](mailto:info@umd.edu) in our efforts.

The Consortium on Race, Gender and Ethnicity (CRGE) is a university-wide initiative promoting research, scholarship and faculty and graduate student development. CRGE’s work explores the **intersections of race, gender, ethnicity** and other dimensions of inequality as they shape the construction and representation of identities, behavior and complex social relations. CRGE offers **training programs and activities** for developing scholars and encourages collaboration aimed at creating a campus climate conducive to excellent intersectional scholarship.

Are you a Terp Fan? Of course **YES**! Check out the Athletics Department. Whether you like field hockey or football, soccer or softball, basketball or baseball, you will [find an event](mailto:info@umd.edu) to attend to Cheer the Turtle!
The mission of the University Health Center’s Wellness program is to cultivate holistic change that enhances the personal wellness of members of the campus community. Learn more about the Wellness Resources.

UMD has a number of art galleries here on campus. Have you visited the David C. Driskell Center, The Art Gallery, or the Stamp Gallery? Or maybe a visit to the Garden of Reflection and Remembrance will give you an opportunity to enjoy one of the many special places at UMD.

Chaplaincies work collectively to serve the spiritual needs of the University of Maryland. In the open, inclusive environment of many cultures and faiths, the Chaplaincies work collectively to serve the spiritual needs of the University of Maryland. The Chaplains, supported by and representing their faith communities, serve their faith traditions while demonstrating a unity that contributes to the rich diversity and quality of life at the University and in the community.

Recognizing the integral role that University of Maryland staff play in the internationalization of the student experience the Office of International Affairs (OIA) announces the Global Partnerships-Staff Travel Grant Competition. Global Partnerships Staff Travel Grants will fund full-time staff members to visit UMD partner institutions around the globe to acquire new ideas and learn “Best Practices” that might be implemented in the grantee’s area of work. Grants up to $5,000 will support travel to one or more existing university global partners. Funds can be used to cover transportation, accommodations, food, and other travel-related expenses. There will be one call for proposals annually, with up to four grants awarded. Should you have any additional questions, contact Dr. Joseph Scholten at scholten@umd.edu
The University of Maryland Department of Public Safety is a full-service, CALEA-certified police agency that serves the many needs of the students, faculty, staff, and visitors within its jurisdiction. Our mission is to serve the University community, protect life and property, and to enforce the law. Take a moment to learn more about the UMD Emergency Preparedness plans and sign-up for UMD Alerts.

The Faculty Staff Assistance Program (FSAP) became a full time program in 1988 and since then has seen over 4,000 employees (including hundreds of their family members) for a variety of problem areas, including: job difficulties; alcohol and drug problems; marital and family problems; emotional distress (anxiety, depression, stress related disorders, etc.); legal, financial and a variety of other concerns. The FSAP is available to meet with all full and part-time employees for assessment, referral and often, short-term counseling services at no cost.

The flagship institution of the University System of Maryland is now a smoke-free campus. There are tremendous resources available to help you quit smoking. For example, did you know the State of Maryland has “quit coaches” to offer with advice and support? Visit their website at www.smokingstopshere.com or 1-800-QUIT-NOW (staffed 24/7). If you prefer a more traditional smoking cessation program, contact the University Health Center or your private health care provider.

Although the Chapel is one of the University’s most visible icons, many are unaware of its role as a Memorial to those Maryland students, alumni, faculty and staff who made the ultimate sacrifice as members of the armed services. During the building dedication on Oct. 12, 1952, then Chairman of the Board of Regents Judge William P. Cole, Jr., declared the chapel to stand “in loving remembrance of those who died in defense of their country...”
The Center for Leadership and Organizational Change (CLOC) offers a full range of leadership and organizational development services, including: design and facilitation of processes for strategic planning, organizational assessment and change, team effectiveness, retreat design and facilitation, conflict resolution, and individual leadership coaching.

The Office of Research Administration (ORA) is responsible for identifying sources of extramural funds for research and scholarly activities, coordinating the submission of research proposals to potential sponsors, negotiating awards and providing pre-and post-award administration of existing awards. ORA actively works to assist faculty and staff to obtain and manage funded projects.

The University of Maryland Libraries offers a variety of services and classes to students, faculty and staff to assist in learning about, and using the Libraries’ resources.

The University of Maryland Office of Sustainability supports and advances environmental performance, economic prosperity and social equality through a variety of initiatives. The staff facilitate the development and implementation of sustainable policies, practices and curricula for the campus community.

In 2008, the University of Maryland published Transforming Maryland: Higher Expectations, its new 10-year Strategic Plan. Driven by the pursuit of excellence, the University of Maryland has enjoyed a remarkable rise in accomplishment and reputation over the past two decades. We must capitalize on our momentum, fully exploit our competitive advantages, and pursue ambitious goals with great discipline and entrepreneurial spirit. This promise is within reach. This strategic plan is our working agenda.

The University of Maryland a smoke-free institution. The policy, adopted by the Board of Regents in 2012, required that every institution in the University System of Maryland develop a plan to achieve this goal. The policy applies to everyone on campus, including visitors and contractors. It covers all buildings and all campus property, except for four designated smoking areas.
Always Offering.....

New Employee Orientation (NEO)
2nd Monday of every month, starting at 8:45am
Chesapeake Building Room 1101U
Designed to give employees an understanding of what the University of Maryland is all about: our institutional mission, our students, and our services. It is important in helping new employees integrate into the campus and become enthusiastic Terrapins!

Performance Review & Development (PRD)
The Wednesday following NEO, starting at 9am
Chesapeake Building Room 1101U
All staff are expected to attend PRD Basics training. PRD Basics is an abbreviated class (45 minutes) that will focus on the basics of the PRD process. Participants will review the PRD cycle (expectation setting, midway feedback and final review). Supervisors who are interested in attending a more detailed session should register for the PRD - In Depth training held 10:00AM - 12:00PM

Computer Connections
UHR/DivIT offer introductory computer classes to campus employees each semester. Contact Naaz Khan, Workplace Learning Coordinator, at 301-405-1248 for more information.

English Connections
We offer an ESOL program for UMD employees. Program participants learn and practice skills and strategies that improve their ability to read, write, listen and speak English for practical (life & work) purposes. Employees are better able to:

- Communicate with co-workers & supervisors to express ideas etc
- Engage with faculty, staff and students on campus
- Participate in campus activities, events and decisions
- Communicate and connect with the larger campus community
- Perform language oriented, work specific tasks
- Access basic campus resources
- Understand work related guidelines and practices

Weekly Drop In Conversation Group (Mixed Level)
Mondays, 1-2pm, McKeldin Library 2113

Weekly By appointment English Help (Register for 30 minutes) –
Wednesday Office hours 1-3pm, McKeldin Library 2113
Contact Naaz Khan, Workplace Learning Coordinator, at 301-405-1248 for more information.
UMD-Smith Leadership Academy
University staff now have the opportunity to take part in the UMD-Smith Leadership Academy, a cutting edge leadership development program delivered by the Robert H. Smith School of Business in partnership with University Human Resources. Students will take courses from Smith School faculty in several subject areas: strategic thinking, project management, customer service excellence, financial acumen, negotiations, leadership, and impactful communications. In addition to the classroom experience, participants will also complete an Action Learning Project (ALP), in which small group teams of 4-5 people tackle a real-world business challenge sourced from UMD leadership.

GED Prep Classes
UMD, in collaboration with Prince George’s Community College, is now offering GED prep courses on the UMD campus. More than 19 million people have passed the GED® test and opened doors to better jobs, college classrooms, and further training. The test prep classes start in the fall. Contact Naaz Khan, Workplace Learning Coordinator, at 301-405-1248 for more information.

Search and Selection Training
Staff Ombud’s Office. Schedule details and register information here
The Staff Ombud’s Office offers Search and Selection training for the exempt and faculty search/hire process. THE UNIVERSITY’S SEARCH PROCESS WAS UPDATED EFFECTIVE 2/1/14. Please call x50805 to sign up. Search training is designed for Search Chairs and Search Coordinators. However, Hiring Officials and other roles can also attend the training for a broad overview.

Get on the training listserv to receive updates of training opportunities on the UMD campus! Email Cyn Trombly Allen (ctrombly@umd.edu) to be added to the list! If you don’t, you won’t know what you are missing!!
UMD’s Principles of Ethical and Responsible Conduct articulate the basic expectations that should guide each of us in our work at the University. These UMD Principles are embedded within many policies and practices identified throughout University handbooks, manuals, and websites and as described in collective bargaining agreements.

The UMD Principles are not intended to be a comprehensive catalogue of all applicable rules and policies of the University. However, we have endeavored to distill these policies, rules, and guidelines for easy review and access. In all, these Principles set forth the underlying expectation that University activities are conducted with the highest standard of integrity and ethics. The details of UMD’s policies may be found at http://www.president.umd.edu/policies

1. Respect for Others
2. Equal Opportunity
3. Avoidance of Conflict of Interest
4. Responsible Conduct in Research
5. Responsible Stewardship and Use of University Property, Technology and Funds
6. Environmental Health, Safety & Sustainability
7. Respect for Privacy and Confidentiality
8. Appropriate Conduct with Respect to Gifts, Travel and Entertainment
9. Appropriate Use of the University’s Name, Trademarks and Logos
10. Responsible Reporting of Suspected Violations and University Response
SEXUAL MISCONDUCT

The University of Maryland is committed to a working and learning environment free from sexual misconduct, including sexual harassment, sexual assault, intimate partner violence/abuse, sexual exploitation and sexual intimidation. Sexual misconduct will not be tolerated. It corrupts the integrity of the educational process and work environment, and violates the core mission and values of the University.

Creating an environment free of sexual misconduct is the responsibility of all members of the University community. If reported and confirmed, the University will take all appropriate steps to eliminate sexual misconduct, prevent its recurrence and address its effects.

- University of Maryland Sexual Misconduct Policy
- University of Maryland Sexual Misconduct Policy—Spanish Version
- Site: http://www.umd.edu/Sexual_Misconduct/
- Title IX Coordinator
  email: TitleIXCoordinator@umd.edu
  2411 Marie Mount Hall
  University of Maryland
  College Park, MD 20742
  Call: 301-405-2839