

Information for Faculty

**Spring
Semester
2014-2015**



OHIO
UNIVERSITY

Chillicothe Campus

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Spring Semester 2013-2014 Faculty Orientation

Thank you for your contribution to Ohio University-Chillicothe. We hope the following information will be helpful. If you need further assistance or information, please contact the Associate Dean, Dr. Brenda Phillips (740.774.7207 or phillib5@ohio.edu) or the Associate Dean Administrative Associate, Ann Holmes (740.774.7239 or holmesa1@ohio.edu).

Section I. General Information

Faculty Website: For faculty, staff and administration contact information, updated information, policies and procedures, class lists, the Ohio University Faculty Handbook, online grading (open near end of the semester), and other important information, refer to the Ohio University-Chillicothe website at:

www.chillicothe.ohiou.edu

Click on the **Faculty & Staff** link located on the left side of the home page and then the **Faculty Resources** link.

Email: Our primary means of communicating other updates and/or reminders throughout the semester is by email sent to your OU email address (you may forward to a personal account but we do not mail to personal accounts). New personnel need to complete paperwork to obtain an OAK ID. If you have difficulty accessing your account once activated, forwarding your email, changing your password, locating class lists, creating a Blackboard course site, etc., please contact Bill Modzelewski (modzelew@ohio.edu) or **Information and Technology Services** at:

Information and Technology Services Help Desk

Located in Stevenson Center

Direct: 740.774.7212

Toll Free: 877.462.6824

Section II. Important Spring Semester Dates

January 12, Monday- Spring semester classes begin

January 16, Friday - Last day to add a Spring semester class *without* instructor's approval

January 19, Monday- Martin Luther King, Jr. Day holiday (University offices officially closed; classes **not** in session)

January 23, Friday-

- Last day to register for Spring semester
- Last day to add a Spring semester class (instructor's permission *required*)
- Last day for removing incomplete grades incurred during last enrollment (if not removed, I grade will change to F)

January 24, Saturday – Students may withdraw from one or more Spring semester classes **through March 27** (last day to withdraw from an individual class).

Note: Course remains on students' academic record with grade of WP (withdrawn passing) or WF (withdrawn failing) and continues to be used in the calculation of tuition and fees.

February 16, Monday - Summer semester priority registration begins

Sunday, March 1 - Saturday, March 8- Spring Break- classes **not** in session

March 27, Friday- Last day to withdraw from (drop) an individual class on your Spring semester schedule.

Note: Course remains on students' academic record with grade of WP (withdrawn passing) or WF (withdrawn failing) with no fee adjustment.

March 23, Monday - Fall semester priority registration begins

April 24, Friday- Last day to withdraw (drop **all** classes) from the University for Spring semester (contact college or regional campus student services offices).

Note: Courses remain on student's academic record with WP/WF grades and no fee adjustment.

April 25, Saturday- Last day of Spring semester

Monday, April 27 – Friday, May 1- Spring semester examination period

May 2, Saturday- Spring semester closing date

May 6, Wednesday- Deadline (**12:00 noon**) for all grades, including pending grades from previous semesters for degree candidates

May 7, Thursday- Spring semester grades available

FINAL EXAM SCHEDULE
Spring 2014-2015
Monday, April 27 – Friday, May 1

The schedule of final examinations for the Ohio University-Chillicothe campus is noted below. Deviations from this schedule can be made only with prior approval of the Dean.

A formal final examination, written in class, will be required in all courses where a letter grade is given unless the instructor, at his/her discretion, substitutes some other method for bringing the course into focus and for evaluating the students. In either case, the instructor will continue to meet his/her class at the time the final examination is scheduled either to give the test or receive the work which takes its place.

If an instructor feels that the course objectives can be better met by some method other than the final exam, he/she will announce this plan to the class at the beginning of the semester, and, along with his/her statement of attendance policy, inform the Division Coordinator (in the case of Group I and Group II faculty) or the Associate Dean (in the case of Group III and/or early retiree faculty) in writing of his/her intentions.

Final examinations may not be given, nor final projects in lieu of an examination be required, at any time prior to the regular examination period stated below. Students are entitled to this period for examinations and project purposes, and should be so informed. If a student is made to take an examination or submit a final project prior to the stated final examination period, he/she should appeal to the Dean.

Multiple Final Examinations (Resolution Adopted by Faculty Senate May 18, 1998)—Students may not be required to sit for more than three final examinations in one day. Should a student be scheduled for more than three examinations in one day, the student may seek relief from the instructor with the examination scheduled latest in the day. This process must be initiated and completed by the beginning of the ninth week of the semester. The instructor will provide an examination for the student at a mutually agreed upon time during the examination week.

Each examination period is two hours in length and will be held in the regularly scheduled classrooms.

The instructor is required to administer the final exam according to the final exam schedule as published below. Final examinations may not be given, nor final projects in lieu of an examination be required, at any time prior to the regular examination period. All exceptions to this policy must have the approval of the Associate Dean and must be announced to the class at the first class meeting. Each examination period is two hours in length and will be held in the regularly scheduled classrooms.

Chillicothe Campus Spring 2013-2014 Final Exam Schedule

MONDAY, APRIL 28 - FRIDAY, MAY 2

Full Semester Courses*

Class Meeting Days and Start Time		Final Exam	
MW=Monday and Wednesday		Day	Time
MW	8:00	Wed	8:00 – 10:00
MW	9:30	Mon	9:30 – 11:30
MW	11:00	Wed	11:00-1:00
MW	12:30	Mon	12:30 – 2:30
MW	2:00	Wed	2:00 – 4:00
MW	3:30	Mon	3:30 – 5:30
MW	5:30	Wed	5:30 – 7:30
MW	7:00	Mon	7:00 – 9:00
TR=Tuesday and Thursday			
TR	8:00	Tue	8:00 – 10:00
TR	9:30	Thu	9:30 – 11:30
TR	11:00	Tue	11:00-1:00
TR	12:30	Thu	12:30 – 2:30
TR	2:00	Tue	2:00 – 4:00
TR	3:30	Thu	3:30 – 5:30
TR	5:30	Tue	5:30 – 7:30
TR	7:00	Thu	7:00 – 9:00

Classes Meeting in Standard MW/TR Time Blocks: see table to the left.

Classes Meeting Once Per Week: will have final exams on the same day of the week as the class, but use the start time in the table closest to the starting time of class. For example:

- A Thursday 5:30 class uses Tuesday 5:30-7:30 for the final exam period.
- A Monday 4:00 class uses Wednesday 3:30-5:30 for the final exam period.

Class is Non-Standard Time Blocks: use the normal first meeting day of class and the start time in the table that most closely matches your class start time to determine the final exam day/time. For example:

- A TRF 2:30 class should use the TR 2:00 final exam day/time or Tuesday 2:00-4:00.

Fully Online Classes: will have final exam days/times as determined by the instructor during the final exam week.

***Partial Semester Classes:** use the last regularly scheduled meeting day.

Deviations from this schedule must be approved by the Associate Dean.

Section III. Faculty Responsibilities

Please refer to the Ohio University Faculty Handbook for a full explanation of policies and procedures. It may be accessed online (see Faculty Website above).

The following content includes a brief overview of faculty responsibilities/expectations at Ohio University- Chillicothe.

Change of Instructor, Time, or Place of Meeting

Change of instructor, time, or place of a meeting for a scheduled class may be made only with the approval of the Division Coordinator (for Group I and II faculty) or the Associate Dean (for Group III faculty) who shall report in writing all such changes to the Dean.

Syllabus Requirements/Information Given Class at First Meeting

The Ohio University Faculty Handbook requires you to include certain components in your course syllabus. The Faculty Handbook also requires you to distribute this information (your syllabus) at the first class meeting. The following checklist outlines these required components (not necessarily in a fixed order):

- Instructor's name and contact information
- The class number of the course
- The descriptive title of the course
- The catalog number of the course
- The intended learning outcomes or objectives upon successful completion of the class
- The basis for grading in the course
- A description of the penalty for academic dishonesty
- The instructor's attendance policy
- The instructor's absence policy
- A statement about intellectual copyright property (see language below)

Recommended syllabus items and suggested language include:

- Recommended Statement from Institutional Equity

In compliance with the Americans with Disabilities Act (ADA), all students who have a documented disability are entitled to "reasonable academic accommodations." If you are a student with accessibility needs, it is your responsibility to be registered with the Institutional Equity representative in Student Services on the Chillicothe campus. In addition, you need to inform your instructors each semester before the end of the second week of class.
- Recommended Statement Regarding Copyright

The lectures, classroom activities, and all materials associated with this class and developed by the instructor are copyrighted in the name of INSERT INSTRUCTOR NAME AND YEAR.

- Recommended Statement Regarding Classroom Privacy

Observation and evaluation of any classroom (including those on-line) by any observer or evaluator requires the prior notification and mutual agreement of the class instructor and the observer or evaluator. Furthermore, recording of classroom activities by any electronic means, by students, other faculty, university administrators, or others, requires permission of the instructor. All students in a class must be informed if permission has been given for a class to be recorded. Classroom lectures and associated course materials may be copyrighted by an instructor. Under no circumstances may verbatim recording of any copyrighted classroom lectures and materials by electronic or any other means (including note taking) be conducted for 1) sale, whether or not it is for educational benefit, or 2) for the educational benefit of those not enrolled in the class. This does not apply to non-verbatim notes taken by students.

Grade Submission

Online grade submission is available via the following website during specific times and days at the end of the semester on the Faculty Resources link on the OU-Chillicothe website (see general information at the beginning of this document) and at:

<http://www.ohio.edu/registrar/onlinegrading.cfm>

The above website also provides answers to a number of frequently asked questions concerning our Online Grading System. You will receive an email from Athens when the site becomes available near the end of the semester.

Implications of Failing to Post Grades by the Deadline

It is *imperative* that you enter your grades by the deadline. There are several important processes that depend upon final grades. The effects of late grades can be very serious. Students can:

- face delay of graduation
- face probation or suspension by their college
- lose scholarships
- lose athletic eligibility
- face delay of tuition reimbursement
- risk termination of veteran's educational benefits
- have their admission to a graduate program postponed
- lose their good-student insurance discount
- lose job opportunities
- face loss of employer tuition reimbursement

All grades must be submitted by the scheduled deadline, without exception. This includes:

- "PR" grades for classes in progress,
- "I" grades for incomplete coursework,
- "FN" (failure, never attended) for students who have never attended,
- "FS" (failure, stopped attending) for students who stopped attending without official withdrawal.

Instructional Evaluations

All faculty members are *required* to conduct student evaluations in their courses. Future course overloads and teaching assignments may not be offered to faculty who do not complete this requirement.

During Weeks 12-14 of the semester, send a student from your course to pick up the Student Course Evaluations from the Central Processing Center (CPC) and administer them while you are out of the room. The student will then return these to CPC staff for processing at the end of the semester. You will receive your results via campus mail the following semester.

For courses with fewer than five students (exception to this exists for OULN courses with combined enrollment from all campuses included), packets will not be prepared ahead of time. If our staff in CPC is asked for student course evaluations, our staff will instruct students on the following steps for students to pursue:

For those classes where student course evaluations are not offered (e.g., fewer than five students), we recommend that these students discuss their input on a class or instructor with the instructor first, then with a division coordinator or write a letter to the Dean, so urgent matters can continue to be addressed. Students can also write a spontaneous note of appreciation.

Faculty teaching off campus or on Saturdays should contact the Associate Dean's office to make arrangements for pick-up and return of evaluation packets. Evaluations for faculty teaching online courses are emailed to students by Pam Brown of the OU Online Office in Athens.

Student Contact/Office Hrs.

Group I and Group II Office Hours and Teaching Schedules should be turned in prior to the start of the semester to Kim McKimmy (kellyk@ohio.edu) in the Dean's office so that updated information can be made available and posted on the home page of the www.chillicothe.ohiou.edu website each semester.

Adjunct (Group III) faculty are asked to be available for a short period of time before and after class for advising and to answer student questions. Additionally, you should provide contact information for students on your syllabus. A part-time faculty office (Room 259—Bennett Hall) is available for your use. If this office space is locked, a key is located at the Information Desk in Bennett Hall.



Adjunct Faculty Office (Bennett)

Student Attendance

Important Request - Please take attendance during the first two weeks of the semester. This is to reduce the high rate of student appeals from those registering for the wrong section and/or attending without registering and to reduce the number of students registering and not attending, yet still receiving financial aid.

You should verify enrollment with updated faculty class lists on the web at:

<http://www.ohio.edu/registrar/fac.cfm>

Please inform Martha Tanedo (Tanedo@ohio.edu or 740.774.7733) regarding any students not attending your course. Include your course details (course number, section, class number) and student full name and PID so that appropriate steps can be taken to contact the student(s) and possibly have them drop the course. Conversely, if you have a student attending who is not on your official roster, please contact Jaime Lowe (lowej@ohio.edu or 740.774.7241). Thank you for your help in verifying student enrollment and reducing bad debt for our campus.

Instructor Absences

The instructor is expected to meet all classes for which he/she is scheduled. If an absence can be anticipated, approval shall be obtained in advance from the Division Coordinator(s) for Group I and Group II Faculty and from the Associate Dean for Group III.

If you must cancel unexpectedly, call the Associate Dean's office at 740.774.7207 between 8:00 a.m. and 5:00 p.m. If you must call later than 5 p.m. regarding an evening class, call the main Information Desk at 740.774.7200. Your class meeting cancellation will be posted on the home page of the www.chillicothe.ohiou.edu website under Course Cancellations. You may also contact students via email and your Blackboard site in an attempt to notify students prior to their arrival on campus; however, you must also notify the Associate Dean's office.

Upon the faculty member's return to campus, Group I and Group II should submit the required leave form available on the website (<http://www.ohio.edu/hr/timeoff/paid/index.cfm>) or from the HR/Accounting office and submit to HR/Accounting Manager, Jonna Depugh or Margaret Clifton.

Weather-related Cancellations

Although Ohio University-Chillicothe rarely cancels classes due to the weather, Spring semester is the time of year when hazardous conditions could necessitate canceling classes and other activities. We do not necessarily close when the public schools close. Campus community members are encouraged to use their judgment with safety in mind. We are, however, obliged to close when the Ross County Sheriff declares a Level III Snow Emergency.

The decision to cancel "daytime" classes will be made no later than 7:00 a.m. Students may call the Campus automated telephone system at 1.877.462.6824 (and press 272) or 774.7272 to hear a recorded announcement or may go online at www.chillicothe.ohiou.edu and click the "Cancellations" link to learn about cancellations (including weather-related). Information will also be shared with local media. Students and faculty can register for text messages regarding campus closings to be sent to their phones through the 'Mobile Text Alerts' section of the NBC 4 TV Web site (located approximately halfway down the Web page): www.nbc4i.com.

Decisions regarding evening classes will be made separately depending upon the conditions that develop throughout the day, and declared by 4:00 p.m.

Textbook Information

Please post your textbook and materials requirements online as soon as possible. You can submit this information yourself by going to the *Textbook* home page (contains login, FAQs, Training Videos/Screencasts): <http://www.ohio.edu/registrar/textbook.cfm>

Or, you can provide your textbook information to our staff in CPC to upload. CPC staff contact information is:

Tiffany Ragland Phone: 740.774.7223 Email: umphries@ohio.edu

Information entered into the *Textbook* system will automatically display in the Course offerings (so that students are aware of the required and optional textbooks and materials for the classes offered at Ohio University). In addition, this information will automatically be sent to the OUC Bookstore (operated by Follet for ordering textbooks and materials. It is recommended that you check with the OUC Bookstore (740.774.7782 or carrolla@ohio.edu or walsha1@ohio.edu) to confirm the ordering of your textbook and course materials.

If you have questions, please visit the FAQs at: <http://www.ohio.edu/registrar/info/textbook/faq.html>

You are responsible for requesting desk copies from the publisher. The OUC Bookstore can provide you with the appropriate phone number(s).

Section IV- Support Services

Photocopying/Typing/Mail

The CPC is located on the second floor of Bennett Hall (behind the mailboxes). It is open from 8:00 a.m. to 8:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday. If you have a considerable amount of typing or photocopying to be done, please submit it a week in advance of when it is needed. Any photocopying, long distance telephone, or other expenses to be incurred outside the Chillicothe campus must first be cleared by the Associate Dean. You will be assigned a mailbox with a combination at this location. Campus mail and completed course evaluation sheets should be picked up from this mailbox.

An additional photocopying machine is available in the faculty workroom located across from CPC.

Your primary contact for CPC is Tiffany Ragland (740.774.7223 or umphries@ohio.edu).

Library Acquisitions

You are encouraged to check our library holdings in your academic teaching area and to suggest any acquisitions you feel we should make to Brandi Weaver, Head Librarian, 774.7202 or weaverb1@ohio.edu

Testing Center

The Testing Center is located in Room 274 on the second floor of Bennett Hall down the hall from the Hilltopper Advising Center. Make-up, proctored, and placement tests are taken in the Testing Center. For hours of operation, click on the link for the Testing Center on the OUC home page (www.chillicothe.ohiou.edu), email ouctest@ohio.edu, or call 740.774.7754.

Whole -class proctoring is the responsibility of each faculty member and is not provided by the Testing Center. Online instructors are asked to space exam dates over a 3-4 day span due to limited seating.

Please note these additional guidelines:

- The center requires 48 hours' notice for upcoming test
- Tests must be picked up and signed out by the instructor
- Instructors must fill out a cover sheet and attach it to each test
- Please make students aware of ID requirements and 48 hr. advance notice appointment policy
- When the center is unexpectedly closed (i.e., bad weather), all exams scheduled for that day are automatically re-scheduled the following day.

Audio-Visual Equipment

Audio-visual equipment is available in each classroom on our campus. This includes a computer, LCD projector, VCR/DVD, internet connection (Elmo projection cameras in some classrooms), and document cameras. Additional A/V equipment should be requested via the Help Desk in Stevenson Center- extension 212 (or call 774.7212). It would be helpful if you could notify us of your needs by 3:00 p.m. the day before you plan to use the equipment. Standing orders may be arranged. You will need to pick up and return your equipment to Room 113. You may leave the equipment in your classroom if your class ends after 6:00 p.m. Please submit your requests to Technology Services at 774.7212. Ohio University Athens personnel may use direct line 821-0.

Section V- Salary Appointment Information

SALARY APPOINTMENTS

With the use of ORACLE payroll system, you are no longer required to sign a contract. A salary appointment will be issued for payment of your services. Confirmation of your salary appointment will be emailed to your Ohio University email account by Payroll a few days prior to payment.

PAYCHECKS

Direct deposit is the only form of paycheck distribution used at Ohio University-Chillicothe. No paper checks are issued. You will be asked for the checking or savings account information you wish to use when you are first employed as part of the new-hire paperwork. You do not need to do this each semester. Please make an appointment with Human Resources/Accounting Manager Jonna Depugh (740.774.7293 or depughj@ohio.edu) as soon as your teaching appointment is confirmed.

To check paystub information, navigate to the OU website (www.ohio.edu). Click on the Faculty/Staff link and then the "My Personal Information" link.

****Adjunct pay dates for Spring semester are:**

February 15 & 28

March 15 & 31

April 15 & 30

May 15 & 30

Under the semester system, *full-time faculty* on academic year appointments (nine months) will be paid 18 payments during the academic year. Nine equal payments will be made for each academic semester with payments paid semi-monthly on:

January 31
 February 15 & 28
 March 15 & 31
 April 15 & 30
 May 15 & 31

In cases where *full-time faculty* have chosen the 12 Month Pay Option, twenty four payments will be paid semi-monthly beginning on Sept. 15 through Aug. 31. The Spring Semester pay schedule follows:

January 31
 February 15 & 28
 March 15 & 31
 April 15 & 30
 May 15 & 31

GROUP I, II and IV

Rank	Per Credit Hr. Rate	Minimum Student Enrollment (for full pay at your rank)
Professor	\$1418	10
Associate Professor	\$1335	9
Assistant Professor	\$1215	8
Lecturer/Instructor and Administrators/Staff in benefit eligible non-faculty rank positions	\$1112	8

GROUP III (Adjunct Faculty)

Rank		Minimum Student Enrollment (for full pay at your rank)
Ph.D. or other doctorate	\$1075	7
Master's degree	\$1000	7
All Others	\$890	6

**** Low Enrollment Courses-**

Faculty is required to notify the Dean's Office if they wish to cancel a course due to low enrollment, health complications, etc. If a course does not meet the minimum student enrollment (based on faculty rank and status), payment for instruction of the course will be pro-rated based on the number of student-credit hours (\$141 X no. of students X credits).