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Greetings and welcome to the University Schools family!

You could have chosen any number of educational employment opportunities throughout our community, and I am overjoyed that you made the decision to join our University Schools. Welcome, and thank you.

As you likely know, our schools are a unique facet of our educational community both at the University of Memphis and within Shelby County. We have an incredibly diverse student population comprised of children of UofM faculty, staff and students, and local community members. We have a dedicated team of faculty and staff who work tirelessly to model and practice new and innovative education methods that not only result in a high-quality education for over 600 children, but also model best practice teaching and child development techniques for countless teachers and practitioners in training. Learning lives and thrives in our laboratory environment, and I am excited for you to be a part of it.

Our schools are home to innovative, inclusive and authentic learning with highly engaged families led by creative faculty who are the heartbeat of our schools. When you become a part of our University Schools family, you become a part of the University of Memphis — an institution with over 100 years of history in providing high-quality and accessible education to our community. We embrace our University values in our classrooms each day, and cheer on our Tigers on the field and on the court! We wear our blue with pride, and our students know the fight song by the age of 5. We work hand-in-hand with researchers to identify new and innovative ways of teaching, and we hold the hands of our youngest Tigers as they navigate new and exciting milestones. At the core of all we do are our children, the greatest asset of our schools and the future of our communities. They are bright, resilient and eager to learn. I am confident they will challenge and delight you, and will push you to always give them your best.

The UofM is a wonderful place to live, learn and lead. I have called it my home for over 20 years as a student, an alumna, an administrator, and now as a parent of two children in our University Schools. I know you will love the University as much as I do, and you will find many opportunities to learn, contribute and make a difference while you are here. It is truly a pleasure and a privilege to do this work, and I am grateful to do it alongside you.

I’m so glad you chose the UofM. Go Tigers!

Sally G. Parish, Associate Vice President, Educational Initiatives
UNIVERSITY SCHOOLS OVERVIEW

OUR MISSION
The University Schools provide the children of our community with educational experiences that enhance their development from birth to graduation and promote dynamic research, collaborative partnerships and innovative practices.

The University Schools ecosystem is home to the following laboratory schools: the Barbara K. Lipman Early Learning & Research Center, Campus Elementary School and University Middle School.

The University Schools are housed within the Educational Initiatives Department at the University of Memphis along with the Center for Service Learning & Volunteerism, which promotes and fosters volunteerism amongst our youngest and oldest Tigers.

EDUCATIONAL INITIATIVES
The Educational Initiatives team supports and facilitates collaboration between University faculty, staff, and students; state and local partners; and the laboratory schools. University departments are invited to all three schools to share and conduct research and collaborate through educational engagement. University departments are also welcome to partner with each school to complete site-based requirements for teacher training, residency, practicum, internships, volunteer opportunities, observation and research within our schools.

Sally Gates Parish, Associate Vice President, sally.parish@memphis.edu

Ariana Glantz, Executive Assistant, avglantz@memphis.edu
CENTER FOR SERVICE LEARNING & VOLUNTEERISM
The Center for Service Learning & Volunteerism fosters student volunteer engagement on campus, at the laboratory schools and in the greater Memphis community. During the 2018-19 school year, almost 3,000 University of Memphis students volunteered 21,000 service hours. Those hours equate to $525,195 of economic impact back to Shelby County as estimated by the Independent Sector, a nonprofit focused on data in the charitable community. The Center for Service Learning & Volunteerism aims to support faculty partnership through course-based engaged scholarship experiences and to cultivate lifelong links to service opportunities.

Zach Carr, Associate Director, zcarr@memphis.edu

THE BARBARA K. LIPMAN EARLY LEARNING & RESEARCH CENTER
The Barbara K. Lipman Early Learning & Research Center has been a resource to the Memphis community for almost 70 years. Students from ages 2-5 are engaged in creative questioning and problem-solving. They learn to understand and share with each other through interpersonal communication skills while discovering and expanding their world through an interactive environment. Students who attend a pre-kindergarten program are three times more likely to attend a college or university. The Center serves approximately 125 children through three pre-school demonstrations and a robust arts and engagement program.

Brooke Willis, Executive Director, bwillis3@memphis.edu
Jorden Mierink-Walker, Arts Enrichment Coordinator, jorden.mierink-Walker@memphis.edu

3771 Poplar Ave., Memphis, TN 38111
901.678.2120

CAMPUS ELEMENTARY SCHOOL
The Campus Elementary School has also been a resource to the Memphis community for over 100 years. Campus Elementary School balances an innovative curriculum with research and design facilitated by the University of Memphis. Campus Elementary is in a unique position of serving a diverse school population that allows for the building and collaboration of students and teachers from diverse educational, cultural, social and personal backgrounds. With its enthusiasm and excellence for learning, Campus School has consistently placed within the top 5% of Tennessee public schools. Campus School serves approximately 400 students in, grades K-5, and was recently designated a Blue Ribbon School by the Department of Education.

Dr. Rebecca Scott, Executive Director
rhscott@memphis.edu

Kobie Sweeten, Assistant Director
ksweeten@memphis.edu

535 Zach H Curlin Street,
Memphis, TN 38111
901.678.2285
UNIVERSITY MIDDLE SCHOOL
University Middle School is the newest addition to the University Schools ecosystem and welcomed its inaugural 6th grade class in the fall of 2019. University Middle’s full enrollment will serve 225 children in grades 6 – 8. University Middle is structured to create diverse enrollment with the inaugural class feeding from over 20 local Shelby County Schools. As an extension of its laboratory school mission, University Middle Students is following a project-based learning curriculum that allows them to take their in-class education into the wider world and apply theory to practice. University Middle aims to challenge students at all levels of academic enrichment.

James Smith, Executive Director, jsmith19@memphis.edu
Kerrith Griffin, Assistant Director, kdgriffn@memphis.edu

Permanent Address Coming Soon!

901.633.4120

WORKING AT THE UNIVERSITY OF MEMPHIS
University Schools are a part of the larger University of Memphis community which allows faculty and staff access to a wide variety of campus resources. We ask you to please be mindful of the following processes and procedures:

GRANTS & FUNDRAISING EFFORTS
Each school has a parent organization that can help to spearhead any small-scale fundraising or to drive efforts for your classroom.

If you are interested in securing more substantial funding either through a grant, corporate sponsorship or foundation funding (which we welcome and encourage!), please coordinate with your school director before submission so that applications can follow university fundraising protocol and receive university approval.

MomentUM is the UofM crowdfunding platform that any faculty/staff can utilize and use to start a campaign. Learn more here: momentum.memphis.edu/about

RESEARCH
Interested in hosting researchers in your classroom or conducting research yourself? Please coordinate with your school director and reach out to Carolyn Kaldon (cransfrd@memphis.edu), chair of the University Schools Research Council, about next steps.

If a faculty member or staff member approaches you about coordinating research or observation in your classroom, please route them to the process listed here and familiarize yourself with this resource: memphis.edu/eduinitiatives/research/index.php

UNIVERSITY SCHOOLS ADMISSION
UofM faculty, staff and students are placed in the priority enrollment group for admission to all three University Schools. Application windows are generally open the winter before the new school year.

Each school has its own application that will be found on its respective website.
PROFESSIONAL DEVELOPMENT
Professional development opportunities are provided centrally by each school and the Educational Initiatives Department. Other departments on campus may also offer relevant professional development that faculty and staff are welcome to attend.

Typically, full-time faculty and teachers do receive the summer off but there is valuable professional development that is addressed by the University for which we ask faculty to return to campus for a few days. We will be diligent in scheduling ahead of time to accommodate summer vacations and plans.

VOLUNTEERS
We welcome family and friends to volunteer in your classroom! Before they volunteer, check with your director for any special requirements related to background checks and supervision, and ensure that volunteers register with the University of Memphis via the process found here: memphis.edu/legal/policies/volunteers.php

EDUCATIONAL BENEFITS PROGRAM
Both faculty and staff members are able to take graduate and doctoral level classes while full-time employees. Up to 9 hours per semester are available using the Staff Scholarship and Fee Waiver. Spouses and dependents are also eligible for educational benefits.

Visit memphis.edu/hr/scholarship.php to learn more about the Staff Scholarship, Fee Waiver and Spouse/Dependent benefits.

To use your educational benefits, please use the form found on the Educational Initiatives Employment page: memphis.edu/eduinitiatives/employment
PRESS/NEWS
Please coordinate with Ariana Glantz and our Marketing Department liaison, Jazmine Phillips (j.phillips@memphis.edu), if you would like to engage the press or news with information about any projects or community engagement.

If asked to comment by the press, please refrain from making any comments on behalf of the University.

SOCIAL MEDIA
Please refrain from posting any photos of University Schools students on your personal social media accounts. Feel free to add any photos of your classroom or any wonderful work produced by your students and share your pictures with @uofmschools to have them shared on Twitter. Photos may only be shared of students with signed media release forms on file.

USING UNIVERSITY SPACE
Most space on campus is open for you to use for instructional facilitation or for extracurricular activities.

To reserve space on campus, please contact Ariana (avglantz@memphis.edu) with your desired day, times and room needs (capacity, A/V set-up, table set-up, number of attendees).

TAX-EXEMPT PURCHASING
The University of Memphis is a registered tax-exempt organization. When inquiring about purchases, please make sure to ask for tax-exemption.

The FEIN is 62-0648618 and the tax-exempt form can be found here: memphis.edu/research/researchers/proposal/taxexemptform.pdf

CAMPUS SAFETY
Campus Safety & Police Services are available on-campus and in the surrounding UofM area 24/7. They welcome calls at any time for assistance of any kind (escorts; restarting vehicles; reporting an incident).

Emergency phone: 901.678.4357
Non-emergency phone: 901.678.3848
CAMPUS RECREATION CENTER
Memberships are available at a discounted rate for faculty and staff at the UofM Recreation Center:

memphis.edu/cris/membership/faculty-staff.php

ON-CAMPUS HEALTH CENTER
The UofM Health Center is located next to McWherter Library. Faculty/staff are charged an access fee and may incur charges, but are welcome to make appointments online

memphis.edu/health

PARKING
Parking passes are required for parking on the UofM campus in lots and garages. For more information and to buy a parking pass, visit the Parking Services Office at 120 Zach Curlin (underneath the Zach Curlin Parking Garage)

REPORTING ABUSE, ON-CAMPUS CRIME OR OTHER CONCERNS
In an emergency situation, contact University Police Services (901.678.4357) or local law enforcement (911) before submitting a concern

memphis.edu/report/submit-a-report
FAQS

How do I make a University of Memphis email signature?
memphis.edu/emailsignatures

How do I get business cards?
Check with your supervisor first, then use the form found here from Tiger Copy & Graphics:
memphis.edu/tigercopy/pdf/order.pdf

How do I get a headshot?
Please schedule a headshot using the following link:
memphis.edu/communications/resources/photovideoresources.php

After receiving your headshots, please email to Ariana (avglantz@memphis.edu) for addition to your school’s website.

I have a key to my classroom but I want a key to the school’s closet/front door/etc. How do I get one?
Check with your assistant director or director first to make sure it’s ok. Then work with the school’s administrative assistant or office coordinator to put in a request.

Are there any faculty/staff discounts that I can take advantage of?
The University of Memphis Bookstore offer faculty/staff discounts and the Starbucks on Campus offers discounts on Fridays.

For other participating businesses, please visit: memphis.edu/hr/discounts.php

How do I attend University of Memphis athletic events?
Your UofM ID will get you access to any events that don’t require advance ticketing. For football and basketball games, your ID will offer you faculty/staff pricing.

How do I engage with an AmeriCorps VISTA member in my classroom?
Zach Carr of the Center for Service Learning & Volunteerism can work with you to best determine service needs. Email him at zcarr@memphis.edu

How do I change something on my school’s webpage?
Email Ariana (avglantz@memphis.edu) with your requested changes.

How do I access information about my benefits?
memphis.edu/hr/new.php

Feel free to contact Joe Simmons with further questions.

When do I get paid?
memphis.edu/payroll/schedules.php

Who do I contact if I need help with...
Payroll/Time Sheets: Judith Nance, jdallas@memphis.edu
HR: Joe Simmons, jsimmons@memphis.edu
IT: Michael Carter, mcarter1@memphis.edu
Anything else: Ariana Glantz, avglantz@memphis.edu