

# An Informal Faculty Guide to Pacific University's College of Arts and Sciences

2016-2017 Edition

Brought to you by your CAS Associate Deans





## Contents

What if I need to be Absent during the term?.....	5
Where do I find the Academic Calendar?.....	5
When do I start Advising? .....	5
What is the Advising Center? .....	5
Who conducts my Annual Evaluation?.....	5
Who are the Associate Deans and what do they do? .....	6
What is B-Street? .....	6
How do I order Books for my classes? .....	6
What is BoxerOnline?.....	6
Where is the college Catalog?.....	6
How do I make Changes to an existing course? .....	7
What is COB? .....	7
What do I do about Computer problems? .....	7
What is Convocation?.....	7
What is the Core?.....	7
What are Cornerstones? .....	7
Will students fill out Course evaluations at the end to the term? .....	8
When should I go see the Dean?.....	8
How does somebody become Department Chair? .....	8
Who are the Directors? .....	8
What if students or I have Disabilities? .....	8
What are the Divisions?.....	9
How often should I check my Email?.....	9
How do I apply for External grants?.....	9
What is the Faculty Development Committee? .....	9
What are Faculty Development Funds? .....	9
What is the Faculty Handbook and why do I care? .....	10
When are Faculty meetings?.....	10
What is the Faculty Senate?.....	10
Do we have a Family Leave policy?.....	10
What is FDPC? .....	11
What is FERPA? .....	11
When are Finals?.....	11
What are Focal Studies?.....	11
How do I get Furniture for my office?.....	11
How does Grading work? .....	12
How do I change a Grade after it has been submitted to the Registrar?.....	12
How long must I retain my Grade records for my classes? .....	12
Do I have to attend Graduation? .....	12
Who can Help me with student problems? .....	12
Who can Help me with office or lab problems? .....	12
Who can Help me if I am having problems with a department colleague? .....	12

Who can Help me if I am having problems with my Department Chair? .....	13
Who can Help me if I am having technology problems?.....	13
What should I do when students ask for an Independent Study Contract?.....	13
What sources of Internal Funding are available to support my scholarly work?.....	13
What are Internship contracts?.....	13
How do I get Keys for my office? .....	14
What Meetings am I expected to attend? .....	14
What is the Mentor system about?.....	14
What should I do about student Academic Misconduct, such as cheating or plagiarism? .....	14
What is Moodle?.....	14
How do I propose a New course? .....	15
How many Office hours should I hold? .....	15
How do I request more Office supplies?.....	15
How do I get a Parking Permit? .....	15
Personnel Committee .....	16
How do I Print materials for my courses? .....	16
Will I need Regalia?.....	16
Where do I look to find faculty Resources and answers online? .....	16
How do I Return student work? .....	17
Who <i>really</i> Runs the College? .....	17
What about Safety on campus?.....	17
What are the three Schools in the College? .....	17
What is the Self-Evaluation Form all about? .....	17
What is Senior Projects Day? .....	17
How much university Service is enough?.....	18
How do I report on Students who are in danger of failing my class? .....	18
What is expected of me during the Summer? .....	18
What about Syllabi?.....	18
How do I propose a Travel course? .....	19
Does the College close for bad Weather? .....	19
How do I make changes to the Department's or my Webpages? .....	19
Who is who? .....	20

### **What if I need to be Absent during the term?**

If you are sick, please stay home. Please contact your students via email (BoxerOnline will allow you to email all of them at once) and let them know of your absence. Please also let your Department Chair, Director and Administrative Assistant know. If you are going to miss more than 3 consecutive days, please be sure your School Director knows. If you are attending an academic conference, please work with your Department Chair to see if your colleagues might cover your class meetings while you are away. Please always let your students know in advance and provide appropriate work that can be completed in your absence.

### **Where do I find the Academic Calendar?**

You can access the calendar through the Registrar's web pages. Please note add/drop deadlines and holidays on your syllabi. There are several different calendars – you follow the College of Arts and Sciences calendar.

### **When do I start Advising?**

Typically, faculty do not have advisees assigned to them during their first year. In your second year, you will be given a roster of new advisees from the Advising Center. You are required to attend training workshops to prepare for advising and you can get additional guidance from the Advising Handbook and from Gretchen Potter and your department colleagues who have a wealth of experience. You might ask your colleagues if you could sit in on a few advising sessions of theirs just to see how they do it. Students, of course, do not know that first year faculty don't have advisees and they will ask you to be their advisor. Tell them that you are happy to chat with them, but that you cannot be their formal advisor during your first year. If they whine, blame the Dean.

### **What is the Advising Center?**

Gretchen Potter is the Director of Academic Advising and runs the Advising Center. The Advising Center is located on the first floor of Bates House. Gretchen and administrative assistant Ashly Tilden-Browning are there to help with advising questions and issues.

### **Who conducts my Annual Evaluation?**

All untenured (i.e. probationary) faculty are reviewed annually. In most cases, your Department Chair and Director will collaborate on an evaluation letter for you each fall. Your department colleagues will also be invited to comment. Evaluation letters are addressed to the Personnel Committee (PC). The Personnel Committee (see PC entry) reviews these letters, your self-evaluation (see entry), your course evaluations (see entry) and other materials you may submit to your file to perform your annual review. You will get a letter from the Personnel Committee starting in the fall of your second year which

will include an evaluation of your performance the previous academic year. If you have questions about this process, you may contact Professor Bill Breslin, Chair of the Personnel Committee for 2016-2017.

### **Who are the Associate Deans and what do they do?**

The College of Arts and Sciences has four Associate Deans. Steve Smith is the Associate Dean for Student Academic Affairs. Steve helps with curricular planning and enrollment management, is liaison to the Registrar and Dean of Students, handles student issues in cooperation with Student Affairs, student academic misconduct, etc. Steve's office is in Bates House. David DeMoss, Jessica Ritter and Kevin Johnson are also Associate Deans and Directors of each of the college's three schools. Nobody really knows what those three do, but they are nice and competent, so you can ask them for help and they will do their best. In 2016-2017, Mike Geraci will serve as Director of the School of Arts and Humanities in the fall semester while David DeMoss is on sabbatical.

### **What is B-Street?**

B-Street is a street, silly. It is also the informal name of the University's permaculture project and farm formally called the B Street Living Museum. You are welcome to visit the site (it's on B Street), bring your classes out and generally make use of the site for educational purposes. Please contact David Knaus, Director of the Center a Sustainable Society for more information.

### **How do I order Books for my classes?**

You can order books online by following the "Bookstore" links on the University's webpages and then following the links for faculty. If you fail to order your books, you will usually get one polite reminder via email. Ordering your books early helps to ensure that they will be in stock when classes start.

### **What is BoxerOnline?**

You can access BoxerOnline via the university website. Follow the pathway for "faculty" on BoxerOnline using your PUNetID. Here you can access the rosters for your classes, view your student advisees and their academic records, submit your grades, etc.

### **Where is the college Catalog?**

Pacific has switched to a paperless catalog. You can access a searchable version of the college catalog from the Registrar's webpage. Take some time to look through it and to familiarize yourself with its contents.

## **How do I make Changes to an existing course?**

If you want to update a catalog description, change the course name, number or prerequisites for an already existing course, you need to fill out a course change proposal form, available online under College Forms and “Proposing Curricular Change.” Once you have filled out this form, you submit the form to your Department Chair who is responsible for taking the changes to the School and the Curriculum Committee for approval.

## **What is COB?**

COB is the College of Business. This is a new college that started in the 2013-2014 academic year. Because it is new, we are still sorting out various details. All students start at Pacific in CAS (College of Arts and Sciences) and move to the COB (or elsewhere) later, when they declare a major. While we are at it, COE is “College of Education” and CHP is “College of Health Professions.” The College of Optometry is usually called “OPT” because “COP” just doesn’t work.

## **What do I do about Computer problems?**

For immediate help with day-to-day computer problems, please contact the TIC’s help desk by emailing [help@pacificu.edu](mailto:help@pacificu.edu) or by stopping by the basement of Marsh if your computer will not send email. All the college computers are part of a computer database and are on a regular replacement rotation. Sometimes computers break down right on schedule, sometimes they don’t. If you need a replacement computer, please contact Associate Dean Kevin Johnson and he will try to help you out.

## **What is Convocation?**

Convocation is the opening all-college meeting for the year. It is usually held one morning just before classes start. You don’t have to prepare anything for convocation, but the faculty is expected to attend in academic regalia. Please see the “regalia” entry.

## **What is the Core?**

This is the term we use for the general education requirements in the curriculum. These courses constitute about a third of the requirements for graduation. You will find an overview of the Core at <http://www.pacificu.edu/as/core/index.cfm>.

## **What are Cornerstones?**

These are a part of the Core requirements for graduation (see entry). The four Cornerstones are: civic engagement, international and diverse perspectives, research and

creative achievement, and future focus. You will find an overview of the Cornerstones at <http://www.pacificu.edu/as/core/cornerstone.cfm>.

### **Will students fill out Course evaluations at the end to the term?**

Yes. Student course evaluations will be administered online during the last week of classes. They are administered from the Dean's Office and you will be sent more information at the time of administration.

### **When should I go see the Dean?**

Lisa Carstens is the Dean for the College of Arts and Sciences. Her office is in Berglund 207. It is nice to stop by and chat with the Dean once in a while. She is busy, so if she doesn't stop by your office, don't take it personally. The Dean has ultimate responsibility for all matters within the College of Arts and Sciences. If you need help, you can approach the Dean for help, but please see the "help" entries first.

### **How does somebody become Department Chair?**

Like many small liberal arts colleges, Pacific does not hire department chairs. Instead, the tenured faculty members in each department take turns acting as Department Chair. A typical rotation is 3 years. Department chairs are responsible for assisting and evaluating department faculty members, setting teaching schedules, managing budgets, dealing with administrative tasks, and negotiating within the department and between the department and the college. Be nice to your Department Chair; you will be in his or her shoes probably 20 minutes after you are tenured.

### **Who are the Directors?**

Kevin Johnson is the Director for the School of Natural Sciences, David DeMoss is the Director for the School of Arts and Humanities, with Mike Geraci serving in the fall semester and Jessica Ritter is Director for the School of Social Sciences. They are also Associate Deans because having lots of titles makes them feel more important.

### **What if students or I have Disabilities?**

For your students: Students with documented disabilities are provided appropriate accommodations through the office of Learning Support Services (LSS). If any of your students are documented clients of LSS, you will receive written notification and instructions from LSS at the beginning of the semester.

For you: Faculty with disabilities should contact Human Resources to make sure that appropriate accommodations are in place. Please let your School Director know what she/he can do to assist.

### **What are the Divisions?**

Until the fall of 2011, we had four divisions in the College of Arts and Sciences. The Divisions were for purposes of governance and administration. The four Divisions have been replaced by three Schools (see schools entry).

### **How often should I check my Email?**

You may not have a very big office, but you are about to have a very big inbox. We send a lot of email at Pacific. Students will expect that you will read and reply to their email immediately, even if it is sent at 3:47am. You do not have to do this. You should plan to review and reply to urgent email messages at least once a day. Please use your pacificu.edu email address, because that is the one that will be used for all official messages and because your students will forget any other addresses and then wonder why you are not responding. If you are having problems with your email (other than just being irritated by it) please contact the Technology Information Center (TIC) at help@pacificu.edu, or ext. 3132, or by visiting the basement of Marsh Hall.

### **How do I apply for External grants?**

Getting external grant money is good. More is better; however, the University likes to know what you are applying for so that we don't have multiple people making different requests to the same source at the exact same time. If you want to apply for a grant, you need to talk with your Director about what you are planning. Your Director will then help you get in touch with University Corporate, Foundation and Government relations as appropriate for your particular proposal.

### **What is the Faculty Development Committee?**

The Faculty Development Committee (FDC) oversees the faculty development grant process, the sabbatical process, on-campus scholarly presentations and the faculty mentor program. Roxana Ciochina is FDC Chair in 2016-2017.

### **What are Faculty Development Funds?**

All full-time faculty members are eligible for faculty development funds. These funds are typically used to cover the expenses of conference attendance. The funds available to you for conferences depend upon if you are presenting your own work or if you are attending

the conference as an audience member only. The amounts for the 2015-2016 academic year are \$1,100 or \$800 respectively. You can apply for these funds via a webform on the CAS faculty resources page (look down at the very bottom of the page). You will access these funds by contacting Jeane Canon in the Dean's office. There are some restrictions on what these funds may purchase, so please check with Jeane before making purchases.

### **What is the Faculty Handbook and why do I care?**

The Faculty Handbook (aka, University Handbook) includes all the rules and regulations about your employment at Pacific. You will hear people talk about "Chapter 4" a lot because that is the part of the Handbook that covers faculty concerns like tenure, promotion, etc. You can find the Faculty Handbook on line at <http://www.pacificu.edu/asfaculty/index.cfm> . You should read Chapter 4. Really. Put this down and go read Chapter 4.

### **When are Faculty meetings?**

Faculty meetings for the College of Arts and Sciences are typically held on the third Thursday of each month at 11:20 am. Meetings end around 12:45. Meetings are usually held in McGill Auditorium. Full-time faculty members are expected to attend faculty meetings. New and untenured faculty are encouraged to speak up and participate in the discussions at faculty meetings. It is okay to bring your lunch to faculty meetings. You should also attend school meetings, usually on the second Thursday each month, and department meetings as scheduled by your chair. Part-time faculty should consult their chair to learn department expectations for meeting attendance.

### **What is the Faculty Senate?**

The Faculty Senate exercises the decision-making power of the University Faculty. The University Council and Faculty Senate are the principle deliberative bodies in campus governance. You can read all about the governance structure in Chapter 2 of the Faculty Handbook (see entry). The Senate has a website with agendas and minutes and other goodies; the website can be accessed from the Pacific University homepage, by following the link for "Faculty and Staff" and then "Faculty Senate."

### **Do we have a Family Leave policy?**

Yes. Pacific has a broad range of leaves, both paid and unpaid, to support faculty and staff. If you are experiencing health problems, are expecting a new child, or need to provide intensive care for a family member, please visit Human Resources to learn what your options are. You will also need to consult with your Director to ensure that coverage is provided during your absence and to ensure that all the paperwork gets done correctly.

If you are a faculty member, be sure you are looking at the faculty leave policy in the handbook.

### **What is FDPC?**

FDPC was the Faculty Development and Personnel Committee. This committee has been replaced by the Personnel Committee (see entry).

### **What is FERPA?**

FERPA (the Family Educational Rights and Privacy Act) governs how higher education institutions must protect student information. An overview of the law may be accessed at <http://www.pacificu.edu/registrar/privacy.cfm>. Since you are not likely to read that, as a general rule of thumb, faculty and staff may not share a student's educational record with a third party (parents included)—unless the student provides a written waiver to allow sharing, or if an institutional staff member with a need-to-know status requests such information. So, it is usually okay to share information with campus colleagues but not with others, without a signed waiver. You should collect a signed waiver before you write letters of reference for your students. If you need advice about what and what not to share, consult with the Registrar or Associate Dean Steve Smith.

### **When are Finals?**

Final exam schedules are posted online each semester on the Registrar's web pages. The time of your final depends upon the starting time of your class. Finals are held in the same classroom used for your regular class meetings. You will want to review what you think is your final time with your students to make sure it matches what they think is the final exam time. All regular courses must have a final exam or project, due at the scheduled final exam time. You are not supposed to change the time of your final exam.

### **What are Focal Studies?**

These are a part of the Core requirements for graduation (see entry). Each student must select and complete two interdisciplinary focal studies. A focal study is a set of three related courses, 10-12 credits. You will find more details at [http://www.pacificu.edu/as/focal\\_studies/index.cfm](http://www.pacificu.edu/as/focal_studies/index.cfm). The go-to person for questions about focal studies is Gretchen Potter, Director of Academic Advising.

### **How do I get Furniture for my office?**

If you need furnishings for your office, such as a file cabinet or shelves, please contact your school Director. S/he will try to help you out. And then they will probably send you to the Administrative Assistant, the real puppet-masters.

### **How does Grading work?**

You are responsible for grading all course work assigned and for submitting a final, summary grade for each student in each of your classes. You will submit your grades electronically, via BoxerOnline.

### **How do I change a Grade after it has been submitted to the Registrar?**

You must fill out a Grade Change Form, which you can get from your Administrative Assistant or the Registrar. Submit the form to Steve Smith for his approval signature.

### **How long must I retain my Grade records for my classes?**

Two years.

### **Do I have to attend Graduation?**

Yes. See the “regalia” entry.

### **Who can Help me with student problems?**

Occasionally you may have problems with a student in class or you may become concerned about a student’s well being. Please do not ignore these problems or concerns. Talk with your department colleagues and get their advice. Associate Dean Steve Smith is the official channel for handling student problems. He can help direct you and the student to other resources on campus.

### **Who can Help me with office or lab problems?**

If you are having troubles with your office or lab space, talk with your Department Chair. If this does not resolve the problem, please talk with Kevin Johnson, and he will try to work with you and your Department to resolve the problems.

### **Who can Help me if I am having problems with a department colleague?**

Enjoying your life as a faculty member at Pacific is dependent upon good working relationships with your department colleagues. Protect and nurture these relationships. Try to give the benefit of the doubt and to exercise patience whenever possible. Occasionally, you may need to seek advice about a department colleague. We would suggest that you seek advice from the following people in this order: first your mentor, then your Department Chair, then your School Director. If this is not satisfactory or the circumstance warrants broader attention, please speak with the Dean.

### **Who can Help me if I am having problems with my Department Chair?**

Department Chair duties rotate among the tenured faculty of each department in the College. Because your Department Chair is also your colleague, it is best if you can work through any difficulties you might have. Sometimes, you may want to seek more advice. We would suggest that you seek advice from the following people in this order: first your mentor, then your School Director. If this is not satisfactory or the circumstance warrants broader attention, please speak with the Dean.

### **Who can Help me if I am having technology problems?**

The Technology and Information Center, or TIC, is located in the basement of Marsh Hall. They can help you with computer problems, email problems, and classroom technology needs. You can contact their Help Desk by email at [help@pacificu.edu](mailto:help@pacificu.edu), or call ext. 1500.

### **What should I do when students ask for an Independent Study Contract?**

Your Associate Deans offer you this little bit of advice: Say, “No.” Say you don’t think you would be able to devote the time to the independent study that the student deserves. Say that you are traveling abroad. Blame the Dean. Seriously, we understand that sometimes circumstances warrant agreeing to supervise Independent Study Contracts, but try to keep them to a minimum. You will not typically earn additional pay for this additional work.

### **What sources of Internal Funding are available to support my scholarly work?**

There are several sources of support for scholarly work available to Arts and Sciences Faculty. Faculty Development Grants fund summer work and are available through a competitive application process each fall. These grants are typically up to \$3,000 each. Notice of the application process will be sent out via email. There are also Elise Elliot funds available for specific sorts of scholarly work and teaching. There are two calls for proposals for these funds, one in fall and one in spring. These awards are typically for amounts up to \$1,500. Notice of application processes will be sent from the Dean’s office via email. If you need financial support for your scholarly work that cannot be covered by these opportunities, please speak with your Department Chair for more advice.

### **What are Internship contracts?**

Students may seek to earn academic credit for internship experiences on or off campus. Students are required to have their internships directed by a faculty member. Contact Melissa Vieira in the Career Development Center for more information. Be aware that

agreeing to oversee a student's internship during the year does not come with additional faculty pay.

### **How do I get Keys for my office?**

Your school Administrative Assistant can order keys for your office, building and any other keys you might need. It may take a day or two to get a new key cut. You will be expected to return any keys that you are no longer using. You will need to pick up and sign for your keys from our facilities offices.

### **What Meetings am I expected to attend?**

You need never be lonely at Pacific; we have lots of meetings. You are expected to attend Department, School, and College faculty meetings. You may have other meetings as well. Make a real effort to attend these meetings. We are a small school and absences are noticed.

### **What is the Mentor system about?**

New, tenure-track and/or continuing faculty members are assigned a Mentor during their first year. That mentor is intended to be a person to whom you can turn with questions or concerns that you might not want to ask a member of your own department. They can also just buy you coffee once in a while and regale you with horror stories about Pacific's past.

### **What should I do about student Academic Misconduct, such as cheating or plagiarism?**

Pacific University has a no-tolerance policy for all forms of student academic misconduct (doesn't that sound super tough?). The policy and procedures for handling cases of misconduct are outlined in the Catalog of the College of Arts and Sciences, as well as in the Academic Misconduct Report Form accessible at <http://www.pacificu.edu/asfaculty/forms/Armf.pdf> . You will want to talk with Associate Dean Steve Smith with questions regarding this issue.

### **What is Moodle?**

First, "moodle" is just fun for a grown-up to say. Second, Moodle is the online content management system that Pacific is using. You have access to Moodle via your PUNet ID and the "online resources" portion of the University website. If you visit the University Information Services (UIS) webpages, there are a number of online tutorials and guides for getting started in Moodle.

## **How do I propose a New course?**

Proposing new courses is not difficult at Pacific, but it takes a few steps. First discuss your idea with your department. Then fill out a New Course Proposal form available from the CAS Faculty Resources page under “Proposing Curricular Change.” Take that form to your Department Chair. Your Department Chair is responsible for taking your proposal through the School’s approval process and to the Curriculum Committee for final approval. After the Curriculum Committee’s approval, the form will go to the Registrar’s office and you are done (except for teaching the course). Having a new course approved does not guarantee that it will appear in the class schedule. In the winter and spring, your Department Chair will work with department members and the School Director to construct the following year’s schedule of classes. Only approved courses may appear in the class schedule. Thus new course proposals should be submitted in the fall, if you expect to teach them the following year. If you want to make changes to an existing course, please see the changing an existing course entry.

## **How many Office hours should I hold?**

Typically, faculty schedule about 3 office hours a week. Check with your Department Chair to see what the norm is in your department. Many Pacific faculty keep their office doors open and allow students and colleagues to drop in at times other than official office hours. This is one of the things that students appreciate most about Pacific. However, it is okay to shut your door and to ask students to visit only during posted office hours or by pre-arranged appointments outside of your posted office hours. Again, it is good to ask your Department Chair about the norms of your department.

## **How do I request more Office supplies?**

Your school Administrative Assistant will have most office supplies on hand for your use. If you need something special – rainbow paperclips, lavender writing tablets, glitter ink pens, a stapler in the shape of cat – please talk with your Administrative Assistant. We will do our best to keep you happy and well supplied.

## **How do I get a Parking Permit?**

We strongly suggest that you do not ignore the parking time limits on the streets surrounding campus – you will get a ticket. You can park in any of the faculty/staff parking lots around campus with a parking permit. You can get a parking permit from the Pacific Information Center on the first floor of the University Center (Washburn Hall). These permits need to be renewed annually.

## **Personnel Committee**

The faculty members of the Personnel Committee are elected by the college faculty to three year terms and include one tenured faculty member from each of the schools and two “at-large” members. The Personnel Committee is the group that does performance evaluations of faculty, tenure and promotion reviews, and deals with work-related issues for faculty. The Dean sits on the Personnel Committee but is not a voting member. Bill Breslin is the Chair of PC for 2016-2017.

## **How do I Print materials for my courses?**

The Administrative Assistant for your school will have an inbox for printing jobs, etc. Be sure to include clear instructions or talk to the Administrative Assistant in person. You may also take your printing work directly to the Service Center located at the corner of 21<sup>st</sup> Street and College Way; there are forms and an inbox at the counter. For normal jobs, expect a two day turnaround. Printing is not free; your division and the planet pay for it; behave accordingly.

## **Will I need Regalia?**

In a typical year, the full-time faculty is expected to wear regalia twice: once in the fall at convocation and once in the spring at graduation. You can rent regalia before these events through the campus bookstore. Typically the Provost’s or the Dean’s office will send an email reminding you to do so. You can also buy regalia through the bookstore. Buying regalia is expensive. Many folks are able to find used regalia on Craigslist – your hood might not be the exact right colors, but we won’t tell (Cornell and Harvard use bright red gowns so don’t choose those if you want to blend in....). You might also be able to borrow from folks on sabbatical. Part-time faculty members usually do not have to participate in these campus events. When in doubt, please ask your School Director.

## **Where do I look to find faculty Resources and answers online?**

The A&S faculty resources website may be found at <http://www.pacificu.edu/faculty-staff/documentation-and-forms/college-forms> . This is a website you are likely to use often. It is a good idea to familiarize yourself with this page, so that you will know what it has to offer. Among other things, it includes governance and policy documents, faculty meeting agendas and minutes, lists of committees and who is on them, various forms, and the final exam schedule. It is also a good idea to read over the A&S Policies document accessible from this page; it has an index and may answer some of your questions. If you cannot find it there, ask your Administrative Assistant or Director. Collectively, they know everything.

## How do I **R**eturn student work?

Do not leave graded materials for students to pick up outside your office or from your department mailbox. Return them in class or in a sealed envelope marked “confidential” if you return them via students’ University Center mail boxes. Students’ grades are private and should not be shared with the entire class.

## Who *really* **R**uns the College?

The Administrative Assistants. Be nice to them.

## What about **S**afety on campus?

Generally, your department chair should be the most frightening thing you encounter during your work day. For any and all other concerns, please contact Campus Public Safety, available 24 hrs a day, by calling campus extension 2230 or 503-352-2230 from off campus. Be smart and put this in your phone. NOW.

## What are the three **S**chools in the College?

The College of Arts and Sciences has three administrative units called schools. **The School of Social Sciences includes:** Anthropology, Criminal Justice, Law and Society, Economics, History, Politics and Government, Psychology, Public Health, Social Work, and Sociology. **The School of Arts and Humanities includes:** Art, Music, Theatre and Dance, English, Media Arts, Philosophy, and World Languages and Literatures. **The School of Natural Sciences includes:** Biology, Chemistry, Exercise Science, Environmental Sciences, Math and Computer Sciences, and Physics.

## What is the **S**elf-Evaluation Form all about?

Early each fall the Dean’s office and the PC (see PC) will send out an email that includes a template for your annual Self-Evaluation. You will need to complete a self-evaluation and return it by the date specified. This form is used in evaluating your progress as a faculty member in the college. It is your chance to reflect upon your accomplishments and challenges of the previous academic year. Many faculty find it helpful to keep this document on their computer and to contribute to it on an ongoing basis throughout the year rather than trying to write the entire thing in the fall. Please ask a colleague from your department to share one of his or her Self-Evaluation reports with you so that you can get a sense of the expected tone and length.

## What is **S**enior Projects Day?

One Wednesday in April, classes in the College of Arts and Sciences are not held so that seniors from every department can present their scholarly work. Classes and labs that are

normally held on that Wednesday are shifted to Friday of the same week and Friday classes are cancelled. The online calendar for Arts and Sciences will have the exact date of Senior Projects Day. Faculty members are expected to attend student presentations throughout the day.

### **How much university Service is enough?**

It is often difficult for faculty to determine what is an appropriate level of university service. Talk with your department colleagues to get a general sense of departmental expectations. Talk with your mentor. You may also ask the Chair of the Personnel Committee (see PC entry) about your specific circumstances. Too much service can also be a problem. If you sense that you are overcommitted, please talk with your Department Chair.

### **How do I report on Students who are in danger of failing my class?**

At any time during the semester, complete and submit Alert of Academic Difficulty notices (available online at the Faculty Resources page) to Steve Smith in Bates House. Copies are routed to the students and their faculty academic advisors. Be sure to chat with these students about how they might best improve their performance. In our experience, it is better to warn students early and often about any performance problems you may see.

### **What is expected of me during the Summer?**

Most CAS faculty have 9 month contracts. During the summer, or off-contract months, you are expected to check your email with reasonable frequency and respond to small requests from folks like Directors, Admissions, the Registrar. Sometimes more extensive work is required during the summer months. If this is the case, you should discuss this work with your Director. No summer work is compensated/paid unless you have previously negotiated that payment with your Director.

### **What about Syllabi?**

You must prepare a syllabus for each of your courses. Syllabi should clearly state course objectives, student learning outcomes and include a grading rubric, attendance policy, your contact information and office hours, and a statement regarding academic misconduct policies and a notice about learning support services for students with disabilities; you should include a course and events (exams, due dates) outline. Distribute syllabi to your students on the first day of class. You also are required to submit a copy of your syllabi to your School's Administrative Assistant at the beginning of each term. Your syllabi will also become part of your personnel file. *For more information see the Syllabi section of this binder.*

### **How do I propose a Travel course?**

If you can imagine traveling with twenty-five 20-year olds, you may be a good candidate to lead a travel course. Travel courses are typically offered in the winter term or just after school is out in the summer. Discuss your interest with your department colleagues. If your department is in agreement, you will have to follow the usual path for proposing a new course (see “proposing a new course” entry) and take a few extra steps. Contact Windy Stein Admin Assistant for the Arts and Humanities for help with the various forms that need to be filled out. You will need to plan your course and get commitments from students early on, because the course will not be approved unless there is sufficient enrollment. Talk with some experienced travel course leaders for advice. David DeMoss is the Associate Dean who can help you with some of the logistics of travel courses.

### **Does the College close for bad Weather?**

Not usually, so buy an umbrella and some mittens. The university will remain open on snow days, as most students live on campus, unless the President/Provost rules that the university should close to assure the safety of students, faculty, and staff. Access the university web page and/or local media outlets for up to date information regarding campus closures or delays. If campus is open and you feel it is unsafe for you to travel to campus, please stay home and contact your Chair, Director and students to let them know.

### **How do I make changes to the Department's or my Webpages?**

You can email changes or updates to your faculty page, to department pages, or with other ideas for promoting the College to your school's Administrative Assistant. Changes to your department pages should be discussed with your department and approved by your Department Chair.

## Who is who?

Andree, Erica	Director, Center for Languages and International Collaboration
Ankeny, Mark	VP for Enrollment Management and Student Affairs
Bagley, Leah	Administrative Assistant to the School of Arts and Humanities
Barr-Gillespie, Ann	Executive Dean, College of Health Professions
Carstens, Lisa	Dean, College of Arts and Sciences
Canon, Jeane	Budget Manager, College of Arts and Sciences
Coyle, Jennifer	Dean, College of Optometry
DeMoss, David	Director, School of Arts and Humanities CAS
Eisenbarth, Kathryn	Director, Student Health Center
Fleming, Jim	Chief Information Officer, UIS
Gadbois, Claire	Associate Registrar
Gustavson, Leif	Dean, College of Education
Hallick, Lesley	President of Pacific University
Herman, Anne	Registrar
Johnson, Kevin	Director, School of Natural Sciences CAS
Keillor, Robin	Director, Student Counseling Center
King, Brian	Manager of the TIC
Kosik, Kris	Director, Human Resources
Larkins, Patty	Administrative Assistant to the School of Natural Sciences
Mallery, Mike	VP for Finance and Administration
McGee, Vicki	Administrative Assistant to the School of Natural Sciences
Miller, John	Provost and VP for Academic Affairs
O'Driscoll, Brian	Director, Career Development Center
Perkins, Will	Dean of Students and Associate VP for Student Affairs
Potter, Gretchen	Director of Academic Advising CAS
Ritter, Jessica	Director, School of Social Sciences CAS
Schuppert, Cindy	Director of Facilities and Safety Management
Smith, Steve	Associate Dean for Student Academic Affairs CAS
Stein, Windy	Administrative Assistant to the School of Arts and Humanities
Stokamer, Stephanie	Director, Center for Civic Engagement
Teeter, Jennifer	Administrative Assistant to the School of Social Sciences
Tilden-Browning, Ashly	Administrative Assistant to Advising Center and Academic Affairs CAS
Vice, Jolene	Executive Assistant to the Dean, College of Arts and Sciences
Warman, Cassie	VP for University Advancement