WELCOME TO IUP!

APSCUF Guide for Temporary Faculty

As a valued member of the IUP academic community, we welcome you. We appreciate the service you provide in teaching classes and other roles you might be asked to play in your department.

Particularly if this is your first semester at IUP, there is a lot to learn about university and department procedures. APSCUF has commissioned this information guide through its Temporary Faculty Committee to help you with important survival and other information needed to succeed. We have indicated items of particular importance under the *Survival Guide* column of the Table of Contents with an asterisk.

Best wishes for a successful teaching appointment!
Please do not hesitate to contact us or join us at Temporary Faculty Committee meetings throughout the academic year.

Information for IUP Temporary Faculty
2012-2013

We hope this guide is helpful to you as a new or continuing temporary faculty member. If you have suggestions, please contact us and let us know what other information would be useful or of interest. A list of Temporary Faculty Committee members and their contact information can be found on the last page of this brochure. Information is also available at http://www.iupapscuf.org/committee/committee_tempfac.htm.

Information for part-time and full-time temporary faculty compiled by the APSCUF Temporary Faculty Committee (Fall 2009)

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* Items marked with an asterisk are designated as the Survival Guide

APSCUF Membership and the Temporary Faculty Committee

Campus Office located in 101 Keith Hall, 724-357-3021
Union information, blog, and contact information: http://www.iupapscuf.org/

APSCUF (The Association of Pennsylvania State College and University Faculties) is the union that represents faculty within the Pennsylvania State System of Higher Education (PASSHE). Faculty, including those with temporary status, are encouraged to become active members. Membership can be obtained by completing a membership card distributed during the employment process or by contacting the campus APSCUF office. The IUP APSCUF Temporary Faculty Committee exists to serve and address the academic needs and other concerns of the temporary faculty. It consists of permanent and temporary faculty members who meet throughout the academic year. All temporary faculty members are welcome to attend these meetings to bring issues to the attention of the committee and to network with temporary faculty from across campus.

APSCUF Link for Temporary Faculty

For Temporary Faculty: http://www.apscuf.org/tempFaculty/index.html

APSCUF maintains a special link with information particularly for temporary faculty. It references the articles of the Collective Bargaining Agreement (CBA) that expressly deal with temporary faculty.

Banner/URSA

http://www.iup.edu/ursa/

Banner/URSA offers information on registration, records management, academic calendars, and final exam schedules. Faculty can access class lists, enrollment information, schedule, etc. In addition, midterm and final grades must be submitted here. Use the faculty ID number from the I-Card to log in to URSA, and be sure to use the "@" symbol when logging in with this Banner code. Note: IUP does not use a plus/minus system with assigned letter grades.

Book Orders

How to order textbooks: http://www.iup.edu/page.aspx?id=22537

Book orders are requested prior to each semester. Check with administrative assistants in the department for book order forms or go to the book store website above. Check to see if a common textbook is required by the department or program before making final selections. Here is a list of contact information for people in The Co-Op Store who can help you with your textbook orders: Sarah Ellenberger, Textbook Director, 724-357-3138; Carol Guba, Textbook Department Supervisor, 724-357-3139; Cindy Bentley, Textbook Clerk, 724-357-3067.

Campus Map and Directions

Campus map and directions: http://www.iup.edu/mapanddirections/default.aspx

During the Residential Revival project, construction may make it difficult to get directly from one campus location to another. The map shows current work areas to facilitate navigation.

Center for Counseling and Psychological Services

www.iup.edu/counselingcenter

The IUP Counseling Center provides assistance to students who may be having difficulties managing college life or just life in general. Do not feel pressured to be both an instructor and a counselor. If you have questions regarding how you might best help a student (i.e., a student shares with you that s/he is depressed or thinking of harming him or herself), call the Counseling Center for a consultation concerning your best course of action. The Counseling Center is located in the Suites on Maple East, G31, 901 Maple Street, 724-357-2621.

Center for Teaching Excellence (CTE)

www.iup.edu/teachingexcellence.

The university is home to the Center for Teaching Excellence and the Reflective Practice Project, a body of teachers committed to learning from and helping each other throughout the academic year. They offer large group meetings, topic-specific small groups, and workshops. Attending CTE and Reflective Practice events is an easy way to get to know colleagues from your own as well as other disciplines, and to build an academic support network.

Class Cancellation Policy

If you must cancel class for any reason, official forms must be filled out. Forms for professional leave, such as attending an academic conference, require listing who will be covering the class and/or the alternative assignment the class will be doing in place of the class meeting. Sick leave forms differ from professional leave forms and both can be obtained from departmental administrative assistants.

Class Length

Monday/Wednesday/Friday (MWF) courses at IUP between 8:00 a.m.-5:30 p.m. are 50 minutes in length. Tuesday/Thursday (TR) between 8:00 a.m.-9:20 p.m. and Monday/Wednesday (MW), Wednesday/Friday (WF), or Monday/Friday (MF) classes between 3:35p.m.-9:20 p.m. are 75 minutes in length. There is a fifteen minute break between classes.

Collective Bargaining Agreement (CBA)

http://www.apscuf.com/print/07TABLEOFCONTENTS.htm

Upon obtaining a position with IUP, all faculty members should receive a copy of the CBA, the document detailing the rights, privileges, duties, and responsibilities pertaining to a teaching appointment at IUP and its sister institutions. The current CBA is also available online at the above address. If you have not received a copy of the CBA and would like one, please contact the IUP-APSCUF office in 101 Keith Hall at 724-357-3021.

Email and Technology

http://www.iup.edu/itsupportcenter/

Information about email, network drives, computer security, and software is available at the website above. This site offers new faculty startup and computing guides. Be sure to get email address and password information. Be aware that passwords for network login, email, and Moodle are all different, but can be reset as you log in to each venue.

- Email may be accessed on and off campus at http://imail.iup.edu/ or www.iup.edu/email.
- Moodle is available as a course management system. More information can be found at http://www.iup.edu/moodle.
- Faculty also have access to an individual network drive, the H: drive.

Evaluations of Faculty

All temporary faculty members must be observed by full-time faculty and chairs in the same manner that regular, probationary faculty are observed. A department member should contact those to be observed about these requirements and deadlines. The Collective Bargaining Agreement (CBA) determines how many evaluations an instructor will need based on their status as either a full-time or part-time temporary faculty member. After receiving an evaluation report, all faculty have the right to make corrections or clarify information contained in the report before it is submitted. The document should then be signed, copied for personal use, and the original submitted to the department. The Dean of the college later reviews these materials and will provide his or her report as well. See also, the section labeled Student Evaluations of Faculty.

In addition to evaluations by peers and chairs, students will also evaluate each section a temporary faculty member teaches. Packets will be distributed by departments. A department may arrange a schedule indicating which faculty member administers the student evaluations in a colleague's class, or one may need to find an evaluation proctor on one's own. Students need to use No. 2 pencils on the evaluation forms, and it is advised to have a few extra pencils at hand for those students who do not have one—some departments have these to loan out as needed. Only temporary and permanent faculty members may administer these evaluations; teaching associates and graduate assistants may not assist in this procedure. After the semester's end, evaluated faculty will receive a printout compiling all numbers from these evaluations. Reports

for all sections will be stapled together and multiple copies of these documents will be provided—usually in the top envelope of evaluations. Submit one to the department and keep the rest. The students' comment sheets will also be in the packets.

Eye Care and Dental Coverage

http://www.apscuf.org/pdfs/article21.pdf
http://www.apscuf.org/08HEALTHWELFAREBENEFITS.pdf

Full-time temporary faculty members are eligible for health care benefits and in-depth information will be mailed to you. Furthermore, full-time temporary faculty who are also union members qualify for eye care and dental coverage. Information on health care benefits is available at the websites above. The following is a link to the PA Faculty site which includes an electronic version of the benefits handbook as well as links to forms needed to file eye care and dental claims: www.pafac.com. Some medical practitioners will process these forms for you.

If you do not receive in-depth information regarding health care benefits, please contact the Human Resources department in G-8 Sutton Hall at 724-357-2431. Likewise, if you do not receive in-depth information regarding eye care and dental coverage, please contact the IUP-APSCUF office in 101 Keith Hall at 724-357-3021.

Final Exam Policy

http://www.iup.edu/URSA

Final exam week is the last week of the semester. Faculty are required to hold some kind of terminating activity at the scheduled time. Go to the address above and look under "Courses and Scheduling" to find the Final Exam Schedule. The schedule is available before the beginning of each semester.

Here is the official policy on final exams:

- The final examination week is part of the regular academic program and must be incorporated into each instructor's course plan for the semester. Final examinations are not the only legitimate type of terminating activity, and therefore, the instructor may choose another appropriate activity that conforms to course objectives.

- The terminating activity shall take place only at the time and location assigned by the Registrar's Office. Unless granted an excused absence, the faculty member responsible for the course must be present for the full examination period to direct the terminating activity. Faculty members may require student attendance at the terminating activity.

- Faculty members who do not schedule or do not attend the terminating activity for a course may be subject to disciplinary action commensurate with unexcused absences. Block finals must be held as scheduled. Once the final examination has been set by the Registrar's Office, changes and absences must be approved by the instructor's dean.

- During the examination period, the following general rules apply where scheduling conflicts exist:
    1. The higher-numbered course takes precedence. Thus, a student enrolled in GEOG 102 and ECON 325 would take the ECON 325 exam at the assigned time and the make-up in GEOG 102.
    2. If courses in conflict are the same level and number, an alphabetical determination by full name of the department will be made. For example, a student enrolled in ACCT 421 and CNSV 421 would take the ACCT 421 exam at the assigned time and a make-up in CNSV 421.

I-Card

http://www.coop.iup.edu/icard/

I-Cards are necessary for grading, login information, library services, online access, and other important tasks. Go to the I-Card office in Room 212 of the HUB (Hadley Union Building), 319 Pratt Dr., to get an I-Card. For questions about the I-Card, you may call 724-357-1314 or visit the website listed above.

Automatic I-Card benefits:

- Many merchants and restaurants in Indiana offer discounts on purchases and meals to I-Card holders. Stores signify their participation in this program by posting a sign stating "Students Welcome" and showing the IUP brick archway.

I-Card benefits after paying the optional Faculty Activity Fee:

- Temporary Faculty may choose to pay the Faculty Activity Fee—the paperwork will be mailed—and then the I-Card can be used to get into campus sporting and cultural events for free or at reduced prices. Information about cultural events and ticket prices can be found at http://www.iuptickets.com/.

- IUP has an arrangement with the local IndiGo bus line to provide free bus service with a valid I-Card activated by the optional payment of the Faculty Activity Fee. The bus schedule is available at http://www.coop.iup.edu/bus.htm.

Adding money to your I-Card:

- Money (called "Flex Dollars") may be added to your card, allowing it to be used at the dining halls and other food services on campus. Visit the Office of Housing and Residence Life in Clark Hall B-31 to have money placed on the I-Card by bringing a check for the amount desired.

- Several sites around campus provide machines that allow you to put money on the I-Card so it can then be used in vending machines, printers, and copiers in IUP facilities. These sites are: Eberly College of Business, Folger Dining Hall, Johnson Hall, HUB, Keith Hall, the Library, and the following Residence Halls: Elkin, Suites on Grant, McCarthy, and Whitmyre.

IT (Instruction Technology) Support Center

http://www.iup.edu/itsupportcenter/

The IT Support Center, located at Delaney Hall Suite G35, is a university-wide institute established to support faculty, staff, and graduate teaching assistants with training and consultation for instructional design including: the effective use of institutional instructional technology; the creation of Web-based course materials and Moodle support; digital media services; technology enhanced general classrooms; open access computer labs; and technology training for research projects and curriculum development to enhance the learning experience for students of IUP. The website has a list of dates and times that workshops are offered.

Library

http://www.iup.edu/library

Online requests and renewals are possible; instruction can be scheduled with library faculty for library orientation and other topics. Various workshops for classes are also available. *Note*: An instructor *must* be present when classes go for workshops. If the instructor cannot be present, another faculty member must accompany the class; graduate assistants may not accompany a class in lieu of a faculty member.

- Both regular reserve and e-reserve are available to make items accessible to students. Forms for regular hard copy reserve and e-reserve can be found at the main circulation desk in Stapleton Library or visit this site to find instructions, forms, and answers to questions concerning putting a variety of items on reserve or e-reserve: http://www.iup.edu/library/services/default.aspx.

- The library's electronic card catalog and many databases can be accessed on and off campus via links on the library home page with the I-Card's personalized bar code (longer number beginning with 600).

- The virtual private network (VPN) uses the Internet to provide remote offices or individual users with secure access to the university's network. Instructions for how to access the university's network from a remote location can be obtained on the library's website.

Mentoring

Temporary faculty members may request a mentor within their department. Not all departments will offer mentoring automatically, so you may need to take the initiative and find a colleague who will become your mentor.

Office Hours and Departmental Service

According to Article 23 A. 1. C of the APSCUF contract:

> *Teaching FACULTY MEMBERS shall maintain a minimum of five (5) office hours per week on no fewer than three (3) different days at such times as will accommodate the needs of the students. The schedule of office hours for each FACULTY MEMBER shall be posted in such manner so as to be easily observed by the students.*

If you are half-time faculty, check with APSCUF for required hours. Temporary faculty may be asked to provide service to their departments such as advising students, attending department meetings, and other functions such as assisting with assessment. Check with the department chair about contracted service requirements; additionally, direct any questions or concerns about your duties related to temporary faculty workload to the Temporary Faculty Committee.

Parking

http://www.iup.edu/police/parking/default.aspx
To apply for a parking tag: http://www.iup.edu/URSA

To apply for a parking tag, go to URSA, log in and click on the "Employee" tab. Then click on the "Online Parking Permit" tab and follow the instructions. The parking tag will be sent to you. Carefully follow designated signage specifying parking lot times and restrictions. Campus police are vigilant about parking violations and spaces may be difficult to find after 8:30 a.m. Meters ARE NOT free for faculty. In some lots, be advised that white-lined spaces are leased or by special permit only—these may have posted signs—and yellow-lined spaces are pay-by-space parking requiring ALL users to purchase tickets at that lot's vending machine. Alternatively, reserved spaces are available for a fee in the university's parking garage.

Photocopying

Copies Plus: http://copiesplususa.com/
Pro-Packet Copies: www.pro-packet.com
The HUB Copy Center: http://www.coop.iup.edu/hubcopy/default.asp

Check with administrative assistants about how to arrange for photocopying of materials. Many departments provide faculty with password-protected access to a copy machine and have copy limits; some departments do not allow faculty to make their own copies but have them fill out copy request forms; copying is also possible through printing center requests. Local businesses, such as Copies Plus (1052 Oakland Avenue), 724-465-2679, and Pro-Packet Copies (1176 Grant Street), 724-357-8402. offer special rates for creating course packets. Additionally, the HUB Copy Center on the second floor of the student center can now make packets, 724-357-3831.

Police

http://www.iup.edu/police/default.aspx

Location: University Towers
850 Maple Street
Indiana, PA 15705

Phone: 724-357-2141
Fax: 724-357-2104
Office Hours: 24 hours a day, 7 days a week

For assistance in case of emergency or to report a crime, contact IUP University Police. They will also help if a faculty member locked themselves out of their offices.

Safe Zone

http://www.iup.edu/safezone/default.aspx.

Safe Zone is a campus-wide organization offering support to IUP's LGBT community. Training for those wishing to become members occurs at least once per semester. Members are identified by signs on office doors with a pink triangle on a rainbow field.

Standardized Smart Desks

Standardized Smart Desks are located in most classrooms to project computer, VCR, DVD, and Document Camera images. Directions for operation are usually posted on each desk or may be requested through the department or the technicians servicing these Smart Desks. Cabinets granting access to the computer and other equipment may be locked; in that case, keys may be obtained from departmental administrative assistants.

Student Services

http://www.iup.edu/studentlife/default.aspx
http://www.iup.edu/studentservices/default.aspx

There are numerous services for IUP students from housing and parking to campus activities and jobs. The Counseling Center is located at Suites on Maple East, G31, 901 Maple Street. Their website can be found at http://www.iup.edu/counselingcenter/default.aspx.

Students with Learning Disabilities

www.iup.edu/advisingtesting

Throughout the semester, faculty may receive confidential paperwork regarding students enrolled in their classes. These documents list the accommodations a student is entitled to so that he or she may succeed at IUP. A student may not need all the items listed, but one should make the necessary adjustments to coursework if asked to do so. Usually, the student will

approach the instructor if accommodations are needed, but you may take the initiative and ask them how you can assist them to ensure a successful classroom experience. Disability accommodation is a federal matter, so if assistance is needed to meet these criteria, contact the Advising and Testing Center, Room 216 Pratt Hall or call 724-357-4067.

Syllabi Requirements

Undergraduate Catalog: http://www.iup.edu/registrar/catalog/

Specific requirements may vary by department, so always ask for the Syllabus of Record for each course assigned. Some departments will require use of this syllabus and will also require certain texts while other departments will allow for more flexibility on specific assignments and textbooks.

Be aware that a syllabus is a quasi-legal document and a copy of each course's syllabus must be submitted to the department and be kept on file. Additionally, each student MUST be provided with a free copy of the syllabus within one week of the first meeting of the class. The syllabus may be distributed as a hard copy or made available electronically. If students request a hard copy, they need to be provided with one.

The Undergraduate Catalog recommends that each syllabus include:

a. the faculty member's name, office location, telephone number, and office hours
b. an outline of the course content, objectives, and prerequisites, as appropriate
c. information about the required textbook(s) with title, author, and edition, and any other required materials
d. information on the determination of grades, including the weight [provide percentages], types, and scheduling of evaluations, other planned requirements, and expectation for class participation
e. statement of policies and/or penalties for make-up exams and late submission of assignments.

Explicit statements about policies on participation, attendance, and plagiarism should be considered. If faced with a grade appeal, having all policies clearly stated in the syllabus is extremely helpful. University guidelines concerning syllabi, undergraduate course attendance, mid-term grades and other policies are available in the university catalog under Academic Policies.

Travel Funding

USRC small grant funding opportunities: http://www.iup.edu/page.aspx?id=5579.

Some departments are able to offer travel funds for temporary faculty to present at professional conferences. However, those funds may not be sufficient to cover all expenses. Temporary faculty are eligible to apply for the University Senate Research Committee's (USRC) small grants funding opportunities.

University Policies

Undergraduate Catalog: http://www.iup.edu/registrar/catalog.

The online Undergraduate Catalog is an excellent resource for the official word on policies of all sorts (grading, academic integrity, etc.).

University Vehicles

Automotive Shop: http://www.iup.edu/page.aspx?id=70383

A variety of state vehicles are available for faculty members to reserve for travel. The use of these vehicles must be related to university business, supervision of interns, off-campus teaching assignments, and other required travel. The vehicle request system can be accessed through the login site at URSA. Once logged into the secure site, faculty members should click first under the link for employees and click on vehicle registration. A template appears with spaces for information about the driver, the driver's license number, department, supervisor, vehicle type, and purpose of travel. Each faculty member should get the cost center numbers from the departmental secretaries, as this information is vital for completing the vehicle request. Using military time from the drop-down boxes, request the car by date and time. Following the prompts and submitting the form will automatically send an email request to the departmental supervisor. A confirmation email will appear in the faculty member's email once the supervisor has approved the reservation.

To retrieve the car, report to Robertshaw where the vehicles are stored and serviced. On the west side of the building, enter the red door. The automotive center is inside on the left. Someone will provide the reserved car's information, keys, and provide parking directions for the faculty member's car.

In the event that traveling becomes unnecessary and the requested vehicle needs to be canceled, send an email message to Cliff Pembleton at clifton@iup.edu. In the memo box, include the request number. (ie. Car #21490). This enables the automotive service manager to make any adjustments to the original request.

Writing Center

http://www.iup.edu/writingcenter/default.aspx

The Writing Center provides a variety of free services and resources to help students develop and improve their writing skills. Writing resources and tutoring support is available at the Writing Center in Eicher Hall, Room 218. For weekday hours, writing resources, and setting appointments online, go to the link above.

APSCUF Temporary Faculty Committee 2009-2010:

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