



## Recommended Content for Unit-Level Plans

To assist individual units in the creation of their continuity plans, EMSS has developed the following recommended content for unit’s to consider for their continuity plans. This content is not all-inclusive; likewise, there may be additional content necessary in a unit’s continuity plan that is not captured within these lists.

### Recommended Key Institution Contacts

Colleges across the UNT campus operate similarly. Because of this, some portions of colleges’ continuity plans may look similar. The purpose of the following table is to provide some key institution contacts that may be similar across colleges at UNT.

Department/ Organization	Email	Phone Number	Comment
Asset Management	<a href="mailto:asset.management@unt.edu">asset.management@unt.edu</a>	Surplus: 940-369-7199 Central Receiving 940-565-2391	<a href="https://assetmanagement.unt.edu/">https://assetmanagement.unt.edu/</a>
Academic Integrity	<a href="mailto:tracy.everbach@unt.edu">tracy.everbach@unt.edu</a>	940-369-7766	<a href="https://vpaa.unt.edu/ss/integrity">https://vpaa.unt.edu/ss/integrity</a>
Academic Resources	<a href="mailto:academic.resources@unt.edu">academic.resources@unt.edu</a>	940-565-2496	<a href="https://vpaa.unt.edu/resources">https://vpaa.unt.edu/resources</a>
Admissions		940-565-2681	<a href="https://admissions.unt.edu/">https://admissions.unt.edu/</a>
Campus HR	<a href="mailto:hadministration@unt.edu">hadministration@unt.edu</a>	940-565-2281	<a href="https://www.unt.edu/hr">https://www.unt.edu/hr</a>
Career Center	<a href="mailto:career.center@unt.edu">career.center@unt.edu</a>	940-565-2105	<a href="https://careercenter.unt.edu/">https://careercenter.unt.edu/</a>
Classroom Support Services	<a href="mailto:dsitech@unt.edu">dsitech@unt.edu</a>	940-565-2691	<a href="https://classroomsupport.unt.edu/">https://classroomsupport.unt.edu/</a>
Dean of Students	<a href="mailto:deanofstudents@unt.edu">deanofstudents@unt.edu</a>	940-565-2648	<a href="https://studentaffairs.unt.edu/dean-of-students">https://studentaffairs.unt.edu/dean-of-students</a>
Digital Strategy and Innovation - Support Hub	<a href="mailto:dana.duke@unt.edu">dana.duke@unt.edu</a>	940-565-2691	<a href="https://techsupport.unt.edu/">https://techsupport.unt.edu/</a>

<b>Division of Institutional Equity and Diversity</b>	<a href="mailto:equity_diversity@unt.edu">equity_diversity@unt.edu</a>	940-565-2711	<a href="https://idea.unt.edu/">https://idea.unt.edu/</a>
<b>Emergency Management &amp; Safety Services</b>	<a href="mailto:emergency.management@unt.edu">emergency.management@unt.edu</a>	940-369-5468	<a href="https://emergency.unt.edu/">https://emergency.unt.edu/</a>
<b>Facilities</b>	<a href="mailto:work_control@unt.edu">work_control@unt.edu</a>	940-565-2700	<a href="https://facilities.unt.edu/">https://facilities.unt.edu/</a>
<b>Office of Grants &amp; Contracts Administration</b>	<a href="mailto:proposals@unt.edu">proposals@unt.edu</a>	940-565-3940	<a href="https://research.unt.edu/research-services/grants-and-contracts">https://research.unt.edu/research-services/grants-and-contracts</a>
<b>Office of Institutional Compliance</b>	<a href="mailto:compliance@unt.edu">compliance@unt.edu</a>	940-565-4142	<a href="https://compliance.unt.edu/">https://compliance.unt.edu/</a> Make a report to the Trust Line: <a href="https://secure.ethicspoint.com/domain/media/en/gui/56566/index.html">https://secure.ethicspoint.com/domain/media/en/gui/56566/index.html</a>
<b>Office of the Provost</b>	<a href="mailto:provost.office@unt.edu">provost.office@unt.edu</a>	940.565.2550	<a href="https://vpaa.unt.edu/">https://vpaa.unt.edu/</a>
<b>Procurement Services</b>		940-369-5500	<a href="https://finance.untsystem.edu/procurement">https://finance.untsystem.edu/procurement</a>
<b>Registrar</b>			<a href="https://registrar.unt.edu/faculty">https://registrar.unt.edu/faculty</a>
<b>Research Integrity &amp; Compliance</b>	<a href="mailto:untresearch@unt.edu">untresearch@unt.edu</a>	940-369-7428	<a href="https://research.unt.edu/">https://research.unt.edu/</a>
<b>Risk Management Services</b>	<a href="mailto:askrms@unt.edu">askrms@unt.edu</a>	940-565-2109	<a href="https://riskmanagement.unt.edu/">https://riskmanagement.unt.edu/</a>
<b>Space Management</b>	<a href="mailto:smp@unt.edu">smp@unt.edu</a>	940-369-8400	<a href="https://space.unt.edu/">https://space.unt.edu/</a>
<b>Student Success</b>		940-565-4259	<a href="https://vpaa.unt.edu/ss/ssareas">https://vpaa.unt.edu/ss/ssareas</a>
<b>Telecom</b>		940-565-4357	<a href="https://itss.untsystem.edu/divisions/ets/esis/telephone">https://itss.untsystem.edu/divisions/ets/esis/telephone</a>
<b>The Budget Office</b>	<a href="mailto:budget.office@unt.edu">budget.office@unt.edu</a>	940-565-3233	<a href="https://budget.unt.edu/">https://budget.unt.edu/</a>
<b>Time and Labor</b>			<a href="https://finance.untsystem.edu/time-and-labor">https://finance.untsystem.edu/time-and-labor</a>
<b>Transportation Services</b>	<a href="mailto:transportation.services@unt.edu">transportation.services@unt.edu</a>	940-565-3020	<a href="https://transportation.unt.edu/">https://transportation.unt.edu/</a>
<b>UNT Advancement</b>	<a href="mailto:advancement@unt.edu">advancement@unt.edu</a>	940-565-2900	<a href="https://giving.unt.edu/">https://giving.unt.edu/</a>
<b>UNT Police</b>	<a href="mailto:unt.police@unt.edu">unt.police@unt.edu</a>	940-565-3000	<a href="https://police.unt.edu/">https://police.unt.edu/</a>
<b>UNT Policy Office</b>	<a href="mailto:policy@unt.edu">policy@unt.edu</a>	940-565-2335	<a href="https://policy.unt.edu/">https://policy.unt.edu/</a>
<b>UNT System Travel Department</b>	<a href="mailto:travel@untsystem.edu">travel@untsystem.edu</a>		<a href="https://finance.untsystem.edu/travel">https://finance.untsystem.edu/travel</a>

## ***Recommended Critical Functions***

Critical functions are organizational functions that must be performed in order for the unit to continue performing its mission and purpose. Identifying your critical functions is critical to continuity planning; it helps you prioritize staff, time, and resources in the midst of a disruption. Units across the UNT campus complete similar tasks and, often, perform similar critical functions. As you work on your unit's critical function list, consider whether or not these critical functions apply to your unit. If they do, adopt them and add them to your plan within Mean Green Ready.

## Colleges

- Academics
- Accreditation and Compliance
- Admissions
- Advising
- Asset Management/Inventory
- Budget
- Communication
- Development
- Events
- Faculty Hiring
- Grants and Contracts
- Hiring Student Employees
- Payroll
- Purchasing
- Research
- Staff Hiring
- Student Services
- <<**Additional critical functions as deemed necessary**>>

For each critical function, you will provide a description, a level of criticality, peak periods, any relevant documents, upstream/downstream dependencies, consequences, and how to cope.

## Administrative Units

- Asset Management/Inventory
- Budget
- Communication
- Compliance
- Customer Service
- Events
- Hiring
- Investigations
- Purchasing
- Record management
- Scheduling

- Supervision of employees
- Travel
- <<**Critical functions specific to your unit**>>
- <<**Additional critical functions as deemed necessary**>>

### ***Recommended Central Applications***

Central applications are those software and applications owned and managed by the central UNT IT. In general, the following applications will be the central applications utilized by all units across campus:

- Canvas LMS
- Concur
- EIS
- Faculty Profile System
- Microsoft Excel
- Microsoft Forms
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Teams
- Microsoft Word
- Zoom

NOTE: Department applications are those software and applications purchased and operated by the college or department. Some examples of this may be SPSS, EsriGIS, Adobe Illustrator/Photoshop, and so on.