

**Department of Curriculum and Instruction**

**Faculty Handbook**

**2017-2018**

## Table of Contents

<b>C &amp; I Undergraduate and Graduate Programs.....</b>	<b>1</b>
<b>I.C &amp;I Office and Building Procedures.....</b>	<b>1</b>
<b>A. Keys to the Building, Departmental Office and Faculty Office.....</b>	<b>1</b>
<b>B. Parking.....</b>	<b>1</b>
<b>C. Communication.....</b>	<b>2</b>
<b>D. Printing/Copying/Word Processing.....</b>	<b>2</b>
<b>E. Returning projects/papers to students.....</b>	<b>2</b>
<b>F. Janitorial/Maintenance Services.....</b>	<b>3</b>
<b>II.Course Preparation.....</b>	<b>3</b>
<b>A. Course Syllabi.....</b>	<b>3</b>
<b>B. Class Lists and Class Listservs.....</b>	<b>3</b>
<b>C. Websites.....</b>	<b>4</b>
<b>D. Textbooks and Course Packets.....</b>	<b>4</b>
<b>E. Classroom Assignments and Arrangements.....</b>	<b>5</b>
<b>III.Grading Procedures.....</b>	<b>5</b>
<b>A. Marks.....</b>	<b>5</b>
<b>B. Mid-term Grades.....</b>	<b>6</b>
<b>C. Finals.....</b>	<b>6</b>
<b>D. Final Grades.....</b>	<b>6</b>
<b>E. Confidentiality of Educational Records.....</b>	<b>6</b>
<b>F. Disciplinary Actions toward Students Receiving Unsatisfactory Grades.....</b>	<b>6</b>
<b>G. Notification of Concern.....</b>	<b>7</b>
<b>IV.Cancellation or Interruption of Classes.....</b>	<b>7</b>
<b>A. University Safety Procedures.....</b>	<b>7</b>
<b>B. Fire and Evacuation Procedures.....</b>	<b>7</b>
<b>C. Tornado Shelters.....</b>	<b>8</b>
<b>V.C &amp; I and Department of Teaching Field Experiences.....</b>	<b>8</b>
<b>VI.Student Services.....</b>	<b>9</b>

<b>A.</b>	<b>General Student Services.....</b>	<b>9</b>
<b>1.</b>	<b>Academic Learning Center .....</b>	<b>9</b>
<b>a)</b>	<b>Academic Achievement and Retention Services .....</b>	<b>9</b>
<b>b)</b>	<b>Examination Services .....</b>	<b>9</b>
<b>c)</b>	<b>Math Center .....</b>	<b>9</b>
<b>d)</b>	<b>Reading and Learning Center .....</b>	<b>9</b>
<b>e)</b>	<b>Student Support Services .....</b>	<b>9</b>
<b>f)</b>	<b>Writing Center .....</b>	<b>9</b>
<b>2.</b>	<b>Department of Residence .....</b>	<b>9</b>
<b>3.</b>	<b>Health Center .....</b>	<b>9</b>
<b>4.</b>	<b>Counseling Center .....</b>	<b>9</b>
<b>5.</b>	<b>Disability Services.....</b>	<b>9</b>
<b>6.</b>	<b>Multicultural Resources.....</b>	<b>9</b>
<b>B.</b>	<b>College of Education Advising Center.....</b>	<b>9</b>
<b>C.</b>	<b>IRTS (Instructional Resources and Technology Services).....</b>	<b>9</b>
<b>D.</b>	<b>Information Technology Services (ITS).....</b>	<b>9</b>
<b>E.</b>	<b>Rod Library.....</b>	<b>10</b>
<b>F.</b>	<b>Child Development Center (CDC).....</b>	<b>10</b>
<b>VII.</b>	<b>Faculty Services.....</b>	<b>10</b>
<b>A.</b>	<b>Student Assistants.....</b>	<b>10</b>
<b>B.</b>	<b>Travel Support.....</b>	<b>10</b>
<b>C.</b>	<b>Faculty Benefits.....</b>	<b>12</b>
<b>VIII.</b>	<b>Student Assessments of Faculty.....</b>	<b>12</b>
<b>A.</b>	<b>Setting up Student Evaluations.....</b>	<b>12</b>
<b>B.</b>	<b>Viewing Results of Student Evaluations.....</b>	<b>12</b>
<b>IX.</b>	<b>Faculty Responsibilities and Opportunities .....</b>	<b>13</b>
<b>A.</b>	<b>Maintain Professional Obligations toward Teaching, Scholarship and Service.....</b>	<b>13</b>
<b>B.</b>	<b>Attend Required Meetings.....</b>	<b>13</b>
<b>C.</b>	<b>Represent C &amp; I at COE and Campus Events.....</b>	<b>13</b>
<b>D.</b>	<b>Participate in Service Opportunities.....</b>	<b>13</b>
<b>1.</b>	<b>COE Senate.....</b>	<b>13</b>

2.	COE Technology Committee.....	13
3.	Elementary Education Senate .....	13
4.	Graduate Faculty .....	13
5.	Educator Preparation Faculty.....	14
6.	Doctoral Intensive Study Area (ISA) Committee .....	14
7.	External Funding.....	14
8.	Faculty Awards .....	15
9.	Faculty Resources .....	15
10.	Family Weekend.....	15
11.	Professional Assessment Committee (PAC) .....	15
12.	Social Welfare .....	15
X. Centers.....		16

## C & I Undergraduate and Graduate Programs:

- ✚ **Early Childhood Education**  
<https://coe.uni.edu/curriculum-instruction/early-childhood-education>
- ✚ **Elementary Education**  
<https://coe.uni.edu/curriculum-instruction/elementary-education>
- ✚ **Instructional Technology**  
<https://coe.uni.edu/curriculum-instruction/instructional-technology>
- ✚ **Literacy Education**  
<https://coe.uni.edu/curriculum-instruction/literacy-education>
- ✚ **Middle Level Education**  
<https://coe.uni.edu/curriculum-instruction/middle-level-education-undergraduate-dual-major>
- ✚ **School Library Studies**  
<https://coe.uni.edu/curriculum-instruction/school-library-studies>
- ✚ **Doctor of Education—Intensive Study Area—Curriculum and Instruction**  
<https://coe.uni.edu/curriculum-instruction/curriculum-and-instruction-edd>

## I. C & I Office and Building Procedures

### A. Keys to Faculty Office/Building/Departmental Office

- All key requests are made through the office secretaries—please allow three working days to process the request.
- Pick up your keys at the center east entrance to the Physical Plant Building; access to the Physical Plant Building is from West 31<sup>st</sup> Street. **Only those with UNI ID numbers will be issued keys.** You must show photo ID.
- Digital keys will be added to your UNI ID card.
- If you lose your keys you may request replacements, however, *you* will be charged \$25 for EACH lost key.
- You must return your keys to the Physical Plant Key Shop when your teaching assignment is over. If you do not, you will be charged for them.
- PLEASE BE CAREFUL TO LOCK YOUR PERSONAL OFFICES WHEN LEAVING THEM.

### B. Parking

- Faculty may order [parking permits](https://publicsafety.uni.edu/parking-division-permit-sales) online for the semester or academic year. See <https://publicsafety.uni.edu/parking-division-permit-sales>
- Faculty are responsible for following parking regulations. See [https://publicsafety.uni.edu/sites/default/files/2017 to 2018 parking regulations.pdf](https://publicsafety.uni.edu/sites/default/files/2017%20to%202018%20parking%20regulations.pdf)

### C. Communication

- Most of the mailboxes for faculty are located in the departmental office workroom, located within Schindler Education Center.
- Campus mail items must be placed in the outgoing mail bag in the department office. Mail is picked up/delivered once per day, at approximately 9:50 AM. Note that outgoing mail to non-campus sites is routed through the University of Iowa mail system before being sent through US Mail services, so allow plenty of time for your item to reach its destination.
- No personal mail may be sent through campus mail.
- All faculty should have and use a UNI e-mail account.
- All faculty should have voicemail. See one of the office secretaries for assistance in setting up voicemail.
- Phones are set up for local and long distance calling.
  - For on-campus calling, dial 3 and the four-digit extension number.
  - For *local* off-campus calling, dial 9 and then the complete seven-digit telephone number.
  - For *long-distance* calling, dial 9, then 1, then the area code, then the seven-digit telephone number.

### D. Printing/Copying/Word Processing

- Basic office supplies may be obtained in the departmental office; please ask one of the secretaries for assistance. Costs will be deducted from the Instructor's Supplies/Services funds for the fiscal year.
- Instructors may make copies on the office photocopier if 10 or fewer copies are needed of any document under 10 pages in length.

Longer documents, or more than 10 copies of a document, must be given to one of the secretaries or student employees for processing. All print jobs are handled through Copy Works, which has a contract with UNI. ***You will NOT receive the discounted price if you take materials directly to Copy Works yourself; you must submit them through the Department.***

### E. Returning projects/papers to students

- Whenever possible, return materials to students before the end of the semester and from your office or classroom location.
- Do not leave any boxes or items (portfolios, binders, etc.) in public areas where students' grades could be seen.
- If items must be left in the Department office for student pick up, put them in a box with your name and course # on the outside of the box.
- Arrange the items in the box in alphabetical order by the student's last name.
- Tell your students that they may be asked to show identification when they come to pick up materials.
- Students ***may not*** pick up materials for friends unless the faculty member has expressed *in writing* that this is acceptable. The faculty member takes all responsibility for any unauthorized pick-ups of material.

- Items that are left in the Department office will be held through the first week of the next semester.
- Items remaining in the office after the first week of the semester will be returned to faculty or disposed of.
- The Department will not mail projects/materials to students.

#### F. Janitorial/Maintenance Services

- Faculty should take their own trash and recycling to the large containers.
- During the day, report custodial needs to a secretary.
- After hours, dial 3-4400 to page a custodian.
- Report all repair/maintenance needs to a secretary, who will prepare a work order.

## II. Course Preparation

### A. Course Syllabi

- Each instructor is required to prepare a course syllabus.
- The following wording should be included in each syllabus:
  - “Ethical behavior (see UNI [Academic Ethics/Discipline](https://policies.uni.edu/301) <https://policies.uni.edu/301>). Note: In cases of serious ethical violations, the instructor maintains the right to impose other sanctions in addition to lowering the grade, as described in the UNI policy.”
  - **“The Americans with Disabilities Act of 1990 (ADA) provides protection from illegal discrimination for qualified individuals with disabilities. Students requesting instructional accommodations due to disabilities must arrange for such accommodations through the Office of Disability Services. The Office of Disability Services is located in the Student Health Center 103, and the phone number is 273-2677.”**
- Every instructor should make his/her syllabus available to his/her students electronically. This can be done by posting in eLearning or sending the syllabus by attachment through the course listserv (see listserv information below)
- **CURRENT SYLLABI MUST BE KEPT ON FILE IN THE CURRICULUM & INSTRUCTION OFFICE.** Please send syllabi electronically—*preferably in Microsoft Word*--to Deanne ([Deanne.Ubben@uni.edu](mailto:Deanne.Ubben@uni.edu)) by the first week of each semester.
- If an instructor wishes to provide hard copies of the syllabus to his/her students, the department will draw from the instructor’s supplies/services allocation to pay for the copies.
- Turn-around times from Copy Works will vary, but at busy times (beginning of a semester, midterm, finals week) you should allow two weeks for your material to be copied and returned to you.

### B. Class Lists and Class Listservs

- The [Faculty Center](https://uni.edu/sis/sis/faculty-center-help) (<https://uni.edu/sis/sis/faculty-center-help>) available through My UNiverse, Academic tab, allows faculty do the following:
  1. Access class rosters
  2. View their weekly teaching schedules

3. Submit grades
  4. Email their students
- [Class listservs](#) (Google Groups) are automatically set up for each instructor. Instructions are included on the website for adding a discussion component. Class groups are updated nightly. (<https://it.uni.edu/kb/8869>).
  - All undergraduate student requests to add your class MUST be referred to the COE Advising Office in SEC 151. ***Faculty may NOT sign a student into class.***

### C. Websites

- Every course offered during the semester has a corresponding course set up on eLearning.
- A class website may include the course syllabus, handouts, schedules, assignment drop boxes, class discussion boards, class emails, reference lists, a grade component and any other pertinent information for the students.
- Web sites may be adjusted over time as new information is needed.
- UNI's Instructional Technology – Educational Technology and Media Services (<https://it.uni.edu/services/technology-and-training>) provides computer workshops for instructors who are interested in learning about computer programs, software and other technology programs. For example, eLearning is one type of class website for which they frequently provide training and support. [Workshops](#) on a number of types of software are scheduled frequently. Contact Farah Kashef at 273-7766 (or ITS at 273-7778) to ask for advice on using technology in your teaching.

### D. Textbooks/Course Packets

- Give the office secretary--and the division coordinator—information about the textbook(s) you will be using in your course(s).
- Textbooks must be noted in the semester schedule information, per federal requirements.
- Ask the office secretaries to order complimentary desk copies of required course texts for you.
- For textbooks on short notice, faculty may purchase the textbooks at University Book and Supply, keeping the receipt. Then when the desk copies arrive, those may be returned to University Book and Supply with the receipt for a refund.
- Many instructors require students to purchase course packets. These may include course readings.
  - If a class website (such as eLearning) is not used, instructors are urged to plan ahead and include as many of the handouts as possible in the course packets.
  - Copies of course packets can be prepared by a local, commercial copy center, such as [Copyworks](#) (<http://www.copyworks.com/companyinfo/locations/cedar-falls.html>).
  - Copy centers need at least a month to prepare the packets, particularly if they include copyrighted materials (for which they **must** obtain permission



to copy, unless the request you submit contains a permission letter or agreement from the copyright owner).

#### E. Classroom Assignments & Arrangements

1. Classroom Assignments
  - The UNI Scheduling (Registrar's) Office makes room assignments for classes. **Classroom locations should not be changed without contacting the department secretary.**
2. Classroom Arrangement
  - Faculty may rearrange a classroom to meet instructional needs, but then must return the room to its original arrangement when class time is over.
  - At the end of the semester instructors are responsible for removing all class materials posted on walls, bulletin boards, etc.

### III. Grading Procedures

#### A. Marks

- All instructors must describe their method of grading in the syllabus. Information should be given about the method of assessment for assignments, tests and projects, as well as about the final course grade.
- **The most controversial information for students is the attendance policy for a course. Faculty are free to decide how they want to handle absences (see [3.06 Class Attendance and Make-Up Work | Policies and Procedures](#) in the Policies and Procedures Handbook for specific requirements regarding pregnant students). It is vitally important to put this information in the syllabus and then abide by that policy.** This policy is the most grieved policy that the Department Head receives.
- The marks of A, B, C, D, and F are used to indicate the quality of work completed by students.
- Plus and minus may be assigned with the grade for both undergraduate and graduate courses, with the exception of A+ or F-.
- A grade of "I" (Incomplete) is restricted to students doing satisfactory work in class who, because of extenuating circumstances, are unable to complete the coursework by the end of the semester.
- **The "I" is limited to assigned work during the final 1/6<sup>th</sup> of the term.**
- Work reported as "incomplete" for undergraduate students must be completed within six months from the time the report was made or a grade of "F" will be recorded.
- A change of grade for an incomplete (I) must be reported to the Registrar's Office on a Change of Grade form, which is available in the departmental office.
- A grade of RC (research or course continued) can be given to graduate students who continue to work on their research papers, theses, or dissertations.
- A change of grade, other than an "I" or an "RC", should be made on a Change of Grade form and requires the approval of the department head.

## B. Mid-term Grades

- Mid-term grades will be requested via email from all instructors.
- Instructors complete midterm grades on MyUNiverse in the Faculty Center.
- Class enrollment must be checked, and “D” and “F” grades entered.
- Instructors must log in to MyUNiverse even though no irregularities in scheduling are found or no “D” or “F” grades are reported.

## C. Final Exams

- All UNI instructors must meet with their classes during the assigned final examination time, which is listed on the [Registrar’s web page \(https://registrar.uni.edu/calendars/final-examination-schedule\)](https://registrar.uni.edu/calendars/final-examination-schedule).
- In most cases, tests will be given during the assigned examination period; however, some instructors choose to use the examination period to share information about projects, return materials, ask for informal course evaluations, or to conduct a class session.
- Final tests should not be given prior to finals week.

## D. Final Grades

- Final grades are due in the Registrar’s Office in Gilchrist (2<sup>nd</sup> floor) by 1:00 p.m. on the third working day after final exam week.
- All grades should be entered online through MyUNiverse in the Faculty Center.
- If instructors miss the deadline for online grade submission, they must download and print a hard copy of the final grade sheet, write in the grades, sign the grade sheet, and then obtain the department head’s signature. The instructor then must *hand deliver* the grade sheet to the Registrar’s Office; do NOT put it in campus mail.

## E. Confidentiality of Educational Records

University regulations are consistent with the Family Educational Rights and Privacy Act of 1974 (FERPA) and Chapter 22 of the Code of Iowa. Educational Records of students are considered confidential and require the student’s written permission to discuss grades with others, including parents. Instructors may have access to students’ educational information if they have a “legitimate educational need to know.”

## F. Disciplinary Actions toward Students Receiving Unsatisfactory Grades

- Undergraduate [Academic Warning, Probation, and Suspension](https://registrar.uni.edu/students/current-students/academic-standing/undergraduate)  
The Undergraduate Academic Standing Policy can be found at: <https://registrar.uni.edu/students/current-students/academic-standing/undergraduate>. This page also includes procedures for Readmission from Academic Suspension.
- The Graduate Academic Policy regarding [suspension and probation](https://grad.uni.edu/graduate-suspension-and-probation) can found at: <https://grad.uni.edu/graduate-suspension-and-probation>

**G. Notification of Concern** (<https://teachered.uni.edu/notification-concerns-0>)

- Notifications of Concern are used when a student's display of basic skills, content knowledge, pedagogical knowledge, and/or professional dispositions raise concerns about the student's likelihood of success as a teacher.
- In order to be able to file Notifications of Concern, new faculty members need to contact JD Cryer (JD.Cryer@uni.edu) to request administrative privileges as course instructors for Online Transaction Authorization, "SW22."
- For information on how to use and file a Notifications of Concern, contact Mary Donegan-Ritter to schedule a training session.

**IV. Cancellation or Interruption of Classes**

**A. University Safety Procedures**

- Information regarding [health and safety](https://safety.uni.edu/) is linked from the UNI homepage: <https://safety.uni.edu/>
- *In the event of an emergency of any kind, notify **Public Safety at 273-2712 or 911.*** (Calling 273-2712 will connect you to the UNI police faster than 911.)
- The [UNI Alert system](https://uni.edu/resources/alert) (<https://uni.edu/resources/alert>) is used for notification by phone, email and outdoor speaker system of threats to physical safety in emergency situations. These threats may include severe weather, violence, hazardous material incident, cancelled classes, university closure, etc.
- Should a determination be made by University officials to cancel classes, close the university, or declare a severe weather emergency a notice also will appear on the [UNI homepage](http://www.uni.edu/) (<http://www.uni.edu/>).
- Notices of [severe weather cancellations](http://www.uni.edu/resources/weather) (<http://www.uni.edu/resources/weather>) also will appear online.
- Consistent with UNI's policy 4.07 on weather/working conditions, it is a basic premise that University faculty, staff, and students shall have the opportunity to make their own decision about reporting to work or class with due consideration for travel safety conditions. See full details at <https://policies.uni.edu/407>
- In the event a faculty member is unable to attend classes, students must be notified. Faculty can do this quickly with the class listserv (see section II.B. above) or through eLearning. The office secretaries and the division coordinator may assist in notifying students.
- You are **strongly** encouraged to attend training for Violent Incident Defense Strategies (VIDS). You may register for the training at <https://publicsafety.uni.edu/active-shooter-information-training>

**B. Fire and Evacuation Procedures**

Policy and procedures regarding [fire safety](http://www.uni.edu/policies/704) (<http://www.uni.edu/policies/704>) can be found online and include the following information:

- Activate the fire alarm system in the event of a fire emergency.
- Call 911 (9-911 from a campus phone) and identify where help is needed.
- Close all windows and doors, if possible, prior to leaving the room.
- Do not use any elevator during building evacuation.

- Individuals with disabilities not on ground level during a fire evacuation should go to the nearest stairwell making sure any fire doors are closed behind them. University or city public safety personnel will check stairwells as soon as arriving to assist persons with disabilities.
- Students, faculty and staff should make themselves aware of the location of fire alarms and various exit routes from the offices, classrooms, laboratories and residence halls they frequent.
- Contact UNI's Environmental Health and Safety Office at 319-273-7269 or go to <https://risk.uni.edu/uni-safety-training> for information on fire extinguisher training and other safety training.
- Faculty and staff should be aware what alarms sound like in the buildings to which they are assigned, both for offices and for classrooms.

### C. Tornado shelters

- For shelters in campus buildings, check UNI's [Environmental Health and Safety](https://risk.uni.edu/buildings-all) website (<https://risk.uni.edu/buildings-all>)

## V. C & I and Department of Teaching Field Experiences

All field placements in local K-12 schools **must** be coordinated with the Department of Teaching's Office in Schindler 153. Contact Tammi Powers ([tamara.powers@uni.edu](mailto:tamara.powers@uni.edu)) before contacting local school personnel. Each school building has an on-site coordinator who works collaboratively with the Department of Teaching in arranging and scheduling field experiences.

- **Level I and II Field Experiences** have been established with schools in the metro area. These partnerships and field experiences should be coordinated through the Student Teaching Office in Schindler 153.
- During **Level III Field Experience** of the teacher education sequence, students in Elementary and Middle Level programs are placed in classrooms throughout the state and nation for a full week of field experience. These placements are coordinated through the Office of Student Field Experiences in Schindler 153.
- **Level III Field Experience for Early Childhood Education and for all other ECE methods courses is coordinated by the instructors of the courses in collaboration with the Department of Teaching Office in SEC 153.**
- **Student teaching placements** are coordinated through the Department of Teaching Office in SEC 153.

## VI. Student Services

### A. General Student Services (<http://www.uni.edu/resources/current-students>)

The University provides a host of services for students:

1. [Academic Learning Center](http://www.uni.edu/unialc/) (<http://www.uni.edu/unialc/>)
  - a) [Academic Achievement and Retention Services](https://unialc.uni.edu/academic-achievement-retention-services) (<https://unialc.uni.edu/academic-achievement-retention-services>)
  - b) [Examination Services](https://unialc.uni.edu/examination-services) (<https://unialc.uni.edu/examination-services>)
  - c) [Math and Science Services](https://unialc.uni.edu/math-science-services) (<https://unialc.uni.edu/math-science-services>)

- d) [Reading and Learning Center](https://unialc.uni.edu/college-reading-learning-center) (https://unialc.uni.edu/college-reading-learning-center)
  - e) [Student Support Services](https://unialc.uni.edu/student-support-services) (https://unialc.uni.edu/student-support-services)
  - f) [Writing Center](https://unialc.uni.edu/writing-center) (https://unialc.uni.edu/writing-center)
2. [Department of Residence](https://dor.uni.edu/) (https://dor.uni.edu/)
  3. [Health Center](https://health.uni.edu/) (https://health.uni.edu/)
  4. [Counseling Center](https://counseling.uni.edu/) (https://counseling.uni.edu/)
  5. [Disability Services](https://sds.uni.edu/) (https://sds.uni.edu/)
  6. [Multicultural Resources](http://www.uni.edu/resources/multicultural-resources) (http://www.uni.edu/resources/multicultural-resources)
- B.** The [College of Education Advising Center](https://coe.uni.edu/college-education-advisors) (https://coe.uni.edu/college-education-advisors) located in SEC 151 has been assigned the role of advisor for all students entering as Elementary, Early Childhood, and Middle Level Education majors. The Advising Center consists of professional advisers and trained peer advisers who work individually with students. These advisers are knowledgeable about the teaching profession, the program of study, scheduling, and the resources available to students at UNI.
- C.** **IRTS** ([Instructional Resources and Technology Services](https://coe.uni.edu/irts/instructional-resources-and-technology-services)) (https://coe.uni.edu/irts/instructional-resources-and-technology-services) HNI Corporation Instructional Resources and Technology Services (IRTS), within the College of Education, provide services and resources for teacher education students, faculty and staff. Many of the services are also available for N/K-12 grade teachers and administrators. IRTS offers resources and technological services for the pursuit of curriculum and instructional development. [OneSearch](#) of the UNI Rod Library can be used to search library catalog for curriculum resources in the IRTS collection. IRTS facility provides an open space for creativity and collaboration.
- The mission of the IRTS is to provide UNI students, faculty and in-service educators with a facility in which to examine, evaluate and implement current curricular resources. IRTS consist of the curriculum laboratory and Literacy Clinic. IRTS also supports a two Windows computer lab (SEC 202E and WRC 154) and Technology Method Lab (SEC 133). IRTS coordinates technology services for students and faculty within the College of Education, including: circulation of laptops, LCD projectors, digital cameras, camcorders, and the maintenance of computer labs.
- D.** **Office of Information Technology** (<https://it.uni.edu/>) is the umbrella structure at UNI that provides coordinated technology services for teaching and other professional activities. ITS includes but is not limited to:

- [eLearning](http://elearning.uni.edu/) (UNI) (<http://elearning.uni.edu/>)
  - Technology help desk (273-5555) or use the Service Hub (<https://servicehub.uni.edu>) to report a problem
  - [Email](https://it.uni.edu/services/email) (UNI) (<https://it.uni.edu/services/email>)
  - [MyUNiverse](https://uni.edu/myuniverse) (<https://uni.edu/myuniverse>)
- E. [Rod Library](https://www.library.uni.edu/) (<https://www.library.uni.edu/>) The Rod Library provides many services for faculty. Among them are links for electronic course reserve readings, extended check-out periods for books, study rooms, help with distance education courses, and many other services. For more information about the Rod Library, its services, and collections, contact the appropriate department (<https://www.library.uni.edu/about-us/contact-us>).
- F. The [UNI Child Development Center](https://cdc.uni.edu/) (CDC) (<https://cdc.uni.edu/>) provides quality on-campus childcare and education for children of UNI faculty, staff, and students, birth – kindergarten age. The center is part of the C&I department and also serves as a field site for Early Childhood Education majors. (See more details in section X.)

## VII. Faculty Services

### A. Student Assistants

- Faculty may hire **ONLY** work-study students to assist them; the Department will not pay for non-work-study assistants.
- Faculty are responsible for writing a work-study's job description, posting it on the UNI Financial Aid Job Board (<https://careerservices.uni.edu/campus-jobs>), interviewing the applicants, and selecting a final assistant.
- Faculty should introduce their student assistants to the Department secretaries; if we do not know that someone is working for you we will not allow them to access your office!
- Student assistants need to coordinate all their "new hire" paperwork with the office secretary as soon as they are hired. By federal law, a student assistant MAY NOT begin working before their paperwork has been processed (not just filled out).
- Faculty need to inform the secretary what their student assistant's work schedule will be.
- Faculty may need to "share" a student assistant since only a limited number of students are awarded work-study funds.
- Faculty may give the Department office student assistants work to do, but with the understanding that other jobs may have a higher priority.

### B. Travel Support

- Some years the Department has funds available for faculty that they may use for professional travel.
- Prior to any personal or professional travel, a faculty member must complete side 1 of the [Travel Authorization Form](http://www.vpaf.uni.edu/memfis/) (<http://www.vpaf.uni.edu/memfis/>). This form, when signed and on file, demonstrates--for insurance purposes--that you

are engaged in university-related activities. Without this form on file, you may experience difficulty collecting insurance payments for accidents or other misadventures.

- Department policy is to complete a travel authorization form for *personal* leave or trips as well, especially if faculty will miss class time.
- **A travel authorization must be completed regardless of the possibility of financial support.**
- To access this form, go to the MEMFIS website given above. Click on forms in the right-hand column under “Resources”. Click on “T” for Travel Authorization, double click on the Excel symbol, and finally, click on “side 1” in the bar at the bottom of the page.
- Turn in the completed paper Travel Authorization form to the Department secretaries. The Department Head will make decisions about possible travel allocations.
- Sometimes the Dean announces funding opportunities for faculty projects and/or travel.
- Reimbursement areas not selected on Side 1 of the Authorization form will not be reimbursed. Faculty should take care in preparing the form. **Faculty who seek no reimbursement should mark “None”.**
- Faculty are strongly encouraged to take advantage of **early bird registration** opportunities, and the timely purchase of airfares. Limited travel funding leads to faculty paying larger proportions of expenses if this is not done. Information about the most economical time to book flights can be found at: <http://qz.com/169299/how-to-avoid-every-common-mistake-when-booking-a-flight/>.
- Side 1 should be submitted with any known costs attached, including conference registration forms, airfare amounts, hotel costs. This information provides information for the Department Head regarding funding allocations. See the Travel Guidelines (<https://obo.uni.edu/accounts-payable/travel-guidelines>) regarding how much reimbursement may be allowed, including current per diem amounts for meals and mileage.
- The department secretary will enter the travel information into pro-Trav for every trip.
- Travel authorization forms should be submitted at least a month in advance for approval. **With the adoption of the pro-Trav system, no reimbursements will be made for travel forms submitted after the fact.**
- After travel is complete, the faculty member should turn in original receipts to the department secretaries for reimbursement.
- Turn-around time for reimbursement may take several weeks if documentation is incomplete or inaccurate.
- Faculty may select direct deposit of travel reimbursement or a university check.
- Travel expenses such as conference registration fees, airfare or ground transportation fares, etc. are typically paid by the faculty member; faculty must work with the Department Head and staff assigned to seek reimbursement after the trip.

- **Any additional travel expenses not covered by the Department or the Dean are the responsibility of each faculty member.**

### C. Faculty Benefits

- Most employees of the University of Northern Iowa are eligible for benefits. This information is usually presented to you at the Faculty Orientation Seminar. However, if you were unable to attend the orientation, you should review a list of [Faculty Benefits](https://hrs.uni.edu/mybenefits) (<https://hrs.uni.edu/mybenefits>), or contact the HR's benefits section in Gilchrist Hall 027, or call 319-273-2422.

## VIII. Student Assessments of Faculty

### A. Setting up Student Evaluations

- All faculty are required to be evaluated in all their courses and sections by their students. These should be viewed as constructive and informational.
- Student Assessments Procedures, including the frequency, are defined in Chapter Three of the UNI Faculty Handbook, located on the Provost's office website.
- Evaluations are to be given during the **LAST 5 WEEKS** (excluding finals week) of the semester. Eight week courses and online courses will have a different timeline, defined by the Provost's office.
- The faculty member being evaluated must leave the room until after students have completed the evaluations.
- Student evaluations require approximately 15 minutes and are administered by the C & I Department Head or designee (generally a secretary). Beginning Fall 2017 "in class" student evaluations will be online and completed during class meeting time. Courses identified as "Online Semester Based" will be assessed using the online course procedure and will take place during the last two weeks of the course.
- A department secretary will coordinate with the faculty member to arrange the date, time, and location of the evaluation for the course(s) and section(s).
- Faculty may request informational student assessments as often as each semester, as described in the UNI Faculty Handbook. Arrangements should be made with the secretary. Informational assessments results will be delivered directly to the requesting faculty member, with no copies sent to the department head or entered in personnel files.

### B. Viewing Results of Student Evaluations

- Instructors may view aggregated data and students' written comments after final grades have been turned in for the semester, and after evaluation results have been returned to the C & I office.
- Faculty may view their student evaluations at any time during office hours. A typed copy of the students' written comments will be e-mailed to Faculty for their personal records. Faculty receive a copy of the print-out of the student ratings. Copies also are kept in the Faculty member's personnel file.
- The original copies of the student evaluations may not be removed from the Curriculum & Instruction office area.



- Assessments carried out online will be emailed to the Faculty member.

## **IX. Faculty Responsibilities**

**A. Maintain professional obligations** toward teaching, scholarship and service as determined and communicated by the Head.

### **B. Attend Required Meetings**

- Regular meetings called by the Department Head
- Faculty meetings
- Division meetings
- Professional Assessment Committee (PAC) Meetings (if tenured)
- Other meetings, as called

**C. Represent Curriculum and Instruction** at College of Education and Campus Events, such as:

- Commencement, both graduate and undergraduate
- Teacher Education Convocation
- Fall Faculty Workshop
- Family Weekend
- University Faculty Meetings
- College of Education Faculty Meetings
- Teacher Education Faculty Meetings
- Up-Close, or other recruitment activities
- A variety of recruitment events

### **D. Participate in Service Opportunities**

Multiple departmental, college and university committees exist. They include, but are not limited to the following:

#### **1. COE Senate**

- Each department has representation.

#### **2. COE Technology Committee**

- Works with various departments to collaborate on proposals for student computer fee money.

#### **3. Elementary Education Senate**

- Each program area has representation.

#### **4. Graduate Faculty**

- Faculty who teach graduate level courses (5000, 6000, 7000), advise graduate students, and serve on MA/MAE research papers and EdD dissertation committees must be members of the university graduate faculty.
- Complete a Graduate Faculty Form on the [Graduate College](https://www.grad.uni.edu/graduate-college-forms) website: <https://www.grad.uni.edu/graduate-college-forms>

## 5. Educator Preparation Faculty (EDF)

The primary functions of the [Educator Preparation Faculty](#) are to provide educational experiences, set policy associated with Educator Preparation programs at the University, and support educator candidates. The following categories constitute the Educator Preparation Faculty membership:

- **Required voting faculty membership:** All faculty who regularly teach candidates strategies and methods for teaching, who regularly teach coursework for concepts contained in the professional core and who regularly supervise field experiences are required to be voting members and are identified/confirmed each year by the Associate Vice President of Educator Preparation and academic department heads. Newly hired faculty in this category must fill out the [application](#) form:  
[https://teachered.uni.edu/sites/default/files/application\\_to\\_epf\\_form\\_sept\\_2017.pdf](https://teachered.uni.edu/sites/default/files/application_to_epf_form_sept_2017.pdf)
- **Voluntary voting membership:** Faculty outside of the above areas who are involved in coursework in Educator Preparation, content-area coursework, research, academic advising, or administration, and others whose responsibilities regularly make a significant contribution to the program may apply to be voluntary voting faculty members by submitting an [application](#).
- **Non-voting Membership:** University employees can become Non-voting members by asking the Associate Vice President Educator Preparation to add them to the EPF listserv. The listserv is used in order to receive communication, updates, and other important information pertaining to Educator Preparation.

## 6. Doctoral Intensive Study Area Committee

- Members oversee the Ed.D. program, teach courses, advise students, serve as dissertation committee members, etc. in the program.
- Members must be members of the Graduate Faculty.

## 7. External Funding

- Faculty may seek external funds to support projects and programs through the [UNI Foundation](http://www.uni-foundation.org/) (<http://www.uni-foundation.org/>) office or through the [Office of Research and Sponsored Programs](https://rsp.uni.edu/) (RSP) (<https://rsp.uni.edu/>).
- RSP also provides faculty with support in developing grant applications.
- Faculty must complete the Proposal Routing and Approval Form (<https://rsp.uni.edu/proposal-routing-and-approval-form>) before submitting any grant applications.
- Human Subjects IRB information and forms are found on the RSP website.

## 8. Faculty Awards

- [Awards administered by the Provost](https://provost.uni.edu/resources) (https://provost.uni.edu/resources)
- [Professional Development Assignment](https://grad.uni.edu/professional-development-assignment) (https://grad.uni.edu/professional-development-assignment)
- [Summer Fellowship](https://grad.uni.edu/summer-fellowship) (https://grad.uni.edu/summer-fellowship)  
To support research projects or creative activities by full-time faculty holding a tenured or tenure-track appointment. Application deadline is usually due in October.
- When funds exist, additional fellowships may be available through the [Center for Educational Transformation](https://cet.uni.edu/) (https://cet.uni.edu/) or the COE Dean and Senate.

## 9. Faculty Resources

- The 2017-2018 [Faculty Faculty Handbook](https://provost.uni.edu/resources) is available at on the provost's webpage: https://provost.uni.edu/resources
- The Vice President/Provost maintains a substantial number of resources. That information is available at: <https://provost.uni.edu/resources>
- Opportunities for professional development are available through a variety of means and through many departments and colleges.
- Workshops are typically announced in advance electronically through UNI-Online or through department or college email messages.

## 10. Family Weekend

- Occurs on a home football game weekend each fall.
- Activities feature the programs of study within the Department of C & I.

## 11. Professional Assessment Committee (PAC)

- Tenured faculty involved in assessing the performance of non-tenured faculty and tenured faculty seeking promotion.
- Involved in making recommendations to the Department Head regarding promotion and tenure decisions.
- Follows the Curriculum and Instruction PAC Document for procedures, consistent with the University Faculty Handbook.
- Regularly reviews the PAC document and makes updates.

## 12. Social/Welfare

- Coordinates the yearly social activities of the department.
- Responds to individual and family concerns/events during the year.
- Collects funds to conduct the social/welfare activities of the department.
- Meets as needed.

## X. Centers

The following centers and programs are closely linked to the work of C&I faculty. Some centers collaborate with C&I faculty on research.

A. **[Center for Early Education in Science, Technology, Engineering, and Mathematics \(CEESTEM\)](https://regentsctr.uni.edu/ceestem)** (<https://regentsctr.uni.edu/ceestem>)

The CEESTEM supports early childhood educators in creating hands-on, interactive classroom activities that encourage young children to develop and use scientific inquiry processes to explore and better understand their environments. The center reports to the Dean of the College of Education and works in conjunction with early childhood education faculty from the Department of Curriculum and Instruction as well as other faculty across UNI.

B. **[Child Development Center](https://cdc.uni.edu/)** (<https://cdc.uni.edu/>)

The CDC is a child care center and instruction resource for the students, faculty, and staff of the University of Northern Iowa. It provides quality childcare and education for children of UNI faculty, staff, and students, birth – kindergarten age. The mission of the CDC is to provide a nurturing and safe environment to support learning for the families and students of the University. The center is part of the Department of Curriculum and Instruction and serves as an on-campus field experience site for early childhood education teaching majors. The program is accredited by the National Association for the Education of Young Children. It is located in the Nielsen Field House on campus.

C. **[Richard O. Jacobson Center for Comprehensive Literacy](https://jccl.uni.edu/)**

(<https://jccl.uni.edu/>) The Richard O. Jacobson Center for Comprehensive Literacy was established by Mr. Jacobson in November 2010 with a gift of \$11 million. The mission of the center is to promote comprehensive literacy of all learners by transforming literacy education through expanding preservice and inservice teachers' knowledge and instructional expertise in professional learning communities. The Jacobson Center prepares Reading Recovery® teacher leaders through the Reading Recovery Program of Iowa, classroom and intervention literacy coaches in the Partnerships in Comprehensive Literacy (PCL) model, and provides professional development and support to affiliated Reading Recovery and PCL sites at schools, districts, and Area Education Agencies in Iowa. The center collaborates with a nationwide network of Reading Recovery and PCL faculty on research and programs. The Jacobson Center reports to the Dean of the College of Education. The center's director and instructors are members of the Department of Curriculum and Instruction faculty. The Jacobson Center curriculum is part of the C&I curriculum.

D. **[Regents' Center for Early Developmental Education](https://regentsctr.uni.edu/)**

(<https://regentsctr.uni.edu/>) The Regents' Center for Early Developmental Education was established in 1988 as a statewide center to transform and promote best practices in early education (birth-8 years) that address local, state, and national needs through advocacy, research, and professional and curriculum development, dissemination and outreach. RCEDE is the only center in the state with a holistic focus

on researched-based educational experiences for children birth through 3rd. A primary focus of the center is to contribute to a more literate citizenry in science, technology, engineering, and mathematics (STEM) by laying the foundation for math and science in the early years, promoting the development of positive attitudes toward math and science, and combating the math and science phobia that prevails among students and early childhood and elementary teachers. The center reports to the Dean of the College of Education, and the director is a member of the Department of Curriculum and Instruction faculty. Additional Curriculum and Instruction faculty, as well as other UNI faculty, collaborate with the center on research and programs.

- E. For more research and outreach programs of the College of Education visit [Centers and Programs](https://coe.uni.edu/centers-institutes-and-programs). (<https://coe.uni.edu/centers-institutes-and-programs>)