

Faculty Orientation

Module 1: Welcome

CMU Mission & Core Values

As a CMU instructor, you are part of a community that supports teaching and learning as its top priority. Our students are at the heart of everything we do, and this requires that we think and reach a bit more broadly, while preserving the highest quality in our programs and services.

Mission Statement

At Central Michigan University, we are a community committed to the pursuit of knowledge, wisdom, discovery, and creativity. We provide student-centered education and foster personal and intellectual growth to prepare students for productive careers, meaningful lives, and responsible citizenship in a global society.

Core Values

To achieve our mission, we adhere to the core values of integrity, respect, compassion, inclusiveness, social responsibility, excellence and innovation.

Integrity: A steadfast adherence to the principles of honesty, trustworthiness, reliability, transparency, and accountability.

Respect: Consideration of the rights, opinions, and ideas of others in a civil, fair, and thoughtful manner.

Compassion: Empathy, concern and support for the needs and challenges of others.

Inclusiveness: Conducting the activities of the university in a way that embraces shared governance, inspires tolerance, and welcomes diversity into our community.

Social Responsibility: Fostering citizenship to promote the public good, environmental sustainability, global understanding, and informed political engagement.

Excellence: Expectation that all activities are conducted with attention to quality and the highest levels of academic and professional standards.

Innovation: Supporting progressive and meaningful research, creative activity, and teaching, Addressing challenges and issues from multiple perspectives to solve problems and advance knowledge.

We expect you to exemplify the CMU vision and priorities – through the way you develop and deliver your courses; the interactions you have with your students and peers; and the outreach you may have with your local communities.

We look forward to your contributions as a CMU instructor; shaping and inspiring the minds of students as they expand their knowledge and skills, and approach future leadership roles across the globe.

For more information on CMU's vision and institutional priorities:

- Office of the President (http://www.cmich.edu/office_president)

Faculty Orientation

Central Michigan University extends the possibilities for students to complete bachelor's, master's, graduate certificates, and doctoral degrees and/or professional development opportunities while they continue in their present occupation or location. CMU delivers a wide variety of online programs throughout North America.

Prior to teaching a course, all instructors in the part-time faculty pool are required to complete this self-paced orientation. **At the end of the session, you will be asked for your feedback and prompted to submit a form that will document your completion of the orientation sessions.**

This orientation is designed to help you get started as a CMU instructor and to introduce you to the many resources available. Our hope is that your experience with us will be a worthwhile journey as you represent CMU throughout the world.

Global Id & Email

All students, staff and instructors at CMU are issued a Global ID. Your Global ID consists of the first five letters of your last name and a number, followed by your first and middle initials (e.g., JONES1AA). Activating your Global ID and password is an important first step in connecting with CMU systems, including this orientation.

It is vital that you have a working Global ID and password, as these are your passports to most resources at CMU, including CMU email, CentralLink and our **learning management system — Blackboard (Bb)**.

Your Global ID is also your CMU email address (Your ID@cmich.edu). Through this address, you will receive correspondence regarding course approvals, teaching assignments, end-of-course survey data, and other information for contracted part-time faculty. If you teach online, you will also correspond with your students using this email address through our online learning management system. **It's imperative you utilize this email with CMU, as all communication from CMU will be sent to this address.** CMU is not responsible for contacting you at any other email address.

If you are having difficulty using your Global ID, have not activated your Global ID or have forgotten your password, please contact the CMU IT Help Desk for assistance at (800) 950-1144, ext. 3662.

CentralLink & Important Links

CentralLink is an internal portal (or intranet) that gives CMU students, faculty and staff quick access to information they need.

Important Links

- MyAccount (<https://www.cmich.edu/centrallink/account/Pages/My-Profile.aspx>) (activate your Global ID, reset your password, set up an email alias)
- CentralLink (<https://centrallink.cmich.edu/>) (email, Blackboard, news and more)
- mail.cmich.edu (<http://mail.cmich.edu/>) (direct link to your CMU email account)
- Help Desk Home Site (http://www.cmich.edu/office_provost/OIT/help/help_desk) (hours, request help online)

To continue, you will be prompted to log in with your Global ID and password

Module 2: Preparing to Teach

Teaching Assignments & Contracting

Individuals approved to teach CMU courses online or at one of our satellite centers are added to the adjunct instructor "pool". As a teaching opportunity becomes available, instructors are contacted via email by staff from Faculty Assignment. The University's contracts with its faculty bargaining units, provides members with the first right of refusal to teach all courses offered online or at our satellite centers. Courses not filled by bargaining unit members can then offered to approved instructors in the "pool".

Considerations in making assignments include: course approval, past course experiences, the location of the course, and home location of the instructor. Every effort is made to minimize instructor travel as much as possible. When a potential instructor is identified for the course, an email will be sent via the CMU email account inquiring of their availability. Course dates are typically set before contact is made with the instructor. Staffing occurs approximately 6-9 months in advance of the Fall/Spring/Summer sessions.

Maximizing Learning

The complete outline of expectations for our instructors is described in Maximizing Learning: Articulation of the Faculty Role ([https://www.cmich.edu/office_provost/CIS/Pages/Access Course Delivery Services/Maximizing Learning.aspx](https://www.cmich.edu/office_provost/CIS/Pages/Access%20Course%20Delivery%20Services/Maximizing%20Learning.aspx)). Please read the full document carefully, as it specifies responsibilities and behaviors essential to the effectiveness of instructors. Below we list the 6 requirements for the faculty role. The following page outlines the 8 principles for teaching effectiveness.

Faculty Requirements

1. **Plan teaching sessions:** Design teaching sessions from the Master Course Syllabus. (<https://www.cmich.edu/AcademicSenate/Pages/CMU-Master-Course-Syllabi.aspx>)
2. **Integrate principles for effective learning:** Apply the Principles for Teaching Effectiveness.
3. **Assess student learning using reliable and valid measures:** Design multiple assessments of learner performance that link to the course goals and objectives.
4. **Monitor and evaluate teaching:** Seek and use self, peer and student feedback to enhance your teaching methods and engage students.
5. **Prioritize professional development:** Seek support and advice from colleagues and participate in faculty development when feasible. Great teachers are also great learners.
6. **Follow CMU procedures:** When in doubt, seek clarification of university policy from CMU staff and/or experienced colleagues.

Principles for Teaching Effectiveness

Understand and respect individual differences

- Incorporate class activities that recognize and address varied learning styles.
- Capitalize on learners' backgrounds by adding relevant learning materials and activities.

Set expectations and establish purpose

- Clearly communicate to students what is expected of them and what can be expected of you.
- Minimize negotiation of expectations by treating your class outline as a contract; changes should be communicated to students in writing.

Application

- Design learning activities that reinforce the acquisition of course content (content-oriented activities) and its application (problem-centered activities).
- Discuss course materials within the context of concrete, current, real-life situations.

Variety

- Achieve class objectives by using a variety of instructional techniques and aids.
- Design activities that develop higher-order cognitive skills such as summarizing, synthesizing, analyzing and applying.

Maximize and optimize learners "time on task"

- Establish and communicate systematic milestones (e.g., paper drafts, quizzes, reviews) to keep students on schedule and moving towards a clearly defined goal.
- Organize instruction around learning outcomes specified in the syllabus (course outline).

Communication and Cooperation

- Create an open and inviting environment for communication and cooperation. Encourage student to student interaction; participate in student to faculty interaction.
- Fulfill the terms of the syllabus regarding your availability, accessibility, and response turn-around.

Feedback

- Distribute performance evaluations throughout the course and provide timely feedback on the quality of each student's performance.
- Solicit student feedback about the class experience at multiple points throughout the course.
- Assign final grades according to each student's individual achievement and contribution.

Encourage metacognitive learning

- Use teaching strategies that model desirable learning behaviors and outcomes.
- Encourage and guide student self-assessment.
- Provide opportunities for integration of new learning.

Master Course Syllabus

Each course has a master syllabus approved through the university curricular process and maintained by the Academic Senate. The master syllabus follows a standard format including: the description of the course, course prerequisites, suggested and/or required textbooks, the course objectives, an outline of topics, the structure and methods for student evaluation, and a bibliography. You will receive a copy of the Master Course Syllabus at the time of approval. You are required to closely follow the expectations outlined in the Master Course Syllabus in your course plan and delivery. This should be reflected in your course syllabus. All Master Course Syllabi are available here (<https://www.cmich.edu/AcademicSenate/Pages/CMU-Master-Course-Syllabi.aspx>).

Preparing Your Teaching Syllabus

Syllabus Build Tool

As a CMU instructor teaching online or at a satellite center, you are required to use CMU's Syllabus Build Tool (SBT) to create your course syllabus, order/confirm your course materials, and reserve necessary equipment for face-to-face courses. The SBT includes an electronic syllabus template that automatically fills in standard information for all courses (i.e., the course location, meeting times and dates) as well as standard course information drawn from the Master Course Syllabus (i.e., the course description, course prerequisites and learning outcomes). In addition, the tool provides consistency by ensuring all syllabi contain important CMU policies (i.e., Academic Integrity, ADA Compliance, Library Research & Instruction Service), as well as pertinent information to all students enrolled in courses (e.g., methodology, course assignments, and expectations). Lastly, the SBT allows maintenance of a master repository of syllabi.

To access the SBT user's guide, including submission of book orders, equipment usages and other course materials go here (<https://www.cmich.edu/global/Faculty/Pages/SBTResources.aspx>).

When you submit your syllabus, it will go to the appropriate administrative staff for review and online posting. The administrative staff will check for any general errors (e.g., course dates, missing section information) and provide feedback as appropriate. e-learning Delivery & Support administrative staff are not content experts and will not check nor evaluate a syllabus for course content. If they have any concerns with your syllabus, you will receive a "denied" message through the SBT system to your CMICH email account. You can then amend any necessary sections and resubmit. Your syllabus may be reviewed by academic administration as deemed necessary.

Central Michigan University is committed to providing an atmosphere of scholarship, research, and creative activity. These activities can result in the development of intellectual property that may be protected by patent, copyright, or otherwise have value. It is the purpose of this policy to inform all employees and students of their rights. To review the full policy go here (<https://www.cmich.edu/copyright/rights/Pages/Intellectual-Property-at-CMU.aspx>).

Preparing Your Teaching Syllabus (Part 2)

Book Orders and Desk Copies

If you are teaching a course at one of our face-to-face locations, you should refer to the Master Course Syllabus for a recommended/required list of texts. If you have any questions regarding which text to use, please contact eLearning Delivery and Support (mailto:eLearning@cmich.edu). You should use the current version of your selected text(s), as our book supplier may have difficulty ordering outdated materials.

You will list your required textbook(s) and other course materials (e.g., course reserves, case studies) within the Syllabus Build Tool. You need to submit your textbook request as soon as possible and ideally at least 12 weeks in advance of the course start date. This is so sufficient copies may be ordered through our partner, Barnes and Noble (BNS)/MBS Direct (<http://bookstore.mbsdirect.net/cmuh.htm>)

If you are teaching an online course, the textbook has already been determined. The required text(s) will be automatically added to the Syllabus Build Tool and ordered for student purchase.

To receive a desk copy of your selected or required text, contact eLearning Delivery and Support (mailto:eLearning@cmich.edu) for assistance.

Equipment Requests/Requirements

If you have a specific equipment need for a face-to-face course, you can submit this request through the Syllabus Build Tool (SBT). Your request will be received by the e-learning Delivery & Support administrative staff, who will then either confirm the arrangements or communicate if your request cannot be filled. Most satellite centers have basic supplies - whiteboards, overhead projector, transparency projectors, flip-chart paper and markers. If use of a computer lab is required, this must be requested in advance. Connect early with your e-learning Delivery & Support administrative staff to ensure you have the materials/equipment necessary.

CMU does not reimburse for standard teaching materials, including copies for students. Use of electronic resources (including Blackboard) is strongly encouraged for dissemination of materials. Use of CMU equipment to make student copies is not allowed.

Preparing Your Teaching Syllabus (Part 3)

Copyright Permissions & Course Reserves

Central Michigan University observes all U.S. laws governing the use of copyrighted material. Copyrighted materials made available as part of this course are to be used for the educational purposes of this course only. They may not be downloaded, reproduced, or further disseminated without the written permission of the copyright holder.

If you are requiring your students to read a specific article or excerpt from a book, copyright permission must be obtained prior to using the material. **All requests for copyright permission should be submitted 12 weeks prior to the start of class.**

The CMU Library Course Reserves/Copyright office (<https://www.cmich.edu/library/departments/Reserves/Pages/default.aspx>) will help you by:

- Securing permission to use the required materials
- Obtaining originals of the materials being requested
- Scanning all the materials, including those authored by yourself
- Typing the required credit lines on material
- Placing the course reserves material into Blackboard

All copyright permissions will be for electronic rights unless electronic rights are not available. In that case, photocopy rights will be requested.

Case Studies

Examples of case studies are available through the links below. Please be aware that these documents are available on a for-fee basis and that all costs associated with the case studies must be assumed by you and your students. If using case studies, you need to indicate this information in the required materials area of the Syllabus Build Tool so students can make these purchases prior to the start of the course.

- Harvard Business Online (<https://cb.hbsp.harvard.edu/cbmp/pages/content/cases>)
- Kennedy School of Government Case Program (<https://case.hks.harvard.edu/>)
- Darden Business Publishing (<http://store.darden.virginia.edu/>)

Library Research & Instruction Services

CMU's Library Research & Instruction Services provides outstanding library service to all students and faculty. There are many ways the CMU Libraries can assist you and your students in achieving your course learning objectives.

Incorporating Library Research into Your Assignments

By incorporating library research into your assignments you can increase the effectiveness of your teaching, maximize your students' learning, and reduce instances of plagiarism. CMU librarians will assist students by providing instruction in using the library's resources and services, creating lists of resources relevant to the specific topic, and answering questions related to using APA style. Contact a librarian (<http://libguides.cmich.edu/askalibrarianform>) to discuss matching the parameters of your assignment to the resources and services available through the CMU library.

Library Instruction to Classes

CMU librarians are happy to provide library instruction sessions in face-to-face and online classes. Contact a librarian (<http://libguides.cmich.edu/askalibrarianform>) to request a library instruction session tailored to the specific needs of the students in your course.

Research Consultations

In addition to full-class instruction sessions, librarians are happy to meet –either face-to-face or online– to talk with students about their research assignments. These one-on-one consultations allow students to get advanced help from a librarian on an individual research topic. For students seeking assistance, they can contact a librarian (<http://libguides.cmich.edu/askalibrarianform>).

Streaming Videos

The library has a number of streaming videos collections available for use as part of instruction. These videos can be incorporated into classroom instruction or assigned for out-of-class viewing. See the collections available (<http://libguides.cmich.edu/c.php?g=104009&p=676345>).

Documents on Demand

Any materials available in CMU's library (and those owned by other institutions) are available for direct delivery to you by contacting the Documents on Demand office. Copies of articles and book chapters are delivered electronically and print books are delivered via UPS. More information on Documents on Demand (<https://www.cmich.edu/library/departments/Documents%20on%20Demand/Pages/default.aspx>).

For more information about other library services and resources contact the CMU library at libref@cmich.edu (<mailto:libref@cmich.edu>) or (989) 774-3470.

Blackboard

Blackboard (Bb) (<https://blackboard.cmich.edu/webapps/login/>) is the learning management system used at CMU to provide an Internet-accessible site for your course and course materials. Using Blackboard to teach or supplement your course is like using a Web site with all your content, except that Bb has additional interactive abilities, like chats, discussion boards and assessment tools. Click here (http://www.cmich.edu/academics/off_campus_online/Bb_CMU/Faculty_Tutorials/Pages/default.aspx) to see our collection of faculty tutorials.

If you are an online course instructor, you will be provided with a Blackboard course shell that includes a collection of ready to teach course content, activities and assessments. For more information, see the next page of the orientation on Additional Resources for Online Courses.

Policy Regarding Usage of Blackboard in Face-to-Face Courses

CMU provides a Blackboard course shell (website) for every course offered. Instructors may use Blackboard as a supplement to their face-to-face course; however they may not deliver all or part of their course online in lieu of meeting scheduled class time. You are not required to use Blackboard unless you are teaching an online course. This shell is intended to enhance communication between students and instructors. This document sets the recommended parameters for the use of Blackboard.

This policy does not apply to instructors teaching web-based distance learning courses. Online instructors are required to use the Blackboard learning management system to deliver courses.

Additional Resources for Online Courses

Equipment Requirements (Online Course Instructors)

As an online instructor, you are required to possess certain computer and online teaching skills. In addition, you must also have 24-hour access to a Mac or PC with reliable high speed Internet connectivity, equipped with a current web browser such as Firefox, Edge, Chrome, Internet Explorer or Safari, and updated JAVA Runtime Environment and WebStart software.

Online Course Content:

Online courses are developed in whole by identified faculty members. Required textbook(s) and course materials are selected as part of the course development process. These serve as a platform upon which the majority of learning objects contained within a Bb course shell are built (e.g., lecture notes, PowerPoint slides, discussion questions, and course assignments). Online courses are intentionally designed to revolve around these master course shell materials.

The required text(s) will be automatically added to your Syllabus Build Tool shell and ordered by our staff from e-Learning Delivery & Support for student purchase through Missouri Bookstore.

We strongly encourage online instructors to add elements which personalize the course and serve to build community between themselves and the learners. You should include a personal introduction, along with a biography, photograph, and/or resume as you see fit. In addition, you are encouraged to add supplemental content to the course, such as current events –type items, additional discussion questions, or other components which serve to augment what is already in place.

Proctored Exams:

During the development of online courses, all assignments including exams are determined. As part of this process, the course developer determines if the designed exams will require the student to take the exam in the presence of a proctor.

A proctor is an approved person that administers an online exam to a CMU student taking an online course. The proctor will verify a student's identity and will ensure academic integrity guidelines are followed during exams. It is the student's responsibility to locate and designate an acceptable proctor with e-Learning Delivery & Support staff.

Passcodes for proctored exams are generated by e-Learning Delivery & Support prior to the start of every term (typically two weeks prior to the start of the term) and are provided to each instructor teaching a course with proctored exams. The instructor will enter the passcode into the exam through the exam settings within Blackboard.

e-Learning Delivery & Support also works with the course developer to identify the 'rules' that will govern the exams. This information includes the amount of time allowed on the exam, access to outside materials (including websites) allowed to be used during the exam, and the number of attempts a student is permitted for each exam. This information is assembled into exam instructions, including the generated passcode for the exam and is distributed to proctors at the start of every term.

For more information about Proctored Exams go here (<https://global.cmich.edu/CMUOnline/proctoring/what-is-a-proctor.aspx>).

Online Teaching Experience Training

All new online instructors are required to complete CMU's self-paced Online Teaching Experience training (<http://goo.gl/uzteCv>). This four-module workshop offers participants the opportunity to gain general knowledge about Central Michigan University as well as key information related to creating presence online, making and keeping meaningful contact with online students, and resources and policies pertinent to online teaching.

Program Administrators & e-Learning Delivery & Support Staff

The e-learning Delivery & Support administrative staff are the primary contacts for all students and are also here to assist instructors throughout their courses.

The first time you teach a specific online course, e-Learning Delivery & Support administrative staff will request that the master course shell be copied into your Blackboard course section. Subsequent course copies will be your responsibility.

When you are contracted for a face-to-face course at one of our centers, the administrative staff will contact you with information on the center facilities, hours, directions, local arrangement suggestions, and additional information they may have on your specific course and students.

You should contact your e-Learning Delivery & Support administrative staff member when:

- You need assistance with Syllabus Build Tool, textbook questions, or any CMU policy/procedure.
- You expect any delay in your communication with students, particularly if it deviates from the standard response time indicated on your syllabus.
- You experience an extenuating circumstance that could affect your ability to continue in the course.
- You have questions regarding student issues that arise in class.
- You need assistance with local arrangements and classroom equipment needs.

You should direct students to the respective e-Learning Delivery & Support administrative staff member when:

- They are expressing interest in dropping/adding/withdrawing from your course. CMU has specific policies regarding drops, adds and withdrawals, (https://www.cmich.edu/fas/fsr/student_acct_university_billing/Pages/Withdrawal-Information.aspx) and students must follow the appropriate procedures to ensure correct processing.
- They are having trouble ordering textbook(s).
- They have questions regarding any issue outside of your course (e.g., other course offerings, graduation requirements, paying tuition, etc.).

At any time, you can find our locations and staff by using our interactive online map. (<http://global.cmich.edu/locations/>)

Module 3: Course Delivery & Post-Course Process

Contact Hours & Cancellations

Contact Hours at Program Centers

For state licensing and accreditation purposes, CMU courses taught at satellite centers must meet for a designated number of contact hours. These hours will be listed on your course contract and it is critical that you do not deviate from this contact amount. We expect that you will hold your class meetings on the dates and times listed.

If you absolutely need to make any adjustments to the schedule, you must contact your e-learning Delivery & Support administrative staff in advance. If the changes would result in a reduction of contact hours you must identify how you will make up these hours and review the plans with your academic program director. Please see the full policy here. (<https://www.cmich.edu/global/Faculty/Documents/Procedure-for-Deviation-in-Course-Contact-Hours.pdf>)

Class Cancellations at Program Centers or Interrupted Communication in Online Courses

Sometimes a situation arises that requires the cancellation to partial or a full class session, or a period of interrupted communication in your online course. If an emergency occurs, you or a designee MUST contact the respective e-learning Delivery & Support administrative staff or e-Learning Delivery & Support staff member to notify them of the situation. They will work with the instructor, their Manager, and the appropriate Program Director to identify the appropriate adjustment to the course. They will also assist in communication with your students.

As a reminder, if you will be away from your phone or email for an extended period of time (anything longer than 24 hours) please be sure to communicate this to the students in your course(s). Also let the appropriate e-learning Delivery & Support administrative staff know so they can appropriately answer student questions.

Communication & Feedback with Students

The compressed nature of our courses increases the need for clear, consistent and timely communication between instructors and students. You will greatly assist your students' academic success by providing regular and timely feedback on their performance in your course. If you need assistance returning assignments to students (outside of the classroom setting) contact the Program Administrator for assistance.

Instructors should retain all examinations/papers not returned to the students a minimum of 65 days past the end date of the course. In the case of a grade grievance, students have 60 days from the date of the issuance of the grade to make a request for review. If a student has raised a concern about a grade, the examinations/papers should be retained until the concern is resolved.

Student Participation, Absences & Late Assignments

Although CMU does not have a blanket policy on student attendance and online participation, we strongly encourage you to make this a part of your student performance expectations. You should clearly state your policy regarding student attendance and absences in your syllabus. If you include participation as a component of the final course grade, please refer to the Master Course Syllabus for guidance. Many departments have firm limits on how significantly participation can/should be considered within the final course grade (e.g., no more than 10% of total grade).

Students are responsible for contacting the instructor when they are sent away temporarily by their employee, have been issued TDY (temporary duty) orders, or other unavoidable obligations that may conflict with class meetings. Makeup work should be arranged on an individual basis between student and instructor, provided that the academic integrity of the course and the program are maintained. These arrangements should be made in advance of class time when possible and be equitably applied to all students.

Program Administrators can monitor makeup tests, with prior arrangement. While it is the student's responsibility to determine, with the Program Administrator, a suitable time for testing at the center, instructors are asked to provide any specific requirements or guidelines (i.e., time limit, open/closed book, use of electronic devices, etc.) to the Program Administrator and student when arrangements are made.

Grading

CMU expects its instructors to maintain rigorous academic standards in their courses. A student's performance should be evaluated at the same level as is practiced on campus. We do not discourage high grades being given to students who deserve them, but expect grades will be assigned appropriately based on academic performance and the course learning objectives.

Final grades must be submitted within 5 calendar days of the end date of the course, as listed on the course contract. There is no extension for post-class assignments, if one has been assigned.

All instructors must submit final grades through the Web Grades tool on the CMU Portal (<https://centrallink.cmich.edu/>). A helpful step-by-step guide is available for your use by clicking here. (https://www.cmich.edu/centrallink/_layouts/WebGrades/Instructions.aspx)

Tips for Web Grades

- Web Grading will open upon the end date of the course (as listed on your course contract).
- Failure to post grades by the deadline will result in an "N" (no grade) for students.
- After entering all grades, remember to select "submit". While there is a save option, grades are not official until they are "submitted" by the instructor. An email confirmation will be returned to your CMICH email when successfully submitted.
- Once grades are submitted, they will be immediately posted on individual student records on the CMU Portal. Students must log in to the portal to view their grades in the "Academics" section.
- **Important:** If you are using Blackboard's Grade Center tool, you must also submit your final grades via Web Grades. To upload final grades from Blackboard to Web Grades, please see the Blackboard tutorial (<https://kb.cmich.edu/kb/client/SitePages/DisplayPopUpPage.aspx?KBID=1622>).
- **FERPA (<https://www.cmich.edu/ess/registrar/RegistrarRecords/Pages/Confidentiality.aspx>) prohibits distribution of grades to students by phone, email or verbally in the presence of others in or out of the classroom. Grades should only be provided in written format on actual assignments, Blackboard Course Grades or the CMU Portal.**

Grade Grievance

The grade grievance policy exists for the review and resolution of allegations of capricious grading. The policy is not in place for the review of the instructor's judgment in assessing the quality of a student's work. Students who wish to file a complaint about a grade received are referred to the Grade Grievance Policy (<https://centralmichigan.sharepoint.com/:f:/s/AcademicSenate/EgUHBSYrTRlhqILTHG1f0ABYP0ErkciqWG05vfjOQJX3Q?e=gGzrXR>) for specific procedures. Procedures for instructors are outlined in the same policy. Questions about the policy or actions required on the part of an instructor should be directed to the appropriate Program Director.

Student Opinion Surveys (SOS) – CMU's Course Survey System

The Student Opinion Survey (SOS) is administered at the end of most courses, asking students a series of questions about the course experience. The survey also includes open-ended questions for students to provide written feedback about what was useful in the course, what may have hindered their learning experience, and suggested improvements.

CMU uses Watermark Insights Course Evaluations to administer the SOS. Survey invitations are distributed via email to students and students are also prompted to complete their available course surveys through their Blackboard LMS home page. The default survey time period initiates 3 days prior to the course end date and students are asked to complete the survey by 3 days after the course end date. While no survey implementation is required on the part of the instructor, notifying students of the tool and encouraging student participation is recommended. In addition, instructors have their own dashboard within EvaluationKIT to add custom questions, view active survey response rates, and access reports.

SOS results are available to the respective academic department and are often part of the consideration when departments make decisions to renew instructor approval. If instructors have concerns regarding their SOS results, CIS staff are available for consultation and support. Please note that CMU recognizes SOS results as student opinion and thus not fully representative of the course experience. Multiple factors contribute to any course/instructor evaluation, including your direct feedback.

We expect faculty to take students' feedback seriously and incorporate it into any future teaching assignments as appropriate. If you ever have questions or concerns about the surveys, please contact cmusos@cmich.edu (mailto:cmusos@cmich.edu).

Module 4: Student Policies & Resources

The Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the privacy of student education records. More information concerning FERPA regulations and confidentiality, including how this directly affects your course, can be found on the Office of the Registrar website: <https://www.cmich.edu/ess/registrar/RegistrarRecords/Pages/Confidentiality.aspx> (<https://www.cmich.edu/ess/registrar/RegistrarRecords/Pages/Confidentiality.aspx>)

Accommodating Students with Disabilities

In compliance with the American with Disabilities Act (ADA), CMU provides individuals with disabilities reasonable accommodations to participate in educational programs, activities and services. Students with disabilities requiring accommodations to participate in class activities or meet course requirements must contact Student Disability Services at (800) 950-1144, extension 3018 or email sds@cmich.edu (<mailto:sds@cmich.edu>) for assistance. Students with approved accommodations must provide the instructor with a "Notification Letter to the Instructor" outlining approved accommodations.

CMU also asks that all instructors take the Accommodating Students with Disabilities (ASD) training. ASD online training is essential for new instructors to be confident that they are complying with current legal and university guidelines for assisting students. Faculty can be and have been held individually liable for not complying with ASD guidelines. This training will help you to understand the appropriate procedures for assisting students. You will receive more information by email from Student Disability Services.

Academic Integrity & Student Conduct

CMU Policy on Academic Integrity

Because academic integrity is a cornerstone of the University's commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. In the academic community the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited.

The full policy including definitions, clarifications, sanctions and the process for handling violations can be found here. (https://centralmichigan.sharepoint.com/:f:/s/AcademicSenate/EgUHBsTYrTRlHqLTHG1f0ABZYJlu_8Y77NRpFcKXFWIFQ?e=UpjdyI) Questions regarding this policy or requests for additional clarification can be directed to the Office of Student Conduct. (<https://www.cmich.edu/ess/studentaffairs/StudentConductOffice/Pages/default.aspx>)

Ways to discourage student plagiarism

The rise of electronic information has made student plagiarism a very real issue in higher education. Follow the links below for tips on discouraging plagiarism in your classroom.

- Anti-Plagiarism Strategies for Research Papers (<http://www.virtualsalt.com/antiplag.htm>)
- Tips for Discouraging Plagiarism (<http://libguides.cmich.edu/content.php?pid=176679&sid=1749309>)
- Understanding and Addressing Plagiarism (<http://writing.colostate.edu/guides/teaching/plagiarism/index.cfm>)
- How to Recognize Plagiarism (<http://www.indiana.edu/~istd/>)
- Instructions for using SafeAssign (<https://cmich.teamdynamix.com/TDClient/664/Portal/KB/ArticleDet?ID=19568>)

Code of Student Rights, Responsibilities and Disciplinary Procedures

The students, faculty, and staff of Central Michigan University constitute an academic community that is committed to the preservation, communication, and discovery of knowledge, and to the active pursuit of truth. Consistent with this purpose, the University recognizes its obligation to afford each student the opportunity to develop his or her educational potential while retaining free exercise of rights and freedoms as a citizen. Such opportunity should be limited only by the necessity of insuring equality of opportunity to all students, and by the corollary requirement of orderly operation of the educational processes. Each member of the Central Michigan University community assumes an obligation regarding self-conduct to act in a manner consistent with a respect for the rights of others and with the University's function as an educational institution.

The full text of the code can be found in the CMU Bulletin (<https://bulletins.cmich.edu/>).

University Bulletins

The CMU Bulletin contains important information with which all faculty, staff and students are expected to be familiar. The Bulletin contains information on the following topics:

- General Information
- Academic Programs
- Program Authorization/Program Operations
- Course Descriptions
- Academic Information
- Student Rights and Responsibilities
- Academic Policies and Procedures
- Academic Integrity
- Graduation Requirements
- Academic Overview

The complete Bulletin, including archived copies of prior academic years, is available online at <https://bulletins.cmich.edu/> (<https://bulletins.cmich.edu/>).

Faculty are responsible for:

- Observing all of the university's regulations and policies currently in effect.

- Complying with the procedures, requirements, regulations, and deadlines printed in the Bulletin.

Institutional Review Board (IRB): Humans as Research Subjects

CMU has policies and procedures that govern research involving the participation of humans as subjects. Research encompasses work that is conducted on or off campus and includes questionnaires, interviews, tests, observations, surveys, and other experiments, regardless of the content or routine nature of the subject's involvement and even if this work is preliminary to a more extensive study. All research involving human subjects must be approved by the Institutional Review Board (IRB) under the authority of the Vice Provost for Research.

Exceptions to the standard policy include capstone projects in the Master of Science in Administration (MSA) degree and Master of Arts degree in Education programs. These capstone projects may qualify for approval through Research Review Application. More information (<https://www.cmich.edu/global/Faculty/Pages/irb.aspx>).

Student Resources/Services

CMU takes great pride in providing students with many of the same resources they would have access to on the main campus. For students needing additional assistance please refer to the Student Resource (<http://global.cmich.edu/student/>) page. Services include:

- Academic Advising
- CMU Writing Center
- Math Assistance Center
- And much more!

Module 5: Faculty Services

Travel Services

Airline Reservations

Guidelines for purchase of airline tickets are spelled out in your contract and follow below:

- You must purchase **all tickets for a course** at the same time **at least 21 days prior to the first class date** if any of the following are true:
 - If you have received email confirmation that all sessions of the course will proceed as scheduled.
 - If the class is part of a cohort.
 - Any questions about the dates and times of your class, contact the Program Administrator where the course will be offered.
- Purchase a ticket for **only the first weekend of a class at least 21 days prior to the first class date** if the following is true:
 - You have **not** received email confirmation that all sessions of the course will proceed as scheduled. This will allow additional time to determine whether there is sufficient enrollment.
 - Any questions about the date and times of your class, contact the Program Administrator where the course will be offered.

Airline reservations are made through Hamilton Miller Hudson & Fayne (HMHF) Travel Management. To setup a travel profile, go to: <http://www.hmhf.com/business/profile/cmuglblcampus> (<http://www.hmhf.com/business/profile/cmuglblcampus>). To access the portal after setting up your profile, go to <https://app.cbta.com/authentication/sso?id=cmu> (<https://app.cbta.com/authentication/sso?id=cmu>) and login with your CMICH global id and password.

Phone: 248-827-4064

Email: info@hmhf.com (<mailto:info@hmhf.com>)

If you choose to make your own airline reservations, the guidelines listed above still apply. You must pay for the reservation up front and claim the expense on an Employee Expense Reimbursement Voucher. Please remember failure to follow the guidelines listed above could result in non-reimbursement.

Expense Reimbursements

To see the full policy regarding travel expenses see CMU Business Travel Policy. (https://www.cmich.edu/fas/fsr/OAC/Travel-Business-Expenses/Employee_Reimbursement/Pages/default.aspx)

1. Complete the Expense Reimbursement Voucher (<https://www.cmich.edu/fas/fsr/OAC/Travel-Business-Expenses/Pages/Forms-Travel.aspx>) form:
 - The form must be legible. Please type or print.
 - CMU will not reimburse instructors for copying materials. All materials should be posted in Blackboard for student access.
 - A Mileage Log is not required for documentation of personal car use. However, reimbursement for mileage will not be granted without filling the form out accordingly. See current mileage rates here (https://www.cmich.edu/fas/fsr/OAC/Travel-Business-Expenses/Employee_Reimbursement/Pages/CMU_Official_Mileage_Chart.aspx).
 - Sign the form.
 - Attach original itemized receipts for expenses other than meals. **Tape any receipt that are smaller than an 8 ½ by 11 inch page to a blank standard size piece of paper.**
 - You do not need to attach receipts for meals if you are taking the meal allowance. Please see Meal Allowances (https://www.cmich.edu/fas/fsr/OAC/Travel-Business-Expenses/Employee_Reimbursement/Pages/Travel_Meals-Allowances.aspx) for current per diem rates for your travel location.
2. Submit the signed Employee Expense Reimbursement Voucher form and receipts to CMU Travel Services by mail (802 Industrial Drive, Mt. Pleasant, MI 48858) for fax 989-774-3542.
3. Complete Direct Deposit / Deduction Authorization form for expense reimbursements

CMU requires all employees to use direct deposit for expense reimbursement. We do not process check payments. You must fill out a separate Direct Deposit (<https://www.cmich.edu/fas/fsr/OAC/Travel-Business-Expenses/Pages/Forms-Travel.aspx>) form for expense reimbursements from the one you submit for pay. You will be required to log in using your Global ID to submit.

If you cannot access the online Direct Deposit form above, the paper form can be downloaded (<https://www.cmich.edu/fas/fsr/OAC/Travel-Business-Expenses/Pages/Forms-Travel.aspx>). You should print the form and mail or fax it to CMU Travel Services along with your other documents. Failure to sign up for direct deposit will delay payment.

After you are hired by CMU, you can change your direct deposit information at any time through CentralLink. (<https://centrallink.cmich.edu/>)

Contracts & Payroll Processes

Contracts and Payroll Information

All contracts are sent via email to your CMU email account. To view, sign and return your contracts, you will need to access your CMU email. To review information about CMU email, go [here](#).

Payroll Information

Contract payment will be processed through the CMU payroll system on a bi-monthly basis during the contractual period.

- You must receive your pay by direct deposit to the bank account identified by you.
- Pay dates are the fifteenth and the last day of each month. If the pay date falls on a weekend or holiday, the pay date is the prior business day.
- Your pay is subject to normal payroll deductions.
- The first payment for regular courses and group tutorials with course beginning dates between the 19th of the month through the 4th of the month will be the 15th of the month
- The first payment for regular courses and group tutorials with course beginning dates between the 5th of the month through the 18th of the month will be the last day of the month.

Payments for other types of contracts may be made at the completion of the contract. Please be sure to read your contract carefully for these alternate time frames. If you have any questions, contact eLearning Delivery and Support (<mailto:eLearning@cmich.edu>) for assistance.

Module 6: Faculty Development

Faculty Support

The Faculty Support team, within the Office of Curriculum and Instructional Support, supports faculty who teach at satellite locations and online, with special attention to part-time faculty. We are here to ensure high-quality delivery of CMU academic programs, promote teaching effectiveness that maximizes student learning, connect CMU faculty, teaching at satellite locations and online, with resources and training opportunities, and to support and foster faculty engagement with the university, their academic departments and each other. Visit <http://cis.cmich.edu> (<http://cis.cmich.edu>) to learn more about the resources of the Office of Curriculum and Instructional Support and how we can support you throughout your instructional experiences.

Contact us for assistance with:

Student Opinion Survey (SOS) and Support for Instructional Assessment
Dawn Welch, Coordinator of Faculty Assessment
welch1d@cmich.edu (<mailto:welch1d@cmich.edu>) or 989-774-7143

Instructional Issues and Concerns, Faculty Orientation, Syllabus Build Tool, and Faculty Development Resources
Kerri Raymond, Coordinator
Faculty and Course Support
raymo1kk@cmich.edu (<mailto:raymo1kk@cmich.edu>) or 989-774-1689

or

Karen Rintamaki, Coordinator
Faculty and Course Support
rinta1kl@cmich.edu (<mailto:rinta1kl@cmich.edu>) or 989-774-3719

If you have any questions about how this unit can support your needs, please contact our staff directly or through eLearning@cmich.edu (<mailto:eLearning@cmich.edu>).

Curriculum and Instructional Support (CIS)

Curriculum and Instructional Support (CIS), is devoted to assisting faculty as they seek to provide state-of-the-art learning opportunities for students. Overall, we can assist you with just about any aspect of teaching and learning that you can imagine. We are here to collaborate with interested individuals and groups to:

- develop new ideas or new teaching-learning practices, enhance the quality of instructional design,
- implement research-based teaching and learning strategies, and build meaningful connections with students.

- assist in the design and development of instructional materials for online and hybrid courses
- provide best practices for online teaching
- assist in the design and creation of multi-media for use in the classroom or online.

We're here to help you elevate your students' commitment to your course content. CIS is devoted to providing high impact opportunities that increase student engagement and academic success. Visit our site (https://www.cmich.edu/office_provost/CIS/Pages/default.aspx) or contact us at cis@cmich.edu (<mailto:cis@cmich.edu>) to learn more.

To review and/or register for upcoming workshops or webinars, visit <https://cisevents.cmich.edu/> (<https://cisevents.cmich.edu/>).

Workshops & Seminars

Blackboard Fundamentals

This workshop are specifically designed for instructors who intend to teach online courses for CMU or plan to incorporate Blackboard into their face-to-face offerings. CMU strongly encourages the use of Blackboard as an enhancement in face-to-face courses.

The Blackboard Fundamentals workshop (<http://bit.ly/bb-enroll>) is a four-module workshop designed for those who wish to gain foundational knowledge of the Blackboard learning management system. Blackboard is a very robust teaching tool that provides many opportunities to supplement courses and facilitate full-scale online course delivery. This workshop will impart the skills necessary to be successful in the use of Blackboard as a tool for teaching.

Regional Professional Development Seminars:

Once a year CMU offers Regional Professional Development Seminars at various locations around the U.S. These seminars provide an opportunity for instructors to meet together, network and gain knowledge from CMU colleagues. Information on Regional Professional Development Seminars is released through CMU email announcements and the monthly Faculty News and Notes newsletter.

Online Faculty Development Opportunities:

Throughout the year, CMU staff works with its various campus colleagues to provide relevant and timely faculty development topics. These sessions are provided virtually so those away from the main campus can still participate. Sessions are announced via email and through CIS Events (<https://cisevents.cmich.edu/>).

Registration for these workshops can be found at <https://cisevents.cmich.edu/> (<https://cisevents.cmich.edu/>).

Module 7: Next Steps

Review Process

- All candidates applying to teach part-time and/or seeking re-approval will be initially reviewed by staff to determine if the candidate meets the minimum approval criteria established by the academic department and if there is a need for faculty to teach in their given discipline. If there is a match, the candidate is referred to the academic department for approval. If approved, acceptance letters will be sent to qualified candidates along with a link to the Master Course Syllabus for each course they are approved to teach. **Approval to teach does not guarantee a teaching assignment.**
- Upon review of the candidate's materials, the academic department will determine the type of approval by individual course.
 - Regular approval: the instructor is approved to be contracted to teach a specific course(s) for a period of three years.
 - One Time Only (OTO) approval: the instructor is approved to teach a specific course(s) one time only. The OTO approval is designated by the department where there is insufficient evidence for regular approval, yet warrants further consideration. This type of approval requires an approval review by the academic department prior to future course assignments.