Nuts and Bolts

Course Issues
How do I find out what courses I’ll be teaching?
    Department chairs have responsibility for this task. Ask them.
How do I find out what students are in my classes?
    You can get an initial class list the day before classes begin by signing into Banner. You will be required to enter into Banner verification of student attendance for the first week and a half of class. A “final” class list will be available in Banner when the census period is over (~10 days after the start of the semester).
Can I choose the time I teach?
    Class times are scheduled by department chairs. If you have a preference for teaching time, talk to them. However, they have the responsibility for ensuring that courses are spread throughout the day and week to accommodate student scheduling and room availability. All of this means, you may not be able to teach during your preferred time.
When are classes scheduled? How long do classes last?
    For a typical 3 credit course:
        MWF for 50 minutes
        TR (R stands for Thursday) for 1 hr. and 15 minutes
        MF for 1 hr. and 15 min.
    Laboratory sections and evening classes (meeting one time weekly) are scheduled for 170 minutes.
    Other time combinations are possible – talk to your department chair.
Why are no classes scheduled for Wednesday afternoons?
    Wednesday afternoons are used for meetings, all-college events, and cultural offerings. For example, the Lunch Hour Series of music/literature is held between 12:30 – 1:30 on Wednesdays. School meetings are typically held on Wednesday afternoons once monthly. We also hold a Faculty Research Day in the fall and a Student Research Day in the spring during this time period.
Final exam times – do I really need to give a final exam?
    The exam time is considered contact time in our calculation of credits. However, this time can be used for activities other than an exam. For example, you might use this time to have student presentations, debriefing of student experiences, or individual consultation with students. If you do give a final exam, students must be allowed to use the entire 3 hours of exam time.
When do I schedule the final exam?
    The time for your final exam is published in the course schedule for the semester. Students know their final exam time when they register for your course. At no time can an exam time be changed without informing and receiving approval from your school dean.
How many office hours do I need to schedule?
    There is no standard answer to this question. Ask your department chair or program director what is expected in your program. They can also provide guidance regarding on-campus versus virtual office hours.
Is there a format for the course syllabus?

There is no college-wide format for syllabi, however the Curriculum Committee of the Faculty Senate does specify a list of information that absolutely must be included. One particularly critical piece, for example, is inclusion of the course learning goals on the syllabus. In addition, some departments or programs have additional guidelines and/or actual templates. Ask your department chair or program director.

Who needs a copy of the syllabi?

Besides the student (obviously), it is a requirement of NY State Department of Education that the school have a copy of your current syllabi on file. Consequently it is imperative you e-mail your syllabus to the school office, ideally by the first day of class. If you are teaching for the Office of Graduate Studies, that office must also be sent a copy.

Is there a common grading scale?

We use a 4.0 point grading system. Plus and minus grades are used with the exception that there is no A+ or D- for undergraduate students. The grading system is slightly different for a graduate course e.g. there is no C-, D+, or D grade. The college catalog describes the point system used for each of these grades in the calculation of GPA. The system you use in your course to assign grades is up to you but must be clearly explained in your syllabus.

Classrooms

How are classrooms assigned?

The classrooms are assigned by the Registrar’s Office based on enrollment. The only exceptions are those classes requiring specific equipment e.g. biology labs, computer writing labs. These classrooms are assigned to courses by the school dean in consultation with the department chairs or program directors.

How do I find out where I will be teaching?

The final course schedule with classroom assignments is sent to the school secretaries and also posted on Banner.

Can I request a specific classroom? If so, how do I do it?

You can request a specific classroom, but you have to justify your request. There is never a guarantee. Submit your request and rationale to your department chair or program director. Certain time periods are more flexible than others for obtaining specific rooms.

Do I need keys for the classrooms?

Not for most classrooms. The laboratories and some classrooms are locked but your school secretary will provide you with a key if you are scheduled to teach in one of those rooms.

How do I go about changing a classroom once assigned?

You request a change through your school secretary who may wish you to advocate for yourself to the Registrar.

What do I do if there is a maintenance issue in the classroom?

Talk to the school secretary or call the facilities manager (x3191) to report the problem.

How do I go about scheduling a room for a special class or meeting that occurs on an infrequent basis?

Unfortunately, different rooms are scheduled by different people. Ask your school secretary for help.
How do I go about scheduling the van for a field trip?

Schedule through facilities management (x3191). Prior to taking the fieldtrip you will need to schedule time to be checked out on driving the van.

Books

When do I order books?

By federal law (HEOA), all book orders need to be submitted prior to when the school publishes the course list -- this is typically in October (for Spring) and March (for Fall). Placing your book order early not only satisfies this requirement, but it allows the store adequate time to order the required materials and to address any issues that may arise (ex. backorders, new editions, out-of-print, etc.). Instructors can place their orders over the phone, via email, or through our online eDOptions program, which is the preferred method.

How do I order books?

To access the online adoption tool, please visit:
https://adoptions.efollett.com/OnlineAdoptionsWeb/logon.html?storeNumber=1301

If you are new to using the online adoption tool, or have not submitted an adoption online since the transition to Follett, you will be required to establish a new account on our site. The process is very simple and straightforward. Towards the end of the process, new users will also be required to enter a store supplied password. (Please note that each user will require unique login credentials for the online adoption tool. The store supplied password will only be needed for the establishment of an account on the site). The store supplied password is: 1301. For more information, please call (315)792-3197 or visit the website at www.utica.bkstr.com.

You may also use a hard copy form – get this from your school secretary. A copy of the book order form should be given to your school secretary.

How do I get a desk copy?

Instructors requiring desk copies may make their requests directly with the publisher. The bookstore will gladly provide the necessary contact information if requested. In some schools, your school secretary may order for you.

Besides books, what else can the bookstore do for my students?

The bookstore can order laboratory and class packs. The bookstore can carry specific supplies if requested. Contact the bookstore manager through the website or at x3197 to discuss your needs.

Are there any benefits for faculty at the bookstore?

Faculty members receive a discount on merchandise (not textbooks) at the bookstore. Watch for sales (there is usually a pre-holiday and pre-summer sale).

What do I do if there is a problem related to the bookstore?

Always check your books before class to be sure a sufficient number have arrived of the correct text. If a problem arises, contact the bookstore manager (x3197) to discuss the matter. At the same time, however, also inform your school dean about the problem.
**Duplicating**

How do I get handouts duplicated?

You have several choices.

1) Materials to be copied can be submitted online through the Digital Storefront service available via the Copy Center webpage. Once logged in, you upload the file to be copied and select your desired copy options, and then pick your handouts from the Copy Center ~ 2-4 days later.

2) A duplicating form is available in the school offices and in the Copy Center (rm. 195, Gordon Science Center, x3145). You will need a department code to complete this form – get it from your school secretary or your department chair or program chair. Fill out the form, attach it to your handout and turn it in to the school secretary or directly to the Copy Center. Pick up your handouts ~ 2-4 days later.

3) There is a copy machine available to faculty next to the Copy Center and also on the second floor of DePerno. You will need to enter your department code before copying.

How much lead-time do I need if I am asking the Copy Center to do my duplicating?

Although duplicating is frequently done quickly, give yourself at least a week to be sure, particularly during heavy traffic times (beginning of the semester, midterm, finals week).

What do I do about duplicating exams?

Submit the exams in a sealed envelope with “exam” clearly indicated on the duplicating form. Tests are returned to you in sealed envelopes.

Can I do any personal copying at the college?

Each school handles this differently. See the school secretary for specific procedures.

Is there a limit to how much copying can be requested?

Each department has a duplicating budget. Talk over your needs with your department chair or program chair. You may wish to have students purchase course packs of handouts if there is a significant amount of copying. You can do this through the bookstore. Your department might have a procedure for this option that allows you to sell the packs directly to the student. You may also put your handouts (and other materials such as texts and articles) in the library on reserve. Other possible approaches: put your handouts on-line through Engage or your personal web site, or burn a CD with a copy of your handouts for each student. Contact IITS for information on these options.

What about copyright?

If not sure about the legalities of duplicating copyrighted material, check with the library for guidelines and forms. There is typically a cost to obtaining approval for duplicating copyrighted materials.

**Resources**

How do I go about requesting the purchase of specific equipment, software or other resources?

Talk to your department chair. Budgets are submitted early in the Spring semester.

I have an idea for a grant. What now?

We have two grants coordinators – one for government grants and one for corporate grants. Call the Institutional Advancement Office for help.

How do I go about getting training in Engage?

Classes are offered periodically throughout the semester but you can also get personal help if needed. Call IITS to get a schedule.
What if I have trouble with my desktop or classroom computer?
   Call the Help Desk (x3115).

How do I go about getting my own website?
   Talk to IITS.

How do I go about putting texts/articles on reserve?
   The library website (www.utica.edu) has a link to the appropriate forms. Fill out the form and submit the request. If you are placing your personal copy on reserve, print out the form and take the form with your copy to the library.

How do I go about getting a research assistant? A teaching assistant?
   Students can be employed through work-study or student payroll. Contact the Student Employment Office (x3353) for more information about how to arrange employment. As an alternative, students can get credit for such activities. Students register for this option at the same time they register for their other courses. When registering, the student will need to use a form that is available through the school secretary.

Communication

How do I use my phone?
   Call the switchboard, x3111.

Who do I complain to if I have phone problems?
   Call the switchboard (x3111) or report the problem to your school secretary.

Can I make long distance phone calls from my office?
   Each school has procedures for keeping track of long distance phone calls – ask your school secretary. Personal calls can be made but ask your school secretary about procedures for reimbursing the college for such calls.

How do I find someone’s phone number?
   A searchable online directory is available via the college webpage. Student contact information is available in Banner.

When can I get training on using Banner?
   You should have a user’s name and password assigned to you from Human Resources. You can get to Banner from the Academic homepage. Much of the site is intuitive and training is not necessary. Tips for using Banner are published on the Information for Faculty webpage (linked from the Academic homepage). If you still have questions, there is an advising workshop once a semester or you may want to arrange a session with a senior faculty member.

How do I find someone’s email address?
   The email address is either the first initial of the first name and the entire last name followed by @utica.edu or the first initial of the first name and first initial of the middle name and the entire last name followed by @utica.edu. Occasionally faculty use call names that differ from their legal name and emails will be returned. Check the directory if that occurs.

What about business cards?
   Talk to your school secretary.

What are the important meetings I need to attend?
   For full-time faculty department and school meetings, Faculty Senate, and All-College Forum are important. Faculty Forum is held once monthly on Friday afternoons on
various topics and are an excellent way to meet other faculty. Take advantage of other meetings as they fit your schedule in order to meet and network with faculty. Adjuncts should talk with the department chair about any meetings they should attend.

How do I find out about events going on?
Most announcements are sent via email and/or phone. Some announcements are sent via campus mail. Check your mailbox frequently.

Is there a college electronic network that provides information?
We have a common server UCDocs that is used to store information regarding governance issues (bylaws, committee minutes). In addition, I would advise you to become familiar with our website. You can get information there on Faculty Senate committees and their procedures and membership as well as information on the various academic programs and faculty. There is also a listserv for full-time faculty called FacultyTalk. Contact a senior faculty member for information on how to obtain membership.

What funding is available to me for professional development activities?
For full-time faculty there are a number of different funds from which you can obtain financial support. Go to the Utica College Website and under Academic Affairs, Information for Faculty – you will find a list of the faculty development funds available for you, due dates, and application forms. PLEASE NOTE: One of the first due dates for Faculty Leadership Funds is early September. Ask a committee member for help with your first application. Committee membership changes – check with the Office of VPAA for a list of members.

**Problem Situations – be sure to review the emergency procedures pamphlet!**
The classroom is a mess – who do I complain to? What do I do now?
If you can continue to teach in the room, do so – report the mess later directly to facilities management (x3191) or to your school secretary. If you can’t continue to teach in the room, the Registrar’s Office would be the first stop to find another room. They can report the problem to facilities management.

What if a student in my class is not on the class list?
This is the student’s problem – perhaps financial, perhaps missing paperwork. You should inform the student and have him/her contact the registrar’s office. If the student needs help resolving the issue, the student’s adviser is the best source of help.

Liability – am I covered by the college’s insurance?
The college has liability insurance that covers you while you are performing your job responsibilities. When you step outside those responsibilities, the question needs to be answered individually e.g. transporting students in your personal vehicle.

What if a student becomes ill in my class?
Always contact Safety (x3046) first. They will contact the Student Health Center or community health response agency.

What if a student has an accident in my class?
Contact Safety (x3046). Complete an accident report in the Safety Office (Strebel, second floor) at your earliest convenience.
What if a student is caught cheating?

*Discuss the situation with your department chair and/or school dean. Ultimately, the decision about penalizing the student is up to you, however the school dean and VPAA must be informed of your decision. Go to the Academic Dishonesty Resources link http://www.utica.edu/academic/facultyinfo/intellectualdishonesty.cfm for the exact procedure and form letter to be used.*

What if a student is disruptive?

*You may dismiss the student and/or call Safety (x3046) for help in removing the student from the classroom. The situation should be discussed with your department chair/director, school dean, the VPAA, or possibly the VP of Student Affairs for further action.*

How will I know if the campus is closed during bad weather?

*Call the switchboard at 792-3111. A recorded message will inform you if the campus if closed. Closings are also announced on local TV and radio stations. If the campus closes during the day, a phone and email message is sent.*

**Service**

Full-time faculty are eligible and encouraged to serve on standing committees of the Faculty Senate. How do I go about getting my name on a ballot for a committee?

*Contact any member of the nominating committee. The Office of the VPAA (x3122) has a current list of the members of this committee.*

How do I go about volunteering for service?

*Contact your school dean and/or the Office of the VPAA.*

What committees are available?

*A full list is available through the Office of the VPAA. Some committees have elected membership; others are filled by appointment. Discuss your desire to volunteer with your department chair and/or your school dean.*

**List of Common Acronyms**

**AACC** – Academic Assessment Coordinating Committee – This committee coordinates academic assessment and is responsible for providing feedback on program reviews.

**GSC** – Graduate Studies Committee – This committee deals with issues related to graduate education.

**FAC** – Faculty Affairs Committee – This committee deals with promotion and tenure decisions.

**FRC** – Faculty Resource Committee – This committee deals with resources for travel to conferences, awarding of fellowships and sabbaticals.

**IITS** – Integrated Information and Technology Services – This Office deals with email, Engage, computer resources, media center

**PDC** – Professional Development Committee – This is a post-tenure review committee.

**VPAA** – VP of Academic Affairs, Dean of the Faculty