



**Last  
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# UMD RESOURCE GUIDE

ASSEMBLED BY ADAM KLAGER  
AND ENTO DEI

[aklager@umd.edu](mailto:aklager@umd.edu)

[ento-dei@umd.edu](mailto:ento-dei@umd.edu)



[www.diversity.umd.edu/weidp](http://www.diversity.umd.edu/weidp)

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# EMERGENCY FOOD/MONEY

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## UMD Student Crisis Fund

The UMD Student Crisis Fund is a resource for students who have an unexpected critical situation and need immediate financial support.

- [Click here to apply to the crisis fund via Google Form](#)

## Student Success Emergency Scholarship

The SSES Fund is for student with unforeseen financial difficulties who cannot pay their past or current semester's tuition bill. Applicants must have already exhausted other avenues and reached out to the Office of Student Financial Aid to be eligible for the SSES Fund.

- For more information, contact Tony Randall at 301-405-8963 or [jrandall@umd.edu](mailto:jrandall@umd.edu)

## Divine Nine Emergency Tuition Assistance Fund

The Divine Nine Emergency Tuition Assistance Fund provides tuition and textbooks for undergraduate students at UMD who are also members of NPHC-affiliated organizations and experience unexpected financial need. Eligibility requires students have at least a 2.5 cumulative GPA at time of application and are able to demonstrate that other sources of funding are unavailable due to unforeseen circumstances or extraordinary hardship.

- [Click here to view the application for Divine Nine assistance](#)

## UMD Campus Pantry

The UMD Campus Pantry aims to alleviate food insecurity by providing emergency food to UMD students, faculty, and staff in need.

- The Campus Pantry is open Fridays from Noon - 6 PM at the South Campus Dining Hall Loading Dock. Please bring your UMD ID with you.
- Individual appointments available: call 301-314-8054 or email [campuspantry@umd.edu](mailto:campuspantry@umd.edu)

## Mutual Aid Networks (PG County and Other)

PG County Mutual Aid is a mutual aid network operating in Prince George's County, MD that can provide free grocery delivery, baby supplies, hot meals and water, hygiene products, \$5 metro cards, warm clothes, and more.

- Call their hotline at 301-485-9033 for assistance
- Or check out their [Facebook](#) and [Twitter](#) for more information

Not in Prince George's County? [Click here to find a mutual aid network near you.](#)

## NJNP DMV Area Sex Worker Relief Fund

This relief fund run by No Justice No Pride, a DC-based collective for Trans Justice, offers funds to help sex workers, especially Black and Brown Trans women, during COVID-19.

- [Click here to access their application for emergency funds](#)
- Or check out their [Facebook](#) and [Twitter](#) for more information



# SOMEONE TO TALK TO

## CONFIDENTIAL RESOURCES

UMD designates anyone in a supervisory role as a "responsible university employee" (RUE), and in accordance with Title IX, all RUEs are required to report disclosures of sexual misconduct to the Office of Civil Rights and Sexual Misconduct (OSCRM). The resources listed on this page **are not** under Title IX reporting obligations and are thus confidential, though all counseling services are required to disclose information that would prevent additional harm.

### **UMD Counseling Center**

The Counseling Center is the primary campus provider of free and confidential short-term therapy to help UMD students manage personal, social, and academic challenges.

- Call 301-314-7651 to schedule an intake appointment or for help in a crisis (crisis line is 24/7, appointments can only be made Monday through Friday, 8:30 AM - 4:30 PM EST)

### **Faculty and Staff Assistance Program (FSAP)**

The FSAP offers short-term counseling to faculty and staff and manages an emergency loan fund of up to \$1,500 for faculty/staff experiencing a financial emergency.

- Click [here](#) for more information on services provided by FSAP
- Call (301) 314-8170 or (301) 314-8099 to schedule an appointment

### **UMD CARE**

Campus Advocates Respond and Educate (CARE) to Stop Violence provides free, confidential advocacy and therapy services to primary and secondary survivors of sexual assault, relationship violence, stalking, and sexual harassment.

- For urgent advocacy services, call 301-741-3442 (available 24/7, call only)
- For non-urgent advocacy services, email [uhc-care@umd.edu](mailto:uhc-care@umd.edu)
- [Click here for information on how to help survivors of sexual violence](#)

### **UMD HELP Center**

Help Center is University of Maryland's student-run peer counseling and crisis intervention hotline that provides free, anonymous, and confidential help to the UMD community.

- Call their hotline at 301-314-4357 (available Monday thru Friday, 4 PM - Midnight EST)
- The Help Center also has free pregnancy tests and other sexual wellness items available for pick-up if you call first and let them know

### **Maryland Psychotherapy Clinic and Research Lab (MPCRL)**

The MPCRL offers long-term therapy to adults in the community (do not need to be affiliated with UMD). MPCRL counselors are all Counseling Psychology doctoral students, and thus are only at the clinic for 2 years. Clients can see a maximum of 3 therapists. No insurance is accepted; sessions are 45 minutes and \$50, with sliding-scale payment if needed.

- Click [here](#) for frequently asked questions and [here](#) for more general info
- Call 301-405-5820 or email [mpcrl@psyc.umd.edu](mailto:mpcrl@psyc.umd.edu) to schedule an intake appointment

### **Chaplains**

The campus chaplains offer faith-centered guidance from a wide range of spiritual traditions.

- Click [here](#) for a list of current chaplains



# **SOMEONE TO TALK TO**

## **NON-CONFIDENTIAL RESOURCES**

UMD designates anyone in a supervisory role as a "Responsible University Employee" (RUE), and in accordance with Title IX, all RUEs are required to report disclosures of sexual misconduct to the Office of Civil Rights and Sexual Misconduct (OCSRM). The resources listed on this page are under Title IX reporting obligations and thus are not confidential, in every circumstance.

### **BIAS INCIDENT SUPPORT SERVICES**

Bias Incident Support Services (BISS) provides emotional support to anyone affected by hate or bias incidents at UMD, and can also help you navigate any formal reporting you may wish to pursue. They also track bias incidents on campus via their [bias reporting dashboard](#). Though not considered confidential with regard to Title IX reporting, BISS is a very private resource and does not share information about individuals who report hate and bias incidents.

- Click [here](#) to file a bias incident report form with BISS
- Call BISS at (301) 405-0980 or email at [biassupport@umd.edu](mailto:biassupport@umd.edu) to schedule an appointment

### **Office of Civil Rights and Sexual Misconduct**

The Office of Civil Rights and Sexual Misconduct (OCSRM) administers UMD's non-discrimination policies and works to foster a learning and working environment free from all forms of discrimination and harassment, including sexual misconduct.

- Click [here](#) to access OCSRM's online sexual misconduct reporting form
- Click [here](#) to view OCSRM's discrimination complaint form
- Call 301-405-1142 or email [titleixcoordinator@umd.edu](mailto:titleixcoordinator@umd.edu) for questions or additional help

### **Ombuds Officer**

The Ombuds officer helps university members navigating university policies and conflict resolution. There are separate ombuds officers for faculty, staff, undergraduate students, and graduate students.

- Click [here](#) to learn more about what ombuds officers do and how to contact your ombuds officer

### **University Human Resources - Staff Relations**

Staff Relations is responsible for providing advice and assistance to employees and administrators, managers and supervisors on a variety of employee relations issues.

- Click [here](#) to see some of the primary areas of service provided by Staff Relations to assist staff with employee relations issues.

### **AFSCME Union**

AFSCME is the bargaining agent for over 3400 UMD employees, AFSCME Local 1072 protects and expands workers' rights with advocacy, organizing, and action.

- Click [here](#) to view the Memorandum of Understanding for non exempt employees
- Click [here](#) to view the Memorandum of Understanding for exempt employees
- Click [here](#) to file a grievance. Upon submission of the form, an AFSCME representative will contact you to help determine if the grievance procedure is right for your issue.

# IDENTITY-SPECIFIC SUPPORT

## UMD Black Book

The UMD Black Book is intended to be an in-depth guide to the Black experience at UMD, informing Black students of their resources on campus.

- [Click here to view the Black Book \(2019-2020 edition\)](#).

## Latinx Student Involvement

The Office of Multicultural Involvement and Community Advocacy has information about academic resources, student organizations, scholarships, and much more for Latinx students at UMD.

- Click [here](#) for info on organizations and more.

## Native American Indian Student Handbook

The Native American Indian Student Handbook has information about academic resources, the American Indian Student Union, scholarships, off campus resources, and much more for Native American Indian students at UMD.

- Click [here](#) to view the Native American Indian Student Handbook

## Asian American & Pacific Islander Organizations

This webpage on the AAPI Student Involvement website has information on over 30 organizations for AAPI students at UMD.

- [Click here to view the webpage](#)

## International Student & Scholar Services

ISSS assists international students in transitioning to the US, advising on immigration questions, and making the most of their academic experience at UMD.

- [Click here to check hours and chat with an ISSS advisor](#)
- [Click here for page of links to information about various forms for international students](#)

## UMD Accessibility and Disability Service

The Accessibility and Disability Service provides accommodations to students to ensure equal access to services, programs, and activities at UMD.

- [Click here to learn about accommodation request procedures](#)
- Call 301-314-7682 to schedule an appointment



# IDENTITY-SPECIFIC SUPPORT CONTINUED

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## LGBT Equity Center

The LGBT Equity Center works to make UMD a fully equitable community that empowers innovators and agents of social justice for LGBTQ+ people.

- [Click here to view their main webpage with links to information](#)
- [Click here to view a page of information specific to trans identity](#)

## Postdoctoral Researchers

The Office of Postdoctoral Affairs offers many resources to support postdocs with their professional development and career planning needs.

## UMD Child Development Center

The UMD Child Development Center is a partnership with Bright Horizons, a daycare center in College Park that cares for children aged 6 weeks through 5 years.

- Click [here](#) to learn more about Bright Horizons

## Lactation and changing rooms

- Click [here](#) for a list of all lactation and changing rooms on campus
- Additionally, the Department of Entomology has designated room PLS 4114 as a lactation

# LEGAL INFORMATION

## **Undergraduate Student Legal Aid**

The Student Legal Aid Office (SLAO) provides legal aid to undergraduate students at UMD, including legal advice, assistance with university charges, and notary services.

- [Click here and then select "Book Now" to schedule an appointment with SLAO](#)
- [Click here for a FAQ about the services that SLAO provides](#)

## **Graduate Student Legal Aid**

Graduate Student Legal Aid (GLAO) provides free consultation to UMD grad students for general legal issues, immigration-related issues, and university charges.

- [Click here for information on how to schedule an appointment with GLAO](#)
- [Click here for a list of additional legal resources that GLAO has compiled](#)

## **Office of Civil Rights and Sexual Misconduct**

The Office of Civil Rights and Sexual Misconduct (OCRSM) administers UMD's non-discrimination policies and works to foster a learning and working environment free from all forms of discrimination and harassment, including sexual misconduct.

- [Click here to access OCRSM's online sexual misconduct reporting form](#)
- [Click here to view OCRSM's discrimination complaint form](#)
- Call 301-405-1142 or email [titleixcoordinator@umd.edu](mailto:titleixcoordinator@umd.edu) for questions or additional help

## **Maryland Legal Aid**

Maryland Legal Aid (MLA) provides free civil legal assistance to low-income people across the state of Maryland. They do not handle criminal, personal injury, traffic court, or immigration matters.

- [Click here for information on eligibility for their services](#)
- [Click here to access Maryland Legal Aid's online intake form](#)
- [Click here for MLA's contact info \(the Metropolitan office serves PG County\)](#)

## **Maryland ACLU**

The ACLU of Maryland works to ensure that the people of Maryland know their rights, can lead their lives free from discrimination, and aren't subjected to unwarranted government intrusion.

- [Click here for information about your rights in various situations](#) (free speech as a student, your voting rights, encounters with ICE and/or the police, etc.)
- Call the Civil Rights Complaint Line at 667-219-2595 x1000 (Tues. & Thurs. 1 PM - 3 PM EST)



# OTHER UMD INFO/OFFICES

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## **UMD COVID-19 Testing Information**

This webpage has information about how COVID-19 testing works at UMD, a testing schedule, and multiple FAQs.

- [Click here to view the testing information](#)

## **UMD Disorientation Guide**

The UMD Disorientation Guide contains a diverse collection of perspectives on UMD to give students information that would be omitted from traditional orientations to the university, including a history of student organizing at UMD, information for safer sex and drug use, etc.

- Click [here](#) to view the Disorientation Guide

## **Memorial Chapel**

The Memorial Chapel is a center for religious life for the UMD Campus, providing a non-denominational space for worship, interfaith initiatives, and other activities.

- [Click here for information on the chaplains representing different faiths at UMD, whom you can contact for information faith-specific programs and opportunities](#)

## **Off-Campus Housing**

The Off-Campus Housing Services office provides resources to students to educate them on off-campus housing topics and assist them in finding off-campus housing.

- [Click here to view and search the UMD Off-Campus Housing Database](#)
- [Click here to view a PDF with advice and checklists for finding an apartment](#)

## **Office of Student Conduct**

The Office of Student Conduct works to encourage safety, learning, and character development by promoting and enforcing the standards of the UMD community.

- [Click here for links to information about various topics, including academic integrity, the code of student conduct, student sanctions, and conduct hearings.](#)

## **Office of Student Financial Aid**

The Office of Student Financial Aid works to make sure students can receive the aid they need to be able to attend UMD.

- [Click here for a webpage with a FAQ, resources, and policies for UMD financial aid](#)

# NATIONAL HOTLINES

## **National Suicide Prevention Lifeline**

The National Suicide Prevention Lifeline provides 24/7, free, confidential support over the phone for people in distress and their loved ones. [Online chat is also available here.](#)

- Call 1-800-273-8255 for help in English or 1-888-628-9454 for Spanish (200 other languages are also available through interpreters)
- If you are deaf or hard of hearing and a TTY user, dial 711 then 1-800-273-8255
- [Click here for identity-specific resources and information on self-care and coping](#)

## **National Domestic Violence Hotline**

The National Domestic Violence Hotline works to provide 24/7, free, confidential support to survivors of domestic abuse and violence. Over 200 languages are available.

- Call 1-800-799-7233 for help, or text "LOVEIS" to 1-866-331-9474
- [Click here for information about domestic abuse and violence](#)

## **National Sexual Assault Hotline**

The National Sexual Assault Hotline provides 24/7, free, confidential support, including someone to talk with, local resources for next steps, and basic medical and legal information.

- Call 800-656-4673 for help
- [Click here to access the hotline's online chat](#) (available in English and Spanish)

## **National Parent Helpline**

The National Parent Helpline supports parents and caregivers of children and youth by listening, helping them problem-solve and create solutions, and providing resources.

- Call 1-855-427-2736 for help (Monday thru Friday, 1 PM - 10 PM EST)
- [Click here for a webpage with lists of various parenting resources](#)

## **Trans Lifeline**

The Trans Lifeline is a peer support hotline run by and for trans people, providing both crisis and community support to trans and questioning callers.

- Call 877-565-8860 for help (available in English and Spanish, 10 AM - 4 AM EST)
- [Click here for information on their microgrant program for name and ID changes](#)

## **National Human Trafficking Hotline**

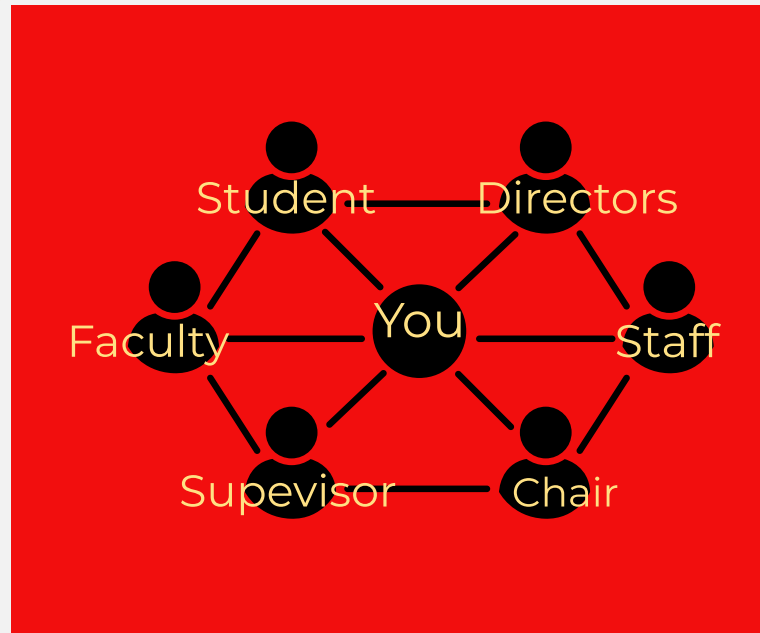
The National Human Trafficking Hotline connects victims and survivors of sex and labor trafficking with services and support to get help and stay safe. Support is available 24/7 in English and Spanish, with 200 more languages available through interpreters.

- Call 1-888-373-7888 for help or text "HELP" or "INFO" to 233733

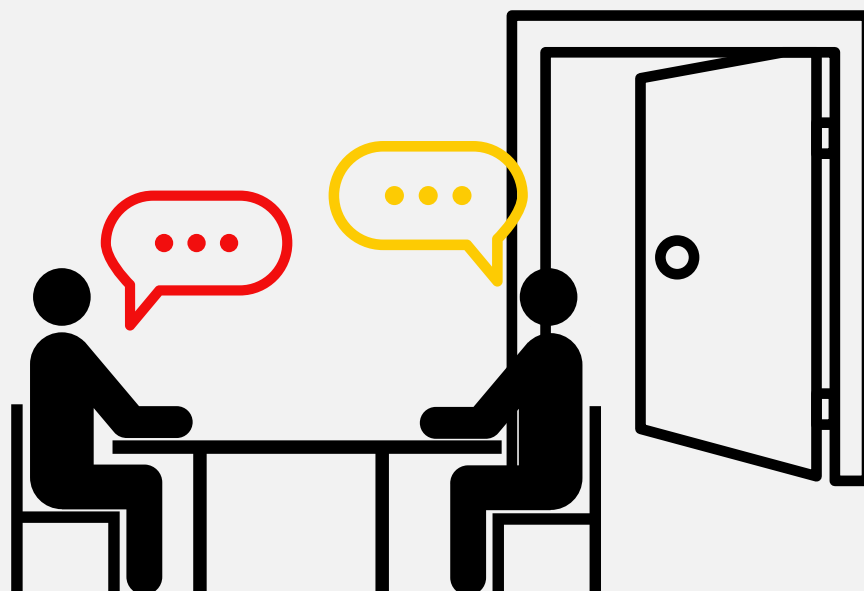


## METHODS FOR ADDRESSING CONCERNS IN ENTOMOLOGY

### OPEN DOOR

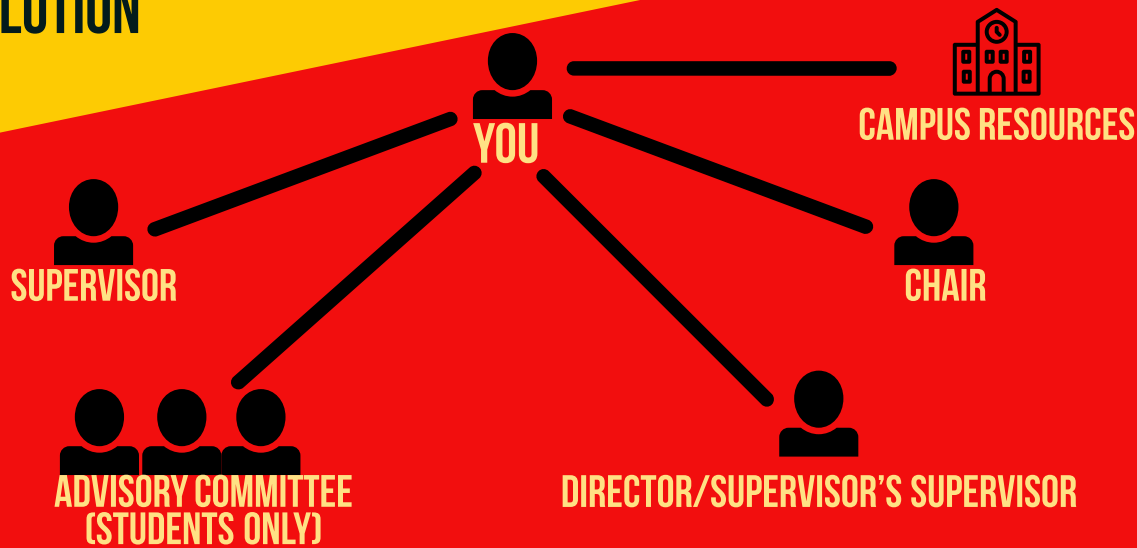


In the Department of Entomology, supervisors, manager, directors, and the Chair are here to listen to your concerns, answer questions, and advise you as you navigate your career. No need to make an appointment, we have an open-door policy: any department member, including students, staff, and faculty, is welcome to approach any supervisor, manager, director, or the chair directly and start a conversation. If you need one of us, but that person is not around, please send an email and that person will respond promptly.



# METHODS FOR ADDRESSING CONCERNS IN ENTOMOLOGY

## INFORMAL RESOLUTION



The Department of Entomology encourages open, honest, and regular dialogue about work expectations, standards, and performance. Supervisors, advisers, directors, the Chair, and others in leadership roles have a responsibility to meet with supervisees in a timely and professional manner to discuss concerns and consider reasonable solutions. At any point in the resolution process you can reach out to additional campus resources (see pages 3-4 of this guide)

### TALK TO YOUR ADVISOR AND/ OR SUPERVISOR

If at any time you have a concern, you are encouraged to talk to your supervisor. Your supervisor is typically in the best position to support you, as they are most familiar with your work in the Department

### TALK TO ADVISORY COMMITTEE (STUDENTS ONLY)

Students, if at any time you have a concern, you are encouraged to talk to one or more members of your advisory committee.

### TALK TO DIRECTORS OR SUPERVISOR'S SUPERVISOR

If you feel your concern would be best addressed by the Director of Finance, Graduate Director, Undergraduate Director, or next-level supervisor, you can connect with them at any point. The Director of Finance, Graduate Director, and Undergraduate Director will be most familiar with campus procedures and policy in areas of budget and academic programming.

### MEET WITH THE DEPARTMENT CHAIR

If you feel your concern would be best addressed by the Department Chair, you can connect with them at any point. The Chair has the broadest knowledge of Department programs, personnel, and budget matters. As a representative of the Department, they have a pulse not only on what happens at the Department level, but at the College and University levels as well. Especially if your primary supervisor or Director is the source of your concern or complaint, you are encouraged to talk to the Chair, as they are the central point of contact for addressing concerns within the Department.



# METHODS FOR ADDRESSING CONCERNS IN ENTOMOLOGY

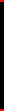


## CHANGE TO PLAN OF GOVERNANCE

The Departmental Plan of Governance is drawn to enable the Faculty and Administration of the Department of Entomology and, University of Maryland, College Park, to meet their responsibilities for instruction, research, extension, and service, and to facilitate their work toward achieving individual and collective goals in a productive, cooperative, and ethical manner. Have an issue with the Plan of Governance or see an issue not currently addressed by the plan? Consider proposing a change. Any member of the Department can submit a proposal.

### PLAN OF GOVERNANCE AMENDMENT PATHWAY

PROPOSAL SUGGESTED AT FACULTY MEETING BY  
FACULTY MEMBER, CHAIR, OR GOVERNING REPS



APPROVED: RETURNED TO PROPOSER TO SUBMIT FULL  
PROPOSAL TO THE CHAIR IN WRITING



CHAIR PRESENTS WRITTEN PROPOSAL AT FACULTY  
MEETING FOR FORMAL CONSIDERATION



RE-EVALUATION AND  
SUGGESTED CHANGES MADE



AMENDMENT PRESENTED AT FACULTY MEETING  
FOR VOTE

1

Individual amendments to the plan may be suggested at any faculty meeting, and if approved for study, shall be presented to the Chair in writing. Staff, students and postdocs should meet with their faculty meeting representative OR the Chair to bring your suggestion to the floor of the faculty meeting

2

The Chair will then present the proposal to the faculty and students for formal consideration. Complete re-evaluation and suggested changes may be made by the FAC or Subcommittee thereof when deemed necessary.

3

Amendments shall be presented to the faculty and student representative, and if approved by two-thirds of those voting, shall be adopted

**This guide was made  
possible with help from:**

Allison Dickinson  
Carlton Green  
Ed Kenny  
Emmanuel Massalee  
Jazmin Pichardo  
Miya Walker  
Sika Wheeler

**Photo Credits:**

John T. Consoli  
Title Page, Pages 2, 3, 6, 8

Stephanie S. Cordle  
Pages 1, 5, 7

Emma J. Howells  
Page 4

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**Questions, comments,  
or suggestions?**

Contact [aklager@umd.edu](mailto:aklager@umd.edu)  
or [ento-dei@umd.edu](mailto:ento-dei@umd.edu)

