The purpose of this guide is to provide advice and recommendations, as well as to outline certain personnel policies and procedures for regular tenured and tenure track faculty members of the College of Humanities and Social and Behavioral Sciences. It is important that faculty members understand CMU’s policies and the terms and conditions of employment set forth in the current CMU/CMUFA Agreement. Temporary Faculty should refer to the Temporary Faculty Policy or their department chair. This guide serves only as a set of guidelines and is not intended to be a complete description of CMU’s policies and procedures. This guide is not a contract of employment, expressed or implied, and should not be construed as such. This guide does not supersede Federal, State or local laws, specific provisions of the CMU/CMUFA Agreement or CMU policies and procedures.

A Message from the Deans
We’ve created this “survival guide” to help you deal with the expected and the unexpected. We hope it will help the uninitiated as well as the initiated. What do you do when there is no chalk in your classroom? What about not enough chairs? What do you do if the computer in your mediated classroom doesn’t work? How do you save your computer files to protect them? How do you deal with a very sick student in your carpeted classroom? Who has access to the departmental copy machine? How do you get money for research travel, professional travel, and travel abroad? Where do you get help in preparing your materials for reappointment, tenure, and promotion? How do you make the most of the “creature comforts” that the university has to offer?

We also hope that this guide will help you find opportunities, answer questions about everyday life at CMU, and assist you in dealing with the unexpected. You are, in fact, the reason that we put this guide together; our conversations with you, both informally and formally, over the years have guided us in deciding what would appear on these pages. If we have missed things, please let us know.

This “survival guide” was intended originally only for new faculty; however, we discovered that even veteran faculty members sometimes did not know all the “rules.” We have updated last year’s guide to include additions and changes. Even if you read and memorized last year’s guide, you may still find it valuable to review the new guide.

Pamela S. Gates, Dean
Marcy Taylor, Interim Associate Dean
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I. CHSBS Website

The CHSBS webpage is located at www.cmich.edu/colleges/chsbs/Pages/default.aspx. Please review this site as it will be a helpful resource regarding CHSBS programs, The School of Public Service & Global Citizenship, CHSBS centers & institutes, scholarships & funding opportunities as well as news and event announcements.

The website is maintained by the CHSBS Communications Coordinator and Web Developer, Sarah Buckley. You may submit announcements at https://www.cmich.edu/colleges/chsbs/events/Pages/Submitting-Announcements.aspx.

II. Department Life

Department Governance and Personnel Matters

2.1 How do I know the rules that govern my department and how the department works?

Make sure that you have an up-to-date copy of your departmental By-laws and working rules (also called department standards and/or practices). Your By-laws will typically set out the committee structure of your department; reappointment, tenure and promotion requirements; summer school; selection of the chair (and term) as well as other items that your department selected to include. All current department By-laws are on the university web site at: www.fps.cmich.edu.

In many cases, other working rules have been developed over time and have been printed in departmental minutes. If you have questions about the “practices” of the department, your best sources of information may be your department chair, your department secretary, or your mentor (if you are a recent hire in the department).

2.2 I am preparing my materials for reappointment (tenure or promotion). What do I do?

(1) First, you should review Article 14 in the 2014-2019 CMU/CMUFA Agreement for tenured and tenured track faculty which presents the agreed upon University policies and criteria for personnel processes. Then you should read and review the sections of your departmental By-laws which speak to personnel processes. The Agreement states that departments develop standards, written performance requirements, as part of their by-laws which serve as the basis for departmental recommendations regarding reappointment, tenure and promotion. These departmental standards also serve as the basis for subsequent evaluations at higher levels. You should organize your materials reflecting the university’s three standards as found in the CMU/CMUFA Agreement and reflected in your By-laws: teaching effectiveness, scholarly and creative activity, and service. Using your department standards (as found in your By-laws), you should further organize your evidence showing how your work meets each of the criterion.

(2) The College has provided a set of guidelines to assist faculty in preparing their personnel materials. The link to these guidelines can be found on the CHSBS website at https://www.cmich.edu/colleges/chsbs/About/Pages/Forms-Policies.aspx. Remember that the narrative that you provide, showing how you have met the department and university
standards and each of the criteria, is very important. When in doubt, consult your mentor, your chair, or colleagues on your personnel committee.

2.3 What are the deadlines for tenured and tenure track faculty personnel matters?

Always check the CMU/CMUFA Agreement for contract deadlines. No deadline is specified in the Agreement for reappointment, although the deadlines for tenure are generally applied to reappointment. Sometimes departments prefer to set earlier deadlines than those that appear in the Agreement, so it is good practice to ask the department chair for clarification and guidance. If you are still in doubt about personnel deadlines, contact Faculty Personnel Services (x3368) or see the CMU/CMUFA Agreement for specific dates.

**Department Working Rules**

2.4 What are the department policies on telephone use?

Each department sets its own rules for the use of university telephones because phone bills are paid at the department level. Before making long distance charges to the department, check on department policy.

2.5 If I want voice mail on my phone, how do I set it up?

Call telecommunications in Information Technology at (x3091) to request a voice mail set-up on your telephone. For double offices, university telecommunications can configure voice mail to both parties.

2.6 How do I obtain copies of books that I am using in my courses?

Most publishers provide free copies of books that have been adopted for courses. Check with your department office professional about obtaining a desk copy directly from the publisher. Most departments do not allow faculty members to purchase desk copies from the bookstore because the costs are charged to the department.

2.7 What are the department policies on photocopying?

Again, policies vary by department. Typically department copy machines have access codes and counters. Your department office professional can provide you with your code, your designated number of copies, and any other policies that apply. The dean’s office can assist with volume color copies at a charge to the department.

2.8 I would like to recommend some library purchases of monographs, serials, and media. How do I go about doing this?

Check with your department office professional or chair for department policies concerning purchases.

You may use one of the methods provided by Park Library: paper forms (available in your department office), request at [https://www.cmich.edu/library/Pages/FacultyServices.aspx](https://www.cmich.edu/library/Pages/FacultyServices.aspx), or e-mail your department’s bibliographer at Park Library. The Library also has a purchase
profile for each department that targets purchases from designated publishers; it is updated frequently with input from the department.

As far as serials are concerned, typically the department reviews serial titles and makes recommendations as a whole. For videos, often the department resource committee or finance committee makes recommendations based on faculty “wish lists.”

Faculty are encouraged to place instructional materials on reserve as needed. Books and periodicals may be reserved at: https://www.cmich.edu/library/departments/Reserves/Pages/default.aspx. Media needed for instructional purposes may be obtained by calling x3891.

2.9 What do I do about instructional needs like making color copies; scanning; copying video clips and the like?

Some departments are better equipped than others. First check with your department about making color copies on your departmental copier or office printer. Scanning is available in most departments and you may save your scanned items to a hard drive, flash drive, or to your folder on the college server.

University media services provide some instructional services, but hourly or job fees are charged, so you need to check with your department before contracting with them. A fee schedule is available from media services or from your department office.

Contact the college’s computer support if your department does not have the equipment to provide these services. The college does not currently charge for the services that it provides (charges may apply for materials if you do not provide them, or for color laser copying in large quantity because of the cost of the ink cartridges).

2.10 Does my department have a faculty handbook or guide?

This varies by department. Check with your department chair or office professional.

Mentors

2.11 What is a faculty mentor?

A faculty mentor is simply a veteran faculty member, either chosen by the newer faculty member or assigned by the department (the method is determined by the department), who is available to answer your questions, to work with you on research or teaching needs, and to provide initial guidance on issues related to reappointment and employment with the university. The university expects faculty who have been hired under the Multicultural Leadership Program to have mentors; it is an optional arrangement for other new faculty members. Contact your department chair for further information.
Technology Support

2.12 How do I get a new or upgraded computer for my office?

Each department has its own policies concerning distribution of computers, but you should make your department chair aware of your need (in some cases, department resource or finance committees make recommendations to the chair). Your department then ranks faculty needs and either uses its own resources for the purchase of faculty computers or makes a request to the dean’s office. The college typically makes bulk purchases of equipment in the spring semester.

2.13 When I receive a new computer, how do I get it set up, connected and configured?

Let your department office professional know that your new computer (probably still in its box) has arrived in your office. They can submit a work order to the college technology support staff to install your computer. If you already have an old computer in your office, the computer staff will disconnect the old system when they install the new one. Once you are sure that you have been connected, configured, and your existing files transferred, then you should contact your department office professional to file a moving request to have the old computer sent to salvage (unless the computer is being reassigned to a graduate student, staff member, another faculty member or department. Usually the department makes such decisions.) If the computer is being reassigned, college technology support will need to know where the old computer is moving for inventory purposes. Technology support staff will wipe the hard drive clean (for security) and rebuild the computer for its new recipient. As a reminder--we cannot give away old computers to individuals or groups no matter how worthwhile the cause. Additional information and policies may be found at www.cmich.edu/colleges/chsbs/About/Pages/Forms-Policies.aspx.

2.14 How do I contact technology support when I need help?

File an on-line work order for technology support. Please be very specific about your needs and whether or not you need to be in your office when the service is performed. The on-line technology support button is linked to the college web pages where any faculty member can access it. See your department office professional with any questions. A direct link can be found at www.chsbs.cmich.edu/computersupport/.

Once your work order request has been made, you can track progress and completion by accessing the college Technology Support page and clicking on the button marked “Work Status.”

Work orders are generally not accepted by telephone, but you should feel free to report emergencies or to ask questions by calling x1229 or x1740.
2.15 What is the difference between college technology support and the university’s technology support?

The college computer support personnel will handle your daily needs: software problems, hardware glitches, set-up and configuration, and e-mail.

The university Help Desk can help you with SAP, usernames and passwords. As a general rule, check with the college’s support staff before going to the university Help Desk.

2.16 What do I need to build a faculty home page or a course page?

CMU utilizes a Web Content Management System to manage websites. Please contact your department office professional or CHSBS Communications Coordinator and Web Developer, Sarah Buckley at somme1sj@cmich.edu.

2.17 What if I need assistance building a page?

Watch for listings of workshops offered by Center for Excellence in Teaching and Learning (CETL) or the Office of Information Technology. A list of available training can be found at https://www.cmich.edu/office_provost/academic_development/CETL/Pages/default.aspx.

2.18 What “technical standards” does the college and/or university require for course or faculty web pages?

The college recommends the following minimums:

(a) Identification of the course or faculty member with Central Michigan University and CHSBS on the main course or main faculty page.

(b) Use of the ADA statement (see 3.5 or 5.4), along with other course information and requirements on the syllabus page.

(c) Links back to CMU and CHSBS.

(d) Identification by name of the author of the page. Avoid the use of webmaster@....

(e) Date of last update of the page.

(f) Spell checking.

2.19 Where can I learn about Blackboard?

Blackboard is the university adopted software to support on-line course exercises, interactive experiences and course management. Contact CETL for workshops and self-directed learning.
2.20 How do I find out about and have an influence on some of the computer initiatives on campus (hardware, software, purchasing, requirements, etc.)?

In general, computer hardware comes from two sources:

1. **Hardware to support student instruction** is funded annually by the Technology Planning Board with some matching support from colleges. Departments discuss their needs and send requests forward via their department chairs to the college where the dean ranks the requests and presents them to the Technology Planning Board (a competitive process). The CHSBS computer labs and “mediated” classrooms have generally been funded this way. Your representative in this process is your chair at the college level and the dean at the university level.

2. **Hardware to support faculty** is funded by departments (supplies and equipment or development budgets) and/or the college. In both cases, need and available funds play a role in purchases. See section 2.12 in this guide for further information.

2.21 What services does CHSBS Technology Support offer?

**General technology assistance to faculty and staff**
- Setup/configuration of computer equipment
- Installation of software and hardware
- Troubleshooting and repair of computers, printers, and other technology items

**Resources offered and maintained**
- File server for storage of departmental and individual files
- Media server to facilitate the distribution of educational multimedia
- Several general purpose and specialized computer labs

**Additional services**
- Technical training on a variety of topics/applications for faculty and staff
- Technical advice and guidance in purchases
- Assistance with the operation of mediated classroom equipment
- Liaison between faculty/staff and OIT as needed
- Personal (home) computer repair as time permits

**Committees**

2.22 I know that service is an important part of my role as a faculty member at CMU. What is the committee structure of this university? How do I become a member of one of these committees?

There are committees at all levels of the university, beginning at the department level.

**Department Committee Structure:**
Most departments elect or compose their committees at the beginning of each academic year. Typically personnel committees are elected based on the provisions set forward in the department *By-laws*. Other committees may be elected, appointed or composed of volunteers. Check your department *By-laws* or working rules for information on department committees and how they are formed.
College Committee Structure:

**Promotion and Tenure Committee** (A portion of the representatives are elected by departments and a portion are appointed by the dean; all representatives must be tenured and hold the rank of associate professor or higher, two-year term, no faculty member who will be requesting tenure, promotion, or salary adjustment may serve on the committee in the year such a personnel request is made.)

Makes recommendations to the dean concerning all promotion and tenure cases.

**College Curriculum Committee** (One representative from each department elected by departments for two-year terms on alternating replacement schedules.)

Considers all curricular items from departments and interdisciplinary units in the college and acts on them by forwarding them as publication or action items to the university’s curricular bodies.

**Committee on Excellence in Teaching and Academic Programs** (One representative from each department elected by departments for one-year terms.)

Oversees and makes recommendations concerning projects on teaching and learning.

**Committee on Change of Grade/Grade Grievance Committee & Academic Integrity Committee** (Three faculty members and three students from the college, recommended by their departments and elected annually by the college’s Dean’s Advisory Council.)

Handles cases referred by the associate dean, based on the university’s Change of Grade policy. Handles student appeals referred by the associate dean, based on the university’s Academic Integrity policy.

**Sabbatical Committee** (Three chairs elected by the Dean’s Advisory Council.)

Makes recommendations to the dean concerning sabbatical leave applications in the college.

**Student Activities Support Committee** (One chair representative along with a minimum of two representatives.)

Assist with decisions for distribution of vending machine monies to student groups affiliated with College departments.

**Student Paper Competition Committee** (Volunteers from faculty in the college and emeritus faculty.)

Read undergraduate and graduate papers submitted for the CHSBS Student Paper Prize, Shapiro Prize and Gabriel Chien Award to provide recommendations to the dean and associate dean. Work takes place during the summer.

**Scholarships Committee** (Volunteers along with the Associate Dean and emeritus faculty.)

Solicits, reviews, and recommends recipients for CHSBS scholarships administered through the dean’s office.

**Homecoming Committee** (One representative per department.)

Assists the dean’s office in hosting homecoming activities.

**Technology Advisory Committee** (CHSBS Manager of Technology and one representative per department.)

Committee will examine trends in technology, its use in the instructional environment, and make recommendations concerning the use of technology.

**CMU & You Day Representatives** (At least one representative per department.)

Assists the dean’s office in hosting CMU & You Day activities.

**M.A.J.O.R. Night Representatives** (At least one representative per department.)

Assists the dean’s office in hosting M.A.J.O.R. Night activities.

University Committee Structure:

At the university level, there is a vast array of committees. Each spring, the Academic Senate sends out a preference form to all faculty members; select one or more committees of interest to you and then submit the form to the Senate Committee on Committees. You may be selected to serve as a member of a university committee.
through that method. If you do not achieve membership on a university committee through the Committee on Committees, talk to your department Academic Senator to see if there is an opening that will be filled by election from the floor of the Senate.

It is important that departments and the college be represented, so watch also for announcements regarding the need for members of many of the *ad hoc* university-wide committees, program councils, or task forces from your department chair, departmental meetings or university communication.

**Creature Comforts**

2.23 My office furnishings are a nightmare. What do I do?

Talk to your department chair to see if the department has any method for allocating furnishings or for purchasing furnishings. If not, then either contact the associate dean for information on used items available in the college’s storage in Pearce Hall or the university’s stores/warehouse at x3917.

2.24 I have claustrophobia. How do I get a larger office or one with a window?

Each department has its own policies concerning the assignment of offices. Contact your department chair about the process of assignment (e.g., lottery, seniority, need). Space is always at a premium in the College of Humanities and Social and Behavioral Sciences, so there may be no way of dealing with your problem in the short term.

2.25 The classroom(s) in which I teach are always dirty, poorly set up, and miserable to teach in. What can I do?

**Missing board supplies?** If you are teaching in Anspach, contact the Dean’s Office. If you are in another building, contact your department chair so they can let the custodial staff know of the problem.

**Wrong number of chairs?** First, make sure you didn’t over-enroll your class. If you did, do not “steal” chairs from a neighboring classroom. Contact the Dean’s Office to see if additional chairs can be sent to your classroom. Each classroom has a “cap” set by the number of chairs. If you borrow from a neighboring classroom, you have just created a nightmare for another instructor. If you are in doubt, contact the Registrar’s Office or the Dean’s Office for information on the number of chairs that are supposed to be in each classroom.

**Broken classroom furnishings?** In Anspach, contact your department office professional or the Dean’s Office so that a report can be placed with Facilities Management. If the problem is in another building, contact your department secretary who will place a work order with Facilities Management.

**Computer podium or equipment problems?** To get a key to the podium in a mediated classroom, you must take instruction in using the equipment. Contact OIT at x1474 for this instruction and key. Keys are not lent. Faculty members who use mediated classrooms are responsible for keeping the podiums locked. If pieces of the equipment are not working, contact OIT using the podium phone or contact the Dean’s Office.
Office repairs, hanging pictures and bulletin boards, etc.? Contact your department office professional and they will file a work order with Facilities Management to have your work done.

I think I lost my keys?
Please contact your department office professional so that the proper actions may be taken. Faculty members are responsible for the costs incurred when keys are lost. Costs may include the cost of re-keying doors for which the lost keys would open and for the cost of making new keys for the re-keyed doors. Lost keys may necessitate the re-keying of a single door to an office or a large number of doors to an area.

Missing furniture keys? If you want keys to your filing cabinets (and none came with the filing cabinets in your office), check with your department office professional. They may have a stock of keys at hand or will place an order.

2.26 What do I do if there is some sort of emergency in a university building?

Stickers with emergency contact information have been placed at the mediated workstations in each classroom. Emergency Action Plans for each building are located at https://www.cmich.edu/fas/fsr/rm/EHS/Pages/Emergency-Action-Plans.aspx. Additional information is available on CMU’s emergency preparedness website www.cmich.edu/about/emergency_management/Pages/default.aspx.

If the emergency is weather-related, the university sounds an alert and notifies building coordinators of the procedures to follow. In the case of tornado warnings, people located in Anspach Hall should immediately go to the corridor in the basement. In other buildings, basements and interior corridors are recommended.

For safety concerns use your best judgment. Call 911 for emergency situations or contact campus police at x3081.

In the case of elevator failures that trap disabled persons and individuals who use wheelchairs on upper floors, there are several procedures to follow: if a student will miss a class because of the elevator failure, every effort should be made to move the class to the floor where the student is located; if an individual needs to leave the building, public safety should be called to provide physical assistance.

If an individual becomes ill in one of the classroom buildings and clean-up is required, contact the dean’s office in Anspach to notify the day-time custodial staff or call x6547 (Facilities Management) explaining the type of clean-up and location. Environmental & Safety Services also offers Blood Pathogens training for faculty and staff.
III. Inside and Outside the Classroom

Courses, Syllabi, and Curricula

3.1 I hear terms like “master syllabus” and “course syllabus” whenever my colleagues talk about curricula. Are they synonymous? What do they mean?

Very simply, the master syllabus for a course is the syllabus that has been approved through the curricular process (i.e., Academic Senate process) for offerings at Central Michigan University. Your department will provide you with a copy of the master syllabus for the course(s) you will be teaching. Forms for master syllabi are found in the Curricular Authority Document (the published statement of processes and requirements for courses and curricula at the university). The official master syllabi for courses can be found in the Academic Senate office (Ronan 280).

A course syllabus, sometimes known as a course outline, is based on the master syllabus but provides students with specific course information. A course syllabus, therefore, is not synonymous with a master syllabus; rather it is specific to the particular time the course is offered.

According to the CMU Code of Student Rights, Responsibilities and Disciplinary Procedures (paragraph 2.3), “Each course has a master syllabus approved through university curricular processes which includes a description of the scope of the course and a list of goals and objectives of the learning experience. Faculty members assigned to teach a course will develop a course outline, based on the master syllabus, to provide students with greater specificity about how the course will be conducted in order to accomplish the intended goals and objectives.”

3.2 What is the Curricular Authority Document?

The Curricular Authority Document (CAD) is the approved manual containing the processes and guidelines regarding curricular submissions and approvals. Copies are available in your department office (kept by the secretary or chair). The CAD includes all of the forms for curricular submissions as well. If you have questions, ask your chair or office professional, the Assistant Dean of the College or the Academic Senate Office (x3350).

3.3 I am interested in creating a new course. What should I do?

Each department has a curriculum committee to provide support in the creation of new courses. You should speak about your ideas to the chair of your department. In practice, there are two ways of creating a new course: by using a special topics designator to develop a course or by sending a fully developed course through the curricular process.

One of the most common methods for designing a new course is to offer it first as a special topics course. Before you complete your plans, talk with your department chair about the proposed course content, objectives, and course level. Then, if she or he encourages you (sometimes departmental curriculum committees or scheduling committees are also involved), you can proceed. Once you feel comfortable with the design of the course through your “trial run” under the special topics designator, you can prepare paperwork for the curricular process. Just as a reminder: a particular special topics course can be offered only three times, and then it must be proposed and approved as a regular offering.
You can also develop your course without the “trial run” as a special topics course. Follow the instructions in the Curricular Authority Document carefully. Remember that new courses typically follow this routing: department curriculum committee, college curriculum committee, UCC/Grad Council. If the course is planned as an addition to the University Program, it must be submitted to the GenEd Subcommittee prior to action by the UCC and the Academic Senate. University Program courses are subject to two types of curricular scrutiny: as a new course and as a submission to General Education.

3.4 I am teaching a University Program course for the first time. What do I need to know or do?

First, make sure that you have been given or have reviewed a copy of the current master syllabus for the course. As you design your course syllabus (course outline), you should use the master syllabus as a guideline (see next page).

Second, as a first-time instructor in a University Program course, you should go to the Academic Senate Office (Ronan 280) and sign the master syllabus sheet.

According to policy regarding course syllabi, “Although individual faculty members do not have unilateral discretion to substantially alter the scope of the course or the goals and objectives of the learning experience, the master syllabus does not limit a faculty member in planning the sequence of topics, selecting appropriate texts or other instructional materials, using a variety of instructional methods, or designing and using specific evaluation procedures in the teaching of the course.”

3.5 What does the college recommend to include on a course syllabus (course outline)?

While there are no hard and fast rules, the items listed below are the types of information that should be provided to students. Those items marked with an asterisk are particularly important.

· Course number, title, section number, room, time, University Program subgroup (if applicable).

· Cross-listing statement (if applicable): HST 326 is identical to WST 328. Credit may not be earned in more than one of these courses.

· *Faculty member’s name, office number, office hours, office phone.

· Faculty member’s voice mail, e-mail, web course information (at instructor’s discretion).

· *Accommodations statement: CMU provides students with disabilities reasonable accommodations to participate in educational programs, activities or services. Students with disabilities requiring accommodation to participate in class activities or meet course requirements should first register with the Office of Student Disability Services (120 Park Library, telephone 989-774-3018, TDD #2568), and then contact the professor as soon as possible.

· Statement on attendance, if applicable. A reference to the university’s missed class policy may also be helpful to students.
https://www.cmich.edu/ess/studentaffairs/Pages/Student-related_Policies.aspx

- Statement on expectations of student behavior, if desired (e.g. tardiness, unpreparedness, disruptions).

- Statement on course requirements (this should be reasonably specific, e.g. number of examinations and their weighting, graded assignments, class participation).

  * Grading Scale (composition of final grade and its translation to the university’s A-E).

  * If the course is part of a teacher education program use the CLEAR to model course objective.

  * Required materials, including textbooks, lab manuals, and examination books.

  * Schedule of classes, including (as applicable) deadlines, homework assignments, examination dates (including final examination). Any required out of class time experiences should also be included (required field trips).

- Plagiarism and academic dishonesty policy.

- Prerequisites and recommended courses.

- Other policies of the individual faculty member, department, etc.

- Other information about book reviews, term papers, manuscript preparation, library searches, etc.

3.6 My master syllabus is woefully out of date, and I want to change the content and objectives by at least one-third before I offer the course again. What do I do?

As a general rule under the Curricular Authority Document, course offerings that have changed by at least one-third from the original content and objectives (whether by personnel change, evolution, or redesign) must be resubmitted through the curricular process. Follow the “new course” guidelines for the submission.

Mid-term and Final Examinations, Grading, and Academic Dishonesty

3.7 What are the policies on grades and grading (mid-term grades, final grades, grade grievances, changing grades)?

As far as grades are concerned, you are the instructor and are considered the final authority. Only in four types of cases may a grade be changed:

1. when an instructor initiates a grade change because of error (see the Policy on Grade Changes on the college web page)

2. when an instructor removes an incomplete or deferred grade (www.cmich.edu/ess/registrar/RegistrarRecords/Pages/Incomplete_and_Deferred_Grades.aspx)

3. when a grade grievance is initiated and the instructor consents, as part of the settlement, to a grade change
Capricious grading may be grieved; grades based on documented plagiarism and academic dishonesty cannot be grieved through the grade grievance process, but there is an appeal mechanism regarding the sanction.

Mid-term grades were initiated by the Academic Senate in 1997. They are not required; it is at the instructor’s discretion.

Incomplete grades and deferred grades also fall under university policy. Incomplete grades should be given only when a student requests such a grade because of illness or other justifiable circumstance of significant importance. In all cases, the student must request the incomplete after having completed more than half of the coursework with a passing grade. The faculty member is responsible for filing an “incomplete form” with the student and with the department.

Deferred grades may be recorded for students registering for independent study, thesis, dissertation, International Program studies, or for other courses approved for the “Z” grade. For further information, please see the Bulletin or Registrar’s Office web page: www.cmich.edu/ess/registrar/RegistrarRecords/Pages/Incomplete_and_Defferred_Grades.aspx.

3.8 An assistant is working with me as I teach my course. Who is responsible for final grades?

The general rule is that the faculty member of record (faculty assigned to the course) is responsible for final grades. If there are any questions, you should be prepared to answer them and to make sure that grades have been computed correctly and submitted on time.

3.9 Are there policies about when final examinations must be given?

According to Academic Senate policy (1973), “Instructors are encouraged to give frequent tests and examinations.” Furthermore, “the period assigned for the final examination in a class must be used either for an examination or for the continuation of the instructional program of the class.”

According to the same policy, if a student is scheduled to have more than three examinations on the same date, additional examinations should be rescheduled at the student’s request. Faculty and student should agree upon a make-up day and time.

3.10 With whom can I discuss a student’s grades?

Under the Family Educational Rights and Privacy Act, https://www.cmich.edu/ess/registrar/RegistrarRecords/Pages/Confidentiality.aspx, you may not discuss a student’s grades with anyone outside the university, and within the university, you
may discuss them only on a need to know basis. Should a student’s parents or potential employer contact you, you should not discuss grades unless the student has provided a written waiver of the policy. If you are asked to provide any information on a student beyond what is printed in the Directory, you should contact the Registrar’s Office to determine if the student has authorized such a disclosure.

3.11 What should I do if I suspect academic dishonesty or plagiarism?

First, you should consult the Academic Senate policy on Academic Integrity at https://www.cmich.edu/AcademicSenate/secure/Documents/Academic%20Integrity%20Policy%20-%20Editorially%20revised%20--2-08-17.pdf#search=academic%20integrity%20policy and review any additional policies that your department may have governing academic dishonesty. The May 2001 senate policy document states “In cases involving violation of the Policy on Academic Integrity, determination of the student’s grade and status in the course are made by the instructor. The instructor’s determination can be appealed by the student to the dean of the college in which the offense has occurred”. Further, the policy outlines the full process for handling such violations including a conference with the student and determination of actions to be taken by the instructor. The policy also outlines the appeal proceedings open to the student—both at the informal and formal stages.

If a case of academic dishonesty is suspected, it is a good idea to discuss the matter with the chair of your department and/or the associate dean of the college to ensure that the Academic Integrity Policy is fully engaged in the process.

Workload and Course-related Issues

3.12 I will be attending a professional conference. What should I do about my class (es)?

Faculty members make different arrangements, but the general rule is to avoid frequent absences and to have your students responsible for some form of learning during that time. Some faculty members schedule examinations (with a monitor), while others provide assignments that do not require their presence (out-of-class research or writing or in-class media presentations).

3.13 What do I do about other absences from campus?

Always inform your chair and/or office professional when you are absent from regular campus activities. In the case of illness, there are specific contractual expectations for regular faculty (see the CMU/CMUFA Agreement) about reporting short-term sicknesses, illnesses of more than a week, and illnesses that could result in disability leave. Regular faculty should refer to the CMU/CMUFA Agreement for other types of absences. Fixed term faculty should refer to the Fixed Term Faculty Policy.

3.14 What do I need to know about office hours?

In general, departments expect that faculty members will schedule a reasonable number of office hours per week (for a full-time faculty member). During that time, you should plan to meet with unscheduled students for advising or course-related questions. Office hours should be noted on your syllabus and posted with your department. Students should be
notified (in advance if possible) if you are not available for scheduled office hours. Check with your department chair to determine the expected number of office hours for your discipline.

3.15 What exactly is a faculty member’s workload?

Workloads vary, but the best answer to this question for regular faculty is probably found in your initial Letter of Appointment (contract) and the article on workload in the CMU/CMUFA Agreement.

3.16 I need my workload changed because I have received a grant, taken on additional responsibilities in the department, decided to go on reduced load, or been invited to teach abroad. What do I do?

Under the current CMU/CMUFA Agreement, all reassigned time for regular faculty must be approved by the department, recommended to the Dean, and then approved by the Dean before it can be implemented. Make sure that your department is aware of what you intend to do well in advance of your “new activity.” That will allow time for contractual approvals.

Teaching Effectiveness

3.17 As a tenured or tenure track faculty member, when do I need to assess my teaching effectiveness? How should I do it? What forms should I use?

There are no easy answers to these questions. Some of the issues are personal, some are departmental, and others are contractual.

As you know, CMU prides itself as a comprehensive state university that values teaching at all levels. That means that departments, the college, and the university take teaching effectiveness seriously. How often and what instrument you use to measure your teaching effectiveness depends on whether or not you are using the instrument for “formative” or “summative” reasons.

If you are going up for reappointment, tenure, or promotion (“summative”), you should consult your By-laws for departmental measures of teaching effectiveness. Your department may counsel you to use the standard SOS II, systematic peer review of teaching, peer review of course materials, teaching portfolios, or a combination of measures. Whatever your department prescribes, you should follow the guidelines in the By-laws carefully.

If personnel decisions are not a primary motivation and you are considering teaching effectiveness in a “formative” way, then you may want to use your own instrument, whatever your By-laws prescribe, or the IDF-II form that is available by request at x3615.

Your colleagues and chair may also have suggestions.
3.18 What other sources are available for learning more about teaching?

The university houses a Center for Excellence in Teaching & Learning (CETL) in 413 Park library (x3615).

The college also sponsors “teaching forums” from time to time where faculty have the opportunity to talk about common teaching interests. Past topics have included teaching portfolio construction, testing, Turnitin.com, managing the grading lead, and essay grading. Watch for topics of interest.

Course and Classroom Scheduling

3.19 I am new to Central Michigan University and the courses for my first year were scheduled before I arrived. How will future schedules be made for me?

Departments generally set their own policies concerning course scheduling. Typically, faculty members submit a “wish list” of courses, times, and preferred classrooms. Then the chair, personnel committee, or other departmental unit uses these “wish lists” to put together a schedule. Department considerations take into account faculty specialties, needs for various course levels and times, needs for particular course offerings (programmatic needs), and the like. Courses that fall in the “domain” of several faculty in a department are often offered on a rotation as are courses offered under a special topics designator. For specific guidance on your options, talk to your department chair.

3.20 How are classrooms scheduled for courses and for special events (e.g., study sessions, student groups)?

All academic scheduling goes through Elaine First in the Registrar’s office (x7245). As far as classes are concerned, your department chair and/or office professional (or whoever makes up the final schedule) works with the Registrar’s Office to confirm room availability. Individual faculty members do not make final room selections or confirmations.

If you are trying to schedule a study session or class-related experience in one of the academic buildings, then you are responsible for scheduling it (unless your department secretary does this for you). You must use the Astra Schedule at www.cmich.edu/ess/registrar/Pages/Astra_Schedule.aspx to check room availability and then to schedule the room formally. Student groups will need to visit the Registrar’s website for classroom request information.

If you are scheduling an event that will not be for instructional purposes, contact University Events at x3355. If you are scheduling something in the Bovee University Center, you must make your room reservations through the UC (x7477). If you are scheduling common space in an academic building (for example, the end of the main corridor in Anspach for a student-run book sale or an activity in the Student Lounge on Friday afternoon), then you must contact the building coordinator. In Anspach, contact the Dean’s Office. When in doubt, ask your department office professional who can remind you of the appropriate process.
Advising

3.21 I know that there are several types of advisement that occur on campus. Can you tell me about them?

First, there is general academic advising that is overseen by Advising Services. These advisers are “general academic advisers,” meaning that they assist students in clearing their University Program requirements, fulfilling other degree requirements, being referred to their major and minor advisers, and going through academic audits prior to graduation.

The college also has academic advisors, specializing in CHSBS programs, who will help students register for courses and offer support and guidance. If you have any concerns or questions, please contact Julie Fortino-Shurtleff at x2361 (forti1ja@cmich.edu) or Sarah Barnard at x3247 (barna1sk@cmich.edu).

Second, “signing a major or minor,” is the role that you are playing. Using your departmental advising sheet, information in the Bulletin or the college advising page, you advise the student on what courses to take to complete the particular major or minor that she or he has chosen. You will probably also provide advice on career options in a particular field of study and serve as a program “mentor.”

All students who have completed 56 hours of credit will be required to sign a major with a faculty member in their major field before registering for further credit.

Third, some faculty members serve as Teacher Education Mentors, meaning that they have a relationship with the College of Education to assist students in working through their “cycles” in preparation for student teaching. If you have not been trained to be a teacher education mentor and have requests to undertake this kind of advising, talk to your department chair about training or contact a teacher education advisor (x3309).

3.22 I have heard that signing a major or minor is like signing a contract with the student. Is this true, and what should I know?

Yes, according to university policy, signing a major or minor amounts to a contract with the student. Therefore, you should make sure that you are following university and departmental policies on transfer credit, double-counting (if this option is available to a student), capstone requirements and the like. When in doubt, always contact your mentor, department chair, or the Registrar’s Office.

3.23 In the process of advising students, I work with transfer students and transfer credit. What do I do?

For university credit, the Registrar’s Office applies transfer credit based on long-standing relationships with other institutions in Michigan or a course-by-course review of transfer credit.

Departments, however, have autonomy in granting credit for transfer work that is to be applied to the major or minor. If you are unsure about your departmental rules, contact your department chair before making a commitment to the student you are advising. It is in
the department’s best interest to frame a departmental policy rather than to accept transfer credit on an *ad hoc* basis.

3.24 Often students ask me for career advice. What should I tell them?

First, tell them what you know as a professional in your field, then give them a copy of your departmental or major flyer.

Second, refer them to Career Services ([www.careers.cmich.edu/](http://www.careers.cmich.edu/)) for information to assist students in career development. Career Services provides career tests and interest inventories, sponsors job fairs and employer recruitment, and has an in-house and lending library of resources geared to job and career selection. The Career Center is located in Ronan 240.

3.25 I have students with serious and not-so-serious writing problems. What advice do I give them? Where can I refer them?

Students with writing problems, regardless of the seriousness of the problem, can and should be referred to the Writing Center. The Center provides monitored assistance to all CMU students. Daniel Lawson, Director of the Writing Center and English faculty member, oversees graduate and undergraduate students who work individually with your students. Hours and locations vary; for information, call x1228.

3.26 I have heard that there are other kinds of academic assistance provided to students as well. Where do I go to find out about these options?

Tutoring Services (x3465, Ronan 250) provides free tutoring services to students having difficulties with particular courses, need academic skills assistance or information on probation and dismissal policies. Supplemental Instruction provides students with class-specific study group sessions in CMU courses that have high withdrawal and failure rates. Call Minority Student Services (x3945) for a listing of the courses that are offered with Supplemental Instruction sections each semester. The English Language Institute (x2567) provides language testing and study for students who are non-native speakers of English. You may contact Academic Advising Services at x7506 for additional information.

3.27 The university offers success coaching; how can students access this service?

The Office of Student Success provides success coaching to aid students in performing to the best of their ability. Success coaches meet with students to develop an action plan optimizing their personal and academic performance. Jeff Keson is the CHSBS Success Coach; to schedule an appointment students may call x3401.
3.28 Students have asked me to be an advisor to one of the organizations in my department. What do I need to know about the responsibilities of being an advisor?

The university has published a guide called the “Registered Student Organization University Advisor Responsibility Statement”. This guide, printed in its entirety on the following pages, outlines responsibilities, caveats, and liabilities.

**Registered Student Organization University Advisor Responsibility Statement**

This statement outlines the University’s expectations of the role and responsibilities of University advisors for Registered Student Organizations. This statement also clarifies acts for which the University will provide indemnification for University advisors.

The University advisor’s primary role is to provide overall guidance and assistance to the Registered Student Organization. Advisors should encourage and advise the organization in carrying on an active and significant program, and work with the officers to promote the effective administration of the organization. This guidance will include assistance in compliance with the University’s policies and procedures that govern the use of University facilities and the University’s name and logos. Advisors should assist with the formulation and revision of the organizations’ constitutions and by-laws. Advisors should alert the Registered Student Organizations to the risks of injury and liability in connection with their activities and warn the club or its officers when they suspect that something is not right in the way the club is operating. They should meet with the club or its officers at least twice each semester.

The University recognizes that the extent of involvement of University advisors with their Registered Student Organizations varies widely. This statement sets down minimum expectations, but the University appreciates that many advisors provide advice and assistance far beyond the minimum. For example, many advisors assist in scheduling organization meetings, attend executive committee and regular organization meetings, and attend the functions of the organization. They also assist the organization in formulating an annual budget, as well as budgets for individual activities, and in setting up reliable controls over income and expenditures. They also may assist the treasurer in maintaining accurate accounting and inquire to see if controls are operating.

The University advisor generally will be indemnified by the University against claims and liabilities to which the advisor is subject because of fulfilling the role described above. The indemnification will apply according to the University rules and procedures governing the indemnification of University employees; performing the required and suggested functions described earlier will usually be seen as acts taken within the scope of a University advisor’s employment. Indemnification means that the University will, in case of a lawsuit, provide a legal defense to the advisor and any money damages if the advisor is found by the court or administrative agency to be at fault. (The University does not indemnify the Registered Student Organization itself.)

The University recommends that the University advisor NOT accept certain responsibilities for the Registered Student Organization.
The University advisor should not:

- Purchase alcohol for the Registered Student Organization or its members;
- Sign contracts for the Registered Student Organization;
- Sign or co-sign checks or other means of committing Registered Student Organization funds;
- Make travel plans for the Registered Student Organization or directly supervise trips taken by the club’s members;
- Pledge his/her financial backing for the debts of the Registered Student Organization; for example, by using his/her credit card to guarantee hotel reservations;
- Run the organization, by reserving the right to approve or control its decision and activity;
- Serve as the Registered Student Organization’s treasurer, bookkeeper, accountant or auditor.

Finally, it is not the advisor’s responsibility to assure the success of the Registered Student Organization. The University generally will not indemnify the University advisor for these activities because they will be seen as acts taken outside the scope of the advisor’s University employment. Examples of some other situations where the University will usually NOT indemnify a University advisor are listed below:

- Alcohol related activity if the University advisor provided the alcohol and/or was aware of it being consumed at a Registered Student Organization activity;
- Violation of motor vehicle laws; i.e. speeding, driving while intoxicated;
- Assaults;
- Defamation;
- Misappropriation of Registered Student Organization funds by the University advisor;
- Injuries to members or guests of Registered Student Organizations while riding in advisor’s automobile;
- Injuries to members or guests of Registered Student Organizations on property of advisor (e.g., student falls and breaks leg because of a hole in the yard during game at home of advisor).

It is important that the University advisor have a clear understanding with the Registered Student Organization regarding what tasks and responsibilities the advisor will undertake and those the advisor will not take responsibility for. The advisor should be careful to take
on only those responsibilities, which he/she is willing to do well.

University advisors for Registered Student Organizations must be employees of Central Michigan University. If an exception is made to allow someone who is not a University employee to serve as University advisor for a Registered Student Organization, the University will provide no indemnification for that advisor.

If it is necessary for an advisor to resign his or her position as advisor, he or she should notify the organization as well as the Office of Student Life in writing.

For further information or clarification of these policies, you should call the Office of Student Life, x3016.

3.29 I have heard that there are a number of sources of funding for student groups, but I am not sure how to help students access that money. What do I need to know?

There is funding available for Registered Student Organizations at both the university and college level. For information about funding through the university, have your student group contact the Office of Student Life at x3016.

CHSBS offers funding for student groups within our college through the CHSBS Student Activities Committee (a.k.a. Vending Committee). In order to be eligible for funding, your group must register with the Office of Student Life each year. Registered Student Organizations will need to submit a Vending Funds Application (https://www.cmich.edu/colleges/chsbs/scholarships/Pages/default.aspx#RSO) before the stated deadline. RSOs will be notified of the committee meeting (usually in October and February) via email. A representative from your group will need to attend the meeting to review all applications and make funding determinations.

Student groups should carefully read the information on the use of vending money. Funding is appropriate for educational activities but not for organizational overhead. The rules are included in the application forms.

Once the Student Activities Committee (Vending Committee) has met and made its decisions, you and your student group will be notified. Students are expected to turn in a Final Report (forms available on the CHSBS website and in Anspach 106) describing their activities. Your group should use standard expense vouchers for reimbursement and submit them to your department secretary for processing. The approved funds will then be transferred to your department. Unused funds are returned to the Dean’s Office for reallocation; student groups are not allowed to reallocate vending funds to other non-approved events or projects.

Contact the Dean’s Office with any questions concerning CHSBS Vending Committee funding (x3341).

The Dean’s Office also provides RSO Community Outreach Funds on a case-by-case basis for activities in direct support of student clubs, student organizations and projects in CHSBS that promote areas of study within the college. (https://www.cmich.edu/colleges/chsbs/scholarships/Pages/default.aspx#RSO) Past activities include a Mid-Michigan Brain Bee, community poetry slam, and volunteering
at a homeless shelter to gain experience and ideas to integrate in the Mt. Pleasant community. If your group has an idea for a creative event or presentation to promote your area of interest that will benefit all participants, please contact the Dean’s Office.

IV. Professional Development

**University Research Support**

4.1 What are the major university-wide programs that support faculty professional development?

At present, most of the university-wide research support programs are monitored and/or funded through the Office of Research and Graduate Studies (ORGS) in 251 Foust Hall, x6777. The office also maintains a comprehensive web site at [https://www.cmich.edu/office_provost/orgs/pages/default.aspx](https://www.cmich.edu/office_provost/orgs/pages/default.aspx).

Information on external grants is provided through SPIN and SMARTS, as well as through research in the ORSP library and consulting with grant specialists in the office.

*Grant Development Reimbursement Awards* are funded by ORSP to pay costs, other than salary, associated with the preparation of proposals for external funding.

The *President’s and Provost’s Awards for Outstanding Research and Creative Endeavors* honor two recipients annually in each category. Selections are made by an Academic Senate Committee and honorees receive a professional development award.

*Faculty Research and Creative Endeavors Awards* support (1) small research projects or sabbatical research needs, and (2) presenting papers or posters at national and international professional meetings or paying some publication page costs. The program is competitive. Applications are reviewed by the FRCE Committee of the Academic Senate during the academic year.

*Research professorships* generally are awarded annually to recipients. Awardees receive a semester on research leave at full pay. The program is highly competitive and is monitored by the Research Professorship Committee of the Academic Senate and the number of awards are determined by available university funding.

**College Research Support**

4.2 Are there other professional development monies available at the college level?

The college supports faculty professional development as funding allows. Tenured and tenure track faculty may receive support in the following ways:

*Professional Development monies* provides funding for each tenure-track and tenured faculty member as a supplement to departmental resources for professional development or travel.
International Travel is supported through the Dean’s Discretionary Fund to assist tenured and tenure track faculty who are presenting papers or conducting official business abroad. Contact the Dean’s Office for forms. Other support for international travel may be available from the Office of International Affairs (x4308).

A Request for Approval of International Travel form must be completed, approved by the department chairperson, dean, and submitted to the Provost’s Office for approval prior to the trip.

Alternative Assignment program provides a reduction of one or two courses over the academic year and is available to all regular faculty in the college, tenured and tenure-track. Successful applicants will engage in research and/or professional writing intended for publication.

Forms and information on available programs may be found at www.cmich.edu/colleges/chsbs/About/Pages/Forms-Policies.aspx or you may call x3341.

Instructional Support

4.3 What resources are available to tenured and tenure track faculty for professional development related to teaching, assessment and other skills?

Tenure and tenure track faculty members who are interested in teaching and program development support should apply for grants from the Faculty Teaching and Program Development (FTPD) program. Contact Academic Affairs (x3631) for application forms and further information.

For teaching effectiveness, see sections 3.18-3.19 of this guide.

For assistance on assessment, contact Academic Affairs (x3631), the Assessment Council (Academic Senate committee, x3350) or visit the Assessment web site at https://www.cmich.edu/office_provost/AcademicAffairs/CAA/Assessment/Pages/default.aspx

Technology training (and future professional development in teaching technology) is provided by the Office of Information Technology and the college on a limited scale.

CETL (Center for Excellence in Teaching & Learning) is housed in 413 Park Library and provides a number of seminars on teaching. The office also offers a number of supportive services for faculty to improve their teaching and assessment of teaching. For more information, contact CETL at x3615.

4.4 What is the Academic Division Policy for Funding tenured and tenure track faculty Professional Development?

Professional development expenses for faculty can be charged directly to a cost center or may be reimbursed to an employee using the Employee Reimbursement Voucher form found at https://www.cmich.edu/fas/fsr/OAC/Travel-Business-Expenses/Pages/Forms-
Several examples of appropriate (and inappropriate) expenses to professional development follow.

Appropriate:
- Conference fees
- Professional seminars/meetings
- Travel expenses
- Equipment and software needs (Any equipment or other tangible item purchased with university funds will remain university property. Its purchase must comply with university policy—see Purchasing Office for details of policy.)
- Professional membership fees
- Subscriptions to professional journals, periodicals and books (Book reimbursements cannot conflict with the CMU tuition waiver policy).
- Student wages to assist with a research project expenses directly to the department. Expenses are not reimbursable to an employee. (Note: to be appropriate one must follow university hiring guidelines and charge.)

Inappropriate:
- Professional development expenses may not be offered in lieu of salary for services rendered.
- Professional development expenses may not be used to pay wages to a member of the faculty.
- Where a service has been rendered, faculty may not be given a choice of receiving professional development expenses or salary. Salary will always apply to the performance of a service.

V. Other Important Topics

Americans with Disabilities (ADA)

5.1 Where do I go for the most up-to-date information on ADA?

Information on ADA may be found on the Student Disability Services site at [www.cmich.edu/ess/studentaffairs/SDS/Pages/default.aspx](http://www.cmich.edu/ess/studentaffairs/SDS/Pages/default.aspx).

Detailed information is available regarding the 1990 Civil Rights legislation that augmented existing ADA legislation, accommodations provided by CMU, resources available at CMU, a “critical pathways” map of the CMU campus, a list of helpful telephone numbers, and a glossary of terminology.

5.2 What laws apply to post-secondary education?

(1) “Title II of ADA prohibits the university from excluding qualified individuals with disabilities from participating in or being denied the benefits of the services, programs or activities provided by the university.”
“Section 504 of the Rehabilitation Act of 1973 also prohibits the university from discriminating against or excluding qualified individuals with disabilities, solely because of a disability, from its programs and activities.”

“Under the Michigan Persons with Disabilities Civil Rights Act, persons have a right to the opportunity to obtain employment, housing and the full and equal utilization of public accommodations, public service and educational facilities without discrimination because of a disability. The act prohibits discrimination that affects a student’s full utilization of the university’s programs, activities and services, including housing. The university must provide individuals with disabilities with reasonable accommodations, unless to do so would result in an undue hardship.”

5.3 How does ADA really affect me as a faculty member?

“Central Michigan University is committed to working with students with disabilities to facilitate their academic success.” This means, in practice, that you may need to assist in providing accommodations to students with disabilities who are taking the classes that you teach.

5.4 How do I know if a student has a disability? How do I know what accommodation to provide?

First, it is important to remember that it is the student’s responsibility to request accommodation. In fact, you should never identify a student publicly or privately or ask the student if he or she is requesting an accommodation.

Second, as a prerequisite to accommodation under ADA, it is essential that the disability be verified by the office of Student Disability Services. The office will also make recommendations as to the nature of “reasonable accommodations.”

Third, in order to put ADA into action, you should provide a notice on your on-line or paper syllabus. The approved statement is the following: CMU provides students with disabilities reasonable accommodation to participate in educational programs, activities or services. Students with disabilities requiring accommodation to participate in class activities or meet course requirements should first register with the office of Student Disability Services (120 Park Library, telephone #989-774-3018, TDD #2568).

Fourth, if a student requests an accommodation, but has not yet registered with Student Disability Services, you should counsel the student to register. Let the student know that once you have received the verification, you will work with the student on the recommended accommodation. While you may want to accommodate the student immediately, you may provide the accommodation only after the student has provided a verification of the disability to you.

Fifth, in no case should you deny the request for accommodation. Instead, you should check with your department or college for procedures in handling the request. You should also note that all information about a student and his or her disability is confidential.

5.5 What types of accommodations might I be asked to provide?

Obviously accommodations vary depending upon the type of disability.
Among the types of accommodations that the university has provided are the following:

Information on obtaining taped textbooks from the Recordings for the Blind agency; taped textbooks that are not available through the Recordings for the Blind agency; note takers; extended time for taking tests; alternative testing sites; assistants for lab classes; library research assistance; adaptive software; enlarged print tests; copies of overheads; readers for tests; scribes for texts; sign language interpreters; on-campus transportation arranged with ICTC; wheelchair-accommodating work stations.

5.6 I still have lots of questions about my relations with students with disabilities and what I need to do. Where can I find answers?

The Guide for Faculty and Teaching Staff is a wonderful resource. Refer to it for general and specific information. Always feel free to contact Student Disability Services in person at 120 Park Library or at x3018. Because of the legal and liability issues attached to ADA, you need to make sure you know the “rules” and follow them.

Conflict of Interest

5.7 I understand that CMU has a conflict of interest policy. Where do I find it and what do I need to know about it?

According to the university’s Conflict of Interest policy, “Every university faculty/staff member is expected to accord the University his/her primary professional loyalty, and every faculty/staff member and Trustee is expected to arrange outside obligations, financial interests, and activities so as not to conflict with their commitment to the University.... The use of official position and influence to further personal gain or that of families or associates is considered to be unacceptable behavior and in direct opposition to University policy.”

In general, then, the policy covers “personal financial interest in transactions involving the University” and “full disclosure.” The full policy and addenda (disclosure forms and personnel listing) may be found at https://www.cmich.edu/fas/fsr/cps/conflict_interest/Pages/default.aspx.

5.8 Are royalties covered under university policy?

There is a separate university policy dealing with royalties earned by faculty members. Consistent with the conflict of interest policy, the policy on royalties reminds faculty that they cannot earn royalties on materials (typically books) that they require in the courses that they teach or for which they have significant influence on the selection of the course materials.

This policy is actually part of the Intellectual Property Rights policy found at www.cmich.edu/copyright/rights/Pages/Intellectual-Property-at-CMU.aspx. Each semester, a reminder is sent to faculty members about royalties that they may be earning on books sold to their own students. In CHSBS, faculty members then return the royalties to student groups, scholarships, or development.
For further information on the policy, contact ORSP or the Dean’s Office.

**Diversity**

5.9 I know that the university has a commitment to diversity. How can I participate?

One of the best ways to begin is to access the university’s Institutional Diversity web site at [www.diversity.cmich.edu](http://www.diversity.cmich.edu). There you will find CMU’s diversity statement and a number of other helpful resources.

You may subscribe to the Diversity Champions Listserv to be notified of events and other information related to diversity at CMU at [https://www.cmich.edu/office_provost/OID/ODE/Pages/default.aspx](https://www.cmich.edu/office_provost/OID/ODE/Pages/default.aspx).

**Sexual Harassment**

5.10 What is sexual harassment?

The Michigan Elliott-Larsen Civil Rights Act (MCLA 37.2103) defines sexual harassment in the following way:

“...unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when”:

(a) “Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment, public accommodations or public services, education, or housing.”

(b) “Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual’s employment, public accommodations or public services, education or housing.”

(c) “Such conduct or communication has the purpose or effect of substantially interfering with an individual’s employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, educational, or housing environment.”

In the university environment, sexual harassment is further defined as “nonconsensual sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

- submission to such conduct is made either explicitly or implicitly a condition of a Complainant’s employment or academic standing;
- submission to or rejection of such conduct is used as the basis for employment decisions or for academic evaluation, grades, or advancement; or
- such conduct has the purpose or effect of unreasonably interfering with a Complainant’s work or academic performance, or creating an intimidating or hostile environment regarding education, employment, housing, or participation in CMU activities.
5.11 What should I do about sexual harassment if I think it is happening to me or if I think or know it is happening to someone else at the university?

If you are the victim, the University policy encourages you to “respond clearly and directly to any incident of sexual harassment as soon as it begins. As a faculty member, remember that you cannot promise confidentiality of an incident reported to you; you must report it.

The Title IX Coordinator must receive all allegations of Sexual Misconduct that must be reported under this Policy (x3253) as they have the responsibility of overseeing CMU’s response to all allegations of Sexual Misconduct, and identifying and addressing any patterns or systemic problems uncovered during the review of these allegations. The Title IX Coordinator will take steps necessary to ensure compliance with CMU’s policies regarding allegations of Sexual Misconduct.

If you want your concern investigated by the police, you should contact the CMU Police Department or local police by calling 911. The Title IX Coordinator and the CMUPD often work together when cases of sexual misconduct are reported.

The full policy as well as important information may be found at www.cmich.edu/office_president/OCRIE/Pages/Sexual_Misconduct.aspx.

In the case of faculty members, the procedures are outlined in the CMU/CMUFA Agreement.

5.12 If I thought I might be accused of sexual harassment, what should I do?

According to the Affirmative Action Office, you should do the following:

(a) “Learn the laws and policies regarding sexual harassment. Take them seriously and check your behavior for any actions that might be considered suspect by another person.”

(b) “Listen carefully to any and all allegations.”

(c) “Respond with a verbal or written statement giving your version of the incident or incidents alleged by the accuser.”

(d) “Protect yourself by always having a third party present, preferably neutral, during any encounters with the accuser.”

5.13 What other resources are available?

You may speak confidentially to the following resources on campus about your experience or concerns about sexual misconduct. Confidential resources are under no obligation to share your concerns with the Title IX Coordinator.

Additional resources are available:
- CMU Counseling Center — 989-774-3381
- CMU Counselors in Residence
- CMU Sexual Aggression Peer Advocates — 989-774-2255
- CMU’s Employee Assistance Program — 800-788-8630
- Health care providers, including medical professionals, at CMU’s University Health Services providing related health care services
- Members of the clergy providing related clerical or spiritual guidance

**Events and Speakers**

**5.14 I would like to organize an event. What do I need to do?**

Please check the CHSBS Events Calendar and the CMU Events Calendar at [http://events.cmich.edu](http://events.cmich.edu) to determine any schedule conflicts that may impact guest attendance.

You will need to contact your department office professional as soon as possible as they may provide some assistance with this process.

Events & Conference Services (x1526) provide event guidelines, reservation forms for facilities, equipment, and prices are all available on their website at [https://www.cmich.edu/ess/urec/university_events/Pages/ECS.aspx](https://www.cmich.edu/ess/urec/university_events/Pages/ECS.aspx).

If you are hiring a speaker or presenter you will need to complete an Independent Contractor form at [www.cmich.edu/fas/fsr/cps/Pages/Independent-Contractor.aspx](http://www.cmich.edu/fas/fsr/cps/Pages/Independent-Contractor.aspx) and a current IRS Form W-9 found [www.cmich.edu/fas/fsr/cps/forms/Pages/default.aspx](http://www.cmich.edu/fas/fsr/cps/forms/Pages/default.aspx) prior to the event. For additional information contact the Payable Accounting Office (x3523). Since only the Dean and Associate Dean have contracting authority for the college, remember to submit your paper work to the Dean’s Office for approval.

You should also identify and resolve any ADA issues that may occur during the event such as special parking permits or accommodations to ensure all members of the university community have access to the event. The Accessibility and Disability Advisory Council encourages the use of sign language interpreters at events on campus. Smaller events may be provided an interpreter upon request; however larger events, such as those scheduled in Plachta or the UC auditoriums, should automatically include one.

How do I advertise an event? CHSBS has digital screens available throughout the college as well as web and social media pages to promote events. Follow the guidelines at [https://www.cmich.edu/colleges/chsbs/events/Pages/Submitting-Announcements.aspx](https://www.cmich.edu/colleges/chsbs/events/Pages/Submitting-Announcements.aspx) to submit an announcement.

To submit an announcement for the CHSBS website or CHSBS social media, send an email to Sarah Buckley (somme1sj@cmich.edu), CHSBS Communications Coordinator & Web Developer, with the following information:
- Event Name
- Event Date & Time
- Event Location
- Presenter’s Name
- Presenter’s Title & Affiliation
- Short Description (one or two sentences)
Safety, Health & Behavior Issues

5.15 I am concerned about a student’s behavior. Who should I contact?

If you feel there is a chance of immediate or imminent violence by the student to himself or others call 911.

If you feel there is no immediate threat and are concerned about a student’s health, safety, or behavior contact your department chair or the dean’s office (x3341). You may also contact CMU Police (x3081), the Counseling Center (x3381) or the Dean of Students (x3346) as appropriate. Guidelines and other available resources may be found at https://www.cmich.edu/ess/studentaffairs/Pages/Student_Health_and_Safety.aspx.

5.16 What off-campus support services are available to me?

The Employee Assistance Program Encompass is available to all faculty and staff to assist with dealing with anxiety or anger as well as providing help in handling others who may be threatening. This program is confidential. You may call 1-800-788-8630 or visit them online at www.encompass.us.com.

5.17 How will I be notified in case of a campus emergency?

Outdoor loud speakers as well as individual classroom speakers will broadcast emergency messages on campus. The 3N emergency notification system will send a message via registered cell and regular phones, e-mail, and text message. You may register your contact information www.cmich.edu/centrallink under the “My Profile” section.

Scholarships Available to Students

5.16 Where do I get information about funding opportunities?

Each department has its own funding opportunities that are available to students within their programs. See the college web site for a complete list of scholarships available at https://www.cmich.edu/colleges/chsbs/About/Pages/Forms-Policies.aspx.

Students may inquire about external funding opportunities at the Student Service Court (UC 119).