

2012-
2013

Guidebook for new Part-time Instructors

Office of Faculty Development

Pertinent information to get you through your first semester of teaching
part-time at Western Michigan University



WESTERN MICHIGAN UNIVERSITY





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Office of Faculty Development

Part-time Instructor Guidebook

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Welcome to WMU! Go Broncos!

We are excited to have you join us this academic year as part of a very talented group of dedicated teaching professionals. Each of you has been hired to fill an essential job at WMU, creating and facilitating an engaged learning experience for our students. We are here to support you in this activity throughout the semester. Whatever the question, we will find the answer for you.

How to Use this Guidebook

This guidebook has been created to provide answers to some of the big questions all part-time instructors ask in a 'just-in-time' accessible format. You can download this guide to your laptop, smartphone, tablet, or print it out and carry it with you. Our goal is that it will be your one-stop shop for information and resources that will help you be successful this year and become a part of this wonderful community.

If you are using this guide digitally, you can search the content to find specific information you need at any given time. Just use the search feature of whichever application you are using to access this guidebook.



This guidebook includes information that finds its origin in the PIO Contract. The current PIO Contract always supersedes this document.

You can either read through this entire guide from start to finish, or jump around to topics that interest you using the Table of Contents. If you do not find the information you need, please contact the Office of Faculty Development at 269-387-0732 or by email facdev@wmich.edu. We will find the information for you or find who has it!

Important Contacts!

Campus Police (Kalamazoo) - **anytime at (269) 387-5555 (7-5555) or 911 from any campus phone; calling 911 from a cell phone**

Regional Campus: _____

Chair: _____

Administrative Assistant (your go-to-person): _____

Other:

WMU Mission and Vision

Mission

Western Michigan University is a learner-centered research university, building intellectual inquiry and discovery into undergraduate, graduate, and professional programs in a way that fosters knowledge and innovation, and transforms wisdom into action. As a public university, WMU provides leadership in teaching, research, learning, and service, and is committed to enhancing the future of our global citizenry.

Vision

Nationally and internationally recognized, the University aspires to distinguish itself as learner centered, discovery driven, and globally engaged.

Learner centered

Western Michigan University is a university where every member of our community is responsive to and responsible for the education of our students. We challenge and engage all members of our community with a university experience that creates skilled, life-long learners.

Discovery driven

Western Michigan University offers experiences that enable discovery, and promote creativity and research. We are committed to pursuing inquiry, disseminating knowledge, and fostering critical thinking that encourage life-long learning. Our scholarship creates new knowledge, forms a basis for innovative solutions, leads to economic development, and makes substantial contributions to society.

Globally engaged

Western Michigan University impacts the globe positively. We are a community of learners committed to human dignity, sustainability, social responsibility, and justice. Our campus embraces a diverse population of students, faculty, and staff who develop learners and leaders who are locally oriented and globally competent, culturally aware, and ready to contribute to world knowledge and discovery.

The synergy of these three pillars enables WMU to be a premier and distinctive university of choice. Western Michigan University offers all students a learning community designed for and dedicated to their success. We are committed to access and affordability, and sustaining an environment in which every student can meet the world head-on and triumph.

University Organization

Western Michigan University is led by its President, who reports to the Board of Trustees. The University consists of the following vice presidential units, each of which is headed by a Vice President:

- Academic Affairs
- Business and Finance
- Development and Alumni Relations
- Diversity and Inclusion
- Government Affairs
- Legal Affairs and General Counsel
- Research
- Student Affairs

The University is further divided into a variety of colleges, departments, schools, institutes, centers, and other units.

The Academic Affairs area, headed by the Provost and Vice President for Academic Affairs, contains all colleges. Colleges are headed by a dean and all degree-granting academic programs are housed in colleges. Western Michigan University has the following colleges in addition to the Graduate College:

- Arts and Sciences
- Aviation (undergraduate only)
- Business (Haworth College of)
- Education and Human Development
- Engineering and Applied Sciences
- Fine Arts
- Health and Human Services
- Lee Honors College (undergraduate only)

Absences: Part-time instructors are expected to carry out their assigned duties during the academic term(s) of appointment at the times agreed upon with their supervisor. As specified in the letter of appointment, appointees are generally required to work a certain number of hours per term, or, if teaching, fulfill certain responsibilities for the assigned class(es).

Part-time Instructors should refer to the PIO Agreement for information regarding leave time. For other appointees, the following types of absences may occur and procedures for dealing with absences should be discussed in advance with your supervisor:

- **Illness/Medical absences:** Notify your supervisor as soon as possible if you will not be present at work because of illness, or in advance whenever possible for planned medical appointments that must be scheduled during your regular work hours. Hours missed due to illness or medical conditions are expected to be made up.
- **Jury Duty/Court Testimony:** See Employee Handbook at www.wmich.edu/hr/handbook/12-leaves-02.html#JuryDuty.
- **Bereavement:** No specific provisions are made for bereavement leave for research application or research discovery assistants, and such arrangements should be agreed upon with the appointee's supervisor.

Holidays and Closures: The University holiday schedule includes the following holidays when the University is closed: New Year's Day; Martin Luther King, Jr. Day (third Monday in January); Memorial Day (late May); Independence Day (July 4); Labor Day (early September); Thanksgiving Day and the following Friday (late November); and Christmas Day. Spirit Day (the Friday before the beginning of Spring recess) is an academic holiday and no classes are held, but the University is open regular hours. In addition, there is a winter closure period between Christmas and New Year's Day when the University is officially closed.

If the University will be closed due to severe weather or emergency, this information will be posted prominently on the University home page and will also be available on the WMU Hotline at (269) 387-1001, as well as being reported to local media.

Work-Related Accident or Injury: If you experience a job-related or on-duty accident or injury, the procedures noted at www.wmich.edu/hr/handbook/09-safety.html#Safety should be followed.

Work-related illnesses or safety hazards should also be reported to your supervisor.

Worker's Compensation: The Workers' Compensation program is administered by Human Resources. See www.wmich.edu/hr/handbook/09-safety.html#Safety for more information.

Re-appointment: A part-time instructor is appointed for one semester and possibly might not be re-appointed again the next semester. Having an

appointment for one semester does not guarantee further appointments. For questions about appointments, please refer to the PIO agreement and the chair of the department.

Smoking Policy: In recognition of environmental tobacco smoke health risks, the University will provide as close to a smoke-free environment as practicable for its faculty, staff, students, and visitors. The right of a non-smoker to protect his or her health and comfort will take precedence over another's desire to smoke. Smoking is prohibited in all University facilities, including University vehicles, and is also **not permitted within 25 feet of all building entrances, air intakes, and operable windows**. The full policy is given at www.wmich.edu/policies/smoke-free.html.

Drug-free Workplace: The Drug-free Workplace policy, given at www.wmich.edu/hr/handbook/10-discipline.html#DrugFree, covers restrictions on controlled substances on University property. The term "controlled substance" refers to all illegal drugs and to legal drugs used without a physician's order. It does not prohibit taking prescription medication under the direction of a physician.

Sexual Harassment Policy: Sexual harassment complaints are handled by the Office of Institutional Equity. Sexual harassment will not be tolerated behavior at Western Michigan University. It is expected that each member of the University community will consider him-/herself responsible for the proper observance of this policy.

See the policy statement at www.wmich.edu/oie/policies.html for definitions of sexual harassment and the complaint procedure, as well as information about WMU's consensual sexual relations policy. The policy statement through Institutional Equity also covers Affirmative Action, rights of persons with handicapping conditions, disabled veterans, equal opportunity practices, and human rights.

Consensual Sexual Relations Policy: From the Western Michigan University *Employee Handbook* (www.wmich.edu/hr/handbook/discipline.html#Relations):

In their relationships, members of the University community are expected to be aware of their professional responsibilities and avoid apparent or actual conflict of interest, favoritism, or bias. The relationships may constitute sexual harassment when one of the individuals is in a position to evaluate or otherwise influence the education, employment, housing, or participation in a University activity of the other. The subtle yet powerful element of coercion that may exist in such relationships is a legitimate concern of the University. Such relationships give rise to a conflict of interest and are potentially exploitative. Moreover, such relationships may affect the environment for other students, administrators, faculty or staff members, or the manner in which they are treated.

An administrator, faculty, or staff member should not make sexual advances, requests for sexual favors or other communications of a sexual

nature to a person if he or she exercises direct influence over a person's activities within the University. If a sexual relationship develops, the administrator, faculty, or staff member must take steps to eliminate any current or potential conflict of interest and distance him- or herself from decisions involving the other person. Failure to eliminate a conflict shall constitute misconduct.

Further, administrators, faculty, and staff should be aware that any romantic involvement with students or subordinates may require formal action against them if a complaint is filed. Because of the asymmetrical nature of such relationships, an administrator, faculty or staff member's assertion that a relationship was consensual in defense of a complaint of sexual harassment is subject to doubt and will be thoroughly investigated.

Stress Management and Conflict Resolution Resources

Part-time Instructors who need assistance with academic, work-related, or personal issues have numerous places to go for help, including:

- **University Ombudsman** (www.wmich.edu/ombudsman/) — an intervention agent and impartial person who helps students, faculty, and staff resolve academic and non-academic concerns. The Ombudsman listens to you and discusses your question or concern; provides you with information that answers your question or helps you locate someone who can assist you; explains the University's policies and procedures and how they may affect you; follows up with you and others at the University to make sure your concern is resolved; and recommends changes in the institution that will make it more responsive to every member of the community. The basic principles of the University Ombudsman are independence, impartiality, informality, and confidentiality. The Ombudsman is authorized to make thorough investigations and has access to most University offices and records, reports, and other documents. No person shall suffer any penalty for seeking assistance from the Ombudsman.
- **Office of Institutional Equity** (www.wmich.edu/oie/) — Oversees and administers the University's Affirmative Action and Equal Employment Opportunity programs and policies, the Americans with Disabilities Act and related accommodations, and also addresses issues of equality and justice for all members of the University as consistent with the University's Non-discrimination Policy. Western Michigan University is committed to an environment which encourages fair, humane, and beneficial treatment of all faculty, staff, and students. In accordance with that fundamental objective, the University has a continuing commitment to assure equal opportunity and to oppose discrimination because of race, color, sex, sexual orientation, age, religion, national origin, handicap, height, weight, or marital status.
- **Campus Employee Dispute Resolution Services** (www.wmich.edu/cedrs/) — Offers free confidential mediation and community conferencing services that assist faculty and staff (including

GAs) in finding mutually agreeable solutions to interpersonal disputes with other individuals in the workplace.

- **Counseling Services** (www.wmich.edu/counseling/) — Offers low-cost one-on-one personal counseling to assist individuals in better understanding themselves and the emotional conflicts that may interfere with their everyday lives as students, to help them become more aware of alternative means of coping with conflicts and stress, and to aid them in developing more healthy, satisfying, and fulfilling lifestyles.
- **PIO** - <http://mi.aft.org/pio/> - The Professional Instructors Organization represents over 400 part-time instructors at Western Michigan University.

Use of University Facilities and Resources

As a WMU part-time instructor, you may have access to numerous resources and facilities within your academic and/or hiring department. These may include University telephones, computer equipment, copy machines, fax machines, and the like. Your department should advise you on how to responsibly use this equipment. Please keep in mind the following:

Copy machines: Departments often assign access codes to part-time instructors for using department copy machines. Personal copying should not be done on department copy machines unless there is a procedure in place for reimbursing the department for such costs. Part-time instructors who need to make copies for their classes should inquire about procedures through their department.

Phones and fax machines: Avoid using University phones for personal business, even for local calls. Such calls are best made on your personal cell phone. Long-distance calls should never be made on University phones for personal business. Long-distance personal faxes should only be made with a calling card or credit card. That way, the University is not charged for these long-distance calls.

Computer equipment: Some departments allow part-time instructors to check out computer equipment such as laptop computers, projectors, etc., for use in teaching or other activities. Be sure you follow your department's procedures for checking out equipment. For any University computer equipment which you may use in your department, avoid thinking of it as "yours" even if you have exclusive use of it. Do not download inappropriate, illegal, or unregistered software or files to any University computer. All computers should be properly protected from viruses, malware, etc. as noted in the anti-virus policy at www.wmich.edu/it/policies/network/antivirus.html. Information on the University's data security policy is available at www.wmich.edu/it/policies/datasecurity/index.html.

In general, be respectful of the University's resources and seek the guidance of your department if you are not sure what rights you have in regard to the use of department equipment.

Campus Safety and Security

The issue of security on college campuses hit the national spotlight in the spring of 2007 with the tragic shooting incident at Virginia Tech, followed in February 2008

by the tragedy at Northern Illinois University. Like campuses all over the nation, Western Michigan University has made campus safety and security top priorities and responded with intense scrutiny of its resources and procedures for responding to immediate security threats. As a result, the University has implemented numerous procedures for notifying the campus community of threats and for protecting the safety and security of all campus citizens. Everyone in the campus community has a responsibility to be aware of potential threats to campus security and to follow these important procedures that will minimize such threats.

WMU's emergency procedures are detailed at:
<http://www.obf.wmich.edu/safety/emergency/>

Western Michigan University has a 24-hour-per-day Department of Public Safety with Patrol, Detective, and Community Policing divisions. The WMU DPS can be contacted anytime at (269) 387-5555 (7-5555) or 911 from any campus phone; calling 911 from a cell phone, even on campus, will reach Kalamazoo County emergency dispatch, or from any blue-light call box or elevator on campus. Up-to-date campus information, including University closures, is also available on the WMU Hotline number at (269) 387-1001.

Campus-wide Emergencies: In the event of a campus-wide emergency, WMU Public Safety and the University's emergency response team will determine what methods will be used to alert the campus community. These methods may include use of police and weather alert radios, the WMU Hotline (387-1001), emergency email to campus offices or the entire campus community, posting a message on the University home page and/or the University telephone system, notifying local media to advise persons to stay off campus, etc. Should you be advised of a campus emergency, please follow all instructions for responding to the emergency, especially to stay off campus if so advised.

There are many local police jurisdictions that can be called for assistance with a campus emergency, including the Kalamazoo County Sheriff's Department, the Kalamazoo Department of Public Safety, and other departments such as Kalamazoo Township and the City of Portage. Kalamazoo also has two regional hospitals within 10 minutes of campus (Bronson downtown, and Borgess on Gull Road), both of which boast Level I trauma centers.

WMU Hotline:

(269) 387-1001 and WMU home page are sources for information about critical incidents, closures, and campuswide alerts.



Register for WMU Alert notifications through GoWMU

IMPORTANT: To hear the emergency system message, you must answer the call and speak; the system will not leave voice or text messages. This voluntary registration is only for the emergency call system, and phone numbers registered will not be used by the University for any other purpose.

Building Security: Many campus buildings are open to the public only during University business hours (8 a.m. to 5 p.m. weekdays except during holidays). Other buildings, such as the Bernhard Center, Student Recreation Center, the library, and many classroom buildings, are open in the evenings and on weekends. Public Safety and Custodial Services are responsible for locking and unlocking building doors at the appropriate times. **If a building is not open at the usual time, please call the WMU Department of Public Safety (387-5555).** *Please do not leave building doors propped open at any time.* (If you must let someone who has business being there into a building, have him or her notify you upon arrival rather than propping open a door.)

Also do not prop open security doors within buildings. Such doors are usually identified as security doors and are essential to securing areas within buildings and to contain a fire if one should occur.

Part-time Instructors are often entrusted with outside door keys or swipe cards to campus buildings where they have responsibilities, as well as keys/cards to specific rooms and areas of the building. University keys and access codes are never to be duplicated or given to other individuals without the permission of the building coordinator.

Since the campus is a public place, sometimes persons who have no affiliation with WMU wander into or loiter in campus buildings. If you encounter someone in a building who seems lost or to have no business there, do not take it upon yourself to determine their business being in the building. If a department office in the building is open, report the person to that office and ask for assistance. If it is after hours or there are few people in the building, leave the building or retreat to a safe location to call WMU Public Safety (7-5555 or 911 from a campus phone) for assistance in dealing with the person. (If you can get to an elevator quickly, they can be locked from inside and contain a police call box.) Let the campus security professional make the determination about whether or not the person is suspicious or dangerous—*do not take this upon yourself.*

Walking on Campus: Instructors are encouraged to protect their own safety by not walking alone on campus after dark, particularly in remote areas of campus. If you are not able to walk with a group, walking escorts are available through Public Safety 7 days a week from 6 p.m. to 4 a.m., and vehicle escorts are available daily from 8 p.m. (6 p.m. Saturdays and Sundays) to 6 a.m. for providing transportation between parking lots and residence halls. Call WMU Public Safety at 387-RIDE (387-7433) to arrange for campus escorts.

Drive Safe Kalamazoo: DSK is an all-volunteer student organization that provides free, non-judgmental safe rides home from anywhere in Kalamazoo to WMU students from 11 p.m. to 3 a.m. every Thursday, Friday, and Saturday night during Fall and Spring semesters. The phone number for ride inquiries is (269) 345-0375. Students must show a valid Bronco ID to receive a ride.

Police Call Boxes: Outdoor call boxes for contacting Public Safety are distributed around campus in parking lots and near buildings. They have a phone handset and a rotating blue light on top that flashes when the box is activated. Once the box is activated, the location is connected to Public Safety's 911 line and the light will continue to flash until turned off by Public Safety. These call boxes can be used whenever you have a concern for which you need to contact Public Safety. **All campus elevators also contain direct phone contact to Public Safety.**

Responding to Threats to Personal Security: Anytime you are on campus and perceive a threat to the security of yourself or others, you should immediately contact WMU Public Safety (387-5555 or 911, or by using a campus call box). At the same time, you must take action to protect your own security. If possible, retreat to a room that can be locked where you can call for help. Another safe location is the nearest elevator—the elevator can be locked from inside and you can use the police call box to communicate with WMU Public Safety. (Get in the habit of locating the red stop button when you are in campus elevators so that if you ever need to use it, you will know exactly where it is.)

What should you do if you have reason to believe someone at WMU (e.g., a classmate, a student in a class you teach) is a threat to himself or to others? Campus security threats are sometimes precipitated by mental health crises in individuals. Campus mental health professionals are trained to identify these kinds of issues in persons with whom they have contact. Other individuals on campus who don't have specific mental health training may also have concerns about the mental stability of persons they encounter in the campus setting. If someone you know at WMU has made threats against others or you believe an individual poses a possible danger to himself or others, **you should immediately report your concerns to the WMU Department of Public Safety.** They will investigate the potential threat and help determine what interventions may be necessary. Don't take it upon yourself to assess such possible threats, and don't assume that someone else will do something about it or that your concerns are not valid. Public Safety will listen to your concerns and take appropriate action.

FERPA - Confidentiality/Disclosure of Student Records

Western Michigan University is bound by federal law to comply with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Maintaining confidentiality of educational records is the responsibility of all users whether the individuals are faculty, staff, or students. According to FERPA, an education record, with limited exception, is a record which is maintained by the institution, directly related to the student, and from which a student can be identified. As a part-time

instructor, you are asked to handle student records, such as grades, as part of your teaching responsibilities. It is important that you understand the limits of confidentiality in regard to student records.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These include the right to consent to disclosures of personally identifiable information contained in the student's educational records, **except to the extent that FERPA authorizes disclosures without consent.**

Disclosure without consent is permitted when the information consists solely of "directory information." Directory information may be published or released by University faculty and staff at their discretion. Unless a student specifically directs otherwise by requesting confidentiality of his personally identifiable information, WMU designates all of the following categories of information about its students as "Directory Information":

- Name
- Address
- Telephone number
- WMU E-mail address
- Curriculum and major field of study
- Dates of attendance
- Enrollment status (full/part-time)
- Degrees/awards received
- Most recent previous educational agency or institution attended by the student
- Participation in officially recognized activities and sports
- Weight and height of athletes

A student has the right to request that directory information not be disclosed without the student's consent. If a student exercises this right, it will mean that no directory information pertaining to the student will be published or otherwise released to third parties without the student's consent, a court order, or a subpoena.

Confidentiality Procedures: Please observe the following procedures in order to protect student records:

Grades should never be posted by a student's name or any portion of the student identification number (WIN). This includes the posting of grades to a non-confidential Web site. There are ways that grades can be posted securely, such as to use code words or randomly assigned numbers that only the instructor and individual student know, and to post the list non-alphabetically. Semester/session and mid-term grades are typically available to students through their GoWMU account within a few hours of the final course grade submission deadline. Since access requires the use of the student's Bronco NetID and password, midterm and final course grades can be viewed securely. **The E-learning system allows**

instructors to release grade information securely to students and control how much is shared and will upload grades to Banner, eliminating duplicate entry on your part (see www.wmich.edu/wmu/news/2011/06/036.html).

Graded papers or tests should not be left unattended in publicly accessible places, nor should students be allowed to sort through them in order to retrieve their own work.

In office settings, paper containing personal information about students beyond directory information (particularly WIN numbers, financial data, grades, and other sensitive information) should be kept in a secure location. Such records should not be discarded in wastebaskets or recycle bins but must be shredded.

The Registrar is the University officer charged with ensuring compliance with the Family Educational Rights and Privacy Act. More information on FERPA is available at: www.wmich.edu/registrar/pdf/brochure_FERPA_2010.pdf

Libraries

University Libraries are committed to providing resources and services that enhance your academic experience as an instructor at WMU.

Is there one place on the library Website that provides most of the help I need?

Services for faculty(<http://wmich.edu/library/services/faculty>) is designed to point you to most of what you are likely to need. The library home page www.wmich.edu/library is the main access point to our resources including a link to our Ask a Librarian help service where you can chat, phone, email or arrange to meet with a librarian.

How do I place books and articles on reserve for my class?

Create an account at <https://wmich.ares.atlas-sys.com> and follow the directions. If you are using copyright protected material, your course will need to be password protected – the system will prompt you. If you need additional help call (269-38)7-5172 M-F 8 a.m. -5 p.m.

What information do I need to give my students for them to log into the reserve system?

Students need to sign in with their Bronco NetID username and password, search for and add their courses to their main menu. Please share your course password with your students and remind them they will be required to enter that password when they initially add your course to their main menu.

How do I know if the library has a book that I need?

From the Library home page www.wmich.edu/library select the books tab and perform a title or author search.

How do I know if the library subscribes to a journal or database that I need?

From the Library home page www.wmich.edu/library select the Articles and Journals tab for a journal . Select the Databases A-Z tab for a specific database. How can I get a book or article that the library doesn't have?

If you are in a database the Find it at WMU button  will provide a link to the resource or if not immediately available will provide you with a link to interlibrary loan. Alternatively you can log in direct to interlibrary loan at <http://www.wmich.edu/library/services/loan>

Can I request that the Libraries purchase a book or a journal I need?

Yes, fill out the appropriate form at <http://wmich.edu/library/services/forms> If you want to request a subscription or an expensive item you are advised to communicate with your subject librarian who can help advocate for it. Subject librarian listing is at <http://libguides.wmich.edu/subjectlibrarians>

Get to know your library liaison

WMU librarians are available to assist you whether in person, by phone, email, or IM. Each academic department has an assigned liaison librarian whom you can contact about topics ranging from general inquiries to arranging in-depth research consultations. Your library liaison is the point person for many services available to you in your role as researcher as well as instructor. For example your liaison can assist with any of the following:

- Overview of services or introduction to resources (print, electronic, multimedia) available for your field
- Scheduling an in-depth research consultation
- Arranging hands on library instruction for a class
- Recommending items you'd like the library to purchase, or requesting a library workshop or service
- Find your library liaison here: <http://libguides.wmich.edu/subjectlibrarians>

WMU Libraries collections and facilities

- Collections include millions of print items as well as electronic books and databases, streaming video, DVDs, CDs, and maps.
- Off-campus access to databases, electronic journals, streaming video, and other online resources is available via Bronco Net ID.
- University Libraries consists of Waldo Library which houses collections in humanities, social sciences, science/technology, business, maps, government documents and special collections (includes medieval collection, rare books, women's poetry).
- Branch Libraries include:
 - Education (Sangren Hall)

- Music and Dance (Dalton Center)
- Archives and Regional History (East Hall)

Course reserves

WMU Libraries offer a reserve service for materials you would like set aside for your class. You can place physical or electronic materials on reserve for use by your students. More information about setting up reserves for your classes, including copyright guidelines, can be found at <http://wmich.edu/library/reserves>

Library instruction services

University Libraries provide a variety of instructional support services including course-related instruction, one-on-one consultations, virtual and self-guided tours, handouts, and tutorials. Librarians can work with you to develop research assignments that help students learn how to locate, evaluate, and effectively use information for their subject. Librarians can help you develop assignments using print collections, primary source materials, statistical information, etc. More information about Library Instruction Services is available at <http://wmich.edu/library/services/instruction>

Borrowing books and other materials

- Books from WMU libraries may be checked out by part-time instructors for one semester. You may borrow up to 50 items from the general collections. Present your Bronco Card whenever you wish to borrow library items.
- Items may be renewed online or in person.
- DVDs and videotapes from the **Instructional Video Collection** may be borrowed for seven (7) days.
- For information on borrowing other types of materials, as well as further information on borrowing and renewal policies see <http://wmich.edu/library/services/borrowing>

Interlibrary loan

The interlibrary loan service allows you to borrow items that are not in the WMU Libraries collections. Requests are placed through the interlibrary loan system by creating an account with your Bronco Net ID and password. Journal articles and book chapters are generally delivered electronically. Books, microfilm, CDs, DVDs, etc. can be picked up at Waldo Library. For more information about interlibrary loan services and to sign up for an account see www.wmich.edu/library/ill/.

Recommend new books, journal subscriptions, etc.

The libraries welcome your suggestions for new materials to add to the collections: books, electronic resources, journal subscriptions, media materials, etc. To recommend items for purchase you may either contact your library liaison or use one of the forms at www.wmich.edu/library/forms/.

Writing style guides

The Libraries website provides “quick guides” as well as more extensive help with several of the more popular writing style systems: APA, Chicago, MLA, etc. These can be found at: <http://libguides.wmich.edu/citing>

RefWorks online research management tool

WMU offers the RefWorks system, an online research management, writing and collaboration tool. RefWorks is designed to help researchers easily gather, manage, store, and share all types of research material, as well as generate citations and bibliographies in a wide variety of formats. To find out more about RefWorks and set up an account go to: <http://libguides.wmich.edu/refworks>

Part-time Instructor Roles and Responsibilities

As a part-time instructor, you fulfill a variety of instructional roles at Western Michigan University. Here are some examples of typical part-time instructor responsibilities.

Teaching: You will be given at least a syllabus but you will need to design the course, construct tests, prepare materials, update the course elearning shell, create assignments. You need to understand the objectives and goals for the course, if these are already prepared, or if not, you will need to write measurable and observable learning goals and objectives so you can relate the assignments and assessment back to the objectives.

Holding Office Hours: You are required to hold office hours but there are options for accomplishing this. Many part-time instructors have found that having office hours before or just after the class session works with their busy schedule and for the students.

Grading: Know your department’s grading procedures and policies and work with your chair to develop grading criteria. Find out if your department has an approved grading scale. If not, you can set the scale to fit your course.

Academic Dishonesty: You will also want to be familiar with your department and the University’s policies on academic dishonesty. Do you really know what plagiarism is, and can you convey this to your students? What is the department’s policy on cheating? Learning how to communicate with students about grading procedures can help you work effectively with those students whose performance is not up to par. If you suspect a student of cheating, follow these procedures: Go to <http://www.wmich.edu/conduct/facultystaffresources/> for the correct process to follow.

Teaching studio courses: In art or music you might be assigned to teach a studio course. Work closely with your departmental supervisor. You’ll need to know the expectations for studio projects and how you will communicate these expectations to your students. An awareness of your department’s resources should help you determine what teaching aids/tools are available and where you can find them.

Identifying help: Your department is responsible for all of your work, from making your teaching assignment to supervising and evaluating your classroom performance. When you have a question relating to your assignment, your department is the primary source to consult. The department chair, the director of graduate studies, the faculty member in charge of GA training, your own graduate advisor or the faculty member you assist, and the department's administrative assistants are all sources of information and guidance. Ask questions; seek advice! Remember you have a "Rescue Squad" made up of the faculty and veteran GAs in your department. They are willing to be helpful, so call them!

Sources:

McKeachie, W. J. (1994). *Teaching Tips: Strategies, Research, and Theory for College and University Teachers* (9th ed.). Lexington, MA: D. C. Heath.

Before the term begins . . .

1. Meet your chair and any faculty member(s) who may be helpful to you.
2. Read carefully the catalog description of the course(s) you will teach. WMU's Undergraduate and Graduate Catalogs are available online at <http://catalog.wmich.edu/>
3. Visit the site of the classroom or laboratory where you will teach. Check for necessary supplies (markers, maps, blackboards, etc.), see what technology is available, and determine possible seating arrangements. Discuss any problems you may have discovered with your department chair or person in charge of facilities.
4. Check with the bookstore to ensure that any books required for your class are available. You can do this online at www.wmubookstore.com/
5. Check with your department chair or administrative assistant if you expect to need assistance with the preparation or copying of syllabi, exams, or other class materials. Be aware that some departments have budgetary limitations on the amount of support that they can provide. **Better yet, contact the Faculty Technology Center to learn how to post all of these materials in your eLearning course.**
6. Prepare your syllabus – go through the Syllabus module first
7. Office hours
8. Prepare for your first day of class – go through the First Day of Class module

Cool Tools for Teaching!

Are you interested in learning high-tech, low-tech, and no-tech tools to enhance your teaching methods? Cool Tools will show you how to create a stellar teaching portfolio, how to use grading rubrics to improve student learning, how to incorporate iClickers into your classroom, and much more! For a complete schedule, visit <http://www.wmich.edu/facdev/Programs/CoolTools.html>.

These popular workshops are free and open to all, including but not limited to adjunct faculty, full-time faculty, and graduate teaching instructors. Register online by clicking the registration link on the page referenced above. Register early, because space is limited.

All sessions will be held in University Computing Center 2033.

Office of Faculty Development
Phone: (269) 387-0732
Website: www.wmich.edu/facdev
Email: facdev@wmich.edu

Accessing Records, Submitting Grades

Instructions for accessing class rosters, submitting grades, etc. are available on the website of the Office of the Registrar. The following links are particularly relevant and helpful:

<http://www.wmich.edu/registrar/faculty-staff/index.html>

<http://www.wmich.edu/registrar/faculty-staff/instructors/grading.html>

What is an "Instructor of Record?"

The Banner student record system lists instructors of record for each course. These are of two types: primary instructors of record (only one per course) have overall responsibility for a course, including submitting grades, while secondary instructors of record assist with a course but do not have primary responsibility for it. As a graduate teaching assistant, you may be listed as either a primary or secondary instructor of record in one of the following ways:

- Graduate teaching assistants who teach subordinate (linked) lab or recitation sections should be listed as primary instructor of record for zero-credit lab or recitation sections (and should be listed as secondary instructors of record for the linked lecture section at the discretion of the department chair). Faculty who teach the lecture sections and who are responsible for assignment of grades must be listed as the primary instructor of record for the lecture and must also be listed as the secondary instructor for the laboratory or recitation sections.
- Graduate teaching assistants who teach stand-alone sections (including the stand-alone lab sections in some science departments) should be listed as the primary instructor of record. Supervising and coordinating faculty should be listed as the secondary instructor of record for these sections.

- Graduate teaching assistants should be listed as secondary instructors when they assist a professor in teaching or grading a large class.
- Part-time and adjunct faculty should be listed as instructors of record based on the same rules as those which apply to graduate teaching assistants.

To View and Print Class Rosters

If you are listed as a primary or secondary instructor of record for a course, you are able to obtain a roster of students registered for your course by doing the following:

1. Log in to GoWMU
2. From the GoWMU home, select the "Faculty/Staff Home" tab
3. Select "Summary Class List"
4. Select a term, click submit
5. Select the appropriate CRN/Title, click submit
6. To print the class list, use the print option in your browser, OR copy the class list to a spreadsheet*
7. To choose another course, scroll to the bottom of the screen and click on "Return to Previous"
8. Select the appropriate CRN/Title, click submit
9. Select "Summary Class List"
10. Follow steps 7 through 9 for additional courses

*To copy the class list to a spreadsheet:

1. Highlight the list of names
2. Select Copy
3. Open a spreadsheet
4. Select Paste (or Paste/special on a Mac)
5. Perform a "save as" and/or print

When you have completed viewing your class rosters, log out of GoWMU and close the browser.

If Your Class List Does Not Match the Students Attending Your Class

If you either have students attending your class who are not registered, or students registered in your class who are not attending, you should notify the Registrar's Office by using the function "Report Student Not Attending/Not Registered" in the Faculty Menu of GoWMU. The Registrar's Office will contact these students to clarify their registration status.

Grade Submission Instructions

Course grades are entered by the primary instructor of record through GoWMU at the end of each semester. Grading is opened the Monday following the last day to withdraw for the semester and grades are due by noon on the Tuesday following the last day of the semester or session. Students will not be able to see their grades online until the grade roll process is completed in the Registrar's Office. This is done shortly after noon on the day grades are due, and nightly thereafter.

In addition, instructors are encouraged to submit "First Work" grades and midterm grades in GoWMU in the first half of the semester. Both of these are temporary grades that inform students how they are doing in the course up to that point.

Change of Grade: grades can only be changed by the instructor who gave the grade. The link to "Remove Incomplete Grade/Change Grade" is available through the faculty menu in GoWMU. Grade changes are accepted according to the timelines published in the catalog.

To submit grades:

1. In GoWMU, click on the link "Final Grade Worksheet" in the Faculty menu.
2. Select the appropriate term from the drop down box.
3. Select the appropriate CRN/Title.
4. Enter a grade from the drop down list for each student. If you have multiple pages, it is recommended, but not necessary, to submit each page before moving to the next. **Credit/No Credit Grade Option:** If a student is registered with a credit/no credit option or audit, assign the letter grade earned. The system will default the correct CR/NC or AUD.
5. **Non-Attendance:** for any listed student who discontinued attendance or never attended and was not pre-assigned a "W" (official withdrawal), enter a grade of "X." Enter a date for last attendance if you can.
6. Click the "Submit" button at the bottom of the page to save your grade entries. You do not have to have all grades entered before submitting. You may change any grade, including submitted/saved grades, until the deadline for grade submission (noon on the Tuesday following the end of the term).
7. Note: You will not receive an email confirmation.
8. **Warning:** Submit your work often. Faculty Self-Service will automatically log you out after 60 minutes of inactivity.
9. To choose another course, scroll to the bottom of the screen and click on "Select a New CRN."
10. Choose the appropriate CRN/Title, click submit.
11. Select "Final Grade Worksheet."
12. Repeat steps 9–11 for additional courses.

When you have graded all of your courses, log out of GoWMU and close your browser. You can verify that grades are saved by logging back in and looking at the grade worksheet again.

When can I give an "Incomplete?"

From the undergraduate catalog:

"This is a temporary grade, which the instructor may give to an undergraduate student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the semester or session. The grade of 'I' (incomplete) may not be given as a substitute for a failing grade."

The grade of 'I' must be removed (through the change of grade form in GoWMU) by the instructor who gave the grade. A student has up to one year from the time the incomplete is given to make up the work and have the grade of 'I' replaced. The instructor is not obligated to provide one year to complete the work and can designate a shorter time if desired.

The instructor should indicate the length of time allowed for the student to complete the work. When the length of time is not indicated, the student is automatically given one year to complete the work. Please keep this in mind when speaking with the student about your expectations. You will be responsible for reviewing the student's work and changing the grade from 'I' to a letter grade when the work is completed.

Extensions beyond the one-year deadline are sometimes granted; in a situation where the instructor is convinced that the student should be given more time to complete the work, the instructor should either email or write to the Registrar's office and the extension will be granted.

Instructors receive notification from the Registrar's Office about 6 weeks before all incompletes they have granted expire. For undergraduates, incomplete grades for which an extension has not been requested will be converted to an 'E' (fail) about one month after the year has expired. For graduate students, incomplete grades (except those for dissertation and thesis, and courses related to them) for which an extension has not been requested will be converted to an 'X' (unofficial withdrawal) about one month after the year has expired. Note that both 'E' and 'X' grades generate 0.0 honor points and the 'X' grade has the same effect on the student's grade point average as a failing grade.

Incomplete grades are removed by going to GoWMU, clicking on the Faculty tab, and selecting the "**Removal of Incomplete Grade/Change Grade**" form.

"First Work" and Mid-term Grades

WMU has implemented an option for instructors of record to submit "first work" (within first 4 weeks of semester) and mid-term grades through GoWMU if they wish. These temporary grades do not appear on a student's official record, are not calculated in the student's GPA, and are only visible to the student by logging into GoWMU. Instructors are encouraged to use this system to inform students of their class progress early or midway through an academic term. Instructions on the availability and use of first work and mid-term grading will be emailed to instructors of record each term.

Final Exams

When and where do I hold the final exam?

From the WMU AAUP Contract:

38.§3 FINAL EXAMINATIONS. In every class taught, all faculty shall give a final examination, i.e., some form of comprehensive evaluative academic exercise

appropriate to the course content and according to the published schedule of examinations, during the last week of the semester (which shall be set aside for final examinations), or at or near the scheduled conclusion of the session. The final evaluative exercise may be distributed before the time scheduled for the final exam providing that it is due and collected on the day during the final week of the semester on which the final exam has been scheduled. Exceptions to the requirement of scheduling a final examination (or other appropriate evaluative activity) may be granted, in writing, at the discretion of the appropriate chairperson and/or dean, upon request from the faculty member.

WMU has an official "exam week" at the end of Fall and Spring semesters. Exams for courses which meet during daytime hours are to be given during that week at special times other than the normal class times. A schedule of those times is available through the Registrar's website <http://www.wmich.edu/registrar/faculty-staff/instructors/index.html>. Contact the department/school office coordinator with any questions.

Be sure to list the final exam time on your class syllabus since it will likely not be at the same time of the week that your class normally meets!