OAKLAND UNIVERSITY

CHAIRS' and PROGRAM DIRECTORS' RESOURCE GUIDE

IMPORTANT INFORMATION AT A GLANCE – 2017-2018

Prepared by Leanne DeVreugd (WISER Program Assistant)
Coordinated with support from
The Center for Excellence in Teaching and Learning

OAKLAND UNIVERSITY

OAKLAND UNIVERSITY.

Office of the Senior Vice President for Academic Affairs and Provost

January 12, 2016

Dear Chairs and Program Directors

As Provost I am keenly aware of the enormous contribution that chairs and program directors make to the academic success of Oakland University. I appreciate the challenging and demanding role you play in all your interactions with faculty, staff, students and administrators. Your leadership, skills and expertise are highly valued. We hope this chairs' resource guide, along with other support that we hope to provide, will help as you navigate this complex role.

On behalf of Academic Affairs and the entire Oakland University community, we thank you for your service.

All the best,

Dr. James Lentini
Senior Vice President for Academic Affairs and Provost

2200 North Squirrel Road, Rochester, Michigan 48309-4496
(248) 370-2190 | Fax: (248) 370-4475

May 2017

On behalf of the Provost's Office and Academic Affairs, we hope you find this "Chair's Resource Guide", which is a "living document," helpful. We have included a comprehensive list of policies, contacts, resources and other information that chairs and program directors feel are most helpful. This is not meant to be read from cover to cover; rather refer to it when you need direction, clarification or information. We have worked to make the guide as interactive as possible so that you can search for information using the search tab or hovering over the live links with your curser. This guide is also meant to be shared within your department. Please encourage your administrative staff and others to bookmark it so they can access it easily.

Our appreciation is extended to Leanne DeVreugd (WISER (previously WISE@OU) Program Assistant) who has devoted significant time to organizing and creating this manual. Ultimately we want this resource to be guided by those who will be using it, so we are grateful to our team of chairs/program directors and others who have and will be recommending, reviewing and providing feedback in this ongoing process. We thank Lisa Hawley, Brian Sangeorzan, David Dulio, Mark Rigstad, Kristine Thompson, Laila Guessous and Andrea Eis. A special thank you to our first Chair Fellow, Jay Meehan, for reviewing and adding to this "living document".

Respectfully,

Judy Ableser, PhD-Director
Center for Excellence in Teaching and Learning
Oakland University
ableser@oakland.edu
oakland.edu/cetl/chairs-corner/

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Oakland University Department Chairs' and Program Directors' Resource Guide
Table of Contents

This resource guide is a work in progress. See the Table of Contents below for all topics that we plan to include in the guide. **Active sections with current information are hyperlinked and highlighted with blue text.** You can search for keywords in this document to help find the information you need.

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Who to Contact When…

Additional contacts and topics can be found in the OU Contact Guide of this Chair's Resource Guide.

IN CASE OF EMERGENCY - Oakland University Police Department (OUPD)

- 911 from any campus landline
- (248) 370-3331 from cell phone
- Text "OUPD + Message" to 67283
- Review the **Emergencies** page on the OUPD website for more information.

The red Emergency Management Guide should be in each classroom. Contact OUPD if this resource is not accessible in one of your department classrooms.

Report and Support (Behavior Concerns)

- **Report Behavioral Concerns** (click button) on Faculty & Staff Resources page
- Contact the **Office of the Dean of Students** at (248) 370-3352.
- Additional resources:
  - **OU Counseling Center** (248) 370-3465
  - **Disability Support Services (DSS)** (248) 370-3266
  - **Graham Health Center** (248) 370-2341
- All incidents of sexual assault, dating/relationship violence, stalking and domestic violence involving a student should be directed to the **Office of the Dean of Students**.

Work-Related Accident or Injury (Reporting Illnesses and Injuries)

- Find information on the **Office of Environmental Health and Safety** website.
- **In the event that an employee is injured:**

1. **Ensure that the employee receives appropriate and prompt medical care and treatment.**
   - If an employee is seriously injured, contact the Oakland University Police Department at ext. 3331 or (248) 370-3331.
2. **Supervisors should complete and sign an Authorization to Seek Medical Treatment Form and send it with an employee seeking medical treatment.**
   - Employees can be seen at **Graham Health Center** M-F from 8 a.m. to 5 p.m., contact Graham Health Center at ext. 2341 or (248) 370-2341.
   - Outside of normal business hours, employees can be seen at **Crittenton Hospital's Occupational Medicine Department**, contact Crittenton Occupational Medicine at (248) 652-5000.
   - After hours services are available through the Crittenton Emergency Room.
   - Employees working in the Macomb County off campus should be seen at the nearest emergency room or urgent care center.

See more information on next page.

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3. **Immediately report unsafe situations or conditions to Environmental Health and Safety at ext. 4196 or (248) 370-4196 or Work Control Center at ext. 2381 or (248) 370-2381.**
4. **Supervisors must complete an Occupational Accident Report within 24 hours of the reported injury.**
    - Completed forms should be forwarded to **University Human Resources** *c/o Benefits and Compensation Services, 401 Wilson Hall.*

Click for topics:	Administration	Faculty Information	Student Information	General Information	Technical Assistance

Administration (Dean's Offices / Directories)

College of Arts and Sciences	(248) 370-2140
School of Business Administration	(248) 370-2957
School of Education and Human Resources	(248) 370-3050
School of Engineering and Computer Science	(248) 370-2217
School of Health Sciences	(248) 370-3562
School of Nursing	(248) 370-4253

Faculty Information

Click for topics:	Faculty Contract	Leave Options	Benefits	Support for Faculty	Hiring

Faculty Contract

- **American Association of University Professors** (AAUP) (248) 370-2005

Leave Options

Questions about leave options

- **Academic Human Resources** (AHR) (248) 370-2922

Faculty member/staff is pregnant

- **Academic Human Resources** (AHR) (248) 370-2922

Faculty member/staff is adopting a child

- **Academic Human Resources** (AHR) (248) 370-2922

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Faculty member/staff is sick (for extended period of time)

- **Academic Human Resources** (AHR) (248) 370-2922

See also: **Resources for Work-Life Satisfaction Brochure** (from AHR and WISE@OU, 2015)

Benefits

- **University Human Resources** (UHR) (248) 370-4207

Support for Faculty

Teaching support and resources for faculty, graduate students

- **Center for Excellence in Teaching and Learning** (CETL) (248) 370-2466

Research support for students and faculty (grants and contract administration, funding information)

- **Office of Research Administration** (ORA) (248) 370-2762

Campus accessibility, academic support, study aids

- **Disability Support Services** (DSS) (248) 370-3266

Hiring

Contact your Dean's office if you are interested in hiring a full-time or part-time faculty member. Typically the process will go through AHR.

- **Academic Human Resources** (AHR) (248) 370-2922

Contact your Dean's office if you are interested in hiring an international faculty member. Additional information about international scholars can be found at:

- **International Students and Scholars** (ISSO) (248) 370-3358

Student Information

Click for topics:	Report and Support	Advising	Disability Support Services	International Students
	Tutoring Support	Writing Center	Research Support	Hiring

Report and Support

- **Report Behavioral Concerns** (click button) on Faculty & Staff Resources page
- Contact the **Office of the Dean of Students** at (248) 370-3352.
- Additional resources:
  - **OU Counseling Center** (248) 370-3465
  - **Disability Support Services (DSS)** (248) 370-3266
  - **Graham Health Center** (248) 370-2341

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Admissions

Undergraduate Admissions

- **Undergraduate Admissions** (248) 370-3360

Graduate Admissions

- **Graduate Admissions** (248) 370-2700

Registrar

- **Office of the Registrar** (248) 370-3450

Support for Students

Advising

- **Academic Advising** (Main Website)
- **First Year Advising Center** (FYAC) (248) 370-3227
- **Second Year Experience** (SYE)
- **College of Arts and Sciences Advising** (248) 370-4567
- **School of Business Administration Advising** (248) 370-3285
- **School of Education and Human Services** (248) 370-4182
- **School of Engineering and Computer Science Advising** (248) 370-2201
- **School of Health Sciences** (248) 370-2369
- **School of Nursing** (248) 370-4253

Campus accessibility, academic support, study aids

- **Disability Support Services** (DSS) (248) 370-3266

Financial aid

- **Student Financial Services** (248) 370-2550

International Students

- **International Students and Scholars** (ISSO) (248) 370-3358
- Find the **Welcome Guide** on the **Newly Admitted Students** page.

Tutoring support for students

- **Tutoring Center** (in North Foundation Hall) (248) 370-4215
- **Supplemental Instruction** (from the Tutoring Center)
- **SBA Peer-to-Peer Academic Assistance**
- **SECS CORE Tutoring and Resource Center** (248) 370-4416

Writing support for students

- **Writing Center** (in Kresge Library) (248) 370-3120

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Research support for students and faculty (grants and contract administration, funding information)

- **Office of Research Administration** (ORA) (248) 370-2762

Hiring

Hiring Students

- **Student Financial Services** (Financial Aid Office) (248) 370-2550 (General)
  (248) 370-3371 (Direct ext.)
- **Student Employment** (Policy 1170)
  - Detailed student employment statements and specific hiring procedures are available in printed form from the Financial Aid Office.
  - Requests for student labor must be submitted to the Financial Aid Office.
  - See policy and hiring procedures for details about employing a student.

International Students

- **International Students and Scholars** (ISSO) (248) 370-3358

General Information

Click for topics:	Facility Issue	Data about Campus	Recreation and Health Services	Risk Management	Technical Assistance

Facility issue (for example, leak or lightbulb issue)

- **Facilities Management** (248) 370-2381
- Report a problem with Work Control – submit request at: **http://tma.oakland.edu/**

Data about campus (enrollment, degree, retention, faculty data, reports, request data)

- **Office of Institutional Research and Assessment** (OIRA) (248) 370-2387

Recreation and health services

- **Graham Health Center** (248) 370-2341
- **OU Counseling Center** (248) 370-3465
- **Campus Recreation** (Rec Center) (248) 370-4REC (4732)

Risk management

- **Risk Management** (248) 370-4929

Purchasing

- **Purchasing Department** (248) 370-3172
- A list of who to contact for specific requests is on the **Purchasing** homepage.

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Technical Assistance

Technical assistance (software, Moodle, ADMNET)

- **University Technology Services** (UTS)
  - E-mail **uts@oakland.edu**
- **e-Learning and Instructional Support** (e-Lis) (248) 370-4566

Technical assistance (computer, phone, other technology)

- **Help Desk** (248) 370-HELP (4537)
  - E-mail **helpdesk@oakland.edu**

Technical assistance (classroom)

- **Classroom Support and Instructional Technical Services** (CSITS)
  E-mail **csits@oakland.edu** (248) 370-2461

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Oakland University Contacts Guide

This guide includes contact information for the various services provided by university departments and offices.

For Information Regarding	Department	Web Address	Campus Address	Area Code 248	E-mail
AAUP	American Association of University Professors (AAUP)	oaklandaaup.org	201 PRY	370-2005	E-mail Scott Barns: barns@oakland.edu
Academic Calendar	Office of the Registrar	oakland.edu/ registrar/ important-dates	100 ODH	370-3450	regservices @oakland.edu
Academic Conduct	Office of the Dean of Students	oakland.edu/ studentcode ofconduct	114 OC	370-3352	
Academic Records	Office of the Registrar	oakland.edu/ registrar	100 ODH	370-3450	regservices @oakland.edu
ACT, GMAT, GRE, LSAT, MCAT, SAT Preparation	Undergraduate Admissions / Professional & Continuing Education	oakland.edu/ pace/test-preparation/act	101 NFH	370-3360	
Admissions (Graduate)	Graduate Study & Lifelong Learning	oakland.edu/ gradstudy	520 ODH	370-2700	gradstudy @oakland.edu
Admissions (Undergraduate)	Undergraduate Admissions	oakland.edu/ futurestudents	101 NFH	370-3360	
Advising	First Year Advising Center	oakland.edu/fyac	121 NFH	370-3227	FYAC@oakland.edu
Alumni Association	Alumni Relations	oualumni.com	201 JDH	364-6130	
Anton/ Frankel Center (AFC)	OU-Macomb	oakland.edu/ macomb	20 South Main Street, Mount Clemens, MI	370-3910	oumacomb @oakland.edu
Arts & Sciences (College of)	College of Arts & Sciences	oakland.edu/cas	217 VAR	370-2140	E-mail CAS Dean Kevin Corcorcan: corcoran @oakland.edu
Basketball Tickets	Athletics	goldengrizzlies.com	ATH	370-4000	
Benefits & Compensation	University Human Resources	oakland.edu/uhr/ benefits/ general-information	401 WH	370-4207	benefits @oakland.edu
Billing Questions (Student)	Student Financial Services	oakland.edu/ financialservices	120 NFH	370-2550	finservices @oakland.edu

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For Information Regarding	Department	Web Address	Campus Address	Area Code 248	E-mail
Board of Trustees	Board of Trustees/General Counsel	oakland.edu/bot	203 WH	370-3112	
Book Store	Oakland University Book Store	oakland.bncollege.com	28 OC	370-2404	
Budget	Budget & Financial Planning	oakland.edu/budget	516 WH	370-2370	budget@oakland.edu
Business Administration (School of)	School of Business Administration	oakland.edu/business	427 EH	370-2957	E-mail SBA Dean Michael Mazzeo: mazzeo@oakland.edu
Calendar (Campus Events)	Communications & Marketing	oakland.edu/calendar	100 ANI	370-3184	
Campus Cleaning	Facilities Management	oakland.edu/facilities	FM	370-2168	
Campus Map	Communications & Marketing / Facilities Management	oakland.edu/map	100 ANI / PSS	370-3000	
Career Services	Office of Career Services	oakland.edu/careerservices	154 NFH	370-3250	careers@oakland.edu
Catalog (Undergraduate)	Undergraduate Education	catalog.oakland.edu	520 ODH	370-2700	
Catalog (Graduate)	Office of Graduate Study & Lifelong Learning	oakland.edu/gradcatalog	520 ODH	370-2700	
Childcare	Lowry Center for Early Childhood Education	oakland.edu/lowry	102 PH	370-4100	
Classrooms (Reservations)	Office of the Registrar	Ad Astra Room Request Form oakland.edu/registrar/resources/classroom-reservations/	100 ODH	370-3454	gproomrequest@oakland.edu
Classroom Support	Classroom Support & Instructional Technical Services	oakland.edu/csits	116 VH	370-2461	csits@oakland.edu

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For Information Regarding	Department	Web Address	Campus Address	Area Code 248	E-mail
Center for Excellence in Teaching and Learning (CETL)	Center for Excellence in Teaching and Learning	oakland.edu/cetl	200A EH	370-2466	cetl@oakland.edu
Continuing Education	Professional & Continuing Education	oakland.edu/pace	440G PH	370-3177	oupace@oakland.edu
Counseling Center (OUCC)	Graham Health Center	oakland.edu/oucc	GHC	370-3465	
Closings (University)	(refer to OU Policies & Procedures)	Refer to main OU web page for university closings (www.oakland.edu) Policy - oakland.edu/policies/generalgovernance/482		370-2000	
Commencement Information	Office of the VP/Academic Affairs & Provost	oakland.edu/commencement	205 WH	370-2190	
Credit Unions	OU Credit Union – Oakland Center		102 OC		
	OU Credit Union – Auburn Hills	oucreditunion.org	3265 Five Points Dr. Auburn Hills, MI	364-4708	
Dean's List	Office of the Registrar	oakland.edu/deanslist	106 ODH	370-3470	
Disability Services	Office of Disability Support Services	oakland.edu/dss	103A NFH	370-3266 or TTY: 370-3268	dss@oakland.edu
Diversity and Inclusion	Inclusion & Intercultural Initiatives	oakland.edu/inclusion For more on diversity initiatives, see also: oakland.edu/diversity	203 WH	370-3496	E-mail Joi Cunningham: cunning3@oakland.edu
Donations/Gifts to OU	Development, Alumni & Community Relations	isupportou.com	JDH	370-4505	giving@oakland.edu
Education & Human Services (School of)	School of Education & Human Services	oakland.edu/sehs	415 PH	370-3050	E-mail SEHS Dean Jon Margerum-Leys: jmargerumleys@oakland.edu

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For Information Regarding	Department	Web Address	Campus Address	Area Code 248	E-mail
Emergencies	OU Police Department	oupolice.com	PSS	370-3331 or 911	info@oupolice.com
Employment (Faculty)	Academic Human Resources	oakland.edu/ahr	417 WH	370-2922	ahr@oakland.edu
Employment (Staff)	University Human Resources	oakland.edu/uhr	401 WH	370-3480	
Engineering & Computer Science (School of)	School of Engineering & Computer Science	oakland.edu/secs	446 EC	370-2177	E-mail SECS Dean Louay Chamra: chamra@oakland.edu
Equal Opportunity (EEO)	Inclusion & Intercultural Initiatives	oakland.edu/ inclusion	203 WH	370-3496	E-mail Joi Cunningham: cunning3 @oakland.edu
Eye Research Institute	Eye Research Institute	oakland.edu/eri	415 DH	370-2395	E-mail Frank Giblin: giblin@oakland.edu
Faculty Personnel	Academic Human Resources	oakland.edu/ahr	417 WH	370-2922	ahr@oakland.edu
Financial Aid	Financial Aid	oakland.edu/ financialservices	120 NFH	370-2550	finservices @oakland.edu
Food Service	Chartwells	dineoncampus.com/ oakland	107 OC	370-3400	catering @oakland.edu
Freedom of Information Act	Office of Legal Affairs and General Counsel	oakland.edu/legal/ links-resources/ FOIA	203 WH	370-3112	
Golf	Golf & Learning Center	oakland.edu/golf	GLC	364-6300	
Government Relations	Office of Government and Community Relations	oakland.edu/govrel	123 WH	370-3658	
Graduation Information	Registrar - Academic Records (Undergraduate) Graduate Study & Lifelong Learning (Graduate)	oakland.edu/ registrar/ graduate oakland.edu/ gradstudy/current-students/graduation	100 ODH 520 ODH	370-3450 370-2700	
Health Center	Graham Health Center	oakland.edu/ghc	GHC	370-2341	health@oakland.edu (If your question is time sensitive, please call the office.)
Health Sciences (School of)	School of Health Sciences	oakland.edu/shs	3110 HHB	370-3562	E-mail SHS Interim Dean Richard Rozek: rozek@oakland.edu

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For Information Regarding	Department	Web Address	Campus Address	Area Code 248	E-mail
Honors College	Honors College	oakland.edu/hc	210 OVH	370-4450	hc@oakland.edu
Help Desk	Help Desk	oakland.edu /helpdesk	202 KL	370-4357	helpdesk @oakland.edu
Housing	University Housing	oakland.edu/ housing	448 HAM	370-3570	housing @oakland.edu
ID Cards (GrizzCard)	ID Card Office	oakland.edu/ grizzcard	112 OC	370-2291	
International Students and Scholars	International Students & Scholars	oakland.edu/isso	157 NFH	370-3358	isso@oakland.edu
Keys (Office)	Facilities Management – TMA iService Desk	oakland.edu/ facilities	FM	370-2280	
Law School	WMU Cooley Law School - Thomas M. Cooley Law School (Auburn Hills Campus)	cooley.edu/ auburnhills	2630 Featherstone, Auburn Hills, MI 48326	751-7800	
Legal Office	Office of Legal Affairs and General Counsel	oakland.edu/legal	203 WH	370-3112	
Library	Kresge Library	library.oakland.edu	KL	370 2471	Reference Desk: ref@oakland.edu
Logo Usage	Communications & Marketing	oakland.edu/ucm/ logos-marks-and-fonts/logo-and-colors	100 ANI	370-3184	
Macomb INCubator	Macomb – Oakland University INCubator	oakland.edu/ macombouinc	6633 18 Mile Rd, Sterling Hgts, MI 48314	586-884-9320	macINC @oakland.edu
Macomb University Center	Outreach	oakland.edu/ macomb	44575 Garfield Road. Clinton Twp, MI 48038	586-263-6242	oumacomb @oakland.edu
Mail Services	Mail Services	oakland.edu/ universityservices/ mail-services/mailreq	12 PSS	370-2281	mailroom @oakland.edu
Maintenance (Bldg.)	Facilities Management	oakland.edu/ facilities	FM	370-2381	
Meadow Brook Hall	Meadow Brook Hall	meadowbrookhall.org	MBH	364-6200	

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For Information Regarding	Department	Web Address	Campus Address	Area Code 248	E-mail
Meadow Brook Theatre	Meadow Brook Theatre	mbtheatre.com	207 WH	377-3300	info@mbtheatre.com
Media Relations	Communications & Marketing	oakland.edu/ucm/services/media-relations	100 ANI	370-3184	
Medicine (School of)	OUWB School of Medicine	oakland.edu/medicine	216 ODH	370-2767	E-mail OUWB Dean Robert Folberg: rfolberg@oakland.edu
Notary Services	(located in General Counsel, MSUFCU-OU Credit Union, Registrar)				
Nursing (School of)	School of Nursing	oakland.edu/nursing	Suite 3027 HHB	370-4253	E-mail Interim SON Dean Gary Moore: moore@oakland.edu
Online Instruction and Support	e-Learning and Instructional Support	oakland.edu/elis	430 KL	370-4566	
OU INCubator	OU INCubator	oakland.edu/ouinc	1 Golf View Lane	648-4800	ouinc@oakland.edu
Parking	OU Police Department	oupolice.com/divisions/parking	10 PSS	370-3000	info@oupolice.com
Photography	Communications & Marketing	oakland.edu/ucm/services/photography	100 ANI	370-3184	
Police Department	OU Police Department	oupolice.com	10 PSS	370-3000	info@oupolice.com
Policies and Procedures	Finance and Administration	oakland.edu/policies	202 WH	370-2445	
Print Services	University Services	oakland.edu/universityservices/printing-services	16 PSS	370-2282	printit@oakland.edu
Privacy Policy (FERPA)	Division of Student Affairs & Enrollment Mgt	oakland.edu/studentaffairs/faculty-resources/ferpa	144 OC	370-3352	
Purchasing	Purchasing	oakland.edu/purchasing	13 PSS	370-3172	
Recreation Center	Campus Recreation Center	oakland.edu/campusrec	REC	370-4732	rec@oakland.edu
Registrar	Office of the Registrar	oakland.edu/registrar	100 ODH	370-3450	regservices@oakland.edu

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For Information Regarding	Department	Web Address	Campus Address	Area Code 248	E-mail
Research & Grants	Office of Research Administration	oakland.edu/ research	529 WH	370-2762	research @oakland.edu
Room Reservations	Oakland Center	oakland.edu/oc	118 OC	370-3230	
Sign/Marquee (@ Walton & Adams)	Communications & Marketing	oakland.edu/ucm/ services/electronic-marquee	100 ANI	370-3184	
Signs-Exterior (Campus Events)	Facilities Management	oakland.edu/ facilities	FM	370-2381	
Sports Camps	Athletics	goldengrizzlies.com	REC	370-3190	
Student Affairs	Division of Student Affairs & Enrollment Mgt	oakland.edu/ studentaffairs	144 OC	370-4200	
Student Organizations	Center for Student Activities & Leadership Development	oakland.edu/csa	49 OC	370-2400	
Summer Courses and Programs	Academic Affairs & Provost	oakland.edu/ summer	205 WH	370-2190	
Technology Services	University Technology Services	oakland.edu/uts	220 DH		Preferred contact: uts@oakland.edu
Temperature (Office Too Hot/Too Cold)	Facilities Management	oakland.edu/ facilities	FM	370-2381	
Transcripts	Registrar - Academic Records	oakland.edu/ registrar/records /transcripts	100 ODH	370-3450	
Transfer Credits	Registrar - Academic Records (Undergraduate) Graduate Study & Lifelong Learning (Graduate)	oakland.edu/ registrar/transfers oakland.edu/ gradstudy	100 ODH 520 ODH	370-3450 370-4156	
Tuition Rates	Student Business Services	oakland.edu/ financialservices/ costs	120 NFH	370-2550	finservices @oakland.edu
Tutoring	Tutoring (formerly the Academic Skills Center)	oakland.edu/tutoring	103 NFH	370-4215	tutoring@oakland.edu
Undergraduate Education	Office of Senior Associate Provost	oakland.edu/uge	160 NFH	370-4955	

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For Information Regarding	Department	Web Address	Campus Address	Area Code 248	E-mail
Vending Machines (Problems/Refunds)	Dean of Students	oakland.edu/ studentaffairs	144 OC	370-4200	
WISER (previously WISE@OU) (Women in Science, Engineering, and Research at Oakland University)	Office of Research Administration (previously College of Arts and Sciences)	oakland.edu/ advance	256 HH	370-4516	E-mail Leanne DeVreugd: ldevreug @oakland.edu

Building Codes

ANI = Anibal House
AVN = Ann V. Nicholson Student Apts
AD = Athletic Dome
ATH = Athletics Center (Aquatics Center and O'Rena)
CAS = College of Arts & Sciences Annex
DH = Dodge Hall
EH = Elliott Hall
ET = Elliott Tower
EC = Engineering Center
FM = Facilities Management
GLC = Golf & Learning Center
GHC = Graham Health Center
HAM = Hamlin Hall
HH = Hannah Hall
HIL = Hill House
HHB = Human Health Building
JDH = John Dodge House
KL = Kresge Library
MSC = Mathematics & Science Center
MBH = Meadow Brook Hall
NFH = North Foundation Hall
OVH = Oak View Hall
OC = Oakland Center
ODH = O'Dowd Hall
PH = Pawley Hall (Lowry Center)
PSS = Police Support & Services Bldg.
PRY = Pryale House
RAO = Recreation & Athletic Outdoor Complex
REC = Recreation Center
SFH = South Foundation Hall
GUS = Storage Facility
VWH = Van Wagoner House
VBH = Vandenberg Hall
VAR = Varner Hall
WH = Wilson Hall

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Important Dates

Active calendar sections with current information are hyperlinked and highlighted with blue text. Refer to individual sections to see dates by topic. Please note that information is subject to change. **Check with your Dean's Office regularly for relevant dates and information, and refer to department and office websites.**

Click for topics:	Registrar Dates	Faculty Feedback	OU Senate	Important Deadlines (Sabbatical, Review)	Award Deadlines

Registrar List of Important Dates

Summer 2017	Fall 2017	Winter 2018	Summer 2018	Fall 2018	Winter 2019

SUMMER SEMESTERS 2017 (May – August)	
Refer to department or office websites for the most up to date information. See additional dates from the Registrar.	
May 8	Classes begin at 7:30 a.m. S01 session (8 weeks) / Classes begin at 7:30 a.m. S03 session (16 weeks)
May 29	Memorial Day – Classes suspended
May 30	Classes resume at 7:30 a.m. (Full and Summer I sessions)
June 24	Classes end at 10 p.m. – S01 session (8 weeks) Summer recess begins at 10 p.m. – S03 session (16 weeks)
June 26 – June 28	Final exams – S01 session (8 weeks)
July 3 – July 4	Independence Day Recess – Classes suspended
July 5	Classes resume at 7:30 a.m. – S03 session (16 weeks) / Classes begin at 7:30 a.m. – S02 session (8 weeks) Grades submission deadline – S01 session (8 weeks)
July 17	Last day to defend **thesis/dissertation** for summer grads
August 19	Classes end at 10 p.m. – S02 session (8 weeks) / Classes end at 10 p.m. – S03 session (16 weeks)
August 21 – August 23	Final exams – S02 session (8 weeks)
August 21 – August 26	Final exams – S03 session (16 weeks)
August 29	Grades submission deadline (Summer II session)
December 16	**Commencement**

FALL SEMESTER 2017 (September – December)	
Refer to department or office websites for the most up to date information. See additional dates from the Registrar.	
September 6	Classes begin at 7:30 a.m.
weeks 2-5 of semester	**Faculty Feedback** period
September 26	Official count date
September 29	Last day to file application for degree/certificates for fall 2017
November 6	Last day to defend **thesis/dissertation** for fall grads
November 22	Thanksgiving recess begins at 10 p.m.
November 27	Classes resume at 7:30 a.m.
December 9	Classes end at 10 p.m.
December 10	Study day
December 11	Exams begin at 7:30 a.m.
December 16	Exams end at 10 p.m.
December 16	**Commencement**
December 19	Grades submission deadline
December 22 – January 1	Holiday Recess – University closed

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WINTER SEMESTER 2018 (January – May)	
Refer to department or office websites for the most up to date information. See additional dates from the Registrar.	
January 3	Classes begin at 7:30 a.m.
TBD	**Faculty Feedback** period (weeks 2-5 of semester)
January 15	Martin Luther King Jr. Day – Classes suspended
Tuesday, January 17	Classes resume at 7:30 a.m.
January 24	Official count date
January 26	Last day to apply for **application for degree/certificates** for winter 2018
February 17	Winter recess begins at 10 p.m.
February 26	Classes resume at 7:30 a.m.
March 14	Last day to defend **thesis/dissertation** for winter grads
April 17	Classes end at 10 p.m.
April 18	Study day
April 19	Exams begin at 7:30 a.m.
April 25	Exams end at 10 p.m.
April 26 – 28	**Commencement**
April 20	Grades submission deadline

SUMMER SEMESTERS 2018 (May – August)	
Refer to department or office websites for the most up to date information. See additional dates from the Registrar.	
Dates To Be Determined	Classes begin at 7:30 a.m. S01 session (8 weeks) / Classes begin at 7:30 a.m. S03 session (16 weeks)
	Memorial Day – Classes suspended
	Classes resume at 7:30 a.m. (Full and Summer I sessions)
	Classes end at 10 p.m. – S01 session (8 weeks) Summer recess begins at 10 p.m. – S03 session (16 weeks)
	Final exams – S01 session (8 weeks)
	Independence Day Recess – Classes suspended
	Classes resume at 7:30 a.m. – S03 session (16 weeks) / Classes begin at 7:30 a.m. – S02 session (8 weeks) Grades submission deadline – S01 session (8 weeks)
	Last day to defend **thesis/dissertation** for summer grads
	Classes end at 10 p.m. – S02 session (8 weeks) / Classes end at 10 p.m. – S03 session (16 weeks)
	Final exams – S02 session (8 weeks)
	Final exams – S03 session (16 weeks)
	Grades submission deadline (Summer II session)
	Commencement

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FALL SEMESTER 2018 (September – December)	
Refer to department or office websites for the most up to date information. See additional dates from the Registrar.	
Dates To Be Determined	Classes begin at 7:30 a.m.
	Faculty Feedback period
	Official count date
	Last day to file application for degree/certificates for fall 2018
	Last day to defend **thesis/dissertation** for fall grads
	Thanksgiving recess begins at 10 p.m.
	Classes resume at 7:30 a.m.
	Classes end at 10 p.m.
	Study day
	Exams begin at 7:30 a.m.
	Exams end at 10 p.m.
	Commencement
	Grades submission deadline
	Holiday Recess – University closed

WINTER SEMESTER 2019 (January – May)	
Refer to department or office websites for the most up to date information. See additional dates from the Registrar.	
Dates To Be Determined	Classes begin at 7:30 a.m.
	Faculty Feedback period (weeks 2-5 of semester)
	Martin Luther King Jr. Day – Classes suspended
	Classes resume at 7:30 a.m.
	Official count date
	Last day to apply for **application for degree/certificates** for winter 2019
	Winter recess begins at 10 p.m.
	Classes resume at 7:30 a.m.
	Last day to defend **thesis/dissertation** for winter grads
	Classes end at 10 p.m.
	Study day
	Exams begin at 7:30 a.m.
	Exams end at 10 p.m.
	Commencement
	Grades submission deadline

Faculty Feedback

Faculty are encouraged to submit feedback during weeks 2-5 of the semester. Deadlines are communicated via the Provost's Office each semester. **Faculty Feedback** at Oakland University is a system for providing feedback to students who may be falling behind in a course. Its success counts on giving students feedback early enough in a semester that they can act in a way that ensures their success. It is required for all courses up to the 200 level, such as courses that begin with a 0-, 1-, or 2-. Faculty Feedback can be used at any point throughout the semester as often as an instructor wants, but using the system between weeks 2 and 5 yields the best results as far as student persistence and retention.

OU Senate Meeting Dates

Meetings are typically on the third Thursday of the month, with the exception being December and May meetings on the first Thursday of the month. Meetings are not usually held in June to August. Find information about meetings on the **Senate** website.

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Important Dates and Deadlines for the Faculty

These are selected dates from the collective bargaining agreement between Oakland University and the Oakland University Chapter of the AAUP (**Faculty Agreement**). See full details of processes, procedures, and all relevant dates in the **Agreement**.

Things to keep in mind:

- New faculty contracts normally begin August 15 of any year.
- In terms of promotion and tenure review dates, in addition to the contractual deadlines, department or academic unit review statements provide deadlines for when faculty under review should turn in their materials. See your department or academic unit review statements for applicable deadline information.

January	Professional Development and Research Leave applications deadline is typically in January Deadline for sabbatical applications for Fall or Fall- Winter of the following year is the first University business day in January
January 15	FRPC makes recommendations to Oakland regarding promotion to full professor
February – March	Develop potential faculty position requests in departments in preparation for call for submissions
February 1	Faculty are required to declare their intention to travel on this date The academic unit forwards its recommendation to the appropriate CAP regarding re-employment with tenure The department or academic unit forwards its recommendation on sabbatical applications to the Dean by February 1
February 15	Joint Committee on Faculty Professional Development and Research Leaves forwards recommendations regarding leaves to Oakland and to each applicant
March 15	Oakland notifies each applicant of its decisions regarding Professional Development and Research Leaves CAP forwards its recommendations regarding re-employment with tenure to FRPC
April 15	Oakland notifies faculty of decision on sabbatical applications Oakland notifies faculty of promotion to full professor decisions
May 1	FRPC makes recommendations to Oakland regarding re-employment with tenure Deadline for sabbatical applications for Winter of the following year
June 1	The department or academic unit forwards its recommendation on Winter sabbatical applications to the Dean
August 1	Oakland notifies faculty of decision on Winter sabbatical applications
August 15	New faculty contracts begin Oakland notifies faculty of re-employment, tenure, and promotion decisions
September 1	Initiation of faculty review for promotion to full professor
October 1	Faculty deadline to report outside professional work
October 15	Academic unit forwards recommendations to CAP regarding promotion to full professor
November 15	CAP forwards recommendations to FRPC regarding promotion to full professor
December 1	Oakland notifies faculty regarding re-employment reviews

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Award and Grant Deadline Dates

Listed below are selected dates for grants and awards from the University Research Committee (URC) and other sources on campus. There are additional funding opportunities. Find more information for faculty and students at:

- **Office of Research Administration**
  - External/URC/Internal funding opportunities: **Funding Opportunities for Faculty**
  - Student award opportunities: **Funding Opportunities for Students**
- Academic Affairs: **Academic Resources** – Awards, Honors, and Opportunities
- Center for Excellence in Teaching and Learning (CETL): **Faculty Resources**
- Senate Teaching and Learning Committee: **Call for Proposals** and **Teaching Awards**
- **Student Research Opportunities** (posted by the Center for Biomedical Research)
- **Financial Assistance for Undergraduate Students** (from Student Financial Services)
- **Financial Assistance for Graduate Students** (from Student Financial Services)

Awards and grants are listed in chronological order by application deadline.

Winter Semester

URC Faculty Research Award ($1,200) – 4th Monday of January
URC New Investigator Research Excellence Award ($1,500) – 4th Monday of January
URC Research Excellence Award ($2,500) – 4th Monday of January
Chrysler Undergraduate Student Research Award (up to $3,000) – 2nd Monday of February
Provost's Undergraduate / Graduate Student Research Award (up to $2,000) – 2nd Monday of February
URC Student Research Award ($300 Undergraduate / $500 Graduate) – 3rd Monday of February
URC Student Travel Award ($400) – 3rd Monday of February
Books, Reprints, and Page Charge Reimbursements ($350) – 3rd Monday of February
Graduate Research Assistantship Tuition (GReAT) Award (tuition support) – 2nd Monday of March
President's Colloquium ($1,000 honorarium) – last day of March
CETL Excellence in Teaching and Learning Grant ($3,000) – last day of March

Fall Semester

URC Faculty Research Fellowship Award (up to $10,000) – 2nd Monday of October
Graduate Research Assistantship Tuition (GReAT) Award (tuition support) – 2nd Monday of October
Provost's Undergraduate / Graduate Student Research Award (up to $2,000) – 2nd Monday of October
Teaching Excellence Awards (Senate Teaching and Learning Committee)

- Nomination period is typically late October - late November

URC Student Research Award ($300 Undergraduate / $500 Graduate) – 3rd Monday of November
URC Student Travel Award ($400) – 3rd Monday of November
Books, Reprints, and Page Charge Reimbursements ($350) – 3rd Monday of November
URC Meadow Brook Hall Research Conference Grant Award ($3,000) – 4th Monday of November

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Important Policies and Procedures

Policies change frequently – please check the **policies** website for the most current updates.

Things to Know about OU Policies and Procedures

OU Policies Website – You can find currently approved policies at **oakland.edu/policies**.

Other useful guidance and policies can be found on other websites:

a. **Provost**
b. **Academic Human Resources (AHR)**
c. **Financial Aid**
d. **Registrar**
e. **Dean of Students – Student Code of Conduct website**
f. **Undergraduate and Graduate catalogs**
g. **Graduate Education**
h. **University Technology Services (UTS)**
i. **Office of Research Administration**

A wide range of activities are governed by OU policies. If you have questions,

- Your department CT will know many of the policies and is a great resource.
- If your department CT does not know or is not sure, **call the dean's office**. Someone there will be a great resource and can refer you to the appropriate person for further information.

Meet with your Assistant Dean to review policies and procedures related to hiring, travel, p-cards, reimbursement, and other topics. Building a relationship with your Assistant Dean can help you navigate the policies and procedures that you encounter as Chair or Program Director.

Some, Not All, Important Policies

Click on the policy name for full information. This list is not all inclusive but is provided for quick reference to some of the policies and procedures relevant to department leadership activities.

Click for topics:	Conflict of Interest	Freedom of Information Act	Information Security	Records Retention and Disposal	Release of Student Records	University Closing	University Communications

Conflict of Interest Policy (Policy 406)

a. This policy was recently updated by the Board of Trustees.
b. The purpose of this policy is to express the Board of Trustee's intent that trustees, faculty, staff, and others serving Oakland University should not be personally involved in any arrangement that could create a conflict of interest with the university. Everyone who serves the university should promote the best interests of the university over their own personal and financial interests.
c. Conflicts of interest are those personal and financial interests, whether actual, apparent or possible, that could lead someone to: (a) compromise or lose their own independence, impartiality or judgment in connection with an arrangement

with the university; (b) propose or support an arrangement with the university that is not in the university's best interest; (c) results in personal or financial gain to that person; (d) involves preferential treatment to the person's family or business associates; or (e) would damage the university's reputation or erode the public's confidence in the university.

d. You, your faculty, and your staff have a duty to self-disclose, report, and inquire about conflicts of interest.
e. The Board established a Conflict of Interest Review Committee to review potential instances of conflict of interest. If you think there is a potential conflict of interest issue within your department, contact your dean. Requests to the committee should flow through Academic Affairs.

Freedom of Information Act (Policy 430)

a. The Michigan Freedom of Information Act (FOIA) is to provide for public access to certain public records.
b. If you receive a Freedom of Information Act (FOIA) Request, forward the request to the **Office of Legal Affairs** immediately.
c. NEVER destroy any records related to the FOIA request. (See **Policy 481** for Records Retention and Disposal.)

Information Security (Policy 860)

a. This policy covers the use of data - for example, data protected by FERPA, Banner data, grant- or contract-protected data.
b. A key concern is the portability of data – either through flash drives, laptops, phones, Google Drive, etc.
c. Penalties can be very large. Information is available on the **UTS website** and in the policy.

Records Retention and Disposal (Policy 481)

a. This policy provides guidance to the University community for effective Records retention and disposal that will preserve the University's history, meet regulatory and legal requirements, minimize risk, optimize use of space, and minimize cost.
b. It is important to note what you need to keep permanently and what you can shred after a certain amount of time.
c. Talk to your CT to learn about how these records are maintained and destroyed in your department.

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Release of Student Educational Records (Policy 470)

a. This policy ensures compliance with federal law regarding the privacy of Student records and the obligations of the institution, primarily in the areas of the release of the records and the access provided to these records. This policy describes how OU complies with the Family Educational Rights and Privacy Act of 1974 (FERPA).
b. The **Dean of Students Office** can help you understand FERPA – a good source of information is on the **FERPA Guide website**.

University Closing (Policy 482)

a. This policy describes what happens if the university closes for any reason.
b. Chairs and program directors should wait for an early release decision prior to releasing staff; please also note that if your CT is on vacation, she or he is still on vacation if the university closes.
c. University programs are cancelled when the university closes.
d. Note the special rules for off-site programs (e.g. Anton/Frankel Center (AFC), Macomb, etc.).

University Communications (Policy 488)

a. Contact the **University Communications and Marketing** (UCM) department first when you are preparing publications, advertisements, photographs, Web pages, and/or audio-visual presentations intended for an external audience.
b. UCM can help with print publications such as newsletters, magazines, booklets, fliers, program brochures, posters, signs, etc.
c. UCM will also approve websites.
d. To find out who your UCM account manager is, see the **Account Manager Directory**. The account manager will often be your first point of contact with UCM.
e. Before considering any advertising, contact your **account manager** to discuss project objectives and budget.

Academic Policies and Procedures

For more information on academic policies and procedures, see the **Undergraduate Catalog** or **Graduate Catalog**. Additional academic information is available on the **Office of the Registrar** website.

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Travel Policies and Procedures

See more information on the **policies** website.

Travel (Policy 1200)

a. This policy provides requirements for travel expenditure and reimbursement to the campus community.
b. OU follows IRS Accountable Plan Rules for travel reimbursement and will therefore pay only reasonable and necessary travel expenses for travel that has a clear business purpose, is approved by the Traveler's supervisor and Fund Signer, is fully documented, and is not (and will not be) paid by any other source.
c. Travels must complete and submit a **Travel Expense Summary (TES)** for every instance of travel regardless of whether or not reimbursement is owed to the Traveler (i.e., the expenses were charged on a P-Card). See policy for further details about the TES.
d. See policy for travel-related definitions, eligibility, transportation and lodging details, and other procedures. Related policies and forms are included in the policy.

Travel: Foreign Study or Academically Related Travel (Policy 1220)

- This policy provides guidance to Oakland University (University) personnel proposing international student programs to be sponsored by the University for foreign study or other academically related purposes.
- Student travel programs outside of the United States are part of the University's educational mission. To address the accountabilities needed to undertake such travel and the associated risks, this policy details procedures that must be followed.
- See policy for definitions, authorization procedures, and financial procedures. Related policies and forms are included in the policy.

Use of Noncommercial Aircraft (Policy 1270)

a. This policy defines the definitions and procedures for using Commercial Air Travel for university-related business and activities.
b. Any Chartered Aircraft service must be procured through the Purchasing Department. Prior to any charter aircraft services being procured, the Risk Management Department must review and approve the required insurance coverage terms, conditions and limits.
c. See policy for definitions and procedures. Related policies and forms are included in the policy.

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The Roles and Responsibilities of the Department Chair/ Program Director

Contract Language (2015-2020) **oaklandaaup.org/res/2015-20agreement.pdf**

ARTICLE XXVI
DEPARTMENT CHAIRPERSON

200. In addition to the professional responsibilities prescribed for all other faculty members in this Agreement, a department chairperson, or a faculty member designated by Oakland as a chairperson of a department that is not an academic unit, shall have the responsibility for exercising academic leadership in the teaching, scholarship, planning and other activities of the department. The duties shall include, but are not limited to, the following:

a. Chairpersons are responsible for developing course and teaching schedules and assigning members of their department to these activities.

b. Chairpersons are responsible for implementing university regulations within their departments and for resolving, when possible, problems, disagreements, and non-bargaining unit faculty member grievances, among faculty, departmental employees, students who interact with the department, or other interested persons, at the departmental level.

c. Chairpersons are responsible for monitoring the attendance and time commitments of their departmental employees, where appropriate, and reviewing, as specified in this Agreement, the proper discharge of faculty responsibilities.

d. Chairpersons are responsible for instructing new faculty members on the responsibilities of their positions.

e. Chairpersons are responsible for submitting budget requests, establishing expenditure priorities, and administering the departmental budget within the policies established by Oakland.

f. Except as otherwise provided in this Agreement, Chairpersons are expected to make independent judgments and recommendations on all departmental faculty appointments, re-appointments, and promotions; faculty salaries; leaves of absence; travel authorizations; and other relevant departmental personnel functions, including discipline and discharge. Chairpersons are also expected to make independent judgments and recommendations on all departmental employees as appropriate.

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The Roles and Responsibilities of the Department Chair/ Program Director

As a Chair or Program Director, your role is influenced by the unique culture of your own department or program. This section will be expanded to address the various roles and responsibilities of Chairs and Program Directors.

Chair Fellow

The Center for Excellence in Teaching and Learning will support a new position, the "Chair Fellow," starting in Fall 2016.

Purpose: The "Chair Fellow" position will support the coordination of services and resources for chairs/program directors and other leadership training opportunities through the CETL office.

The Chair Fellow would provide approximately one day of service to CETL per week in exchange for one course release in the fall and winter (or equivalent). The department would receive funding for the course release. The chair fellow will be a recent past chair/program director.

Role of Chair Fellow: The Chair Fellow would work with the CETL Director and CETL office to:

- Organize and implement Annual Chairs Retreat (in August)
- Organize and implement 1-2 workshops/forums for chairs/program directors each academic semester
- Develop additional resources for chairs/program directors (chair's manual, recommended guidelines)
- Oversee the Chairs' Corner Website
- Provide mentoring support to new chairs/program directors
- Support other initiatives as needed

See more information on next page.

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A Few Things to Remember

1. The Dean's Office will help you transition into the Chair's role; they have a vested interest in your success.

2. You should identify the individual in your Dean's office to work closely with on issues regarding:
    a. Enrollment
    b. Scheduling
    c. Curriculum (Undergraduate and Graduate)
    d. Hiring (AP and Faculty)
    e. Tenure and Promotion
    f. Travel
    g. Finance

3. The other Departmental Chairs form a valuable information-base when you run into a problem or want to start a new initiative.

4. Departments run most effectively when the Chair employs an inclusive and collaborative management style.

Recommended Resources (Available from the CETL Library)

- Academic Leadership: A Practical Guide to Chairing the Department by Deryl R. Learning
- The Academic Chair's Handbook by Daniel W. Wheeler, et al.
- The Department Chair Primer by Don Chu
- The Essential Department Chair: A Comprehensive Desk Reference by Jeffrey L. Buller
- Reframing Academic Leadership by Lee G. Bolman and Joan V. Gallos
- A Toolkit for Department Chairs by Jeffrey L. Buller and Robert E. Cipriano

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Center for Excellence in Teaching and Learning

200A Elliott Hall
oakland.edu/cetl (248) 370-2466 cetl@oakland.edu

Top Things to Know – Center for Excellence in Teaching and Learning (CETL)

What is CETL's Role with your Department?

What CETL Will DO: We are here to SUPPORT and VALUE TEACHING and LEARNING	WHAT CETL Will NOT DO: We are NOT the TEACHING POLICE
Formative Evaluations- provide feedback to individual faculty for their improvement and growth in their teaching & learning	WILL NOT do **Summative Evaluations**- provide evaluations used for promotion, tenure, personnel decisions, merit (this is the responsibility of each department)
Provide **confidential consultations** to individual faculty- to review course evaluations, develop syllabus, assignments, rubrics, other areas impacting teaching and learning and the scholarship of teaching and learning	WILL NOT share **any information** with department chair or others regarding confidential consultations with faculty members.
Provide **classroom observation** for formative feedback, if individual faculty member requests	WILL NOT do classroom observation for tenure purposes
May provide to the department chair or tenure committee **potential names** of other faculty members who may be willing to **observe for tenure purposes**	WILL NOT see the report written by an external observer (unless individual faculty member brings it to share during consultation).
A **summary report** with suggestions will be sent directly to the faculty member if they request it.	WILL NOT send a report to the chair/dean about a faculty member's interaction at CETL. It is up to the individual faculty member if they wish to share their report.
May write **letters of support pertaining to their service** if faculty member has served on Advisory Board or has been involved with service activity at CETL (i.e. faculty fellow, reviewing proposals)	WILL NOT write letters of support about teaching for tenure purposes
Will provide a **mentoring support group** helping with transition to OU for new/emerging faculty (first 3 years)	WILL NOT provide individual mentoring pertaining to departmental tenure guidelines or specific discipline related issues (to be provided by department)
Consult to individual departments to help them develop and/or revise course survey/student evaluations, protocol checklists for peer observations, other potential pieces of evidence of teaching effectiveness, mentoring programs, orientations, curriculum mapping, instructional design, etc.	WILL NOT provide support about curriculum content (expertise of each department)
In addition to general workshops offered to all, CETL will provide **workshops or support to individual departments** (offered at department or at CETL)	WILL NOT focus on "content/curriculum" but will focus on the pedagogy of teaching/learning within the content/curriculum.
Provide **Orientation** pertaining to OU and Teaching and Learning to New Full and Part Time Faculty	WILL NOT provide orientation pertaining to individual school/college or department (responsibility of school/department level)

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e-Learning and Instructional Support
430 Kresge Library
oakland.edu/elis (248) 370-4566

Top Things to Know – e-Learning and Instructional Support (e-Lis)

1. Before assigning faculty to an **online course**, ensure that they are knowledgeable about **online pedagogy** and comfortable with **teaching** in this format.

2. Online courses require a significant amount of **preparation**. Faculty should be given at least 1-3 months to develop an online course before it actually starts. Avoid assigning a faculty member into an online course at the last minute as they will not have sufficient time to design an effective course.

3. Encourage all faculty to upload their syllabi to **Moodle** - this is the number one request that students have made when asked about how faculty could improve their Moodle course.

4. Any faculty new to **teaching online or hybrid/blended courses** should contact e-LIS as soon as possible so that we can **review our services** with them and develop an ongoing partnership.

5. e-LIS has many **helpful services and resources** available to faculty:
   a. 1-on-1 Appointments: **oakland.edu/elis/facultyoneonone.cfm**
   b. Workshops: **oakland.edu/secure/workshops/enroll/index.cfm?depts=2**
   c. Quality Course Review: **oakland.edu/elis/coursereview.cfm**
   d. Help Documents: **oakland.edu/elis/moodlehelp.cfm**
   e. Online Learning Best Practices: **oakland.edu/elis/bestpractices_intro.cfm**

6. **Contact Shaun Moore (samoore@oakland.edu)**, the Director of e-Learning, to find out how e-LIS can offer **custom support and workshops** for your department.

7. Encourage faculty who will be teaching online to take the **Quality Online Teaching Certification Course**: **http://www2.oakland.edu/elis/certificationcourse.cfm**.

8. Promote the annual **e-Cornucopia Teaching with Technology Conference**, which is free to all OU faculty: **http://www2.oakland.edu/elis/conference.cfm**.

9. Contact e-LIS when planning to **develop an online program**. We can help with many steps of the process.

10. If you are **recruiting and/or admitting out-of-state students**, check with e-LIS to ensure that you are in compliance with **state authorization regulations**.

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Welcoming New Faculty

As Chair or Program Director, you do not have to do this alone; involve your departmental colleagues to help welcome and support all your new faculty.

Below is a list of what new faculty should do and recommendations for how you as Chair/Program Director can help new faculty adjust to their career at OU. CETL strongly recommends each department to provide mentoring to all new faculty, to help address school/department issues.

What New Faculty Should Do

- Explore Mentoring – CETL offers an Emerging Faculty Mentoring Group every year for full time faculty (in their first 3 years at OU). This cohort meets monthly to provide support and resources.
- Set up benefits with University Human Resources (UHR). Visit UHR's **New Employee Responsibilities** page to review available information.
- Ensure that all paperwork is complete with Academic Human Resources (AHR). Visit **oakland.edu/ahr** if you have questions.
- Get Grizzly ID number and OU e-mail address. View the **Get Connected Technology Guide**.
- Send contact information to CETL so that faculty member can be included in CETL e-mails about workshops and resources. Please send information to **flattery@oakland.edu**.
- Pick up Oakland ID Faculty/Spirit Card from the **ID Card Office** which is located in 112 Oakland Center.
- Register NET ID and ADMNET Credentials. Once you get a Grizzly ID number and your e-mail address from your department, click here to **register your NET ID**. Then, submit an **ADMNET Access Form**.
- Obtain necessary room keys. Make arrangements through your department to obtain keys (building, filing, desk, etc.).
- Visit CETL's New Faculty Website: **oakland.edu/cetl/new-faculty.** It includes helpful information and resources for new faculty including links to **Faculty Handbook** and other guides.
- Attend New Faculty Orientations – Every August, CETL provides New Faculty Orientations for full-time and part-time faculty. Find orientation information on the **CETL website**.

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What Department Chairs or Program Directors Should Do

Use this checklist to for new faculty to your department and assign topics to relevant faculty members or staff so the faculty member can get information and meet their colleagues. Check in with new faculty throughout the semester to see if they have any questions and to see how they are doing.

Responsible Department Member	Topic	Date Completed
	Welcome and introduce new faculty to all others in department. Let new faculty know the roles/responsibilities of different staff.	
	Share important documents and procedures with new faculty (safety procedures, current tenure documents, review procedures, departmental information, OU and department procedures).	
	Review navigation of SAIL and all Registrar procedures.	
	For Teaching:	
	Share Syllabus Template, General Education Template, etc.	
	Review Registrar calendar for dates (start dates, holidays, exams).	
	Review grading scheme for department/school.	
	Encourage new faculty to connect with colleagues who have taught the course in the past.	
	If they are teaching online, ensure they know Moodle well in advance of their first semester.	
	Encourage faculty member to visit and use **CETL resources**.	
	For Research:	
	If faculty member has "start-up funds" and lab, make sure they have the support/resources they need.	
	Match and connect the faculty member with peers for research collaborations and mentoring.	
	Review tenure documents and review procedures regarding research.	
	Encourage use **Office of Research Administration** resources.	
	Support faculty member with seeking internal/external grants.	
	Support faculty member in attending/presenting at conferences.	
	For Service:	
	Find out what areas of service are of interest to the faculty.	
	During the first year, involve the new full-time faculty member in service committees at the department level.	
	Encourage new faculty member to engage in additional service committee responsibilities gradually over time (school, university, community).	
	Encourage leadership roles over time.	

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Office of Research Administration
5th Floor, Wilson Hall
oakland.edu/research (248) 370-2762

Top Things to Know – Office of Research Administration (ORA)

1. Specific Role of Department Chair as pertains to ORA business

While ORA mostly works directly with individual faculty researchers, department Chairs have indispensable role in several specific instances:

- Provide their approval and forwarding of any grant or contract application to their Dean through the use of the ePRA form. Department Chair oversight is necessary to ensure no conflict is present or critical information missing at the department level as a result of the funded application.
- Provide export control assurance on requests for hiring of foreign nationals.
- Encourage faculty to apply for grants
- Provide foundational, infrastructure support for ongoing and proposed research
- Provide teaching load consideration for funded faculty.
- Advocate for their faculty success, and needs, in maintain their research programs.
- Inform faculty of any research related news or guidelines that apply to their department.
- Assist the PI's in managing their budgets and special requests for personnel and equipment. Provide the PI's with access to the department's budget manager as applicable.
- Assist ORA in implementation of research compliance.
- Inform ORA, or the university, of any apparent violations of guidelines or compliance issues that they become aware of.
- Help ORA and faculty researchers resolve any conflicts that may arise from time to time.

2. ORA handles the university's grants and contracts, pre- and post-award:

- ORA's grant officers handle all grant applications and contracts
- ORA's grant officers handle preparation of all contracts (research and otherwise)
- All incoming grant applications and prepared contracts are processed through the eProposal Routing Application (ePRA, found in **https://forms.oakland.edu/default.aspx**). Principal Investigator, Department Chair, and Dean are required to sign and certify the request in all its details.
- ORA applies the university's overhead charge (otherwise known as "indirect costs") in the budgets of all grants and contracts. Exceptions are rare, and given by ORA on a case-by-case basis.
- ORA communicates with Sponsors of grants and contracts to assist with any necessary handling issues
- ORA manages all grants and contracts accounts, including review and authorization of all expenditures.
- ORA will work with department chairs, budget managers, and deans, as necessary, to ensure expenditures, compliance and support are provided as necessary.
- ORA handles all sub-awards to other external institutions
- ORA oversees compliance of grant and contract expenditures according to federal guidelines and university's best business practices
- ORA invoices Sponsors for all incurred expenses
- ORA handles all sponsored faculty special pay (including summer, director's pay, etc.)
- ORA handles all sponsored pay of non-regular research staff
- ORA is responsible for closing of all grants and contracts as they expire
- Check the relevant web pages: **oakland.edu/research/administration/**

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3. ORA provides grant and contract updates and summaries to Deans, Provost, President, and Board of Trustees.

- ORA tracks all award data and prepares monthly, quarterly, annual, and on-demand reports for use by decision makes including Departments, Deans, Provost, and President.
- ORA prepares multi-year trend analysis from time to time, as requested.
- ORA prepares quarterly award reports to the Board of Trustees (BOT). The BOT ultimately approves all grants and contracts.

4. ORA provides grant preparation support including individual assistance in searching for funding opportunities

- ORA sponsors a funding opportunity search engine service, PIVOT, available to all faculty on campus.
- ORA offers personalized funding opportunity search help
- ORA sponsors workshops for faculty with grant writing specialists
- ORA sponsors grant writing help at different levels on individual basis
- ORA will schedule introductory meetings with any current and future principal Investigator, by request.
- Check the relevant web pages: **oakland.edu/research/faculty-funding/**

5. ORA houses the university's research compliance mechanism:

- Areas of compliance handled by a faculty committee are: Institutional Review Board (IRB, human subject research), Institutional Biosafety Committee (IBC), Animal Care Committee (IACUC), and Radiation Safety Committee (RSC).
- ORA provides guidance and support to all compliance committees.
- ORA representative(s) attend all compliance committee meetings.
- Committee members and committee chairs are typically appointed for a three-year term. For faculty, membership is counted as university-level service.
- ORA recommends appointment of committee members and chairs for approval by the President.
- Areas of compliance handled by ORA without a standing committee include: Conflict of Interest (COI), Financial Conflict of Interest (FCOI), Export Control, Responsible Conduct of Research, and Research Integrity issues. When issues come up in these areas, ORA may work with other university offices and/or choose to appoint an ad-hoc committee to assist with the investigation and recommend actions.
- ORA interacts with the office of Environmental Health and Safety on regulatory compliance associated with potential health hazards.
- Check the relevant web pages: **oakland.edu/research/compliance/**

6. ORA handles the university's internal research awards

The university makes available several types of research awards that are handled by ORA.

- University Research Committee Awards; several awards are available. URC awards are given once a year. Contact Sue Willner (Ext. 4111). Also see: **oakland.edu/research/general-information/URC/**
- Provost Student Research Awards; available twice a year. Contact Barbara Kooiman (Ext. 2762).
- GReAT - Graduate Tuition Awards. Contact Jean Miao (Ext. 4110).
- Direct Research Support – by VPR discretionary funds, case-by-case basis
- Check the relevant web pages: **oakland.edu/research/faculty-funding** and **oakland.edu/research/student-funding**

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7. ORA handles faculty inventions, patent processes, and technology transfer

- Faculty can assign their invention to OU – the research office will assess the value of the invention and make a decision about supporting a patent process.
- ORA will prepare an assignment letter, by which the inventor hands over the invention to OU and commits to assist with any future technology transfer. The university commits to cover the cost of the patent process and agrees to a pre-set royalty fee, should the invention become commercialized.
- ORA provides mentoring support, as available, to assist faculty with patent and commercialization efforts.

8. ORA operates the Biomedical Research Support Facility (BRSF)

- The BRSF houses and cares for research animals (small animals only)
- The BRSF is managed by ORA staff
- Animal housing fees are determined by ORA and are required of all users, no exception.
- The BRSF works closely with the animal care committee (IACUC) and ORA to establish guidelines for specific types of uses and provide oversight of compliance.

9. ORA provides training and workshops

- ORA provides compliance training – by web-based mechanism (CITI). Follow the link: **https://www.citiprogram.org/**. OU is a subscribing institution.
- ORA provides workshops to the research community as a whole or to any specific area on campus, at its own initiative or by special request, to help researchers be better prepared in handling their research compliance issues.
- ORA provides effective communication of necessary updates to the research community as a whole and compliance committee based on changes in university, State, or Federal guidelines.

10. University Research Publications and Media Relations:

- Together with the Provost Office, and the university's Communication and Marketing (C&M), ORA has a role in the publishing of the University's Research Magazine and research news. Please forward suggestions or requests for the publication of any particular research news to the VPR or to the C&M department.

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Office of Disability Support Services
103A North Foundation Hall
oakland.edu/dss (248) 370-3266 **dss@oakland.edu**

Top Things to Know – Office of Disability Support Services (DSS)

ACCESS AWARENESS ADVOCACY

1. DSS staff facilitates access to courses, programs, services, activities, and facilities for students with disabilities.

- Supports the University's commitment to Diversity & Inclusion.
- Promotes the concepts of Universal Design in learning, technology & the environment.
- Informed of trends, best practice and legal decisions impacting our practice.

2. DSS staff meets with students to identify barriers to full participation in the curricular and co-curricular environments and determines appropriate accommodations.

- Alternative Text Materials
- Assistive Technology
- Academic Accommodations/Academic Adjustments
- Interpreting & Captioning
- Alternative Testing

3. DSS staff coordinates the provision of reasonable accommodations in consultation with students, faculty and staff.

- Informs students, faculty and staff of rights and responsibilities in the accommodation process.
- Engages in the interactive process to determine effective accommodations.
- Conducts a comprehensive review of disability documentation.

4. DSS maintains appropriate records by documenting communication with and regarding students and recording recommended courses of action academic adjustments.

- Advises on an individualized case-by-case basis.
- Maintains confidentiality of student information.

5. DSS provides consultation, information, resources and referral to disabled students and University faculty, staff and administrators.

- Collaborates with state agencies and organizations for persons with disabilities.
- Provides workshops, department/class presentations, and student activities.
- Member of Faculty Committee on Disability.
- Member of ADA Committee.

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6. General Guidelines for Faculty:

- Clearly define course requirements and expectations on syllabus.
- Include an ADA statement on course syllabus (see example below).
- Select textbooks and other instructional materials early to ensure access.
- Video/Media materials can be sent to DSS for captioning.
- Expect a Faculty Notification letter from the student created by DSS. A **sample letter** is included at the end of this section.
    - The letter is a list of accommodations the student is eligible for and does not include the student's diagnosis.
    - Please use the letter to guide a discussion of arrangements with the student.
- Refer student requests for accommodations to the DSS office. You are not expected to determine eligibility or make adjustments without a Faculty Notification Letter created by DSS.
- If a request for an accommodation is questionable or seems unreasonable, consult with DSS before denying the accommodation.
- Students can waive their right to use an accommodation.
- Students are encouraged to present Faculty Notification Letters at the beginning of the semester and discuss arrangements with instructors.

SAMPLE SYLLABUS STATEMENTS:

The Office of Disability Support Services (DSS) is the campus office responsible for verifying that students have disability related needs for academic accommodations and for planning appropriate accommodations. Students with learning, psychological or physical disabilities who need academic accommodations can contact DSS in room 103A North Foundation Hall, Phone: 248-370-3266; TTY: 248-370-3268.

Students who have learning, psychological, and/or physical disabilities may be eligible for accommodations that provide equal access to educational programs and activities at Oakland University. Students should notify the instructor early in the Semester with a Faculty Notification Letter from the Office of Disability Support Services (DSS) with accommodation requests. Eligibility for services can be discussed by contacting DSS at 248-370-3266, room 103A North Foundation Hall.

7. Alternative Testing

- Ear plugs and noise cancelling headsets are available at request to all students.
- The student's Faculty Letter will indicate if DSS or the Professor/Instructor will administer the exam.

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8. Note taker.

- Make an announcement of the need for a note taker.
- Introduce note taker to student so they can discuss how notes will be delivered.
- Advise the note taker to complete and submit student employee paperwork in the DSS office to receive the $150.00 stipend at semester end.
- If for some reason you are unable to find a note taker, refer to the DSS office for further direction.

9. Who is an individual with a disability?

- A person who: 1) has a physical or mental impairment which substantially limits a major life activity; 2) has a record or history of such an impairment; or 3) is regarded as having such an impairment.
- What are the laws that protect university students with disabilities?
    - Section 504 of the Rehabilitation Act of 1973 provides that no otherwise qualified individual with disabilities in the United States shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
    - The Americans with Disabilities Act (ADA) of 1990 upholds and extends the compliance mandates set forth in Section 504 of the Rehabilitation Act of 1973 to include the whole of the institution's activities including facilities, programs, and employment.
    - The Americans with Disabilities Amendments ACT (ADAAA) of 2008 broadens the definition of disability, supports and individual's ability to perform a major life activity in a similar manner under comparable conditions as "most people in the general population", and typically uses a common-sense analysis without scientific or medical evidence.
- Typical disabilities disclosed at Oakland University include ADHD, Blind/Vision Impaired, Autism Spectrum Disorder, Chronic Medical Illnesses, Deaf/Hearing Impaired, Learning Disabilities, Traumatic Brain Injury, Psychological Disorders and Mobility Disabilities.
- Faculty are encouraged to call DSS with concerns about a student who has not self-identified. The DSS office can offer strategies for interacting with students who may exhibit the typical characteristics of having a particular disability. The professor's observations will be helpful to DSS in providing effective tips to curtail undesirable classroom behavior or to assist in framing a discussion with the student that encourages the use of all campus resources.

10. Remember: It is the student's responsibility to identify their needs to you appropriately and in a timely way. It is the University's responsibility to comply with reasonable requests for auxiliary aids and services.

See sample Faculty Notification Letter on next page.

SAMPLE FACULTY NOTIFICATION LETTER

CONFIDENTIAL:

FACULTY NOTIFICATION LETTER

Issued September 9, 2014 for Fall 2014

TO: Prof. Jones (WRT 160, CRN 12345)

Prof. Smith (BIO 190, CRN 67890)

From: Linda Sisson, M.A., L.P.C., N.C.C.

Director, Disability Support Services

lgsisson@oakland.edu

RE: Christie Gough (G00123456)

Pursuant to the Federal Rehabilitation Act, Oakland University will make reasonable modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of disability, against a qualified disabled applicant or student; provided however, that no modifications will be made to requirements essential to the instruction being pursued by such student or to any directly related licensing requirements. Reasonable modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for completion of degree requirements, and adaptation of the manner in which specific courses are conducted. Similarly, pursuant to the Federal Americans with Disabilities Act, Oakland University will make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability; provided however, no modifications will be made that will fundamentally or substantially alter the nature of the service, program, or activity.

The student has provided documentation to the Disability Support Services (DSS) Office of a disability and is eligible for the following accommodations:

- **Extended Testing Time (1 ½)** on quizzes and exams. Professor will provide the accommodation for the student whose only need on exams is extended time.
- **Note taker: Please see attached instructions, "How to Identify a Note taker"**

Your assistance with this student is greatly appreciated. Please contact the DSS office with any questions and/or concerns at 248-370-3266, lgsisson@oakland.edu, gough@oakland.edu or noguez@oakland.edu.

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Student Financial Services

120 North Foundation Hall

oakland.edu/financialservices 248-370-3352 **finservices@oakland.edu**

Top Things to Know – Student Financial Aid/Financial Services

Use the following links for information about student financial services.

- Information about applying for financial assistance at Oakland University: **oakland.edu/financialservices/apply-for-aid**
    - This page includes information about Federal Student Aid (FAFSA), as well as third-party billing, and Michigan Works.

- Policies, Terms, and Conditions related to student financial services/financial assistance eligibility and awards: **oakland.edu/financialservices/policies**
    - Students are responsible for the information contained in the Policies and Conditions for Financial Services and are therefore expected to read this information in its entirety.

- Obtain on-campus student employment: **oakland.edu/financialservices/student-employment**
    - The Information for Employers tab on this page included steps for how to hire an OU student employee.

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The Tutoring Center
103 North Foundation Hall
oakland.edu/tutoring (248) 370-4215 **tutoring@oakland.edu**

Top Things to Know – The Tutoring Center (TTC)
What is the Tutoring Center's Role with Your Department?

What TTC Will DO:	What TCC Will NOT DO:
TTC will provide free tutoring services for most 000-299 level courses to all enrolled OU students.	TTC will not provide tutoring for a student who is not currently enrolled in the class at OU. TTC will not provide help with writing, and will refer students to the Writing Center.
TTC will provide Supplemental Instruction for most of the traditionally difficult/high DFWI rate courses offered at OU.	TTC cannot guarantee that all Supplemental Instruction positions will be filled in a semester, but in an effort to do so, TTC will gladly work with faculty members to hire the most appropriate SI Leader for their classes. Faculty recommendations are vital for finding a qualified and successful SI Leader.
TTC Tutors and Supplemental Instruction (SI) Leaders will help clarify homework assignments (after they have been graded) and course content.	TTC Tutors and SI Leaders will not teach the class or complete homework for the student, but they can help the student become an independent learner and a successful student. Additionally, SI Leaders will not grade, get involved in constructing exam items or lecture for the instructor.
TTC will report any cheating or dishonesty concern to faculty members.	TTC Tutors will not help with homework unless a department specifically requests such exception.
TTC Will continue to develop online video tutorials for difficult courses with the support of the Summer Student Campus Corps funding. TTC will also provide additional study resources, such as study skills cards, online instructional videos (currently available for selected Math and Statistics Courses, QMM 240/241, and PHY 101) and success strategies videos on TTC's website.	TTC will not post any course-specific tutorial videos online unless a faculty member has approved the videos.
TTC will aid faculty members to share resources with students. For instance, the Department of Mathematics and Statistics has given us some old exams that students can look at; the Biological Science Department has provided us with bones to be studied by the students with assistance from the Tutors and SI Leaders; and the Nursing Department has approved *Care Plan* sample binders for viewing by students in two of their courses.	TTC will not allow these resources to leave the Center.

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What TTC Will DO:	What TCC Will NOT DO:
TTC will provide computer access and limited space to currently enrolled OU students. TTC will also welcome Professors to do their office hours in our Center.	TTC cannot provide individual office space for faculty and students. TTC will accommodate Professors' office hours in the general tutoring area.
TTC will train all Tutors and SI Leaders and certify them according to the guidelines of the College Reading and Learning Association (CRLA). TTC will recommend students, Tutors, and SI Leaders to seek assistance from the faculty member regarding content related questions.	TTC Tutors and SI Leaders are not teachers. They are typically undergraduate students that happen to be excellent students. They have taken the course, and they know what students need to do to be successful. Tutors will help out to the best of their ability, but ultimately the grades the students receive are based on their performance and each professor's requirements.
TTC will hire Tutors as needed throughout the year. Students may place requests in case TTC does not have a tutor for the subject that our OU students need.	TTC will not guarantee that tutoring be done one-on-one. Walk-in tutoring is typically done in a group. Therefore, each student is responsible to ask and answer questions. Group tutoring facilitates sharing and collaboration.
TTC will welcome feedback about all services, including tutoring, Supplemental Instruction, and The Tutoring Center. Comments alert us to any problems with tutors and SI Leaders, and let us know whom to commend for good work. These evaluations also help us make positive changes in the services available at The Tutoring Center.	TTC will not share evaluations or feedback surveys provided by students with any Faculty or Department. All feedback received is reviewed by TTC staff before being shared with Tutors and SI Leaders as part of their improvement process.

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Oakland University Writing Center

212 Kresge Library

oakland.edu/ouwc (248) 370-3120 ouwc@oakland.edu

Top Things to Know – Oakland University Writing Center (OUWC)

OUWC Services for Faculty Members and Their Students

What the OUWC Will DO for Faculty	What the OUWC Will NOT DO for Faculty
Consult on a manuscript for publication. Like our student clients, faculty members may schedule an appointment to discuss their own writing and/or to get advice on how to respond to student writing.	Copyedit a faculty manuscript for publication or evaluate student papers for a grade. Proofreading and copy-editing are "for pay" services, and we can recommend editors for these needs. Grading is the purview of an instructor, not a consultant.
Provide in-person consulting on your syllabus, assignments, rubrics, or feedback to student writing.	Review said documents, and return them via email.
Provide your students with presentations about the writing center generally; overview a specific type of writing, such as a poster, proposal, literature review, etc.; or host your students for a short orientation in the Joan Rosen Writing Studio, 212 Kresge Library.	Substitute for knowledge of the genre and the discipline. Our services complement yours, but students need your expert guidance on writing within your disciplines, too.
Help your students get started, review a rough draft, or revise a previously submitted paper. Our approach generally is to address *first order* concerns like assignment adherence, organization, evidence, documentation, and clarity before moving to *later order* concerns like grammar, sentence boundaries, etc. In other words, we offer holistic review, but we start with the greatest need areas first.	Copyedit your students' papers to ensure that they are free of all errors. Each appointment is 40 minutes long. We can only accomplish so much during that time. We start with high priority targets and move to later order concerns as time allows. In every case, we encourage students to address these issues before they submit.
Follow up with your students after peer review and faculty feedback.	Complete peer review activities that should be done with classmates. We will not complete a teacher's peer review form, but we will help students understand what it requires and help them revise a peer review.
Provide evidence that a student attended a session on a given date via a blue stamp on his/her paper.	Sign papers with a specific consultant's name.
Consult with your graduate students on their course papers, theses, and dissertations as well as with you on effective feedback and supervision trends.	Copy-edit theses and dissertations or place them in graduate school format for submission.

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General Education
Part of the Office of Undergraduate Education
oakland.edu/uge/gened

Top Things to Know – General Education

1. Every OU student is required to take **40 credits** of General Education.

2. The **General Education requirements** include Writing Foundations (WRT 160 or equivalent), Formal Reasoning, and 8 additional courses in areas such as Western Civilization and Arts. For a full list, see the **catalog**.

3. Every major program should have a **Writing Intensive in the Major** and a **Capstone course**. Courses in these areas are required for graduation.

4. Every proposal for a **new General Education course** should have a **syllabus** that fits the requirements specified on the New Course Application form.

5. You can find the **General Education New Course Application form** at **forms.oakland.edu**.

6. Every proposal for a **new General Education course** needs an **assessment plan**.

7. General Education assessment centers around **Learning Outcomes**. You must demonstrate that any new General Education course will fulfill the General Education Learning Outcomes. These Learning Outcomes are in the **catalog**.

8. Please do not hesitate to contact the Chair of the General Education Committee! **We're here to help.** We can give guidance on how to prepare a syllabus and an assessment plan for new General Education courses.

9. General Education assessment is an ongoing process. You will hear from **OIRA** about when you need to collect data and submit assessment plans. **Make sure you collect assessment data!**

10. The **General Education Committee** does important and interesting work. Encourage your faculty members to **volunteer**!

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Graduate Study and Lifelong Learning

520 O'Dowd Hall
oakland.edu/gradstudy (248) 370-2700 gradstudy@oakland.edu

Top Things to Know – Graduate Study

Graduate Study and Lifelong Learning provides support and leadership to serve, oversee, and advance all aspects of graduate education at Oakland University. We work with all units on campus to strategically strengthen graduate education, to develop high quality academic programs, to build a strong graduate student body across disciplines and professional fields reflective of the University's academic strengths and commitment to diversity. Responsibilities of Graduate Study and Lifelong Learning include:

1. Oversee Policies: Commitment to Quality

- Graduate Council – Academic Policies and Procedures
- Graduate Program and Curriculum
- Course Catalog and Development
- Academic Program Review
- Graduate Academic Faculty and Program Services
- HLC Accreditation

2. Serve Graduate Students

- Graduate Readmission & Program Transfer
- Plan of Study
- Transfer of Graduate Credit
- Graduate Assistants & Fellowships
- Academic Standing
- Probation and Dismissal
- Petition of Exception

3. Serve Prospective Students

- Graduate Recruitment (strategies and implementation)
- Graduate Admission Services
- Graduate Student Progress, Retention Graduate Progress towards graduation

4. Preparation for Graduation

- Dissertation and Thesis Services
- Manage the Application to Graduate
- Approval Final Graduate Degree Audits

5. Serve Academic Units

- Collaboration Agreements
- Graduate Program and Curriculum Development
- Provide data and data analysis
- Progress toward degree
- Retention analysis and strategies

For more information about Graduate Council, visit the website: oakland.edu/graduatecouncil

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Syllabus Example (General Education Draft)

The General Education Committee considers the following syllabus format as the minimum component requirements for all syllabi submitted to the committee for the purposes of triennial review, or for approval as a new course to meet the revised General Education Requirements. Anything listed in red is required. However, the sequence of presenting the required information within the syllabus is at the discretion of the department or program. All wording contained below in brackets [ ] or ( ) is either explanatory, or suggested wording, not necessarily for direct dissemination to students.

University
School/College
Department/Program

Rubric, Course Number and Title, and Number of Credits
Semester year of Syllabus

Instructor: E-mail:
Office: Office Phone:
Class Time: Office Hours:

Course (Catalog) Description:

This class satisfies the General Education requirements in the – *insert the appropriate General Education category, or categories – from Foundations, Knowledge, Integration, Diversity, or Writing areas.*

Course Prerequisites/corequisites (if any):

Quote all pertinent General Education Learning Outcomes:

1.
2.

Add specific course objectives
[The objectives must clearly indicate how the specific General Education Learning Outcomes are satisfied.]

Cross-Cutting Capacities:

1.
2. …..

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[At least one Cross-Cutting Capacity is required; additional Capacitates are encouraged. State clearly which Cross-Cutting Capacities (critical thinking, social awareness, effective communication and information literacy) are address (as applicable to this course).]

Course Objectives (other):

1.
2.
3. …..

Required Text(s) and Supporting Course Material:

Course Procedures: (e.g. lectures, discussion groups, seminar presentations, labs, field trips etc.)

Expectations of Students: [Attendance, tardiness; should also include Academic Conduct, Adds/drops, Special Considerations (below), other e.g. dress code for labs, implied informed consent etc.].

Grade Determination: [Grading methods must give a clear indication of how the above learning objectives and cross-cutting capacities are being evaluated via embedded assessment techniques. This is necessary for course evaluation and approval, and for ongoing course review purposes].

- Evaluative components, such as:
- Quizzes: Weighting and date/s
  or
- Exams: Weighting and date/s
  or
- Written Projects: Weighting and date/s
  or
- Other: Weighting and date/s

- Make-up Exams: Policy statement (if applicable)
- Penalties for late submission of work – after due dates, should be stated.
- Homework Exercises: Weighting and date/s
- Oral Projects: Weighting and date/s
- Grading Scale.

Academic Conduct Policy: [Suggested wording: Cheating on examinations, plagiarism, falsifying reports/records, and unauthorized collaboration, access, or modifying of computer programs

are considered serious breaches of academic conduct. The Oakland University policy on academic conduct will be strictly followed with no exceptions. See catalog under Academic Policies and Procedures.]

Adds/Drops: [Suggested wording: The University add/drop policy will be explicitly followed. It is the student's responsibility to be aware of the University deadline dates for dropping the course].

Special Considerations: [Suggested wording: Students with disabilities who may require special considerations should make an appointment with campus Disability Support Services. Students should also bring their needs to the attention of the instructor as soon as possible].

Time Schedule and Topical Outline: [Suggested wording: The class schedule, below, indicates class dates, exam dates, specific topical material to be covered, and reading/homework assignments. The instructor reserves the right to make minor adjustments to this schedule].

A detailed class schedule must be provided.

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Syllabus Example (CETL Draft)

SAMPLE SYLLABUS TEMPLATE
OAKLAND UNIVERSITY
SCHOOL or COLLEGE
DEPARTMENT

TITLE of COURSE:

COURSE #: **DAY/TIME:**
YEAR:
PROFESSOR: **CLASS LOCATION**:
OFFICE PHONE NUMBER: **EMAIL**:
OFFICE: **OFFICE HOURS**:
CREDITS:

COURSE DESCRIPTION: *(copy directly what is in the OU Course Catalog)*
LEARNING OUTCOMES:
(All objectives/outcomes should be listed in observable, behavioral terms and should directly relate to and assessed by the course assignments/assessments. These learning outcomes are what should be assessed in the course.)

Example: Students will be able to:
1. *Describe and outline…..*
2. *Demonstrate how….applies to…*
3. *List….*
4. *Apply the theory of….to…*

(Depending on course/department- may also need to include General Education Outcomes or State Standards)

REQUIRED TEXT:
(List required and/or recommended texts. May also include additional readings and websites. Please note, textbooks are very expensive and can create problems for some students.)

COURSE FORMAT: *(traditional, hybrid, online, lecture, discussion, seminar, etc.)*

ASSIGNMENTS: *(briefly list assignments here by outlining the following for each assignment.)*
Topic:
Due Date:
Points:

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GRADING SCALE: *(Explanation of grading. The following is only an example)*

A – 3.6-4.0 – *comprehensive- thorough coverage of all objectives, required content, critical and higher level thinking ,original and creative, sound use of English skills in both written and oral work*

B – 3.0-3.5 – *competent- mastery of basic content and concept, adequate use of English*

C – 2.0-2.9 – *slightly below average work, has met minimum basic requirements but with difficulty*

D – 1.0-1.9 – *has not met requirements of assignment/course, has significant difficulties in many areas*

F – NO CREDIT – 0.0 – *has not completed requirements and has not officially withdrawn from course before drop date*

GRADING: *Break down of grades and points. Please check with your department to ensure that you are following the appropriate grading criteria. Note: OU has a 32-point grading system. Commonly, Satisfactory Undergraduate grades are 2.0 and above; Satisfactory Graduate grades are 3.0 and above.*

CLASS POLICIES:

(It is important you clarify your behavioral expectations in writing and have a consequence/plan listed. It is up to you to set the tone in your classroom. Set a respectful, supportive yet firm tone)

NOTE: You should include the following items (and you may wish to cut/paste the following language into your syllabus:

1. **Academic conduct policy**: All members of the academic community at Oakland University are expected to practice and uphold standards of academic integrity and honesty. Academic integrity means representing oneself and one's work honestly. Misrepresentation is cheating since it means students are claiming credit for ideas or work not actually theirs and are thereby seeking a grade that is not actually earned. Following are some examples of academic dishonesty:
   a. **Cheating on examinations.** This includes using materials such as books and/or notes when not authorized by the instructor, copying from someone else's paper, helping someone else copy work, substituting another's work as one's own, theft of exam copies, or other forms of misconduct on exams.
   b. **Plagiarizing the work of others.** Plagiarism is using someone else's work or ideas without giving that person credit; by doing this students are, in effect, claiming credit for someone else's thinking. Whether students have read or heard the information used, they must document the source of information. When dealing with written sources, a

clear distinction should be made between quotations (which reproduce information from the source word-for-word within quotation marks) and paraphrases (which digest the source of information and produce it in the student's own words). Both direct quotations and paraphrases must be documented. Even if students rephrase, condense or select from another person's work, the ideas are still the other person's, and failure to give credit constitutes misrepresentation of the student's actual work and plagiarism of another's ideas. Buying a paper or using information from the World Wide Web or Internet without attribution and handing it in as one's own work is plagiarism.

c. **Cheating on lab reports** by falsifying data or submitting data not based on the student's own work.
d. **Falsifying records** or providing misinformation regarding one's credentials.
e. **Unauthorized collaboration** on computer assignments and unauthorized access to and use of computer programs, including modifying computer files created by others and representing that work as one's own.

2. **Add/Drops:** The university policy will be explicitly followed. It is the student's responsibility to be aware of deadline dates for dropping courses.
3. **Special Considerations:** Students with disabilities who may require special accommodations should make an appointment with campus Disability Support Services, 106 North Foundation Hall, phone 248 370-3266. Students should also bring their needs to the attention of the instructor as soon as possible by providing the "Letter of Accommodations" created by DSS. For academic help, such as study and reading skills, contact the Academic Skills/Tutoring Center, 103 North Foundation Hall, phone 248 370-4215.
4. **Excused Absence Policy:** This policy for university excused absences applies to participation as an athlete, manager or student trainer in NCAA intercollegiate competitions, or participation as a representative of Oakland University at academic events and artistic performances approved by the Provost or designee.

   Students shall inform their instructors of dates they will miss class due to an excused absence prior to the date of that anticipated absence. For activities such as athletic competitions who schedules are known prior to the start of a term, students must provide their instructors during the first week of each term a written schedule showing days they expect to miss classes. For other university excused absences students must provide each instructor at the earliest possible time the dates that they will miss.

   Make-up work
   - It is the responsibility of the student to request from the instructor an opportunity to complete missed assignments, activities, labs, examinations or other course requirements in a timely manner.
   - Students are responsible for all material covered in classes that they miss, even when their absences are excused, as defined above.
   - Missed classroom activities will be rescheduled at the discretion of the instructor.
5. **Emergency Preparedness** In the event of an emergency arising on campus, the instructor will notify you of actions that may be required to ensure your safety. It is the responsibility of each student to understand the evacuation and "lockdown" guidelines to follow when an emergency is declared. These simple steps are a good place to start:

- OU uses an emergency notification system through text, email, and landline. These notifications include campus closures, evacuation, lockdowns and other emergencies. **Register for these notifications at oakland.edu/uts/emergencynotification**
- Based on the **class cellphone policy**, ensure that one cellphone is on in order to receive and share emergency notifications with the instructor in class.
- If an emergency arises on campus, call the OUPD at **248-370-3331**. Save this number in your phone, and put it in an easy-to-find spot in your contacts.
- Review protocol for evacuation, lockdown, and other emergencies via the classroom's red books (hanging on the wall) and **oakland.edu/prepared**.
- Review with the instructor and class what to do in an emergency (evacuation, lockdown, snow emergency).

6. **Faculty Feedback** As a student in this class, you may receive "Faculty Feedback" in an e-mail if your professor identifies areas of concern that may impede your success in the class. Faculty Feedback typically occurs during weeks 2-5 of the Fall and Winter terms, but may also be given later in the semester and more than once a semester. A "Faculty Feedback" e-mail will specify the area(s) of concern and recommend action(s) you should take. Please remember to check your OU email account regularly as that is where it will appear.
7. **Religious Observance Policy:**

Additional items to be included at your discretion

1. *Attendance policy*
2. *Due dates and late submissions*
3. *Missing of tests or assignments*
4. *Online expectations (Moodle)*
5. *Dress code*
6. *Emergency protocol*
7. *Cell phone policy*
8. *When and how you can be contacted, and when they can expect to hear back from you*
9. *Others*

TENTATIVE COURSE OUTLINE

(suggested that this be on a separate sheet so students can keep it handy)

Date	Topic(s)	Readings/Assignments Due

FULL DESCRIPTION OF EACH ASSIGNMENT with MARKING SCHEME/RUBRICS

(may include details of all assignments)

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Undergraduate Education
160 North Foundation Hall
oakland.edu/uge (248) 370-4955

Undergraduate Education

The Office of Undergraduate Education is dedicated to enhancing the quality of undergraduate programs, instruction, and advising in ways that lead to student success and retention. Undergraduate Education is one of a suite of offices that report to the Senior Associate Provost including the Center for Excellence in Teaching and Learning, Bachelor of Integrative Studies, Writing Center, and E-LIS.

Undergraduate Education is responsible for setting and monitoring academic policy and guiding the creation of new and modified curriculum. It coordinates the development and publication of the undergraduate catalog, promotes experiential learning, and works with the schools and college to ensure the quality of OU's academic programs through accreditation and program review.

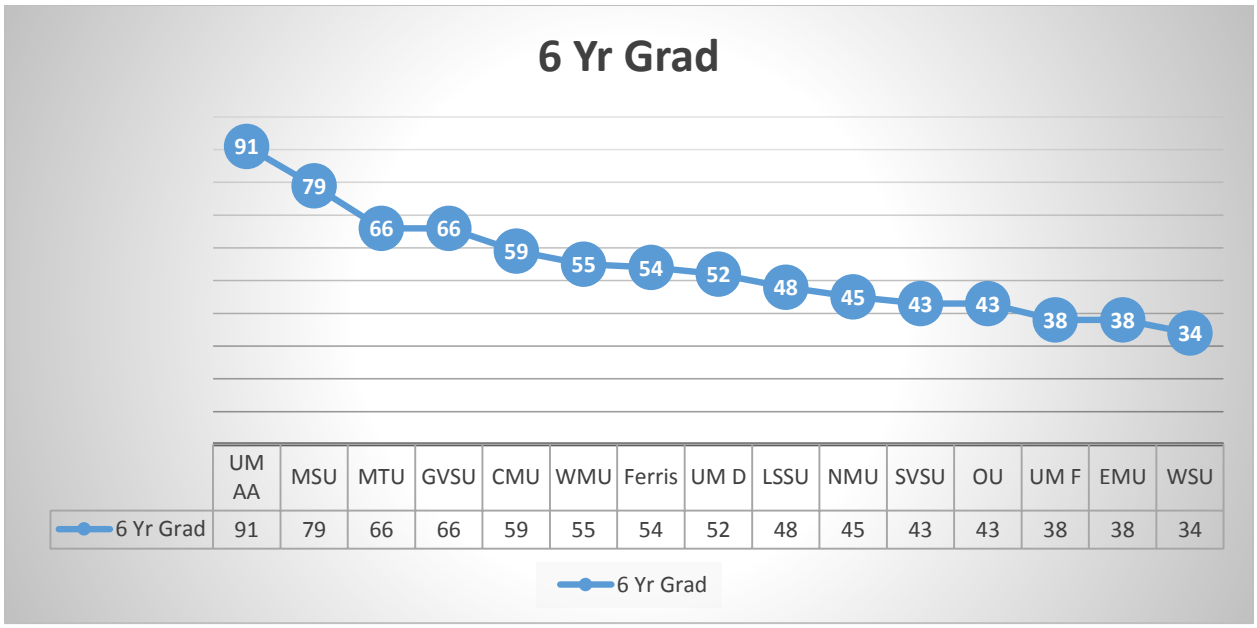
Top Things All Department Chairs Should Know about Undergraduate Education

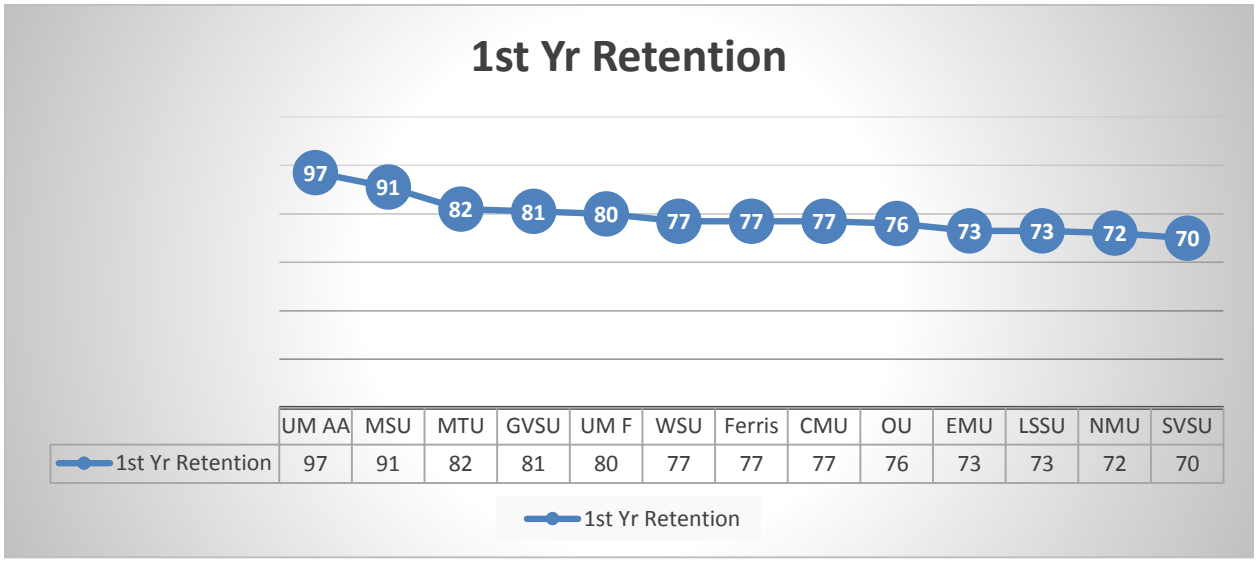
1. Monitor and address high DFWI courses

High DFWI courses are courses that have sections in which 25% or more students receive D or F grades, W withdrawals, or Incompletes. The courses that are most concerning are Gateway Courses that have high DFWI rates. Gateway Courses are

- Foundation-Level (100-200)
- High-Risk (high failure rate)
- High Enrollment (either in one section or across several sections)
- "Killer Courses" (cause students to drop out/necessary for majors)

High DFWI courses contribute to lower graduation and retention rates. Below are graphs showing why this is a concern for OU.





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What chairs can do to enhance first year success?

- Review risk factors by school/college major and create interventions
- Put the semesters when courses are offered on departmental websites
- Place special emphasis on creation of syllabi in first year courses
- Create more opportunities for students to engage faculty outside of class
- Begin department level orientations for FTIACs
- Have academic support services presented in high DFWI courses
- Increase communication between OU faculty and faculty at community colleges
- Have faculty hold office hours right before and after class
- Share academic unit level statements (published or distributed) on importance of first year student success or retention

Things your Department can do to enhance first year success:

- Share academic unit level high expectations (e.g., higher GPA that is needed to enter major, other requirements) with students
- Provide unit level academic support for first year such as peer tutoring
- Stress writing requirements for major (outside of general education)
- Unit celebrations/awards for first year student success
- Service learning requirements in programs
- Requirements for undergraduate research
- How faculty are accessible/responsive to first year students
- Examples of undergraduate faculty mentor programs
- Activities that encourage encountering diversity
- Cross cultural programs/activities
- Programs that allow upper division or graduate students to work with new undergraduates
- Leadership programs for new students
- Academic unit programs to integrate new transfer students
- Support for special segments of the OU first year population
- Student activities that encourage integration into the community
- Alumni involvement with first year students

2. New academic programs and modifying existing programs

Template for new bachelor's degree program proposals

ABSTRACT

I. *RATIONALE*

1. Program Need
2. How Program Will Promote the Role and Mission of the University
3. Program Goals

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4. Comparison to Similar Programs (State/National)

II. *ACADEMIC UNIT*

1. How Program Supports Goals of the Unit
2. Staffing Needs
3. Faculty Qualifications
4. Impact on Current Programs

III. *PROGRAM PLAN*

1. Admissions Requirements
2. Degree Requirements
3. Overview of Curriculum
4. Support of Other Departments and Academic Units
5. Source of Students
6. Recruiting
7. Expected Enrollment
8. Academic Advising

IV. *NEEDS AND COSTS OF THE PROGRAM*

1. New Resources Needed for the Program
2. Source of New Resources
3. Budget and Revenue from Program
4. Library Holdings
5. Classroom, Laboratory, Space Needs
6. Equipment Needs

V. *IMPLEMENTATION PLAN AND TIME LINE*

VI. *ASSESSMENT AND ACCREDITATION*

VII. *EXPECTED CAREER OPTIONS FOR GRADUATES*

VIII. *APPENDICES*

1. Letters of Support
2. Course Descriptions
3. Faculty Vitae

New undergraduate certificate programs

Oakland University certificate programs are not to be confused with state, vocational, or professional certifications. Completing a certificate shall not provide students with the same knowledge gained from a degree program. Approved undergraduate certificate programs are limited to departments and schools authorized to offer undergraduate degrees and must be associated with an undergraduate degree program. More information can be found on the Undergraduate Education website.

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Both bachelor's and certificate programs require full review by the University Senate. Program modifications are approved at the level of the University Committee on Undergraduate Education. More information about program modification can be found on the Undergraduate Education website.

3. Mentor faculty teaching and learning through CETL participation.

Information on mentoring can be found on the CETL website.

4. Complete decennial program reviews in a timely manner.

The University Senate has mandated that all programs will be reviewed at least once every ten years. The first step in the program review is a program self-study. The self-study is prepared by the faculty of the department and is both descriptive and evaluative; it provides basic information on the nature of the program and gives the faculty's assessment of the program's strengths and weaknesses. A thorough self-study process takes about a year to complete and involves gathering data and information from many sources. It should be clearly written and candid, and should adhere to a standard format. A departmental or program self-study is an opportunity to scrutinize the program, to publicize accomplishments and to examine flaws, and also perhaps, the only chance for the department or program to explain itself and demonstrate how it is viewed by its peers. The self-study should contain elements such as the following to provide both opinion about and evidence of program effectiveness.

Once the self-study is complete, units that have accrediting bodies will have a site visit from a team of external reviewers. Those units that do not have accrediting bodies will also have a review team visit (this team will be made up of external reviewers). The review committee typically reads the self-study report, interviews faculty and students, tours the facilities, meets with the department chair, and interviews the relevant dean.

The review committee then prepares a succinct report on its findings, including recommendations for changes or enhancements. The department/program prepares its response to the review. The department/program then present the self-study report, the review committee findings, and the departmental response to the University Committee on Undergraduate Instruction who add further recommendations and review the process used to insure that the department and program reviews have been conducted according to standard policy and practice. UCUI sends the self-study report, review committee's findings, departmental response and UCUI's final recommendations to relevant dean and provost/designee. A copy of UCUI's recommendations is also sent to the department/program. Based on this information the department chair in consultation with the dean and the faculty will create an enhancement plan.

More information on program review can be found on the Undergraduate Education Website.

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5. Create domestic articulation agreement or international agreement.

Articulation agreements among schools of higher education allow students to advance from one school's course of study to an Oakland University program of study. These agreements state which classes a student can take in another school that meet the degree requirements for an Oakland University program. Domestic articulation agreements are typically signed between community colleges and universities. They help both institutions know the expectations for different classes and allow both institutions to come to an agreement on what to teach in the classroom to prepare the students better for the future.

To create an articulation agreement you will need the following:

- Curriculum guide that outlines the coursework completed at the transferring institution, along with a guide of what courses need to be completed at Oakland University for the degree.
- An agreement that outlines the conditions of the articulation between the transferring institution and Oakland University.

Templates for articulations can be found on the Undergraduate Education website.

6. Update the Undergraduate Catalog copy annually

The call for catalog copy will be sent to departments in the fall. Oakland University Undergraduate Catalog and Schedule Production Timelines will appear on the Undergraduate Education website.

7. Ensure a clear student path through the curriculum and lead curricular mapping.

The university is undertaking an initiative to change from three digit to four digit course numbers. This change affords departments the opportunity to reevaluate the sequencing of its courses and to determine the value of existing prerequisites. Chairs should regularly discuss the curricular pathways that students must take to complete the department's majors with the faculty.

8. Understand accreditation.

Oakland University is accredited by the Higher Learning Commission (HLC). The Commission sets forth criteria that the entire institution must meet. The Commission evaluates the institution based on its criteria on a regular basis. More information about regional accreditation by the HLC can be found at https://www.hlcommission.org/

Many academic units also have disciplinary accreditors. It is the responsibility of the chair to be familiar with the agencies and processes for accrediting its majors.

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Office of Undergraduate Education Contacts

Please contact Irene Shabazz, Manager, Undergraduate Curriculum Services, for questions relating to:

- Undergraduate Catalog (Acalog) Management Processes
- Undergraduate Curriculum (Curriculog) Approval Management Processes
- Undergraduate Curriculum Processes and Policy
- Curriculum Management Deadlines
- Program Review Processes and Deadlines
- Moribund Courses
- Program Modifications
- Program Certifications
- Curriculum Codes/CIP Codes
- Special Credit Offerings Updates and Management
- Course Action Management and Approvals
- Academic Departments Accreditations
- Curriculum Audits
- Curriculum Management Project Processes (i.e. - course renumbering, new grading system, etc.)
- Year-End Closing
- Budget Management for Offices and Committees reporting to the Senior Associate Provost
- JV Approvals

Please contact Mary Purcell, Coordinator, Undergraduate Curriculum Services, for questions relating to:

- Course Updates in Acalog and Banner
- Updates in the Undergraduate Catalog (Acalog), i.e. - links, permalinks, formatting, etc.
- Updates in Curriculum Management System (Curriculog), i.e. - links, permalinks, formatting, etc.
- Questions regarding Acalog/Curriculog updates
- Assist with Acalog/Curriculog training sessions
- Assist with special projects as assigned related to curriculum updates (i.e. - course renumbering, new grading system, etc.)

Please contact Courtney Byers, Clerical Technical/Accounting Clerk, for questions relating to:

- Process fund and account expenditures
- Process budget and interdepartmental JVs
- Maintain and update Undergraduate Education website
- Maintain and manage Curriculog minutes and agendas
- Maintain records of funds, accounts and expenditures

Please contact Earnestine Perry, Clerical Technical, for questions relating to:

- Scheduling Acalog/Curriculog training sessions and meetings
- Payroll/timesheets
- Order of office supplies
- Assist with proofing catalog and course updates and Banner audits

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University Assessment Committee

Part of the Office of Institutional Research and Assessment

oakland.edu/oira

Top Things to Know – University Assessment Committee

1. There is a faculty handbook on the OIRA website which steps faculty through the assessment process.

a. Find **Faculty Resources** under the Assessment of Student Learning – Program Assessment page.

b. Model assessment plans are located on this page, under the **OU Assessment Plans** tab. Sample reports are located in the **Faculty Resources** tab.

2. Programs create and assess their own student learning outcomes.

a. Student learning outcome plans tie into the University's strategic plan.

b. All programs at the university including graduate programs, undergraduate programs, and some certificate programs are required to have an assessment plan approved by the UAC.

c. Direct and indirect measures indicate how well the program is achieving its learning outcomes.

d. The direct measures and indirect measures are included in assessment reports which are reviewed by the UAC.

e. Assessment reports also contain analysis and plans to respond to the direct and indirect measures. They are due every two years.

3. At OU General Education assessment is a different process than Program Assessment and is coordinated by the General Education Committee.

a. Visit the **General Education** page for more information.

4. The UAC holds a workshop every winter semester to help programs develop and improve their assessment plans and reporting processes.

a. The workshops are usually informal and allow individual programs to get help with any assessment issues they are having.

b. Small groups sometimes coalesce during the workshop when programs have similar concerns.

5. The UAC also holds specialized programs to support the university's learning assessment initiatives.

a. Programs are held during the winter semester.

b. We entertain any advice on desired program content.

6. There is an annual OU Assessment Award for the best assessment activities of the year.

a. It comes with a $5000 departmental stipend.

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b. Award winning programs are honored at the Faculty Appreciation Luncheon.

7. There is some funding available to support program assessment activities.

a. Details are available under the **UAC Resources** tab on the Assessment of Student Learning – Program Assessment page.

8. Members of the UAC would be happy to meet with individuals from programs to provide tailored help in creating and implementing assessment plans.

a. **Committee members** come from all schools, the college and from staff.

b. Contact the UAC chair to make arrangements for an individual session.

9. A program's student learning outcomes assessment plan and reports tie in directly to the learning assessment segment of the university's program review process.

a. Keep your workload simple: plan to use your student learning outcomes as an essential component of your program reviews.

b. Student learning outcomes should also be included as part of your program or department strategic plan for the purposes of program review.

10. Externally accredited programs can follow an expedited procedure to fulfill OU assessment requirements through their external accreditation process.

a. Use the external accreditation mapping process to **map your assessment plan** to the Higher Learning Commission's requirements.

b. Update your map only when the Higher Learning Commission or your external requirements change.

c. Then, file a copy of your re-accreditation letter with the UAC and you are done. The cycle period is driven by your own external accreditor's requirements.

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Academic Conduct (Behavior Concerns)

Dean of Students Office

144 Oakland Center

oakland.edu/studentcodeofconduct 248-370-3352 **Contact Form**

Report academic conduct or behavior concerns at
oakland.edu/studentcodeofconduct/behaviorconcern.
For emergencies, contact the **Oakland University Police Department**.

Top Things to Know – Dean of Students Office

1. **Report and Support – Behavior Concerns**
   - "Report and Support" is a way for faculty, staff and/or students to report a concerning behavior to ensure campus safety and that those individuals in distress are given proper assistance and resources before a serious problem occurs.
   - Report concerns at**:** **oakland.edu/studentcodeofconduct/behaviorconcern**.

2. **Psychological Emergencies**
   - Situations involving behavior that is irrational, uncontrollable or destructive that is a threat to self or others should be directed to **Oakland University Police Department**.
   - Behaviors that are concerning to faculty (depressed students, agitated students, students who talk of suicide, etc.) should be referred to the Dean of Students in a timely manner. Additional information can be found at: **oakland.edu/Assets/upload/docs/Student-Handbook/PSYCHEME4.pdf**.

3. **Behavioral Issues**
   - Staff is available for consultation regarding classroom disruption issues.
   - Dean of Students staff uses the student conduct system to adjudicate behavioral situations that are violations of the Student Code of Conduct.
   - Emergency situations should be directed to the **Oakland University Police Department** and Dean of Students will be involved in follow-up and final resolution.

4. **Academic Conduct**
   - All cases of suspected academic misconduct are to be reported through the Dean of Students.
   - Submit cases at: **oakland.edu/studentcodeofconduct/**.
   - Staff is available for consultation regarding the process and adjudication of cases.

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5. Title IX

- All incidents of sexual assault, dating/relationship violence, stalking and domestic violence involving a student should be directed to the Dean of Students Office. Incidents involving faculty or staff should be directed to the Title IX Coordinator, Joi Cunningham (**cunning3@oakland.edu**, (248) 370-3496).
- Find out more at: **oakland.edu/inclusion/titleix/coordinators/**.

6. Advocacy

- Staff in the Dean of Students Office work to assist students in the navigation of the university system when problems occur. Staff also assists students and families with the notification process to faculty when there is major illness or situations that will prevent a student from attending class.

7. FERPA (Family Educational Rights and Privacy Act)

- Issues that faculty should familiarize themselves with about FERPA can be found at: **oakland.edu/studentcodeofconduct/student-privacy-rights-ferpa/ferpa-for-faculty/**.

8. University Awards

- The Dean of Students Office coordinates the selection process for the most prestigious university awards.
- These awards are given annually to graduating students, and include the Alfred G. and Matilda R. Wilson Awards and the Human Relations Award.
- Information can be found at: **oakland.edu/studentcodeofconduct/dean_awards/**.

9. Student Success

- The Dean of Students regularly advocates for student success and works on university wide retention and graduation initiatives along with colleagues in Academic Affairs.

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Academic Human Resources

4th Floor Wilson Hall

oakland.edu/ahr (248) 370-2922 **ahr@oakland.edu**

Top Things to Know – Academic Human Resources (AHR)

1. Academic Human Resources is different from University Human Resources.

Academic Human Resources (AHR) supports the Academic Affairs Division in these functional areas.

- Recruitment and hiring process for academic employees
- On boarding of new faculty including I-9
- Leave Administration including sabbaticals and sick leaves
- Contract administration for the Faculty Agreement and collective bargaining
- Tuition Reimbursement and employment verification
- Payroll coordination for academic employees
- Reappointment, Tenure and Promotion Process
- Immigration processes

University Human Resources (UHR) handles these functional areas related to academic employees:

- Faculty benefits including health insurance, faculty retirement, any HR issues relating to staff
- For more information, visit the **UHR website**.

2. Any faculty member absent for more than 3-5 days for illness should contact Academic Human Resources.

- AHR can help with any request for leave, return to work, and the impact on the tenure review schedule.
- The chair should notify AHR so AHR can assist the faculty member with any required paperwork.

3. Work-related accidents and injuries must be reported to a department supervisor immediately.

- Supervisors must complete an Occupational Accident Report within 24 hours of the reported injury and forward it to University Human Resources.
- More info can be found on the **Office of Environmental Health and Safely website**.

4. When recommending a faculty member's request for sabbatical, indicate that the applicant's "classes will be covered by existing faculty."

- If you say that lecturers or part-time faculty will be used to cover classes, the application will be returned to you.

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5. Applications for Sabbatical Leave must be filed electronically by the deadline.

- Do not accept paper applications and be sure to move the electronic forms through the appropriate routing process.

6. Make sure to have all necessary approvals (especially the Office of Inclusion and Intercultural Initiatives (III) and the Provost's Office) before scheduling interview or making an offer of employment to candidates during the search process.

7. Review any offers for "prior experience credit" with AHR before that offer is made.

- This credit may create review schedule issues that need to be considered.

8. In the request for continuation of a visitor, be sure to indicate the number of prior years as a visiting faculty member and whether or not a search has been conducted.

- There is a contractual limit of four years for a returning visitor, beyond that Oakland and AAUP must approve.
- The visiting position must be approved by the Provost each year.

9. All employees must complete an I-9 before the first day of employment

- I-9 forms are used to verify a person's identity and employment authorization (eligibility to work).
- Fulltime faculty, research faculty, and part-time faculty complete I-9s through Academic Human Resources.
- AHR is not being mean… I-9 records are routinely audited by the federal government.
- Substantial fines can be imposed for failure to meet this requirement that is, completing an I-9 before the first day of employment.

10. Provide new faculty with a copy of the department/unit review statement and University Standards for reappointment, tenure and promotion.

- Help new faculty with an overview of the review process and schedule.

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Top Things to Know – Budgeting for Department Chairs

1. **You are responsible for the budget!**

In many cases the department chairs are responsible for the department's budget (as opposed to the dean's office centrally managing it). If you are a department chair that oversees the department budget then it is important to remember that you are ultimately responsible even if you delegate budget oversight to others in the department. For example, many departments have administrative secretaries that keep the budget in order for the department. The admin secretaries will review the monthly ledgers, reconcile purchasing cards, track budget commitments, and monitor balance. While administrative secretaries are very helpful, and often spend more time tending to the budget then the department chair does, they are not the ones that are responsible in the event the department overspends the budget. You and your administrative assistant should be reviewing the budget together regularly to ensure you fully understand how the budget is being used.

2. **Be familiar with the department's system and processes for tracking expenses, monitoring the budget, and archiving budget backup documentation.**

Your department should have an established system for monitoring the budget, tracking expenses, and maintaining records (e.g. copies of the reconciled ledgers and purchasing card statements). This process will be maintained by your administrative assistant; however you should be at the very least familiar with it in the event you would like to review information on your own. This leads to two important points. First, the fund ledgers look intimidating, but that are actually quite easy to understand once explained. Once you learn how to read the fund ledgers it is infinitely easier to follow in the nuances of your department's budget, so it is highly recommended you familiarize yourself with the ledgers. In familiarizing yourself with the ledgers be sure to understand the difference between general, designated, and gift funds. Each of these funds can be used to support different activities. Your administrative assistant, assistant dean, and budget manger will help you understand the differences between these funds. Second, if your department does not have a system for maintaining the budget, then you should establish one. One of the things that Internal Audit looks for when auditing a department is established processes because they create controls. Things to consider when establishing procedures for maintaining your budget include establishing a process for approving expenses, documenting decisions, and archiving backup materials (quotes, invoices, purchasing card statements, etc.).

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3. Have a plan!

Flying by the wire is one of the worst things you can do with a department budget. Regardless of the size of your budget you should have a plan for how you are going to spend it. There is simply no other way to say it… have a plan! If your department does not already have a plan, then you should work with your administrative assistant along with the budget manager or assistant dean in your unit to establish one.

4. Budget "carryforwards" are not guaranteed.

Sometimes you will find yourself in a situation where you have funding left over at the end of the fiscal year. When this happens you should not spend money down indiscriminately at the end of simply because you have it left over. If there are not any pressing needs then you can ask that the remaining funding can be transferred to the next fiscal year budget. This is called a "carryforward." All carryforward requests are reviewed by the president each fiscal year, and while it is very rare for a carryforward request to be denied, it needs to be remembered that they are not guaranteed. If your department consistently has a carryforward request then it could be time to revisit the plan you have for your department's budget.

5. Be familiar with university policies and procedures.

The university has several policies and procedures that outline how university resources can be used that you will need to be familiar with. All university administrative policies and procedures are available at the following URL: **oakland.edu/policies**. Particular attention should be paid to the following policies as they are the most relevant to managing your budget:

Policy No.	Title	Direct URL
207	Business Expenditures	**oakland.edu/policies/business-and-finance/207/index**
208	Business Meals and Hosting	**oakland.edu/policies/business-and-finance/208/index**
1000	Procurement Policy	**oakland.edu/policies/purchasing-and-risk-management/1000/index**
1020	Purchasing Card Procedures	**oakland.edu/policies/purchasing-and-risk-management/1020/index**
1200	Travel	**oakland.edu/policies/travel/1200/index**

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6. The dean's office is there to help. When in doubt…. reach out!

The assistant deans and business managers in your dean's office are very knowledgeable of administrative policy and procedure. Furthermore, policies and procedures are constantly evolving and the assistant deans and business managers are of the first to be notified when there are changes. If you are unsure of how to accomplish something (e.g. making a big purchase, hosting a conference, or hiring a temp) they are excellent resources for you to go to. They are also good people to bounce ideas off of as they will be able to advise you of potential pitfalls to avoid. As the saying goes, an ounce of prevention is worth a pound of cure. In short, the assistant deans and business managers are there to help you, so when in doubt reach out!

7. One time money should be spent on what it was requested for.

If you receive one time funding from the dean or provost for a specific purpose (e.g. major expense, special conference, etc.) it must be spent on what it was requested for. If you would like to have it allocated for something other than what you requested it for then you need to make that request with whoever (e.g. dean or provost) provided you that funding. This is true with any funding that may be left over after a project is completed. For instance, if you receive $10,000 to buy a special piece of equipment and you are able to get the price down to $8,000, then you need to go back to the office that gave you the money if you want to use the remaining $2,000 on something else. It is for this reason that you are very careful with how you track the use of one time funding.

8. Donors gave you money and they expect you to spend it.

Very simply, gift funds are not for "rainy days." Donors usually provided valuable contributions to the university for specific purposes (e.g. scholarships, facility improvements, and research) and they expect that the funding will be used for those purposes. While it may seem counterintuitive at first thought, *not* spending gift funding is actually irresponsible because it is going against the donor's intent. Furthermore, donors are less likely to provide more financial support to the university if previous donations are not properly used. When you first become chair you should familiarize yourself with your department's gift funds and determine if they are being used as the donor intended. If you are unsure, or if it is apparent your department is not properly spending the gift funding, then you should reach out to your unit's development officer for assistance.

9. Be prepared to manage the competition for resources.

When you became department chair it is likely no one told you that you have just assumed the role of the department's chief negotiator. In most departments, resources are

in high demand and low supply, so the competition for resources, especially department funding, amongst colleagues is fierce. Many times the department chairs have the difficult job of acting as the referee for this competition. Be mindful of this role and how you are going to fill it. The following article offers valuable insight into how the chairperson acts as a negotiator within the department (it is available on JSTOR via Kresge Library): Baker, P. J., & Zey-Ferrel, M. (1982). Chairpersons as negotiators of faculty role commitments: A case study of departments in the social sciences. *Teaching Sociology*, 9(3), pp. 229-255.

10. Consult your faculty.

As a department chair you will no doubt be spending a considerable amount of time consulting your department's faculty about important matters and the budget is surely going to be the focus of many discussions. In keeping with the previous point, you should expect many faculty members are going to be lobbying for their research interests as part of those conversations. Adelberg and Batson (1978)* demonstrated that when needs exceed resources, and the preferences of others are known prior to making a decision, the decision maker is more likely to make a decision that results in a less effective use of resources as a means of avoiding conflict (p. 348-349). Consider this example. Suppose your department has $5,000 remaining at the end of the fiscal year and you send a blanket call proposals to your faculty. For simplicity sake let's say you get back three proposals all requiring the entire amount. Many department chairs, as a means of trying to stay democratic, will equally apportion the $5,000 so no one proposal gets the amount requested. Instead, all get some of what they requested. The problem with this solution is, while the chair has probably successfully avoided a conflict with three faculty member, it is more likely than not the amount apportioned to each faculty member will not be enough to achieve the stated objective so thus increasing the likelihood the funding will be used on a need that is less pressing to the department, or worse yet, just not be used at all. This is an academic way of saying be mindful that the more you consult members of the department the harder it becomes to make a decision that will be agreeable to all those that you consulted. Be purposeful about the conversation you are having and avoid creating situations that allowed for completely open ended responses. For example, using the scenario above, instead of asking the faculty to submit any proposals for any amount you could instead say you have funding for two $2,500 travel "grants" which you are accepting proposals for. You can further specify one will be awarded for a junior faculty member still seeking tenure and another for a senior faculty member with a previously published paper. Setting these conditions prior to the decision will focus the conversation and lead to more effective use of resources. It's not to say you will not experience conflict, but at least everyone is aware of the conditions prior to the conversations. *Adelberg, S., & Batson, C. D. (1978). Accountability and helping: When needs exceed resources. *Journal of Personality and Social Psychology*, 36(4), 343-350.

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Information Technology / University Technology Services

2nd Floor Hannah Hall

oakland.edu/uts **uts@oakland.edu**

Top Things to Know – Information Technology (UTS)

UTS recommends that faculty explore these two useful pages:

Common Good Core Resources

This page includes information on:

- **Access, Accounts, and Password Guidelines**
- **Common Good Resources Philosophy**
- **Banner Services**
- **Computing and Storage Services**
- **Sharing, Storage, and Learning Services**
- **Google Apps for Education**
- **Get Connected (SAIL, Moodle, OU E-mail)**
- **Mobile**
- **Networking**
- **Policies and Guidelines**
- **Security Information**
- **Telephones**

Faculty and Staff Services

This menu includes information on:

- **Accounts and Access**
- **Campus Software**
- **Computing and Storage Services**
- **Educator Software Purchases**
- **Webmail (OU E-mail)**
- **Purchasing Preferred Hardware Vendors**
- **Research Support**
- **SAIL Portal**

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Office of the Registrar
100 O'Dowd Hall
oakland.edu/registrar (248) 370-3450 regservices@oakland.edu

Top Things to Know – Office of the Registrar

Class Schedule

- Currently there are essentially two phases of the schedule for each semester. The first phase is the roll review which has specific due dates. After the due dates, a **Schedule Adjustment Form** (SAF) is required for any adds, changes or cancels to a class. The academic unit is responsible for building classes in Banner. The Office of the Registrar audits and activates the class. A general production timeline chart is below.

Schedule of Classes Production Timeline - General

Task	Summer Schedule	Fall Schedule	Winter Schedule
Pre-Roll Schedule Audit	Month of June		
Schedule Rolled	Early July		
Roll Schedules Due	End of October	Beginning of December	End of December
Schedule Audit & Rooms Assignments	November	December/January	January
Schedule Preview	Mid-December	Mid-January	Early February
Schedule Viewable on Web	1 week after Schedule Preview		
Registration Begins	Late march		
Submit SAFs	Schedule Preview to Last Call		
Last Call for SAFs	Mid-April	Mid-August	Mid-December

Responsible Area Key:	
Academic Unit	Gray
Office of the Registrar	White

Class Schedule (continued)

- All general purpose room assignments are made through the roll process or SAF by the Office of the Registrar. Requests or preferences may be listed and we will do our best to accommodate. Please refer to **Policy 190** for further details on general purpose classroom scheduling.
- It is also important to note the University Senate has established official time modules. Classes that meet outside official time modules should supply justification on the SAF why the class must meet outside normal policy. The time module policy is in the Senate Archives, but is also listed under **Faculty/Staff resources**, under the Classes and Registration tab.

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Catalog

- Undergraduate Education or Graduate Study oversee the **catalog** for the appropriate level of course. It is important to note that if a course changes at the catalog level, any currently built classes should be manually updated by the academic unit.
    - For example, if a new prerequisite is added to a course, then this change needs to be made on each section that is already in Banner.

Final Exams

- Final exam requests should be made as early as possible.
- The **final exam schedule** lists all classes that follow a regular time module, but any other class not listed needs to request a final exam assignment.
- University Senate legislation prohibits scheduling any test during the last week of classes in any fall or winter semester or the last three days of spring or summer terms. Take-home finals should not be due on or prior to the last day of classes.

Grading

- Faculty have 48 hours after the last class meeting to enter final grades. Grades roll nightly, so only a complete final grade should be entered into SAIL. Once a grade is rolled, the student will see their final grade in SAIL.
- When assigning an Incomplete grade, faculty must also enter a grade based off the entire point value for the semester if the student does not complete the assigned incomplete work. If assigning a 0.0, faculty must enter a last date of attendance for that student.
- If faculty have entered an incorrect grade that needs to be adjusted, they must follow the procedures for the grade change process. Information can be found on the **Grade Change Information** page.
- More information about grading and grade changes can be found under **Faculty/Staff Resources** on the Registrar website.

Graduation

- Students graduate three times a year at the end of each Fall, Winter, and Summer semester.
- Students must apply to graduate by the last Friday of the first month of each semester (September, January, May).
- Either the Faculty Adviser or the Professional Adviser for the area provides an approved graduation list within two weeks after the last date of semester.
- Departments also provide the departmental honors lists for each semester.

Advising

- Academic advising information can be found on the **Academic Advising website**.

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University Human Resources
4th Floor Wilson Hall
oakland.edu/uhr (248) 370-3480 **uhr@oakland.edu**

Top Things to Know – University Human Resources (UHR)

1. Get your questions answered via e-mail.

- Use the address **uhr@oakland.edu** and leave a detailed message so that your question will get routed to the right person.

2. The Manager's Toolkit is a valuable resource for any department leader.

- The toolkit is on the **UHR website**.

- The toolkit covers the entire process of management, from the development of a position to the end of an employee's path at OU. Check out each part of the cycle for more information.
  - Getting Started: developing a position, recruiting, hiring.
  - Along the Way: maintaining, training, sustaining.
  - Detours: leaves of absence, labor and employee relations, incidents and accidents.
  - End of the road: separation checklist, acknowledgements and policies, personnel action form.
- Remember that you are accountable for the employees whom you supervise and/or manage.

3. Take advantage of management training opportunities offered.

- **Available trainings** cover new technologies, web development, desktop applications, the Banner system, employment issues, and management skills.
- A schedule of **current trainings** that are offered is posted online.

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4. Stay current with University Administrative Policies and Procedures and the information within the UHR website.

- Find more information in the **Handbooks, Contracts & Policies section** of the UHR website.
- For quick reference, follow these links to the corresponding handbooks:
  - **Professional Support Association**
  - **Campus Maintenance and Trades**
  - **Police Officer's Association of Michigan**
  - **Administrative Professional Personnel**
  - **Command Officers Association of Michigan**

5. Select policies and procedures are listed on the UHR website.

- **Policy 406 – Conflict of Interest**
  - If you think there is a potential conflict of interest issue within your department, contact your dean. We want requests to the committee to flow through academic affairs.
  - A training video about this policy is posted on **YouTube**.
- **Policy 710 – Administrative Guidelines Prohibiting Discrimination**
  - This is Oakland University's Equal Opportunity Employer (EEO) policy.
- **Policy 890 – Use of University Information Technology Resources**
  - This policy details information technology resources and authorized use/users.
- **Drug-Free Guide**
  - OU is committed to providing an environment that is free from the misuse or unlawful possession, use, and abuse of: alcohol, drugs, and prescription drugs.
  - This program addresses campus standards of conduct, University sanctions, and legal consequences for violations of local, state and federal law related to illicit drugs and alcohol.
  - The website also details health risks and applicable counseling, treatment, rehabilitation, or re-entry programs.
  - If you have questions about any of the issues addressed in the guide, contact the Office of Academic Affairs at (248) 370-2190.
- **Accommodation Guidelines**
  - Visit the **Guidelines for Handling Accommodation Requests** website for more information about reasonable accommodations for faculty, staff, and applicants with disabilities.
  - Additional support is provided by **Disability Support Services**.
- **Campus Safety**
  - The **Annual Security and & Fire Safety Report** is posted on the **OUPD website**.
  - The purpose of this report is to provide faculty, staff, students and campus visitors with an overview of Oakland University's security resources, policies and procedures. These policies and procedures are subject to change at any time.
- **Family Medical Leave Act (FMLA)**
  - UHR provides a **summary** of the FMLA rights and responsibilities.

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