

**Information for New Faculty and Staff**  
2015-2016 Academic Year

This information will help you get off to a good start at PLU. For the "final word" and additional information, you may consult the 2014 edition of the [PLU Faculty Handbook](#) (updated August 2015), found online at the [Provost's website](#) and also provided to you at New Faculty Orientation. It contains a wide range of PLU policies and procedures, as well as the university articles of incorporation, the by-laws of the university, and the faculty constitution. In addition, university websites provide useful information, including the following:

<http://www.plu.edu/new-faculty-orientation/getting-started/home.php>

<http://www.plu.edu/provost/faculty-development/>

**Safety:** In an emergency, dial 9-911 or 7911 from campus phones and 911 or (253) 535-7911 from cell phones. The dispatcher notifies the appropriate response individuals. Also, notify an administrative assistant, a department chair, the dean, and/or the administrative associate. Find the university's Emergency Procedures at this [link](#). Every new Natural Sciences faculty or staff member must complete Hazard Communication training, which the university's environmental health and safety manager gives at the beginning of the academic year. If an injury occurs, the injured person must complete an [Injury Report Form](#) and send it to Human Resources.

**Fire alarms:** Everyone must exit the building if a fire alarm sounds, regardless if it is a scheduled drill. As you leave the classroom, please be sure to take your emergency class roster with you. No one may return for any reason until notified by a uniformed Campus Safety officer. Even if you are giving a test, leave promptly. You may wish to collect the tests and re-distribute them after returning to the classroom.

**Support staff:** Our support staff members prefer service or e-mail requests over verbal ones, ensuring a written record.

The division's two administrative assistants, Rose Lloyd in the Rieke Science Center (RCTR 158) and Christine Nicolai in the Morken Center for Learning and Technology (MCLT 252), work to assist our students and our faculty. Ask Rose and/or Christine your questions; they have many answers, will find them for you, or connect you with someone who can answer you. Feel free to ask the administrative assistants to provide you with class lists, transcripts, and other student information from Banner (university database). E-mail them your requests for ordering building maintenance work, reserving rooms for exam reviews or meetings, hiring student-graders and/or teaching-assistants, ordering textbook evaluation copies, preparing purchase requisitions, making online purchases with their corporate credit cards, reserving rental vehicles, ordering catering, etc.

The division's administrative associate, Ann Tolo, has her office in MCLT 238, next to the dean's office. She works with the dean and chairs on divisional issues, coordinates building access for our division's members, edits documents, and coordinates the division's *Summer Undergraduate Research Program*. She assists NSCI faculty with their grant proposal preparation and submission.

The division's scientific instructional support technician, Richard Newby, performs routine and preventative maintenance, builds apparatuses for classes, and is available for emergency equipment repair for the division. In addition, he plays a critical role in supporting the faculty in the physics and geosciences departments by organizing and setting up equipment for use in their laboratory courses. If you need him to complete a job for you, please complete an electronic work request form. Richard also oversees Rieke machine shop use. Contact him at x8715 or in his office, RCTR 209, if you want to pursue shop use authorization.

Matthew Hacker, Network Systems Administrator, manages the division's computer network, the UNIX server, and handles software and hardware problems for the division. For general questions, please call or e-mail Matthew at x8701 or [hackermw@plu.edu](mailto:hackermw@plu.edu). For more specific software loading, hardware questions, or network issues, please place a service request at <https://helpdesk.plu.edu>. This will alert him, and he will prioritize requests as he receives them. For university-wide general software and/or systems questions, please call the campus Help Desk at x7525.

Hakme Lee, Chemistry Department laboratory supervisor and division Chemical Hygiene Officer, coordinates laboratory chemical waste disposal. Audrey Thornburg, Biology Department laboratory manager and university Radiation Safety Officer, also handles hazardous waste, as well as, biological waste (Biohazards).

Student workers: Student employees assist faculty by grading homework, prepping labs, and serving as teaching assistants and peer tutors.

Office hours: By the beginning of each term, post your daily schedule outside your faculty office door, and give your weekly schedule to the administrative assistant. You can always revise it later. If you must miss an office hour, please announce it in class, post it at your door, and make alternative arrangements for students who want to talk with you. The official university policy follows:

*Faculty are expected to spend at least five hours per week interacting with students outside of class. At least three of these hours should be fixed in-person office hours scheduled to accommodate a wide range of student schedules. The remaining hours may be flexible and include additional in-person office hours, meetings with students outside of these fixed hours, and email and other forms of electronic communication. Fixed in-person office hours should be posted and arrangements for scheduling appointments should be communicated to students at the start of a term. As far as possible, fixed in-person office hours should not be held during chapel period.*

Suggested Syllabus Statements: Statements regarding disruptive classroom behavior, special accommodations, etc. can be found under the "Faculty Resources" header on the Division's "[Documents and Forms](#)" page.

Academic dishonesty: Student cheating, plagiarism, and unauthorized collaboration are considered academic dishonesty, a serious breach of academic ethics. Keep copies of EVERYTHING and document time, date, and substance of all observations and any contact with the student(s). Remember that this is a sensitive and confidential issue so discussion should be limited to faculty serving in official capacities. Information on reporting and resolving academic dishonesty incidents can be found at the following website: <http://www.plu.edu/srr/code-of-conduct/academic-integrity.php>

Grade Dispute Policy: The College of Arts and Sciences has a grade dispute policy, which covers informal disputes, formal dispute conditions and possible consequences, and formal dispute procedures. It can be found under the "Faculty Resources" header on the [Division's "Documents and Forms" page](#).

Fiscal year: PLU's fiscal year is 1 June – 31 May. Much of departmental planning and ordering occurs in the summer and fall. Often funds run short by late spring. Please plan accordingly for anticipated spring semester laboratory needs.

Purchases: Each departmental chair supervises its departmental budget. Follow this procedure to purchase items with departmental funds:

- Talk to your departmental chair about your potential purchases
- Contact your department's purchasing point person:
  - Biology - Audrey Thornburg
  - Chemistry – Hakme Lee

- Geosciences & Physics - Rose Lloyd
- Computer Science and Computer Engineering & Math – Christine Nicolai
- Describe your purchase thoroughly: Company, Catalog #, Quantity, Price, Account #, and Date required.
- Give all packing slips and invoices to the purchasing point person.
- For office supply purchases, e-mail your request, *with date required*, to the administrative assistant. Though Staples (PLU's contractor with negotiated pricing) can deliver the next day, we prefer to group orders to reduce delivery trips.
- If you must purchase an item yourself, for \$75 or less, complete a Cash Reimbursement Form, or for more than \$75, complete a Payment Request Form and obtain your departmental chair's signature. Both forms can be found on the Business Office's website.

**Photocopying:** Our administrative associate, Ann Tolo, obtains unique photocopier codes for each divisional faculty and staff member to use for PLU purposes. Add a "5" to the end of your number, if you choose to make personal copies. We prefer to send large photocopying jobs to University Printing. Please attempt to plan ahead for these jobs, though University Printing can usually accommodate quick turn-around times with confidentiality, if requested. You may request Rose's or Christine's assistance with photocopying or you may submit your job to University Printing yourself. Complete a [Copy Center Request](#) form and submit either with an uploaded PDF or send with the hard copy document(s). The division promotes the use of recycled unbleached paper and duplexing. Rather than providing every student a copy of every document, please consider putting materials on reserve in the library, or post on a web page. Be careful not to violate copyright laws when making multiple copies of copyrighted materials. A complete set of guidelines is in the Faculty Handbook.

**Software piracy** is absolutely forbidden. Do not make multiple copies of single-use software. Do not allow students to place pirated copies of software on university computers. Remove copies of unauthorized software from computers immediately.

**Textbook Orders:** All textbook orders are made online through the University Bookstore. Our administrative assistants can help you with the process, if needed. The *Higher Education Opportunity Act* requires that the university have textbook selections and prices linked to the student schedule at the time students register for classes. Faculty must submit their textbook requisition forms by 1 April for summer and fall courses and October 15 for J-Term and spring courses.

**Travel:** The division has a travel budget for presentations and attendance at professional meetings. The PLU fiscal year begins on 1 June. Though you may submit your travel requests throughout the fiscal year, it is to your advantage to initiate this process as early as possible, preferably by mid-September. All travel forms are found on the Business Office's ["Documents and Forms"](#) page. Please proceed in the order given:

1. Read the PLU "Travel Policy (in Summary)"
2. Discuss your travel interests with your department chair
3. Submit your signed PLU "Pre-Travel Authorization Form" to your department chair for approval
4. When you receive your travel authorization, request an administrative assistant to make your conference registration and travel reservations with a PLU VISA credit card
5. Within 20 days after your trip's final day, complete the "Travel Expense Voucher" (*include documentation for the PLU VISA payments*), sign it, and submit with documentation to your department chair for signing.

**Grievances:** PLU has a grievance process to resolve complaints by students, staff, or faculty members about sexual or racial harassment or discrimination. The Faculty Handbook sets forth the formal and informal procedures. Students come to faculty members periodically with complaints about fairness in grading, perceptions of inequitable treatment, or feelings of being singled out in the classroom. Careful handling of these incidents can often head off formal grievances. Please feel free to discuss these incidents with your chair or the dean. Discussions will be completely confidential. If a student threatens a grievance, you may wish to invite the chair to join you in meeting with the student. The campus has appointed university facilitators to assist in grievance-related issues.

FERPA (Family Educational Rights and Privacy Act of 1974): This federal law provides for students' rights to privacy.

There are several ways in which faculty can inadvertently violate FERPA. To avoid this, please note:

- You may not post grades using any system by which a student could be identified. Do not use initials, Social Security numbers, or other identifiers that might allow one student to figure out another student's grade.
- Never leave graded notebooks or tests outside your door. If you hand back papers in class, do so personally, or record the grades inside, so students don't see each other's grades.
- Requests for recommendations should be in writing. The Health Sciences Committee, for instance, has a request and consent form for students to sign.
- Never release information to a parent or other individual without the student's specific written request. This often needs to be handled very delicately because the parent is often concerned about performance and may well be footing the bill. The easiest and safest thing to do is to refer anyone seeking information on a student to the Office of Student Life.

Grading: Most NSCI departments' average grade point is 2.8-3.0, with somewhat higher grades in upper division courses and lower grades in lower division courses. Ask your department chair for your department's average grade point. The Registrar's website lists the last day to drop a course. Ensure that your students know their status while they still have time to decide whether to drop a course. If a student has been charged with academic dishonesty, he or she cannot drop a course.

Grants process: All your grant proposals, no matter the size, must follow the PLU's grants process. As soon as you even think you might want to prepare a grant proposal, notify the dean *and* Ann Tolo. Ann will coordinate the PLU process for you, interacting with the appropriate parties, e.g., Provost's Office, Development Office. Her intent is to assist you in having the best possible chance of receiving your grant. Well ahead of the grantor's deadline, preferably one month at minimum, you must complete the *first* required PLU form, *Notice of Intent to Apply for a Grant*, which can be found under "[Faculty Resources" on the Division's website](#)". Again, Ann will advise you just how best to complete this form, preferably with a rough budget attached. The dean will communicate with your department chair to learn whether your proposal is a departmental priority, particularly if it involves matching funds, building modifications, or other costs to the university. Plan to have your grant proposal written at minimum five business days before the grantor's required submission due date. A second PLU-required form, with the final proposal, must be circulated to several offices for approval signatures.

Division meetings: At noon, generally every other Thursday during fall and spring terms, our Division meets. Our dean encourages your suggestions of speakers and/or discussion topics. A posted notice and e-mail announce each meeting topic shortly before the meeting. Divisional voting is usually electronic, because no hour during the week is clear for all division faculty to meet.

Additional events are posted on the Division of Natural Sciences Google Calendar.

Student evaluations: During the last week of any course, students evaluate the course and the instructor. You may add your own questions along with the standard university questions. After distributing the forms, you must leave the room. A student volunteer takes the completed forms to a drop box located in the library. Numerical summaries will be returned to you in about a month. The original forms are reviewed by the dean and your chair, who will return them to you in a timely fashion. You should retain all evaluations. You will need them to prepare for your annual review and for your tenure file. For non-tenure track faculty, future employers are likely to ask to see them.

Dead and finals weeks: The semester's final week of classes is often called "Dead Week." You may not give exams worth over 10 percent of the course grade. The Registrar's website contains each term's final examination schedule,

as well as, other important academic term dates. Your class must meet during the scheduled time during final examination week, either for an examination or for presentation of final projects.

Teaching loads: The division has a uniform formula for calculating teaching loads. Because of laboratory and discussion sections, the calculations can be very complex. In other cases the calculation is straightforward, as when a faculty member teaches three courses each semester. Your chair can answer your questions about teaching loads.

Exit clearance: On employment termination, a university faculty member must complete a Human Resources-provided Clearance Record. Only after you return all university property, including keys, books, identification cards, and parking stickers, will you receive your final paycheck. Turn in grade books (or copies of them) to your department chair.