

New Faculty Orientation & Workshop: Getting Started



Center for Excellence in Teaching and Learning – CETL
Oakland University
Thursday, August 18th , 2016

Welcome to faculty from around the country and globe



Agenda

Oakland University

New Faculty Orientation

Thursday, August 18, 2016 8:30 am -5:30 pm

Gold Rooms (located in the Oakland Center)

- 8:30-9:00 Registration and Buffet Breakfast
- 9:00-9:30 Welcome, Handbook and Activity- Judy Ableser
- 9:30-10:00 Who are our Students? — Judy Ableser
- 10:00-10:30 Overview of Student Services — Nancy Schmitz, Dean of Students &
Mike Wadsworth, Assistant Dean
- 10:30-10:45 General Education- Fritz McDonald
- 10:45-11:00 Break
- 11:00-11:45 Registrar- Steve Shablin & Paul Battle
- 11:45-12:15 Tenure, OU & AAUP Faculty Agreement and Shared
Governance- Kenneth Mitton & Scott Barns
- 12:15-12:30 Break/ Register of SOM
- 12:30-1:30 Lunch
- 1:00- 1:30 Tenure Panel with lunch- Assistant Prof.- Amanda Nichols-Hess
Associate Prof.-Keith Williams
Full Wise Prof- Jay Meehan
- 1:30-2:00 Research- V.P. David Stone, Alex Delavan & Rebecca Sandborg
- 2:00-2:30 Academic Human Resources- Assoc. Provost- Michelle Piskulich
- 2:30-2:45 Break and walk over to locations
- 2:45- 4:20 CETL & Tours/e-LIS-Library-Classroom Technology
- 4:20-4:30 Break - walk back to Gold Rooms
- 4:30-5:15 Emergency Preparedness- Chief Mark Gordon
- 5:15-5:30 Wrap-Up and Debrief and Travel Grant Draw- Judy Ableser

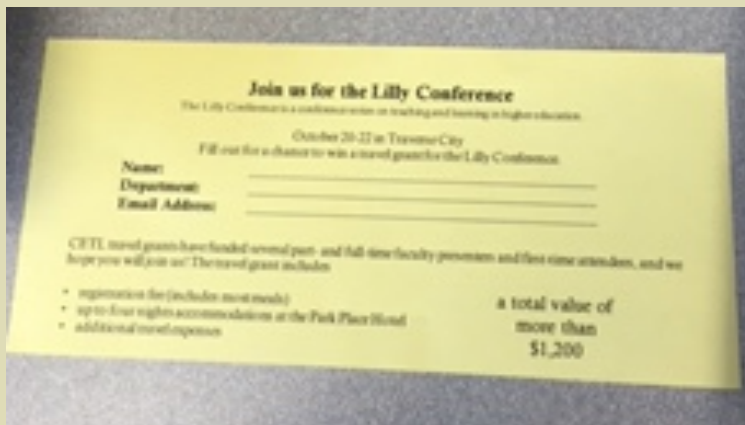
Purpose : To welcome and introduce new faculty to teaching & learning and research at Oakland University

Learning Outcomes- Participants will be able to:

1. Describe who are students are and what student support services are available
2. Describe General Education at OU
3. Learn how to navigate the Registrar system
4. Outline steps in the tenure process and AAUP
5. Describe tips that have helped other faculty transition into OU and earn tenure
6. List faculty resources including CETL, E-learning, instructional technology, library
7. Outline the programs and services that CETL provides to support faculty
8. Understand campus security and emergency preparedness
9. Connect with other new faculty
10. Fell ready to start your first semester at OU

Goodies in your bag

- Faculty Handbook
- Folio
- Ice Scraper- Welcome to Michigan
- You will find gifts from Graduate Studies, AAUP, CETL and the University (ice scraper)
- Tickets to Music/Theater/Dance performances
- AAUP booklet
- Numerous regional and local magazines
- CETL Newsletter
- CETL Brochure
- Draw for a \$1200 Travel Grant to a Teaching Conference
- Treats



Faculty Handbook

OAKLAND UNIVERSITY
FACULTY HANDBOOK
IMPORTANT INFORMATION AT A GLANCE
2016-2017



Prepared by the Center for Excellence in Teaching and Learning (CETL)
Judy Ableser, Director
Christina Moore, Media Manager
Victoria Kendziora, Student Assistant

OAKLAND
UNIVERSITY

Center for Excellence in
Teaching and Learning

Syllabus Checklist & Template- in your Handbook – page 16-20

SYLLABUS CHECKLIST

Your syllabus is your contract with your students. It should be given and reviewed during the first class. It should clearly state all student expectations (learning and behavioral) and responsibilities for the semester. Changes should not be made once the semester starts (except in special circumstances).

1. First Page Contact Information
 - o University
 - o College or School
 - o Department
 - o Course Number
 - o Title of Course
 - o Semester/year
 - o Number of Credits
 - o Name of Professor
 - o Contact Number
 - o Email contact
 - o Office
 - o Office Hours
 - o Day/Time of in-class sessions
 - o Class location
2. Course Description- directly from catalog
3. Prerequisites- if any (or co-requisites)
4. Learning Outcomes- observable, measurable outcomes that will be directly assessed
 - o If a General Ed. Course- include L.O. and Cross Cutting Capacities
5. Required Text
6. Course Format
7. Overview of Assignments- titles, % of course, due dates
8. Grading
9. Grading Scale
10. Class Policies/Student Expectations
 - o Academic conduct
 - o Add/Drop
 - o Disability Support Services/Accommodations
 - o Athletic Excused Absences
 - o Moodle policies (if blended or on-line)
 - o Additional policies that you want your students to adhere to
11. Course Outline- dates, topics, readings, assignments due
12. Detailed Descriptions of Assignments with Rubrics/Marking schemes (included in syllabus or separate).

Prepared by: Judith Ableser, PhD—Director
Center for Excellence in Teaching and Learning-Oakland University (Rochester, MI)
ableser@oakland.edu

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SAMPLE SYLLABUS TEMPLATE

OAKLAND UNIVERSITY

SCHOOL or COLLEGE

DEPARTMENT

Course Number

Title of Course

COURSE:

YEAR:

PROFESSOR:

OFFICE PHONE NUMBER:

OFFICE:

CREDITS:

DAY/TIME:

CLASS LOCATION:

EMAIL:

OFFICE HOURS:

COURSE DESCRIPTION: (copy directly what is in the OU Course Calendar)

LEARNING OUTCOMES:

(All objectives/outcomes should be listed in observable, behavioral terms and should directly relate to and assessed by the course assignments/assessments.

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/departments- 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: (Style of class...traditional, blended, on-line, lecture, discussion, seminar, etc.)

ASSIGNMENTS: (briefly list assignments here by outlining the following for each assignment)

Topic:

Due Date:

Points:

GRADING: (explanation of grading)

(The following is only an example)

- A – 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 – Competent – mastery of basic content and concept, adequate use of English
- C – Below average work – has met minimum basic requirements but with some areas of difficulty
- F – Fail – has not met requirements of assignment/course, has significant difficulties in many required areas, 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. Most commonly, Satisfactory Undergraduate grades are 2.0 and above and Satisfactory Graduate grades are 3.0 and above.

Grading Scale: (sample in an undergraduate class)

95-100 points = 4.0 grade

90-94 points = 3.6-3.9 grade

80-89 points = 3.0-3.5 grade

70-79 points = 2.5-2.9 grade

60-69 points = 2.0-2.4 grade

50-59 points = 1.5-1.9 grade

40-49 points = 1.0-1.4 grade

Below 40 points = 0.0 grade

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:

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 considerations 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. For academic help, such as study and reading skills, contact the Academic Skills/Tutoring Center, 103 North Foundation Hall, phone 248 370-4215.
4. **Athlete Excused Absences:**
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 whose 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.

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Introductions & Think/Pair/Share



Planning your first Semester

- Syllabus- look at Template in Handy Handbook
- Organization, planning and clarity
- Learning Outcomes
- Assignments and Marking Schemes
- Tentative Schedule
- Readings
- Lesson Planning

First Day

- **Set the Tone**
 - Welcoming and Respect of Adult Learners
 - High Standards and Value Learning
 - Ice Breakers
- **Learning and Behavioral Expectations**
 - List Agenda and Learning Outcomes for Session
 - Syllabus Review
 - Review Behavioral Expectations
- **Active Learning Activity**

Ice Breakers

- What will you do as your first activity in class?



Who Are Our Students?

“We need to respectfully remember that our students are not like we are as academics or who we were as students...we are ‘academic geeks’ who focus on one academic area, love to read, research and study this...most students here are not going to become academics and we need to remember this.”

Today's Students

- Have grown up with technology
- Have grown up with incredible access to information
- Have grown up in a culture that values questioning, informality
- Have spent the past number of years with a major economic recession

Oakland University Students

- Traditional, young, transitioning from high school into college life, and need support through that transition

or

- Non-traditional, mature, and need to be respected as adult learners

- They have busy full lives

- Work
- Family
- Financial demands
- Personal Demands

- May commute far distances
- Pressures of doing well
- Stress
- Disabilities or Emotional Problems

Student Demographics

ENROLLMENT

- Fall 2014 student population of 20,519
(16,935 undergraduate, 3,584 graduate)
- 21.4 percent increase in overall enrollment over the past decade
- Incoming freshmen average ACT score - 23.1
- Incoming freshmen average GPA - 3.4

CURRENT STUDENT POPULATION

Race/Ethnicity

- Caucasian - 77.6 percent
- African American - 9.3 percent
- Asian/Pacific Islander - 5.6 percent
- Hispanic - 2.9 percent
- Native American - 1.1 percent
- Native Hawaiian - 0.2 percent
- Other - 3.3 percent

Nationally, and at OU

Student success and retention is historically lower for

- Students of Color
- Underrepresented Minorities
- Students who have to work more than “part-time”

Where do our students come from

Geographic distribution

- Oakland County - 44.7 percent
- Macomb County - 30.8 percent
- Wayne County - 6.2 percent
- Genesee/Lapeer/St. Clair counties - 6.4 percent
- Other Michigan counties - 6.6 percent
- Other states (46 out of 50 represented) - 2.1 percent
- International - 3.2 percent

International students

- 661

Age of our Students

Undergraduate

- 17-22 - 67.1 percent
- 23-34 - 27 percent
- 35-54 - 5.2 percent
- 55 plus - 0.5 percent

Graduate

- 17-22 - 5.2 percent
- 23-34 - 66.4 percent
- 35-54 - 26.1 percent
- 55 plus - 2.4 percent

Transfer students

Transfer Students

Transfer students continue to be an important part of the university - they make up over 40 percent of the undergraduate student body! Though they are outnumbered by students who start at OU (i.e. FTIACs), they earn almost as many degrees and contribute just as much net revenue.

Annual Undergraduate Credit



Undergraduate Degrees



Estimated Undergraduate Net Tuition Revenue



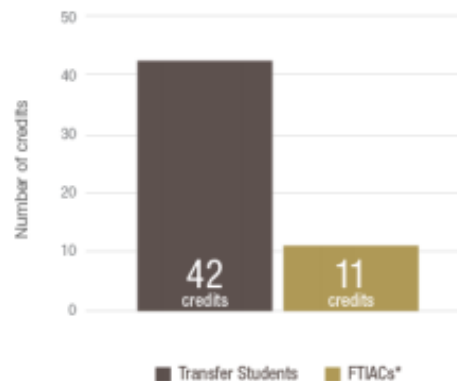
■ FTIACs ■ Transfers ■ Other

How many credits do Oakland students transfer in?

By the time transfer students graduate, they bring in 42 total transfer credits on average.

For First-Time In Any College (FTIACs) students, 58 percent end up with some amount of transfer credit by the time they graduate. On average, these students bring in 11 credits.

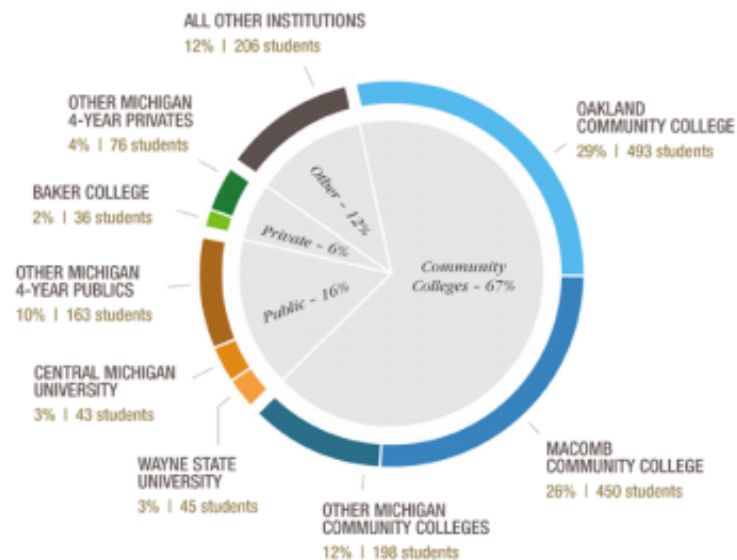
Average Number of Credits Transferred in by OU Graduates



*For FTIACs with at least 1 transfer credit

Transfer students' origins

About 41 percent of OU undergraduate students started their journey at another institution. The majority of these transfer students come from a community college, with Oakland Community College and Macomb Community College representing our largest feeder institutions.



Transfer Student Success

TRANSFER STUDENTS AT OAKLAND UNIVERSITY: THE FACTS

TRANSFER STUDENTS ARE
40 PERCENT
OF OU'S UNDERGRADUATE
STUDENT POPULATION

Though they are outnumbered by students who start at OU (i.e. FTIACs), they earn almost as many degrees and contribute just as much net revenue.

67 PERCENT
OF TRANSFER STUDENTS
COME FROM
COMMUNITY COLLEGES

Most of these community college transfer students come from Oakland Community College (29%) and Macomb Community College (26%).

OU STUDENTS BRING AN
AVERAGE OF
42 CREDITS
FROM OTHER INSTITUTIONS

Fifty-eight percent of First Time In Any College (FTIAC) students bring in 11 transfer credits by the time they graduate.

THE DIFFERENCE BETWEEN 2-YEAR AND 4-YEAR INSTITUTIONS

YEAR 1

Research shows that the four-year institution is typically

YEAR 2

- ❖ Less personal or nurturing
- ❖ More likely to emphasize selectivity over access

YEAR 3

- ❖ Less student-centered
- ❖ More likely to provide less academic support

YEAR 4

- ❖ More likely to perceive transfer students as "interlopers" or "second-class citizens."

From The Transfer Transition from 2-Year to 4-Year Institution: Critical Issues & Promising Practices

By Joe Cuseo, Marymount College



WHAT FACULTY CAN DO

- Contact Admissions to become involved in visiting community colleges and in recruitment.
- Meet and collaborate with community college faculty from your discipline.
- Create a classroom environment that is welcoming to transfer students and offers a sense of belonging.
- Provide information on campus resources.
- Refer students to advisers and department staff.
- Engage and connect transfer students with native students through course activities.
- Act as a student advocate to help transfer students seeking assistance from campus offices.
- Provide strong mentoring and academic support.
- Be aware of and watch for "transfer shock."
- Talk with transfer students outside of the classroom setting.

What do faculty have to consider?

- Student Success- retention
- Students successfully completing course
- Transfer students- from community college or other institution- will have college experience and credits
- Cultural expectations and differences (including religious observances)
- Poor written skills
- Poor math and functional skills
- English Language Learners
- Cheating
- Plagiarism
- Behavior Concerns in the classroom
- Personal crisis- accident, illness, death, suicide

Special Needs at Oakland University

Disability Support Services (DSS) provides support to 500-600 students each semester

- In reality, approximately 10% of student population may have some type of special need/disability (however, either have not been diagnosed or select to not be identified and receive support)
- Currently the largest “category” of students with disabilities on campus are those who have mental health issues
- 2nd largest group- Learning Disabilities
- Smaller % of those with hearing, vision, mobility impairments

DSS- Disability Support Services

- If a student has a disability and would like accommodations (i.e. longer time to take a test, text transcription, etc.) it is the student's responsibility to contact Disability Support Services and initiate accommodations
- It is the student's responsibility to bring the "letter of accommodation" to the professor/instructor
- If the professor/instructor has questions about the supports offered, they are encouraged to contact DSS

DSS Data: Breakdown by disability for Fall 2014

- 2014 Fall Semester - 565 students received services.
 - ADD/ADHD - 162
 - Blind /VI - 22
 - CHI - 14 (Traumatic Brain Injury TBI)
 - Deaf/HI - 17
 - LD - 87
 - Medical - 110
 - Mobility - 8
 - Psychological - 142
 - ASD - 57 (Austism Spectrum Disorder categorized in psych)
 - Short Term - 3

Special Needs vs. Behavioral Issues

- Some students with Special Needs may have behavioral/social or emotional issues that need support.
- Vast majority of students with special needs function very well in class.
- Many students who do not qualify or have not been identified as having a “special need” may be at a higher risk of demonstrating inappropriate behaviors in the classroom
 - Student Support Services
 - Campus Security

What Is Our Responsibility?

- Support their learning and engage them in the learning process
- Refer them to services so they can get the support they need



Student Services Overview

Oakland University

Nancy A. Schmitz

Assistant Vice President for Student Affairs and Dean of Students

Michael Wadsworth, Assistant Dean of Students

Dean of Students Office

Mission Statement:

The Dean of Students Office upholds the community standards of civility and inclusion through direct support and partnerships while advocating for programs and services that meet the developmental needs of students.



Dean of Students Office:

Student Code of Conduct

Academic Conduct

Non Academic

Advocacy

Problem Solving

Psychological Emergencies

Wilson Awards/Student Liaisons to BOT



Student Support Services:

University Counseling Center

Graham Health Center

Tutoring Center

Disability Support Services (DSS)

First Year Advising Center (FYAC)

Writing Center

University Counseling Center

248-370-3465/GHC

David Schwartz, Ph.D., Director

Services:

Individual and group therapy

Psychoeducational testing

Crisis intervention

Outreach programs

Utilize a short-term therapy model

First 6 sessions are free for students

Graham Health Center

248-370-2341/GHC

Nancy Jansen, ANP, Director

Services:

Acute & preventative health care for students and employees

Health Emergency Program for uninsured students

Immunizations*/Health education/Wellness

Many health insurances accepted

***free flu vaccines for students**

Tutoring Center

103 North Foundation Hall (NFH)

248-370-4215

Elizabeth Deverna, Director

Services:

Tutoring

individual or group

walk-in or by appointment

for most courses 000 through 299

Supplemental Instruction (SI)

Online resources (www.oakland.edu/tutoring)

instructional videos for MTH, STA & PHY

study strategies, time management, etc.

Services free to OU students currently enrolled in courses

Disability Support Services (DSS)

103 North Foundation Hall (NFH)

248-370-3266

Linda Sisson, Director

Services:

Support students and faculty in creating accessible and inclusive environments

Determine academic accommodations

Provide campuswide assistive technology

Consultation with students, parents, faculty and staff

First Year Advising Center (FYAC)

121 North Foundation Hall (NFH)

248-370-3227

Sara Webb, Director

Services:

Academic advising for all first year students

Intrusive, caseload advising model

Major and career explorations for all OU students

Orientation programs for FTIACS, Transfers & Parents

Writing Center

212 Kresge Library (KL)

248-370-3105

Sherry Wynn-Perdue, Director

Services:

Peer (student) writing consultants

Assist with organizing thoughts and developing clear
and concise thesis

Cite Write Program

General Education at Oakland University-

Fritz McDonald

General Education

- ▶ Broad-based knowledge
- ▶ Skills
- ▶ Preparation for citizenship, further study, and careers

General Education Committee

- ▶ Decisions on the General Education curriculum, course approvals, student petitions, course transfers, and assessment plans are all made by faculty.

General Education – Three Part Structure

- ▶ Foundations
- ▶ Explorations
- ▶ Integration

Knowledge Foundations

- ▶ Writing Foundations
 - ▶ Composition II (WRT 160) with a 2.0 minimum grade
- ▶ Formal Reasoning—Must be taken prior to Junior standing
 - ▶ Mathematics
 - ▶ Statistics
 - ▶ Logic
 - ▶ Linguistics
 - ▶ Computer Science—Programming

Knowledge Explorations

- ▶ Arts
- ▶ Foreign Language and Culture
- ▶ Global Perspectives
- ▶ Literature
- ▶ Natural Sciences and Technology
- ▶ Social Science
- ▶ Western Civilization

Knowledge Integration

- ▶ Knowledge Applications
 - ▶ Apply knowledge from a Knowledge Exploration
 - ▶ Student must take a KA course from outside the major.
 - ▶ Student must take the relevant Knowledge Explorations prerequisite first.
 - ▶ Example: a student who is not a philosophy major might take Introduction to Philosophy (KE prerequisite) and then Modern Philosophy (Knowledge Applications)

Knowledge Integration

- ▶ Capstone Course
 - ▶ Integration of knowledge in Major
 - ▶ Examples: Senior seminar, Thesis course, Internship
 - ▶ Every major program should have a Capstone course.

Additional Requirements

- ▶ Writing Intensive in the Major (WIM)
 - ▶ Every major program should have a Writing Intensive course.
- ▶ Writing Intensive in General Education (WIGE)
 - ▶ Can be a course inside the major or outside the major
- ▶ U.S. Diversity
- ▶ Writing Intensive and U.S. Diversity may double count with other General Education courses

Graduation

- ▶ Students must take 40 General Education credits.
- ▶ Some transfer General Education courses are 3 credit courses.

How does this impact you?

- ▶ You may teach a General Education course
- ▶ You may add a General Education designation to your course
- ▶ Your syllabus must include:
 - ▶ Specific General Education language
 - ▶ General Education Student Learning Outcomes (GESLOs)
 - ▶ Course Learning Objectives
 - ▶ Cross-cutting capacities
- ▶ Assessment: Ensuring courses meet the GESLOs.

Cross-cutting Capacities



- ▶ Effective Communication
- ▶ Critical Thinking
- ▶ Social Awareness
- ▶ Information Literacy

Who to contact about your Gen Ed course?

- ▶ Your department Chair
- ▶ Your department Assessment and/or Curriculum Committee Chair(s)



**KEEP
CALM
IT'S
BREAK
TIME**



Registrar: Learning the Ropes

Steve Shablin, Registrar

Paul Battle, Associate Registrar

In your handbook

Oakland University

OFFICE OF THE REGISTRAR

Contact Information

100 O'Dowd Hall
(248) 370-3450 oakland.edu/registrar Monday-Friday 8:00 a.m. - 5:00 p.m.

Steve Shablin
Registrar
shablin@oakland.edu
(248) 370-4581

Tricia Westergaard
Senior Associate Registrar
westerga@oakland.edu
(248) 370-4585

Paul Battle
Associate Registrar
battle@oakland.edu
(248) 370-4556

Christopher Goeth
Assistant Registrar
cagoeth@oakland.edu
(248) 370-2563

Joshua Stotts
Assistant Registrar
jastotts@oakland.edu
(248) 370-3471

Registrar

Services

- Final Examination Scheduling
- General Purpose Classroom Reservation
- Student Enrollment Verification
- Veterans Student Certification
- Exceed Maximum Credit Petitions
- Time Conflict or Supplemental Instruction (SI) Override
- Semester Additional Information
- Schedule of Classes
- Student Change of Major
- Grade Changes
- Transcripts

Most forms can be found online at oakland.edu/registrar/forms

Final Examinations

- Final examinations are scheduled for classes with primary time modules.
- Class time modules not listed on the final exam schedule should request a final exam time and room assignment, if needed.
- Online classes with an in-person final exam should also request a room and time assignment (generally Saturday for fall or winter classes).
- Special requests or requests for larger classrooms other than normal instruction should be made as early as possible, preferably no later than the first month of the semester.

The final examination schedule is available at oakland.edu/registrar under **Calendars**.

SUMMER 2016	FALL 2016	WINTER 2017	REGISTRATION DATES	FINAL EXAMS	ACADEMIC CALENDARS	PAST TERMS
<p>NOTE TO FACULTY/DEPARTMENT: If your class meeting time is not listed, please contact the Office of the Registrar for a final examination assignment. Final exams are generally held in the regular classroom, but at different times. Plan ahead for finals. Below are PDFs of posted final exam dates and times.</p> <ul style="list-style-type: none">• Summer 2016• Fall 2016• Winter 2017 <p>ONLINE COURSES: If the instructor elects to give an on-campus final exam, that exam will take place on Saturday of the final examination period. The time and location of the final exam will be provided by the instructor.</p>						

General Purpose Room Requests

- For non-class requests the **Room Request Form** can be found at oakland.edu/registrar/resources.
- Classroom-related requests generally are made through the schedule timeline and a schedule adjustment form.
- You can work with your department scheduler or contact Chris Goeth for class-related requests.

Student Enrollment Verification

- Students can request enrollment verification through SAIL.
- Oakland University has authorized the National Student Clearinghouse to provide degree and enrollment verification.
- Used for employers, and loan companies that need to verify an applicants attendance (past or present) at Oakland University.

Veteran Certification

- The Office of the Registrar provides a variety of veteran and military services to our students and staff, including
 - Students meet with School Certifying Officials to complete necessary paperwork for VA or military branch
 - Notify and report enrollment, registration, graduation and other requests to appropriate federal or state agencies
- Various forms and other information can be found at oakland.edu/registrar/veterans
- Contact information: (248) 364-VETS [8387] or veterans@oakland.edu

Student Change of Major

The image shows a screenshot of a web browser displaying the "OAKLAND UNIVERSITY CHANGE OF MAJOR/MINOR REQUEST FORM". The form includes instructions for students to make changes to their major or minor, such as completing Section I, submitting the form to the advising office, and following graduation requirements. It also contains a "SECTION I (To be completed by student)" with fields for Name (Last, First, Middle Initial), Student Number G00, Date, Address (Number, Street, City, State, Zip), Contact Telephone, OU Email Address, Year of entry to OU, Semester of 1st class attended at OU, Have you already earned a bachelor degree?, NCAA Student Athlete, and Have you transferred credits to OU.

Form is used for students who have decided to change their major, minor or concentration (students should work with their academic adviser to do so).

Exceed Maximum Credits

- Students must fill out this form to request to exceed maximum credits in a semester
- Academic Adviser's signature is required for 19-21
- Registrar's signature is ALSO required for 22 or more credits

OAKLAND UNIVERSITY
PERMISSION TO EXCEED MAXIMUM CREDITS

- Only the adviser's signature is required for 19-21 credits in Fall/Winter/Summer.
- The Registrar's signature is ALSO required for 22 or more credits for Fall/Winter/Summer.

Student Name: _____ Grizzly ID #: _____

Phone #: _____ Term: (Circle one) Fall Winter Summer Year: _____

Major: _____ Class Level: (Circle one) FR SO JR SR GR PB Other: _____

Total Credits Completed: _____ Current GPA: _____

If you are a guest student, please indicate your home institution: _____

I am requesting an exception to university policy to register for _____ credits, which exceeds the allowed maximum number of credits for the term. If approved, I will not subsequently request any refund or exception to university policies based on this course overload.

I understand the university drop policy as follows: A drop request is to be submitted to the Registration Office online, in person, by fax, or by certified mail. Complete withdrawal may not be processed online. I accept responsibility for submitting all drop and withdrawal requests by deadlines and for confirming my registration transactions.

Student Signature: _____ Date: _____

Academic Adviser (PRINT & Sign Name): _____

Credits Approved: _____ by Registrar or Designee: _____

Comments _____

Time Conflict or S.I. Override

- A time conflict between multiple classes requires a Time Conflict Override Form
 - Use to obtain the signature of both instructors and the dean of the school/college to be added into courses that overlap in time.
- A time conflict involved an SI is available in-person at the Office of the Registrar. The student is required to sign this form. No faculty or staff signatures or overrides are required.

Additional Information

Available at: <http://www.oakland.edu/important-dates>

fall 2016 additional information

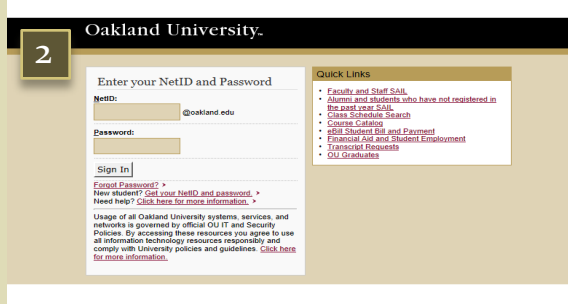
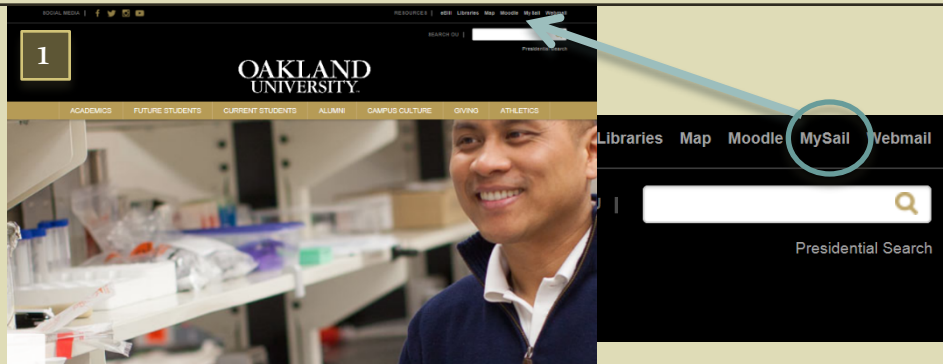
Session	Begin Date	End Date	100% Refund	Last Day Registration w/o Permission	Last Day Late Registration w/Permission	Fin Aid Census Date 11:59 PM*	First Day of "W"	Last Day of "W"	Final Exams	Title IV Return**	Grades Due 10 a.m.
1 – Full Term 16 weeks	September 01	December 05	September 15	September 08	September 15	September 15	September 16	November 03	December 07-13	November 1	December 16
F – First Half 8 Weeks	September 01	October 18	September 08	September 08	None	September 15	September 09	October 06	Last Class	September 28	October 21
S – Second Half 8 Weeks	October 20	December 05	October 27	October 27	None	September 15	October 28	November 24	December 09-13	November 21	December 16
C – Competency	September 01	October 13	September 15	September 08	None	September 15	September 09	N/A	N/A	N/A	October 21

winter 2017 additional information

Session	Begin Date	End Date	100% Refund	Last Day Registration w/o Permission	Last Day Late Registration w/Permission	Fin Aid Census Date 11:59 PM*	First Day of "W"	Last Day of "W"	Final Exams	Title IV Return**	Grades Due 10:00 a.m.
1 – Full Term 16 weeks (69 days) M-R (55 days)	January 4	April 18	January 18	January 11	January 18	January 18	January 19	March 15	April 20-26	March 15	May 1
F – First Half 8 weeks (33 days) M-R (26 days)	January 4	February 18	January 11	January 11	None	January 18	January 12	February 08	Last Class	January 30	February 21
S – Second Half 8 weeks (36 days) M-R (29 days)	February 27	April 18	March 6	March 6	None	January 18	March 7	April 3	April 22-26	April 2	May 1
C – Competency	January 4	February 15	January 18	None	None	January 18	January 12	N/A	N/A	N/A	February 21

Access to SAIL www.mysail.oakland.edu

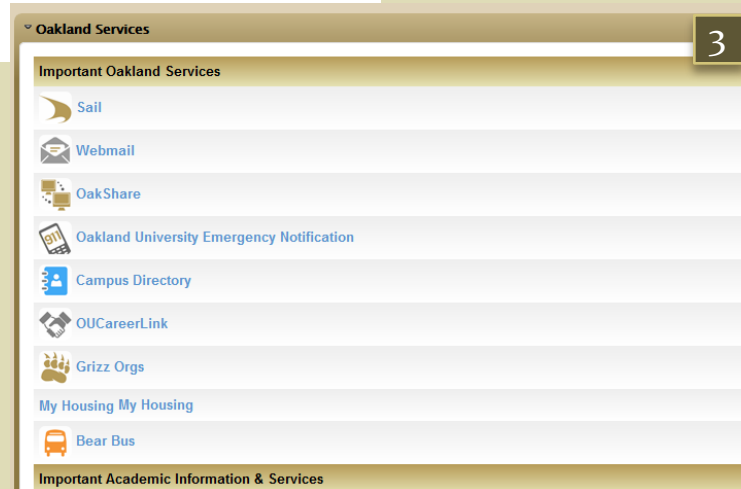
1. Go to oakland.edu, and click on MySAIL at the top of the page.



2. Log into your SAIL account.

3. Under Important Oakland Services, click SAIL to view more of your options.

MySail Homepage



SAIL Information System

Personal Information
Student Services
Faculty Services
Employee
Financial Aid
eBill Student Bill and Payment

View or update your address(es), phone number(s), e-mail address(es), & marital status; name change & social security number change information; change your PIN, Security Question and Answer; customize your directory profile.

Register for classes; access eBill (to review your student account, view billing statements, enroll in a payment plan or pay your bill; display class schedule; view holds; display grades; request or view transcripts; or run a degree evaluation; apply to graduate.

Enter grades and registration overrides; view class lists and student information.

Access Leave Reports and view information on your earnings, benefits, deductions, benefits, pay history, direct deposit, tax forms, OU position history since 1999, and more.



View financial aid status and requirements, award information, holds, and enroll in direct deposit.

Faculty Services

Access Class List

Faculty Services
Employee
Financial Aid
eBill Student Bill and Payment

1

Term Selection	CRN Selection	Faculty Detail Schedule	Faculty Schedule by Day and Time
Detail Class List	Summary Class List	Detail Wait List	Summary Wait List
Mid Term Grades	Final Grades	Grade Change Request Select Grade Change Request Form from menu.	Registration Overrides
 Registration Add/Drop	 Electronic Gradebook by Component	Faculty and Advisor Security Information	Student Menu Display student information; view a student's schedule.

2

Select a Term:
Fall Semester 2014
Submit

3

Please enter the CRN you wish to access, or select a different term from the menu.

CRN:
PSY 100 001: Fndtns Contemporary Psy, 40571 (40)
Submit

- Click on "Detail Class List."
- Click on "Select Term."
- Type in the 5 digit CRN number for the course.

Detail Class List

Fndtns Contemporary Psy - PSY 100 001

CRN: 40571

Duration: Sep 03, 2014 - Dec 13, 2014

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	144	40	104
Cross List:	0	0	0

Detail Class List

Record Number	Student Name	ID	Registration Status	Registration Number
1			Web Register	34

Current Program

Not A Degree Program

Level: Undergraduate

Program: Undecided

Admit Term: Fall Semester 2013

Admit Type: FTIAC

Catalog Term: Fall Semester 2013

College: University Programs

Campus: Main Campus

Major and Department: Undecided No Major Program, First Year Advising Center

Class: Sophomore

Credits: 4.000

Class Location

Personal Information
Student Services
Faculty Services
Employee
Financial Aid
eBill Student Bill and Payment

Term Selection
CRN Selection
Faculty Detail Schedule
Faculty Schedule by Day and Time

Detail Class List
Summary Class List
Detail Wait List
Summary Wait List

Mid Term Grades
Final Grades
Grade Change Request
Grade Change Request
Select Grade Change Request
Form from menu.
Registration Overrides

Scheduled Meeting Times



Type	Time	Day	Where	Date Range	Schedule Type	Instructors
In-Person Class Meeting	8:00 am - 9:07 am	MWF	North Foundation Hall 156	Sep 03, 2014 - Dec 13, 2014	Main Campus Classroom	Sydney N Wilson (P)

Click on "Faculty Detail Schedule."

Summary Class List

- Click on "Summary Class List"

Faculty Services
Employee
Financial Aid
eBill Student Bill and Payment

Term Selection	CRN Selection	Faculty Detail Schedule	Faculty Schedule by Day and Time
Detail Class List	Summary Class List	Detail Wait List	Summary Wait List
Mid Term Grades	Final Grades	Grade Change Request Select Grade Change Request Form from menu.	Registration Overrides
 Registration Add/Drop	 Electronic Gradebook by Component	Faculty and Advisor Security Information	Student Menu Display student information; view a student's schedule.

Course Information

Fndtns Contemporary Psy - PSY 100 001

CRN: 40571

Duration: Sep 03, 2014 - Dec 13, 2014

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	144	40	104
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Midterm	Final	Grade Detail
1			Web Registrar	Undergraduate	4.000	Enter	Enter	
2			Web Registrar	Undergraduate	4.000	Enter	Enter	
3			Web Registrar	Undergraduate	4.000	Enter	Enter	
4			Web Registrar	Undergraduate	4.000	Enter	Enter	
5			Web Registrar	Undergraduate	4.000	Enter	Enter	
6			Web Registrar	Undergraduate	4.000	Enter	Enter	
7			Web Registrar	Undergraduate	4.000	Enter	Enter	
8			Web Registrar	Undergraduate	4.000	Enter	Enter	
9			Web Registrar	Undergraduate	4.000	Enter	Enter	
10			Web Registrar	Undergraduate	4.000	Enter	Enter	

Process Class Overrides

1

Personal Information

Student Services

Faculty Services

Employee

Financial Aid

eBill Student Bill and Payment

View or update your address(es), phone number(s), e-mail address(es), & marital status; name change & social security number change information; change your PIN, Security Question and Answer; customize your directory profile.

Register for classes; access eBill (to review your student account, view billing statements, enroll in a payment plan or pay your bill); display class schedule; view holds; display grades; request or view transcripts; or run a degree evaluation; apply to graduate.

Enter grades and registration overrides; view class lists and student information

Access Leave Reports and view your earnings, deductions, and history

View financial aid status

2

Faculty Services

Employee

Financial Aid

eBill Student Bill and Payment

ID Selection

CRN Selection

Faculty Detail Schedule

Faculty Schedule by Day and Time

Detail Class List

Summary Class List

Detail Wait List

Summary Wait List

Mid Term Grades

Final Grades

Grade Change Request
Select Grade Change Request Form from menu.

Registration Overrides

Access eBill Student Bill and Payment

Access eBill Student Bill and Payment

Faculty and Advisor Security Information

Student Menu
Display student information; view a student's schedule.

Registration Overrides

Override	Course
None	None
None	None
None	None

Submit

Registration Overrides

Override	Course
CLOSED CLASS	None
None	None
None	None

Submit

Information for: [REDACTED]

Welcome to the Faculty Registration Permits/Overrides Worksheet.

The registration overrides you entered have been saved successfully.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

Current Student Overrides

Override	Course	Activity Date	Entered by
CLOSED CLASS	40571 - PSY 100 001	May 12, 2014	OAS_PUBLIC

8

Below are the override requests you entered. Please confirm by clicking Commit Changes.

Registration Overrides

Override	CRN	Course	Number	Section	Student	Activity Date
CLOSED CLASS	40571	PSY	100	001	[REDACTED]	May 12, 2014

Submit

- Login to SAIL, then select "Faculty Services."
- Click on "Registration Overrides."
- Any active term can be selected then click "Submit."
- Return to "SystemSelect Term" to change the semester. Overrides can be given before registration begins.
- Enter student information: search by G# or last name, first name. then click "Submit."
- Verify selection by clicking "Submit."
- Choose override course from the drop down menus, then click "Submit."
- Confirm changes by clicking "Commit Changes."

When finished with current student override, you may return to the page titled "SAIL INFORMATION SYSTEM STUDENT VERIFICATION." Once you return to this page, you may click on "ID Selection" to perform the next student's override.

SHORTCUT: You may also scroll down to the bottom of "Registration Permits/Overrides" page to access "ID to access" button.

44

Only Registered Students in



If you happen to have a person in your class who is not registered, he/she is NOT allowed to remain in the class. Tell the person to leave, and have them contact the Office of the Registrar in 100 O'Dowd Hall.

Student must be registered/de-registered by 11:59 p.m. on the last day to drop/add a course according to the term.

Oakland University Grading

3.6-4.0	A
3.0-3.5	B
2.0-2.9	C
1.0-1.9	D
0.0	No credit
W	Withdraw
I	Incomplete
P	Progress
S	Satisfactory
U	Unsatisfactory
SP	Satisfactory Progress
NP	No Progress
R	Assigned by Registrar when there is no grade from instructor
Z	Assigned by Registrar for an audited course

Grades I, P, and R are temporary grades.

Grades and Incomplete Grades

Oakland University TEST

Course: CIN Cinema Studies (CIN) 150 008 Introduction to Film Winter Semester 2015 (201510) 14243

Records: 6

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
			2.3			
			3.9			
			0.0			

Records: 60

QMM Quantitative Methods Mgt 240, Section 003

Statistical Methods for Bus I

Course Reference Number: 10855

50 Grades Remaining

Eligible: 60
Registered: 60
Graded Final: 10

Course Dates: 01/06/2015 - 04/28/2015
Primary Instructor: Karla R. Brown
Secondary Instructor(s):

Registration Status: Web Register Credits: 3

Grade Rolled Date: Not Rolled

Faculty grade students as usual. Click "Submit" to save entries.

Oakland University TEST

Course: CIN Cinema Studies (CIN) 150 008 Introduction to Film Winter Semester 2015 (201510) 14243

Records: 6

Enter Grades

Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date	Extension Date Constraints
		I	2.2		04/30/2016	On or before default date
		I	1.9		04/20/2016	On or before default date
		I	1.4		04/30/2016	On or before default date
		I	3.2		04/30/2016	On or before default date
		I	3.0		04/30/2016	On or before default date

Records: 5

CIN Cinema Studies 150, Section 008

Introduction to Film

Course Reference Number: 14243

24 Grades Remaining

Eligible: 45
Registered: 45
Graded Final: 21

Course Dates: 01/06/2015 - 04/28/2015
Primary Instructor: Karla R. Brown
Secondary Instructor(s):

Once an 'I' Grade is entered, an Incomplete Grades button is created next to the Roster.

This display will show **default grade** that the Incomplete will change if the work is not done on time. You may change the grade if necessary.

This also shows the **amount of time the grade can be changed**. The time frame can be adjusted at the professor's discretion.

Last Date of Attendance

1. As faculty enter grades as usual, they must also provide the last date of attendance is required for each student who gets a U or o.o grade.

Oakland University TEST

Karla R. Brown | Sign Out | 1 Notifications

Banner Self-Service > Faculty > Grade Entry

CIN Cinema Studies (CIN) 150 008 Introduction to Film Winter Semester 2015 (201510) 14243

Page 1 of 2 | 5 Per Page Records: 6

Roster Incomplete Grades

Enter Grades

Search By Full Name or ID

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
			2.3			
			3.9			
			0.0			

Page 2 of 2 | 50 Per Page Records: 60

Reset Save

A last attend date is required for this grade.

QMM Quantitative Methods Mgt 240, Se...
Statistical Methods for Bus I
Course Reference Number: 10855

50 Grades Remaining

Eligible: 60
Registered: 60
Graded Final: 10

Course Dates: 01/06/2015 - 04/28/2015
Primary Instructor: Karla R. Brown
Secondary Instructor(s):

Student Details

Registration Status: Web Register
Credits: 3

Grade Rolled Date: Not Rolled

If Final Grade is 0.0, Last Attend Date is required.

2. Date must be entered in the exact MM/DD/YYYY format for grades to be successfully submitted.

3. If a student never attended the class, enter the first day of the semester into "Last Attend Date." Also enter 0 in the "Attend Hours" field.

Grade Change

http://www.oakland.edu/registrar/resources

ACADEMICS FUTURE STUDENTS CURRENT STUDENTS

Office of the Registrar

Forms
Meet the Staff
Class Schedule
Register on SAIL
Undergraduate Catalog
Graduate Catalog
Transcripts

Apply for Graduation

Calendars

Records

Registration

AP, IB and CLEP Policies

Transfers

Veterans

Come back to OU

Faculty/Staff Resources

Office of the Registrar

FACULTY/STAFF RESOURCES

Important Winter 2014 Grading Notes

Saturday, April 19	Winter 2014 classes end 10 p.m.
Sunday, April 20	Study day
Monday, April 21 – Saturday, April 26	Final exams (end at 10 p.m. April 26)
Monday, April 28	Grades due to the Office of the Registrar—5:00 p.m.**
Tuesday, April 29	Grades roll to academic history—begins 8:00 a.m.
Wednesday, April 30	
Thursday, May 1	
Monday, May 5	

Use this link, or from the Registrar's page, click on "Faculty/Staff Resources."

In order to change a grade after it has already been posted, you must complete a **Grade Change Form**.

UNIVERSITY OF OAKLAND

ACADEMICS FUTURE STUDENTS CURRENT STUDENTS ALUMNI CAMPUS CULTURE GIVING ATHLETICS

Office of the Registrar

Forms
Meet the Staff
Class Schedule
Register on SAIL
Undergraduate Catalog
Graduate Catalog
Transcripts

Apply for Graduation

Calendars

Records

Registration

AP, IB and CLEP Policies

Transfers

Veterans

Grade Change Information

Please use the following link to access the web forms login: **GRADE CHANGE FORM**.
Only the instructor of record may submit a grade change.

Complete the grade change form as follows:

- Log in using your Oakland Email Name and password.
- Enter the student ID to populate the student name and email information. Verify the student ID.
- Enter the CRN (ex: 40001) to populate the course information, including the section number.
- Enter the new grade. **See Oakland University's grading system.**
- Enter valid rationale for the grade change.
- Forward the grade change to the appropriate email address as detailed below.

Current Grade	Routing Email
I grade within the deadline	grdchg@oakland.edu

Deadline: An incomplete (I) grade must be changed within one year. If course requirements for a grade shall be changed to a grade of 0.0 for undergraduate students or a permanent I for graduate students.

Grading Information

- Faculty Step by Step Grading for New Faculty
- Faculty Grading Notes
- Frequently Asked Grading Questions
- Faculty OU Grading System
- Final Exam Schedule
- Incomplete Grade Process
- Mid-Term Grading Instructions

Grade Change Information

- Grade Change Information
- Grade Change Form

Faculty Overrides in Sail

- Faculty Override Instructions

Staff Resources

- Room Request

Graduation Application Deadline

Office of the Registrar

Forms
Meet the Staff
Class Schedule
Register on SAIL
Undergraduate Catalog
Graduate Catalog
Transcripts

Apply for Graduation
Calendars

Go to oakland.edu/registrar and click
“Apply for Graduation”
OR
Go to oakland.edu/graduate

http://www.oakland.edu/graduate

APPLY FOR GRADUATION

Follow these steps to ensure you are on track and eligible for graduation.

KNOW YOUR DEADLINE **DEGREE EVALUATION** **APPLY ONLINE** **GRADUATION FAIR AND COMMENCEMENT**

GRADUATE STUDENTS **CLICK HERE**

Step 1:

All students must apply to graduate by submitting an **Application for Degree** online. Apply to graduate for the term you will complete your program requirement. Use the table below to find your deadline to apply.

Undergraduate students should apply by the posted deadline. Graduate students (receiving a master's degree or above) are encouraged to apply during their second to last semester.

GRADUATE IN	APPLY FOR GRADUATION BY	PARTICIPATE IN COMMENCEMENT
December (after Fall semester)	Last Friday in September	Fall Ceremony
April (after Winter semester)	Last Friday in January	Spring Ceremony
August (after Summer semester)	Last Friday in January Last Friday in May	Spring Ceremony Fall Ceremony

GET HELP
APPLYING FOR GRADUATION

How to apply to graduate

1. Log into your **MySAIL** account (using your NetID and password).
2. Select SAIL from the menu bar on the right side of the page.
3. Select *Student Services* and then *Student Records*.
4. Click on *Apply to Graduate*.
5. Be sure to read the directions at the top of each page.
6. Select the most current term from the menu.
7. Verify your curriculum, if all of your majors/minors/concentrations are correct, click continue.

FEATURED VIDEO

American Association of University Professors

You make a difference.
We make it easier.

Current President: Ken Mitton (Eye Research Institute), mitton@oakland.edu
Executive Director: Scott Barns (Barns@oakland.edu)
<http://OaklandAAUP.org>

The AAUP Mission Since 1915

- Defend academic freedom and shared governance
- Define professional standards
- Promote economic security for faculty and graduate students
- Organize supporters to improve higher education

The AAUP at Oakland University

- about 800 Oakland faculty belong to the AAUP.
 - (580 full time, 230 part time)
- Officers are elected by the membership.
 - Executive Committee meets twice a month
 - Advisory Forum meets monthly
- Your working conditions are defined by the collective bargaining agreement.

Contacting the AAUP on Campus

- Scott Barns, Executive Director, is a full time employee of the AAUP.
 - 248-370-2005 or barns@oakland.edu
- The chapter web site is <http://oaklandaaup.org>.
 - Obtain documents such as the contract & chapter by-laws
 - Read past messages and news to the faculty
 - Track current issues being pursued on behalf of faculty
- Chapter Facebook page is: “Oakland University AAUP and Friends.”
 - Items of interest from the newspapers, magazines, and blogs

The AAUP at Oakland University

- State of Michigan recognized bargaining organization for OU faculty
- Agreements typically 3-years, the current agreement is 5-years.
 - 2015–2020 Anniversary effective date is August 15th.
- Bargaining team members: Full & Part-time faculty approved by the membership
 - Legal advice: Robert Fetter (*Miller Cohen*), and member faculty with JD's.
 - Michigan Employment Relations Commission (MERC) often provides mediation at the request of the faculty's bargaining team.

The Oakland University and AAUP Agreement

- Mature agreement.
- Minimal base contract: salary, benefits
- Defines academic titles, association rights and university management rights.

The Oakland University and AAUP Agreement

- Faculty employment, reemployment, tenure
- Layoff and recall
- Discipline and discharge
- Professional responsibilities
- Salary Full-time Non-visiting faculty
- Compensation for Visiting faculty
- Compensation for Special Lecturers
- Duration of salary and payment options
- Insurances
- Tuition Benefit – Only the Faculty version is zero cost design for the University
- Retirement
- Faculty Travel
- Leaves with pay
- Unpaid and partial leaves
- Academic Librarians
- Work or business interruption
- Grievance procedure
- Guarantee of rights
- Department Chairperson
- Appointment dates
- University Calendar

Tenure at Oakland University

- Tenure evaluations are measured in three areas: research, teaching, and service.
- All faculty reviews are bound by the general guidelines provided in the University Standards (Pp. 88)
- Each unit has created a set of specific guidelines that conforms with the general principles established in the University Standards. These guidelines are developed by the unit and go into effect after approval by the Provost's Office.

What is Tenure Track? ... Really.

- Does not mean you cannot be fired. It does mean due process and longer notice time. 71% of OU Faculty are tenure track.
- Non-tenure track positions (full & part-time) account for >70% of instructional staff appointments in American higher education.
- Tenured faculty benefit the University and our Students.
 - Long term stability and experience
 - Have passed minimal standards in Teaching, Scholarship, and Service through two re-employment reviews (c.1, c.2) and the “c.4” review for promotion to Associate Professor with tenure. Reviewed by external experts at c.2 & c.4.
- *Our students learn from many faculty who “write the textbooks”.*

Dealing with the Tenure Process

- Regularly review your unit's *tenure and promotion* documents and *workload criteria*. Norms for your academic discipline will vary from those of your colleagues in other units.
- Develop a network of mentors who have experience in Oakland's tenure process (associate and full professors).
- Attend tenure workshops when they are scheduled.
- Use experience from early reemployment reviews (c.1 and c.2) to strengthen your record for the final "c.4 review".
- Promotion from assistant to associate professor is linked to granting of tenure.

Agreement Appendices

- Research and Full-Time adjunct faculty
- Student-Faculty Ratio (Pp. 85)
- University standards for Reemployment and Tenture (Pp.88)
- Report of compensated outside professional work (Pp. 91)
- Fall semester calendars (7 year pattern) (Pp. 96)
- Other qualified adults and dependends (Pp. 97)
- Rights and responsibilities under the FMLA
- Health Care Coverage (Pp. 100)
- Market Adjustment Raise Procedures (Pp 111)
- OUWSOM (Faculty are not covered by the OU-AAUP agreement.)

Faculty Tuition Benefit and course overrides

- Many employee groups at Oakland University have tuition benefits.
- Faculty (full-time) tuition benefits are more than for most employee groups: 90% of tuition.
 - The OU/AAUP agreement tuition benefit is the only one designed to be cost-neutral for Oakland, and it is a positive recruitment tool.
 - Faculty extend professional courtesy to teach other member's benefit students by adding one extra seat to the course enrollment without receiving extra compensation.
 - Faculty pay a 10% of tuition fee to cover administration costs.
 - Faculty tuition benefit students cannot bump regular paying students from courses that have equipment or station limitations (i.e. Laboratories). Oakland University is required to track and monitor this.
- Important: If you use the faculty tuition benefit, notify the instructor to make sure they know to add an extra seat to the class. If you have faculty tuition benefit students, add an extra seat to your class for each such student.

OaklandAAUP.org

American Association of University Professors

IF you think any situation affecting you may be impacted by your contract, please contact Scott Barns as soon as possible.

There are contractual time limits for initiating corrective actions, which start the day of awareness. (Often 30 days.)

Executive Director: Scott Barns (Barns@oakland.edu)

Tenure and AAUP

AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS

*Advancing academic freedom and
shared governance, defining
fundamental professional values
and standards for higher education,
and ensuring higher education's
contribution to the common good.*

Overview of Faculty Titles (pg 42 in handbook)

Faculty Titles at Oakland University

Full-Time Faculty (Members of the AAUP)	
Professor	Tenured and tenure-track titles
Associate Professor	
Assistant Professor	
Instructor	
Research Professor	Renewable contract titles, not eligible for sabbatical leaves; research fellowships; travel funds
Adjunct Professor	
Special Instructors	Renewable, with job security
Visiting Professor	Renewable contract up to four years maximum
Part-Time Faculty	
Special Lecturers	Teach at least 16 credits per year; 8 of which must be during a Fall or Winter semester Members of the AAUP
Lecturers	Teach fewer than 16 credits per year

Information provided by the AAUP (2014).

Tenure at Oakland University

- There are overall University Guidelines, however, each faculty member must comply with the specific Unit/School/College Tenure Documents (as they do differ)

- the programmatic and institutional setting of the candidate's work at Oakland and the nature of the candidate's assignments and responsibilities;
- the quality of the candidate's accomplishments;
- the relation of all these factors to the objectives of the area or department, the goals of the college or school or institute, and the mission and long range vision of the university.

Oakland's evaluation focuses on the candidate's efforts and accomplishments in three areas:

- teaching or performance as a university librarian, as appropriate to the appointment;
- intellectual contributions such as scholarship, research, and creative activities;
- service.

Tenure Process Overview

pg 43

c.1 Review (during the second year of the appointment)

Prepare the dossier & backup file according to unit instructions during the fall

Unit will vote on the case in time to forward it to the Dean's office by February 1

Dean reviews the case (negative reviews will be forwarded to the appropriate CAP) with a recommendation forwarded to the Provost

c.2 Review (during the fourth year of the appointment)

Prepare the dossier & backup file according to unit instructions during the fall

Unit will vote on the case in time to forward it to the Dean's office by February 1

Appropriate CAP reviews the case by March 15 (negative reviews will be forwarded to FRPC)

Dean reviews department and CAP reports and forwards the Dean's recommendation to the Provost

c.4 Review (during the sixth year of the appointment)

- Prepare the dossier & backup file according to unit instructions during the fall

- Unit will vote on the case in time to forward it to the Dean's office by February 1

- Appropriate CAP reviews the case by March 15 and send its report to FRPC

- FRPC reviews the case by May 1 and forwards its recommendation to Oakland

- If the decision is for tenure, the promotion and tenure shall be effective August 15 of the review year



**KEEP
CALM
IT'S
LUNCH
TIME**

Social Guide



Downtown Detroit



Comerica Park – Tigers Baseball

Oakland University's 2016 Social Guide for New Faculty (and Not-So-New Faculty)



Oakland University
Bear Lake



Saturday Morning at the
Eastern Market

My Top Ten List of Settling into the Oakland University Community

1. Engage in the Oakland University Community.
2. Don't believe what you see on the news. Detroit is awesome.
3. Be safe. Use common sense.
4. Connect up with colleagues and neighbors who know the area.
5. Parking, parking, parking
6. Enjoy the deer, but be careful.
7. Winter preparation.
8. Seek support.
9. Be patient. Change and transition takes time.
10. Balance your life and time.

“What I Wish I Knew When I Began at OU”

- **Assistant Professor-** Amanda Nichols-Hess
- **Associate Professor-** Keith Williams
- **Wise Full Professor-** Jay Meehan

Research at OU- Vice Provost of Research- David Stone

Office of Research Administration

Contact Us

Forms

Funding Opportunities for Faculty

Funding Opportunities for Students

General Information

Grant & Contract Administration

OHRP Research Community Forum

Regulatory Compliance

Research Centers and Facilities

Staff Tools

Technology Transfer

Office of Research Administration
Wilson Hall
371 Wilson Boulevard
Rochester, Michigan 48309-4486
(map)
(248) 370-2762
(248) 370-4111
research@oakland.edu



enrich your EDUCATIONAL EXPERIENCE



Oakland University provides state-of-the-art research facilities and a rich, collaborative environment for our faculty and students in support of their research and educational activities. OU is recognized by the Carnegie Foundation for the Advancement of Teaching as one of the nation's doctoral research universities. We are proud of the wide spectrum of research and other scholarly and creative activities made possible by the excellence of our faculty, students, facilities and institutional culture that is inclusive of all disciplines.

The Office of Research Administration provides the necessary administrative infrastructure for investigators, and strongly encourages the involvement of students in research. OU is committed to the highest ethical standards in the conduct of research, which are essential for sustaining an excellent research program that contributes to the well-being of our local, national and global communities.

**ADMINISTRATIVE
SUPPORT**
GRANTS & CONTRACTS
COMPLIANCE

**FUNDING
OPPORTUNITIES**
FACULTY
STUDENT

Fall 2015 - OU Research Magazine



EXTERNAL FUNDING: PLANNING
AHEAD

**TECHNOLOGY
TRANSFER**

OU Mission



Oakland University is a preeminent metropolitan university
that is recognized as a student-centered,

doctoral research institution
with a global perspective.

OU Mission

Carnegie Foundation
Doctoral Research 3 University

Research Numbers



- 286th out of 634
NSF University Ranking by Volume

- \$15.1 Million
Total R&D

- \$8.5 Million
External Funding

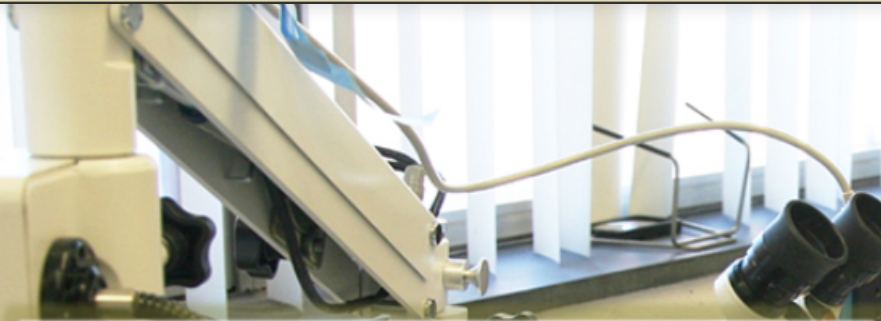
- \$6.9 Million
Federal Funding



OU was the only university named to the Top 25
Most Innovative Companies
June 30, 2014



Eye Research Institute



Wednesday, Jul 27, 2016

Students focus on eye diseases during summer research program

For the past three months, a select group of six undergraduate students has worked with faculty in Oakland University's **Eye Research Institute (ERI)** on projects investigating causes and potential cures for eye diseases such as glaucoma, cataracts and retinopathy.

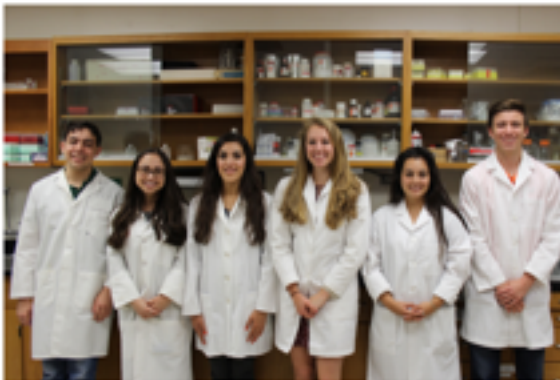
The students — Maya Sammane, Adam Seidel, Maria Donovan, Anthony Premceski, Reham Karana and Regan Miller — took part in OU's Summer Undergraduate Program in Eye Research (SUPER), helping carry out experiments that could lead to breakthroughs in treatments for vision loss.

Utilizing the latest scientific methodologies and equipment, students worked under guidance from ERI faculty mentors on research sponsored by the National Institutes of Health.

"I originally wanted to go into crime scene investigation, but after this experience I've changed my career goals," said Miller, a junior biology major. "I love the idea of being able to work on treatments for people with diseases."

Under the mentorship of Dr. Ken Milton, Miller monitored the growth of cells found in vessels of the retina, comparing two versions of the growth factor VEGF. Abnormal growth of these cells is associated with various retinal diseases, Miller explained.

"While the body needs VEGF to form vessels to deliver nutrients and oxygen, an excess amount will cause abnormal growth



OU undergraduate students (from left) Adam Seidel, Maya Sammane, Reham Karana, Regan Miller, Maria Donovan and Anthony Premceski — took part in OU's Summer Undergraduate Program in Eye Research (SUPER), helping carry out experiments that could lead to breakthroughs in treatments for vision loss.



Loon Copter



Loon Copter



OU's Loon Copter

- 1,017 Entries from 165 Countries
- 10 International Semifinalists
- 306,000 views Entry Video

Engineering

OAKLAND
UNIVERSITY™

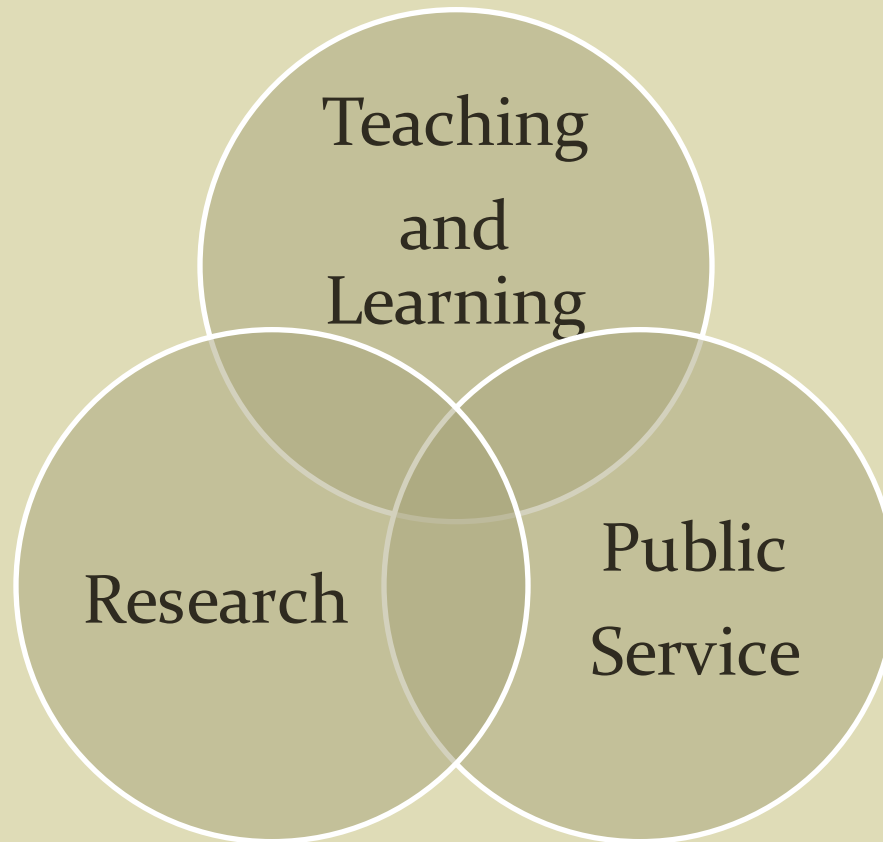


Goal #1: Teaching and Learning

Goal #2: Research

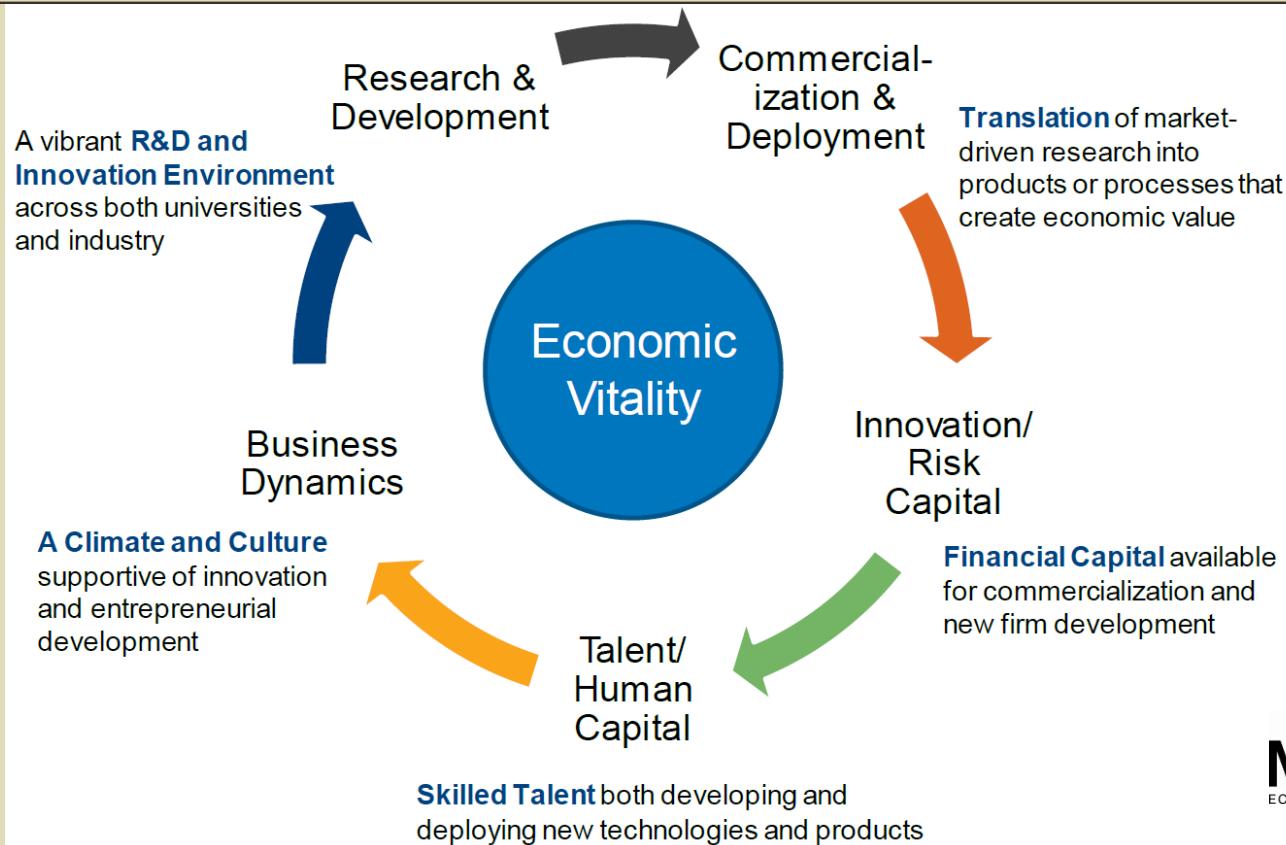
Goal #3: Public Service

OU Strategic Goals



OU Strategic Plan
AAUP Contract

Michigan Economics



Investing Time in You



Partnership between ORA/PI

•

“Becoming a Successful Principal Investigator”

David A. Stone – June 2010

THE CHRONICLE
of Higher Education

Internal Funding



Graduate Research Assistance Tuition (GReAT) Award

\$5,446 (8 Credit per semester) Graduate Tuition

President's Colloquium

\$1,000 Honorarium

URC Books, Reprints, and Page Charge

\$350 University Research Committee

URC Faculty Research Award

\$1,200 University Research Committee

**FACULTY FUNDING
OPPORTUNITIES**

Internal Funding



URC Faculty Research Fellowship Award

\$10,000 Summer Support

URC Research Excellence Award

\$2,500 Rotating Academic Unit Schedule

URC Meadow Brook Hall Research Conference Grant Award

\$3,000 Faculty Research Conference

URC New Investigator Research Excellence Award

\$1,500 Junior Faculty

**FACULTY FUNDING
OPPORTUNITIES**

Internal Funding



URC Student Research Awards

\$300 Undergraduates

\$500 Graduate

URC Student Travel Awards

\$400 Conferences/Research

Provost Student Awards

\$2,000 Undergraduate Research & Presentation

\$2,000 Graduate Research & Presentation

Summer Undergraduate Program in Eye Research (SUPER)

\$3,750 Research Fellowship

**STUDENT FUNDING
OPPORTUNITIES**

Funding Opportunities



PIVOT

Profiled Funding Opportunities
Formerly Community of Science (COS)

Grant Advisor Plus

Funding Opportunities by Discipline

Research Development & Grant Writing News

Monthly Distribution

Grant/Contract Support



Grant & Contract Officers
Bonnie, Shamon, and
Adeline

\$54.3 Million
Funding Requested

188 Proposals
Submitted

86 Awarded
New Awards

\$10.9 Million
New Awards

Fiscal Year
2016

Regulatory Support



Human Subjects Research

Animal Research

Financial Conflict of Interest

Responsible conduct of research

Biosafety

Radiation Safety

Responsibilities



- Provide administrative support to the IRB, IBC and IACUC
- Provide education and training in compliance areas through workshops or one on one training
- Perform conflict of interest review and management
- Handle research misconduct allegations

ORA Staff



Rebecca Sandborg - Director

Judette Haddad - Regulatory Compliance Coordinator

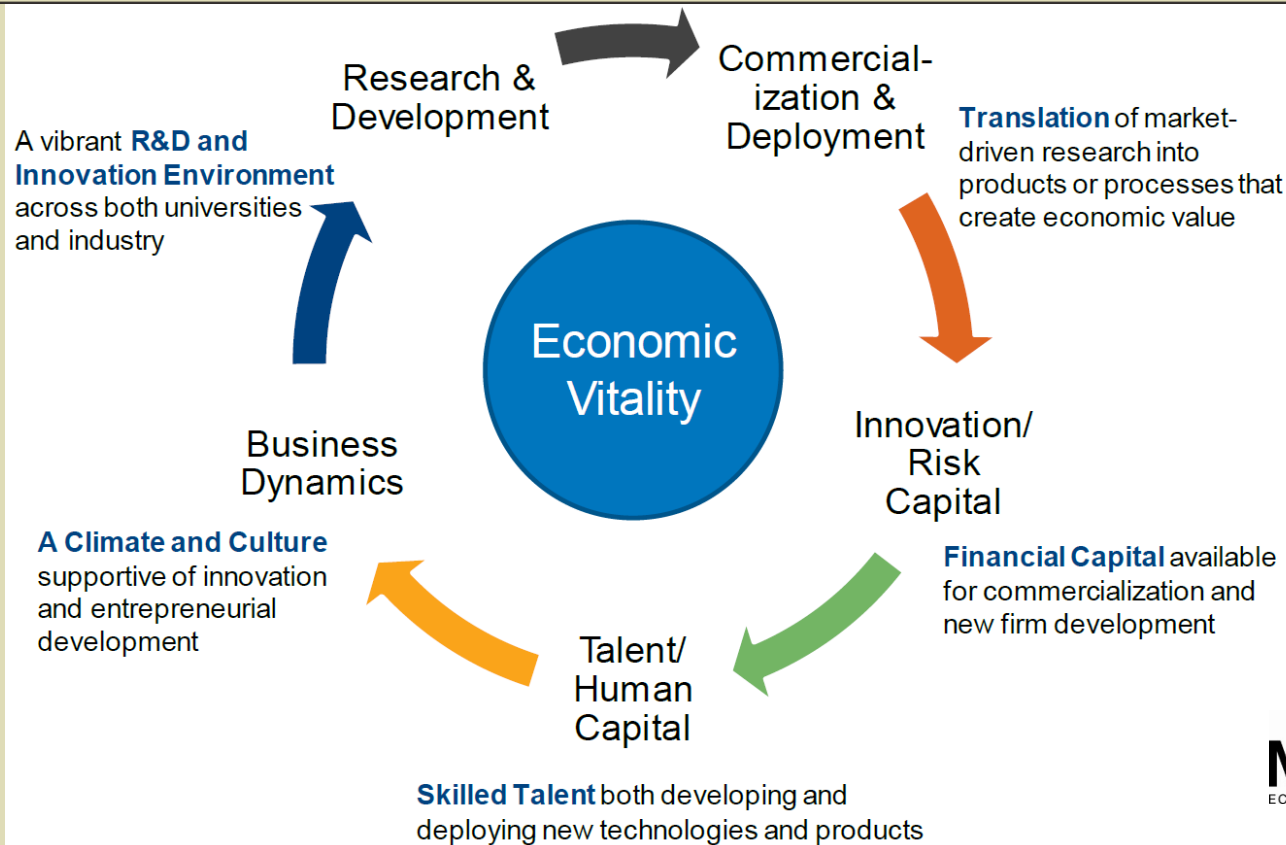
Stephanie Edwards - IRB Specialist

Katherine Wydeven - Regulatory Compliance Specialist

Janet Schofding – Biomedical Research Support Facility
Manager/IACUC Administration

Adeline Gonzales – Grant Officer

Michigan Economics



Commercialization



21 Patents Issued

8 in the pipeline

Technology Transfer Support

Startup Company

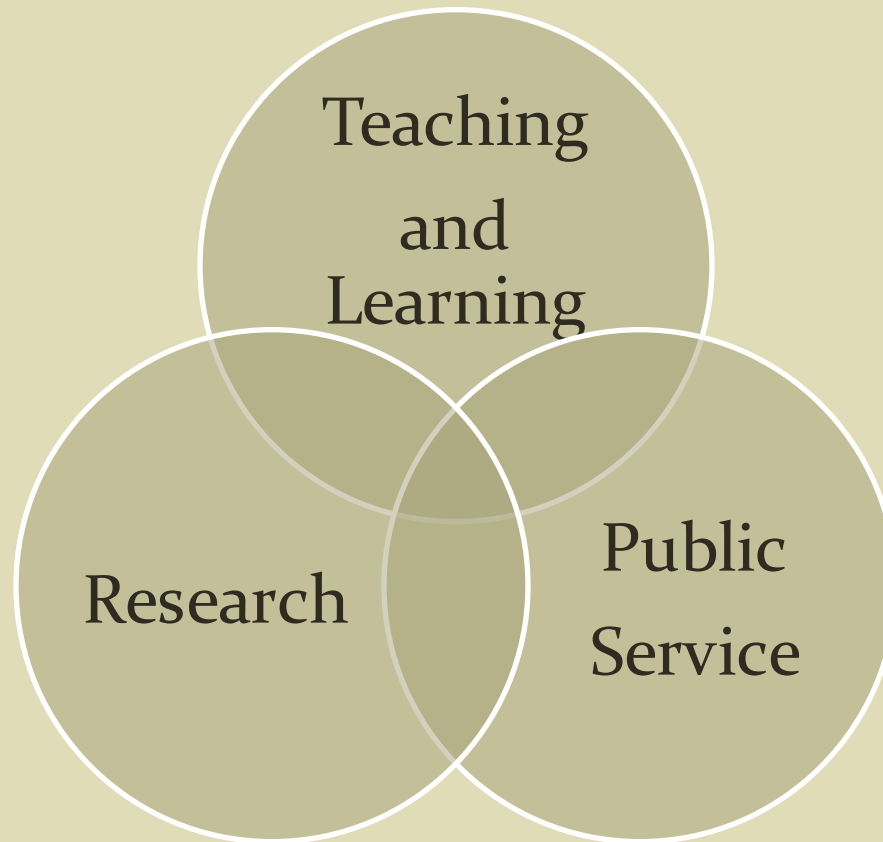
Licensing Intellectual Property

Mentor in Residence

Michael Long, PhD

Support from State of Michigan

OU Strategic Goals



OU Strategic Plan
AAUP Contract

Questions

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Academic Human Resources

Academic Human Resources

[Meet the Staff](#)

[General Information](#)

[Faculty Benefits](#)

[Academic Employment](#)

[Re-employment, Promotion & Tenure](#)

[Handling Accommodation Requests](#)

Academic Human Resources
Wilson Hall, Room 417
371 Wilson Boulevard
Rochester, MI 48309-4486
([map](#))
(248) 370-2922
fax: (248) 370-4210
ahr@oakland.edu

ACADEMIC HUMAN RESOURCES

Thank you for visiting the Oakland University Academic Human Resources (AHR) website. AHR is located in 417 Wilson Hall and is charged with overseeing the faculty hiring process, benefits authorization, payroll, as well as faculty and labor relations.

If you do not find the information you need, please contact our office.


[PEOPLEADMIN
ADMINISTRATION](#)[AAAOG](#)[ACADEMIC
POSITION
OPENINGS](#)[WORK-LIFE
RESOURCES](#)

QUICK LINKS

[UHR](#)[Benefits](#)[Center for Excellence in Teaching and Learning](#)[Division of Academic Affairs](#)

[Information Technology Directory](#)[Office of Research Administration](#)

Oakland University is a member institution of the Michigan Higher Education Recruitment Consortium (HERC). Please visit our position openings at michiganherc.org as well as on this site.



HERC
Higher Education
Recruitment Consortium

The Michigan Employment Relations Commission has directed Oakland University to post a Notice to All Employees. Please click [here](#) to view the document.

BENEFITS

HANDBOOKS & DOCUMENTS

Campus Interactive Tour: 2:40-4:20

Group 1

Amanda Nichols Hess



Start in the
Library

Group 2

Keith Williams



CETL

Center for Excellence in
Teaching and Learning
Learning Studio,
200A Elliott Hall

Snack- enjoy the ice cream bars
We will continue at 4:30





NEW FACULTY ORIENTATION

Safety and Security

Chief Mark Gordon
Oakland University Police Department

Police Introduction

- Oakland University Police Department

22 sworn members of the OUPD

All members are certified by the State of Michigan

Police services available 24/7

PARKING ISSUES

- September – April (Academic Year)
 - Parking is free in all legal spaces
 - Arrive early to campus – walking some distance will be required
 - Check Bear Bus routes in advance
 - 7:00 AM – 6:00 PM Daily

PARKING ISSUES CONT.

- Information tents – first week
- OUPD and Campus Facilities assist with traffic control in September
- Snow Emergency Policy
 - All vehicles must be parked in covered areas of parking structures by 10:00 PM
 - www.oakland.edu/parking

EMERGENCY COMMUNICATION

- Methods for Communication
 - Emergency Text Message
 - **<https://oupolice.com>**
 - Primary method of communication to OU campus
 - Campus wide email
 - Campus wide voicemail
 - Outdoor loudspeaker system

Emergency Communication Cont.

- University website
- Campus wide electronic signs
- Social networks (Twitter, Facebook)
- Local television and radio

LOCK DOWN POLICY

What Does it Mean

- **Lock down order** – emergency text message
 - Lock all exterior classroom doors
 - Shut off all technology and lights
 - Turn on all cell phones and make them silent
 - Move away from all windows if possible
 - Become invisible

DESKTOP EMERGENCY GUIDE

- Emergency Guides – Bright Red
 - Located in every academic classroom
 - Contents include:
 - Armed Intruder
 - Assault and Rape
 - Auto Accidents
 - Bomb Threats – What to do

DESKTOP EMERGENCY GUIDE Cont.

- Evacuation Orders
- Discovery of Explosive Devices
- Suspicious Mail
- Fire/Explosion
- Injury or Illness
- Unconscious Person

DESKTOP EMERGENCY GUIDE Cont.

- Information Technology Compromises
- Severe Weather Warnings
- Campus Power Failure
- Gas Leak

REPORT & SUPPORT

- Report & Support Form
 - www.oakland.edu/behaviorconcern
 - Online form for reporting to Behavior Concerns Committee
 - Name of person
 - Contact information for person
 - Brief description of concern

EMERGENCY CONTACT INFORMATION

- Within the Oakland University Community
 - OUPD (248) 370-3331
 - aapolice in your contact manager
 - 911 from any campus phone
 - Text OUPD – MRAVE/67283
 - Type OUPD then space before typing your message

SURVIVING AN ACTIVE SHOOTER INCIDENT

- Strategies for surviving an active shooter incident
 - Get Out
 - Hide Out
 - Take Out
- Offered by Center for Excellence in Teaching and Learning (CETL)



QUESTIONS/COMMENTS

???

Travel Grant Draw to Lilly Conference in Traverse City

Lilly Conference

COLLEGE AND UNIVERSITY
TEACHING AND LEARNING



Join us for the Lilly Conference
The Lilly Conference is a conference series on teaching and learning in higher education.

October 20-22 in Traverse City
Fill out for a chance to win a travel grant for the Lilly Conference.

Name: _____
Department: _____
Email Address: _____

CFTL travel grants have funded several part- and full-time faculty presenters and first-time attendees, and we hope you will join us! The travel grant includes:

- registration fee (includes most meals)
- up to four nights accommodations at the Park Place Hotel
- additional travel expenses

a total value of
more than
\$1,200

What is your Take-away

- So when you get home and someone asks “what did you do today” what will your response be?



Thank you

- Good luck with your first semester!