



Guide for STEM Faculty

Fall 2017



Created by the WISER program

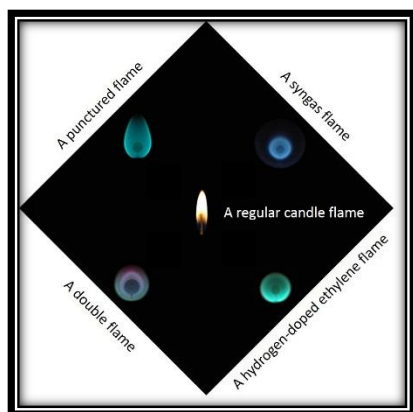
Women in Science, Engineering, and Research

Oakland University Research Office

www.oakland.edu/research/wiser

Table of Contents

About WISER	-1-
STEM Department Information	-2-
College of Arts and Sciences	-3-
School of Engineering and Computer Science	
Seminar Information / Social Media	-4-
Mentoring Resources	-5-
Research Centers and Institutes	-5-
Research Grant Support	-7-
Regulatory Compliance	-10-
Laboratory Support	-11-
Teaching Resources	-13-
Internal Research Grants and Awards for Faculty	-15-
Internal Research Grants and Awards for Students	-16-
Summer Research Programs for Students	-17-
External Funding Opportunities	-18-
Family-Friendly Resources and Campus Information	-19-



Research image from Dr. Peng Zhao (Mechanical Engineering).

Image shows four weakly-buoyant nearly-spherical non-premixed flames, surrounding the atmospherical candle flame. The spherical shape results from the less intense natural convection and the chemiluminescence indicates distinctive radicals and chemical reactivities. Dr. Zhao's research focuses on reacting flow and advanced engine combustion strategy.

About WISER

WISER (Women in Science, Engineering, and Research) focuses on recruitment, retention, and career development of faculty. Our impact and programming incorporate disciplines across campus. Situated within the scope of the Research Office, Dr. David Stone (Chief Research Officer) works closely with the WISER leadership team to support career development initiatives for faculty of all ranks.

Main Contact for WISER:

- **Leanne DeVreugd** – ldevreug@oakland.edu, x. 4516

Senior STEM Faculty on the WISER Leadership Team:

- **Brad Roth**, Professor, Physics; Center for Biomedical Research – roth@oakland.edu, x. 4871
- **Laila Guessous**, Professor, Mechanical Engineering – guessous@oakland.edu, x. 2183

WISER Website

www.oakland.edu/research/wiser

On the WISER website, you can find:

- Upcoming Events
- WISER Newsletters
- Helpful Resources

Our resources focus on providing tips and guidance for career development, tenure and promotion, leave options, work-life balance, and grant/award opportunities.

WISER Background:

WISER transitioned from the grant-funded WISE@OU program. WISE@OU was funded by the National Science Foundation ADVANCE program through a Partnerships for Adaptation, Implementation, and Dissemination (PAID) Grant ([Award 1107072](#)) from 2011 to 2016. The PI for WISE@OU was Kathleen Moore, Professor Emerita of Chemistry (kmoore@oakland.edu). More information about the WISE@OU program is included on the WISER website.

College of Arts and Sciences

217 Varner Hall

CAS Website: www.oakland.edu/cas

- Dean: Kevin Corcoran, corcoran@oakland.edu, x. 2143
- Associate Dean: Anne Hitt, hitt@oakland.edu, x. 2148
- Associate Dean: Robert Stewart, stewart@oakland.edu, x. 4945
- Assistant Dean (budget): Laura Culbert, culbert@oakland.edu, x. 4536
- Assistant Dean (curriculum): Sandra Dykstra, dykstra@oakland.edu, x. 4571
- Executive Secretary: Tammye Stoves, stoves@oakland.edu, x. 4535
- Admin. Secretary: Aimee Symington, symingto@oakland.edu, x. 2141
- Admin. Secretary: Carrie Miller, camiller@oakland.edu, x. 2142

Do you have questions? Contact:

- Travel: Jan Baker, jmbaker@oakland.edu, x. 4074
- Development: Kelly Conway, conway@oakland.edu, x. 2146
- Human Resources: Beth Dawson, badawson@oakland.edu, x. 2539
- Curriculum: Sandra Dykstra, dykstra@oakland.edu, x. 4571
- Technology: Gerard Jozwiak, jozwiak@oakland.edu, x. 3163

CAS Advising – Located in 221 Varner Hall; Contact

- Director: Shannon Esselink, esselink@oakland.edu, x. 4567
- General advising e-mail: casadv@oakland.edu

Department Contact Information - All e-mails are at @oakland.edu.

	Biological Sciences	Chemistry	Mathematics and Statistics	Physics
Chair	Doug Wendell wendell , x. 4457	Roman Dembinski dembinsk , x. 2248	László Lipták liptak , x. 4054	Andrei Slavin slavin , x. 3401
Secretary	Shawn Rasanen rasanen , x. 3550	Tracey Kosaski kosaski , x. 2320	Kathy Hamilton khamilto , x. 3426	Carol Searight searight , x. 3416
Lab Manager	Cathy Starnes starnes , x. 3556	Marcee Daly daly , x. 2330		Sally Daniel sdaniel , x. 3403
Coordinator/ Specialist	Kathie Lesich lesich , x. 4662	Andrea Jones arjones , x. 2331		Rao Bidthanapally burao , x. 4872
Stockroom Manager	Sheryl Hugger hugger , x. 3558	Sarah Bialke sbialke , x. 2322		
Main Office	375 DHE	260 MSC	368 MSC	190 MSC
Website	www.oakland.edu/biology	www.oakland.edu/chemistry	www.oakland.edu/math	www.oakland.edu/physics

School of Engineering and Computer Science

301 Engineering Center (EC)

SECS Website: www.oakland.edu/secs

- Dean: Louay Chamra, chamra@oakland.edu, x. 2217
- Associate Dean: Qian (Beth) Zou, qzou@oakland.edu, x. 2233
- Executive Secretary: Jane Dietrich, dietric2@oakland.edu, x. 2217
- Administrative Secretary: Katie Loodeen, loodeen@oakland.edu, x. 2233

Do you have questions? Contact:

- General Questions: Jane Dietrich, dietric2@oakland.edu, x. 2217
Laboratory: Matt Bruer, mnbuer@oakland.edu, x. 2180
- Faculty Development Coordinator: Laila Guessous, guessous@oakland.edu, x. 2183
- Budget: Keith Harvey, harvey@oakland.edu, x. 2229
- Technology: Terry Heinz, heinz@oakland.edu, x. 2216
- Keys: Barbara Kline, kline@oakland.edu, x.4014
- Outreach/Recruitment: Chris Kobus, cjkobus@oakland.edu, x. 2489
- Network: Nick LaForge, laforge@oakland.edu, x. 2584
- Project Engineer (SECS Machine Shop): Peter Taylor, taylor26@oakland.edu, x. 2226

SECS Advising – Located in 255 Engineering Center (EC)

- Director: Carmen Etienne, etienne@oakland.edu, x. 2543
- General advising phone number: (248) 370-2201

Department Contact Information - All e-mails are at @oakland.edu.

	Computer Science and Engineering	Electrical and Computer Engineering	Industrial and Systems Engineering	Mechanical Engineering
Chair	Lunjin Lu l2lu , x. 2200	Daniel Aloï aloi , x. 2185	Robert Van Til vantil , x. 2211	Brian Sangeorzan bsangeor , x. 2236
Secretary	Debbie Valla valla , x. 2200	Bonnie Koch bkoch , x. 2177	Maureen Callaghan mpcallag , x. 2989	Brenda Bond bond2 , x. 2210
Main Office	546 EC	446 EC	502 EC	402 EC
Website	www.oakland.edu/secs/departments/computer-science-and-engineering	www.oakland.edu/secs/departments/electrical-and-computer-engineering	www.oakland.edu/secs/departments/industrial-and-system-engineering	www.oakland.edu/secs/departments/mechanical-engineering

Seminar Information

Seminar/Colloquium:

Biological Sciences: www.oakland.edu/biology/seminars

- Typically on Tuesdays at noon

Chemistry: www.oakland.edu/chemistry/seminars

- Typically on Wednesdays at 1:15 p.m.

Math: www.oakland.edu/math/departement-colloquium

- Typically on Tuesday afternoons

Physics: Click on “Colloquium” under the “Research” Tab -

<https://files.oakland.edu/users/khain/web/old%20website/colloquium.html>

- Typically on Thursdays at noon

SECS

The SECS and departments within SECS host regular seminars throughout the semester. Seminars are often listed in the SECS calendar page:

www.oakland.edu/secs/calendar.

If you are interested in receiving e-mail reminders about SECS seminars, contact Jane Dietrich at dietric2@oakland.edu, x. 2217.

Sigma Xi: www.oakland.edu/biology/sigmaxi

President: Shailesh Lal, lal@oakland.edu, x. 2875

- OU has an active chapter of Sigma Xi, the national scientific research society. This organization promotes the health of the scientific enterprise and honors scientific achievement. Sigma Xi hosts various events during the year, including periodic lunch seminars and the annual initiation banquet.
- If you are not a member of Sigma Xi, ask a faculty colleague to nominate you.

Beaumont Research Institute: www.beaumont.edu/research

- The research program at Beaumont Hospitals consists of drug and device development and testing, patient care outcomes, pre-clinical and laboratory research, and clinical trials. Currently more than 350 investigators in over 35 departments conduct research for this institute.

Social Media - #ThisisOU

Find Oakland University on social media – search “oaklandu” on [Facebook](#), [Twitter](#), [LinkedIn](#), [Instagram](#), [Snapchat](#), and “oaklanduniv” on [YouTube](#).

Find out more about the SECS on social media – search “ousecs” on [Facebook](#), [Twitter](#), [LinkedIn](#), [Instagram](#), and “OaklandUnivSECS” on [YouTube](#).

Mentoring Resources

In the College of Arts and Sciences, new Assistant Professors are paired with an established, recently tenured (within ~2-6 years) Associate Professor in a different Department. Mentors are volunteers who are willing to act as a resource person and sounding board for new faculty members. The pairs are expected to meet a couple times per semester. If you have questions, contact Associate Dean Robby Stewart stewart@oakland.edu, x. 4945.

Laila Guessous serves as the Faculty Development Coordinator for the School of Engineering and Computer Science. She is available to help new faculty with mentoring, proposal preparation and review, teaching issues, promotion and tenure, navigating SECS and OU, and any other questions. Contact Laila at guessous@oakland.edu, x. 2183.

Research Centers and Institutes

Research institutes and centers provide opportunities for interdisciplinary collaborations. For a more complete list, visit the Research Office page: www.oakland.edu/research/centers or the SECS home page and click on “Labs and Centers” on the side menu: www.oakland.edu/secs.

Applied Electromagnetics and Wireless Laboratory:

www.oakland.edu/aewl

- Director: Daniel Aloï, aloi@oakland.edu, x. 2185

Automotive Tribology Center (ATC): www.oakland.edu/secs/labs-and-center/automotive-tribology-center

- Director: Gary Barber, barber@oakland.edu, x. 2184

Center for Biomedical Research (CBR): www.oakland.edu/cbr

- Director: Brad Roth, roth@oakland.edu, x. 4871

Center of Cyber Security: www.oakland.edu/research/centers/cyber-security

- Directors: Huriong Fu, fu@oakland.edu, x. 4456 and Xiaodong Deng, deng@oakland.edu, x. 4089

Center for Data Science and Big Data Analysis:

www.oakland.edu/research/centers/datascience

- Directors: Vijayan Sugumaram, sugumara@oakland.edu, x. 4649 and Ravindra Khattree, khattree@oakland.edu, x. 3448

Center for Robotics and Advanced Automation (CRAA)

Center for Robotics Unmanned and Intelligent Systems (CRUIS)

- Director: Ka C. Cheok, cheok@oakland.edu, x. 2232

Chrysler Learning and Innovation Center for Sheet Metal Forming Technology (CLIC-form)

- See the “CLIC-form” tab on this page:
www.oakland.edu/secs/student-resources/student-and-professional-organization
- Director: Sergey Golovashchenko, golovash@oakland.edu, x. 4051

Clean Energy Research Center (CERC): www.oakland.edu/energy/clean--research/cerc

- Director: Jim Leidel, leidel@oakland.edu, (248) 648-4805

Eye Research Institute (ERI): www.oakland.edu/eri

- Director: Frank J. Giblin, giblin@oakland.edu, x. 2395

Fastening and Joining Research Institute (FAJRI):

www.oakland.edu/secs/labs-and-center/fastening-and-joining-research-institute

- Director: Sayed Nassar, nassar@oakland.edu, x. 3781

Hardware in the Loop (HIL)

- Current projects supervised by Ka C. Cheok, cheok@oakland.edu, x. 2232 and Mohamed Zohdy, zohdyma@oakland.edu, x. 2234

Institute for Spintronic and Microwave Technology

- SECS Faculty: Jia Li, lj4@oakland.edu, x. 2661 and Daniel Aloï, aloi@oakland.edu, x. 2185;
- Physics Faculty: Andrei Slavın, slavin@oakland.edu, x. 3401
Gopalan Srinivasan, srinivas@oakland.edu, x. 3419 and
Vasyl Tyberkevych, tyberkev@oakland.edu, x. 3421

Institute for Stem Cell and Regenerative Medicine (ISCRM):

www.oakland.edu/iscrm

- Director: G. Rasul Chaudhry, chaudhry@oakland.edu, x. 3350

OU SmartZone Business Incubator (OU INC): www.oakland.edu/ouinc

- Manager: Steve Kent, kent@oakland.edu, (248) 648-4800

Macomb – Oakland University Incubator (MacOU INC):

www.oakland.edu/macombouinc

- Interim Executive Director: Larry Herriman, herriman@oakland.edu, (586) 884-9332

S. & R. Sharf Computer Integrated Manufacturing Laboratory:

<http://secs.oakland.edu/~vantil/sharflab.html>

- Directors: Robert Van Til, vantil@oakland.edu, x. 2211, and Sankar Sengupta, sengupta@oakland.edu, x. 2218.

Research Grant Support

The Research Office: www.oakland.edu/research

Visit the Research Office website for extensive information and resources!

Key Research Office Personnel:

- Associate Vice President for Research/ Chief Research Officer: David Stone, dstone@oakland.edu, x. 2762
- Secretary: Barbara Kooiman, kooiman2@oakland.edu, x. 2762
- Director of Sponsored Programs: Alex Delavan, delavan@oakland.edu, x. 3789
- Grant Officer: Bonnie Kwit, kwit@oakland.edu, x. 4116
- Grant Officer: Shamon Murdock, smurdock@oakland.edu, x. 2557
- Grant Officer: Adeline Gonzales, gonzales@oakland.edu, x. 2753
- Research Development Officer (for the sciences): Michael Spires, mspires@oakland.edu

The grant officers help prepare budgets and submit the proposals on your behalf. You cannot submit a proposal to a federal agency without the assistance of a grant officer. *NOTE: You may need to set up an account to submit a grant (for example, on NIH Commons or NSF Fastlane). See more information on page 18 of this guide.*

See a full list of agencies and departments on the Research Office website. If you work with the following agencies, contact...		
Bonnie Kwit	Shamon Murdock	Adeline Gonzales
<ul style="list-style-type: none"> - Dept. of Health & Human Services (HHS), including National Institutes of Health (NIH) - Center for Disease Control - National Aeronautics and Space Administration (NASA) - National Science Foundation (NSF) 	<ul style="list-style-type: none"> - Dept. of Defense (DOD) - Dept. of Education (USDE) - Dept. of Energy (DOE) - Dept. of Justice (DOJ) - Federal Research Laboratories - U.S. Dept. of Housing & Urban Development (HUD) - National Endowment for the Humanities (NEH) 	<ul style="list-style-type: none"> - U.S. Small Business Administration (SBA) - U.S. Dept. of Agriculture - Dept. of Commerce (DOC), including EDA - Environmental Protection Agency (EPA) - Foundations - American Heart Association (AHA) - OU INC and Macomb-OU INC

For additional information on state, local, and other types of agencies, visit www.oakland.edu/research/administration.

For more information on...

- University Research Committee (URC) and Student Research Awards, contact Susan Willner, willner@oakland.edu, x. 4111
For more info, see page 15 of this guide.
- Patents/Commercialization/Technology Transfer, contact Michael Long, mwlong@oakland.edu, x. 2552
- *Compliance questions or assistance, see page 10 of this guide.*

Tips for Grant Proposal Preparation

Pre-Peer-Review Program

The Associate Vice President for Research (David Stone) will arrange for pre-peer-review of certain federal grant proposals to be submitted by OU investigators. The program includes financial rewards for both the reviewer and the principal investigator (PI) if the proposal is successful. Reviewers will also receive a stipend for a timely review based on the criteria established by the funding agency.

The program is available for all disciplines and to any OU investigator who is planning to submit a grant proposal to any federal sponsor (e.g. National Institutes of Health, National Endowment for the Humanities, National Science Foundation, Department of Defense, and Department of Education). The total direct costs for all years of the grant must be at least \$250,000. For more information, call the Research Office at x. 2762.

Pre-Peer-Review of Biomedical Research Proposals

The Center for Biomedical Research (CBR) also has a pre-peer-review program to assist researchers in preparing external grant proposals for biomedical research. OU researchers can submit a proposal to Brad Roth at roth@oakland.edu.

University Research Committee (URC):

www.oakland.edu/research/general-information/URC

The URC encourages and promotes scholarship, advanced studies, and research among students and the tenured and tenure-track faculty of OU. Information about awards from the URC can be found on the Research Office website. Members of the WISER team have served as chairs on the URC and encourage faculty to contact WISER when seeking assistance with writing applications for URC awards. If you are interested in WISER's assistance with a proposal, contact Laila Guessous (guessous@oakland.edu) or Brad Roth (roth@oakland.edu).

Frequently Required Information

Some technical information that is often required in external grant forms, such as the OU DUNS number and Federal Employer ID, has been collected by the Research Office and can be found at:

www.oakland.edu/research/general-information/required-info.

eProposal Routing Application (EPRA)

All external proposals must be accompanied by an EPRA. This form will ask you questions about all aspects of your project. Find the form and step-by-step instructions at: www.oakland.edu/research/forms. See information about approval on this website as well.

- Principal Investigator Contact Information: OU e-mail, grizzly ID, contact information.
- Proposal Information: solicitation, project details, funding sources, agreement and activity type. Also includes project summary.
- Budget Summary: personnel, effort, total direct and indirect costs, cost share (i.e. matching funds, which can be difficult but not impossible to obtain).
 - You can attach a budget in an excel spreadsheet to the form. Typically, the budget is prepared with the help of a Grant Officer, and will need to include the appropriate fringe benefits for all salaries, and indirect costs (IDC, also known as overhead).
 - IDC rates vary with the funding source, but OU's federal IDC rate is 50%.
- Research Activity: answer each question and select "no" for items not applicable to your research. Also includes conflict of interest.
- Do not wait until the last minute to complete the EPRA.
 - For CAS faculty, the Department Chair and Associate Dean (Anne Hitt) as well as officials in the Research Office need to (electronically) sign the EPRA.
 - For SECS faculty, the Department Chair, Budget Manager, and Dean as well as officials in the Research Office need to (electronically) sign the EPRA.

Free Grant Writing Newsletter

Take advantage of a free electronic newsletter—*Research Development and Grant Writing News*. It offers information about workshops, publications, awards, and tips on grant writing. Contact Susan Willner

(willner@oakland.edu) to be added to this mailing list!

Regulatory Compliance

Information about regulatory compliance is available on the Research Office website: www.oakland.edu/research/compliance. This website includes important information regarding federal regulations, OU guidelines, and training and submission requirements in several research compliance areas.

- For general questions, contact: Director of Regulatory Support: Rebecca Sandborg, sandborg@oakland.edu, x. 2708

Obtain the appropriate compliance approval for your research. Committee information can be found at: www.oakland.edu/research/compliance and www.oakland.edu/labsafety.

For human subjects research approval, contact the Institutional Review Board (IRB).

- Chair: Christine Stiller, cstiller@oakland.edu, x. 8661
- Regulatory Compliance Coordinator: Judette Haddad, haddad@oakland.edu, x. 4898

For animal subjects approval, contact the Institutional Animal Care and Use Committee (IACUC).

- Chair: Keith Williams, williams9@oakland.edu, x. 2308
- BRSF Manager: Janet Schofding, schofdin@oakland.edu, x. 4440

For biosafety approval, contact the Institutional Biosafety Committee (IBC).

- Chair: Sumit Dinda, sdinda@oakland.edu, x. 8676
- Biosafety Officer: Domenico Luongo, luongo@oakland.edu, x. 4314

For radiation safety, contact the Radiation Safety Committee (RSC).

- Chair: Michael Sevilla, sevilla@oakland.edu, x. 2328
- Radiation Safety Officer: Domenico Luongo, luongo@oakland.edu, x. 4314

For questions about financial conflict of interest (FCOI) training contact:

- Adeline Gonzales, gonzales@oakland.edu, x. 2753

For questions about responsible conduct of research (RCR) training contact:

- Adeline Gonzales, gonzales@oakland.edu, x. 2753

Laboratory Support

Visit www.oakland.edu/labsafety for OU Laboratory Safety and Compliance information regarding policies and procedures, services, forms, manuals, and applicable resources. The website also provides links to local, state and federal regulatory agencies as well as professional organizations.

Lab Safety:

- Training: www.oakland.edu/labsafety/training
 - All researchers (including students) need to go through lab safety training. To establish training times, contact Environmental Health and Safety (EH&S) at x. 4196.
- General Laboratory Safety (Right to Know): www.oakland.edu/labsafety/training/general-lab-safety-laboratory-right-to-know

Lab Volunteers:

- Any individual or enrolled student, who is not a University employee and will not receive any compensation, benefits or credit for a class is considered a volunteer. Volunteers will comply with University policy and complete all necessary training for any lab work they will be conducting.
- All volunteers must sign the waiver form. See link on the lab safety website homepage.

Lab Safety Staff:

- Laboratory Compliance Manager: Domenico Luongo, luongo@oakland.edu, x. 4314
- Laboratory Compliance Specialist: Mariann Hodge, hodge@oakland.edu, x. 4603
- Hazardous Waste Specialist: Robert Perreault, perreaul@oakland.edu, x. 4956

Department Laboratory Managers:

- **Biological Sciences:** Catherine Starnes: starnes@oakland.edu, x. 3556
- **Chemistry:** Marcee Daly, daly@oakland.edu, x. 2330
- **Physics:** Sally Daniel, sdaniel@oakland.edu, x. 3403
- **SECS:** Matt Bruer, mnbruer@oakland.edu, x. 2180

Animal Research:

If you anticipate using animals in your research, OU's Biomedical Research Support Facility provides a high quality environment for animal research: www.oakland.edu/research/centers. It is accredited by the Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC).

- Facility Manager: Janet Schofding, schofdin@oakland.edu, x. 4440

Instruments and Equipment:

These shops design and build prototype instruments. Tasks include repairing instruments and teaching aids, assisting with research projects, creating small to large scale items, and designing instruments out of various materials. If you need an instrument custom-made for your research, contact:

- Instrument Shop Manager: Frank Cox, flcox@oakland.edu, x. 2335
 - The Instrument Shop is in 146 Hannah Hall.
- SECS Project Engineer (SECS Machine Shop): Peter Taylor, taylor26@oakland.edu, x. 2226
 - The SECS Shop is in 179B EC (Engineering Center).

Equipment Inventory List:

To see what other lab equipment is on campus, check out the equipment inventory list: www.oakland.edu/cbr/equipment-inventory.

Technical Assistance:

For assistance when setting up software, contact University Technology Services (UTS) at uts@oakland.edu.

- More information about campus software can be found at: www.oakland.edu/uts/faculty-and-staff-services/software.

Facilities Management: www.oakland.edu/facilities

Goods and services are provided by Facilities Management via the generation of work order requests. If you notice something that needs maintenance, such as a leak or burned-out light bulb, call Work Control at x. 2381 or submit a request at: <http://tma.oakland.edu>.

Risk Management: www.oakland.edu/riskmanagement

The Department of Risk Management manages a broad spectrum of risk for the university to help make it a safe environment for students, faculty, staff, and campus visitors.

- Manager: Mimi Konicki, konicki@oakland.edu, x. 4929

Emergency Contact Information (OU Police Department):

<https://oupolice.com/>

- For an emergency, dial 911 from a campus phone or dial (248) 370-3333 from a cell phone.
- To text the police, send “OUPD” plus a message to 67283.
- The non-emergency number is (248) 370-3331.
- CPR and First Aid Training are provided at the OU Recreation Center: www.oakland.edu/recwell/CPR.

Teaching Resources

Center for Excellence in Teaching and Learning (CETL):

www.oakland.edu/cetl

- Director: Judith Ableser, ableser@oakland.edu, x. 2455
- Coordinator: Suzanne Flattery, flattery@oakland.edu, x. 2466
- Assistant: Candace Campbell, ccampbell2@oakland.edu, x. 2751
- Center hours: 8:00 a.m. to 5:00 p.m. Monday-Friday
- Located in 200A Elliott Hall
- CETL provides support, mentorship, and professional development for all faculty on campus.
- Click on “Faculty Development” to find information about workshops and other CETL events.
- Click on “Faculty Resources” to find weekly teaching tips, handbooks, and information about creating an effective syllabus.
- WISER hosts STEM-focused faculty workshops with CETL. Recordings of past workshops can be found on the CETL Workshops page: www.oakland.edu/cetl/faculty-development/workshops.

Teaching and Learning Committee:

www.oakland.edu/senate/tlccommittee

- The Teaching and Learning Committee (TLC) sponsors incentives for good teaching and significant ideas and approaches to teaching and learning. TLC oversees select grants and awards for faculty and offers on-campus workshops and events.
- TLC’s website includes information about proposals and nominations for awards. Awards include Educational Development Grants, Teaching Excellence, and Excellence in Teaching.
- Check the website regularly to find the most updated information.

The Tutoring Center: www.oakland.edu/tutoring

- Director: Beth DeVerna, deverna@oakland.edu, x. 4460
- Located in 103 North Foundation Hall
- Hours:
 - 9:00 a.m. to 7:00 p.m. Monday-Thursday
 - 9:00 a.m. to 5:00 p.m. Friday
 - By appointment only in Summer
- The Tutoring Center offers a host of free support services – individual and group peer tutoring, Supplemental Instruction – as well as a space for students to gather and study with peers.
- Contact the Tutoring Center at tutoring@oakland.edu or x. 4215.

Kresge Library: <https://library.oakland.edu/>

- Dean: Stephen P. Weiter, spweiter@oakland.edu, x. 2486
- Reference Desk: ref@oakland.edu, x. 4426
- Hours: typically open 24 hours; OU ID needed midnight - 7 a.m.
- Research Help Desk hours:
 - 9:00 a.m. to 7:00 p.m. Monday-Thursday
 - 9:00 a.m. to 5:00 p.m. Friday
 - 1:00 p.m. to 5:00 p.m. Saturday and Sunday
 - When the library is open 24/7, help offered midnight – 7 a.m.
- The library offers research and publication support services, instruction support services, and access to many types of materials. Find more at: <https://library.oakland.edu/services/you/faculty.php>.
- Access to the “Web of Science,” containing citation data for STEM publications, is on the library website under the “Find” tab - click on “Databases.” “Web of Science” is under the “W” section: <https://research.library.oakland.edu/sp/subjects/databases.php?letter=W>

University Technology Services (UTS): www.oakland.edu/uts

- Contact UTS at uts@oakland.edu for assistance with software installation, troubleshooting, account access, software purchasing, e-mail set-up, and using SAIL. To view a full list of faculty services, visit their website.
- You will need an ADMNET account to access the computers in OU’s classrooms. More information about accounts can be found at: www.oakland.edu/uts/common-good-core-resources/accounts.

e-Learning and Instructional Support: <https://www2.oakland.edu/elis/>

- OU uses Moodle as a course management system. For more information about instructional tools, see under “Teaching Tools.”

Classroom Support and Instructional Technical Services (CSITS):
www.oakland.edu/csits

- The CSITS website offers extensive information about classroom access, support, and technology resources.
- To view CSITS Help Desk Policies, visit: www.oakland.edu/csits/help-desk
- A helpful Classroom FAQ page can be found here: www.oakland.edu/csits/classrooms

Help Desk: www.oakland.edu/helpdesk

- The Help Desk responds to technology-related questions. Documents answering frequently asked questions can be found on their website. Located in 202 Kresge Library.
- Contact: helpdesk@oakland.edu, x. HELP (4357)
- Hours: 8:00 a.m. to 5:00 p.m. Monday-Friday

Internal Research Grants and Awards for Faculty

Awards from University Research Committee (URC) and more information can be found at: www.oakland.edu/research/general-information/URC. See also “Internal Awards” at: www.oakland.edu/research/faculty-funding. Applications will be submitted through InfoReady.

Faculty Research Fellowship Award

- Funding: Up to \$10,000
- Deadline: 2nd Monday of October
- These fellowships can be especially helpful for funding during the summer months. Helpful documents can be found under “Internal Awards” at: www.oakland.edu/research/faculty-funding. Check this website for the most current version of these documents.
 - [Checklist for Faculty Fellowship Awards](#)
- URC Guidelines: www.oakland.edu/research/general-information/URC.

Research Excellence Award

- Funding: \$2,500
- Deadline: 2nd Monday of January
- The URC selects an award recipient in one of the following categories that rotate on a three-year cycle. All faculty members are eligible. Click on “URC Research Excellence Award” to see cycles: www.oakland.edu/research/faculty-funding (2017-2018 is for natural and mathematical sciences).

New Investigator Research Excellence Award

- Funding: \$1,500
- Deadline: 2nd Monday of January
- This award recognizes junior faculty members for their significant achievements at OU. All non-tenured assistant professors who have yet to begin the tenure review process are eligible.

Faculty Research Grant

- Funding: \$1,200
- Deadline: 4th Monday of January
- Faculty research awards provide support for research endeavors such as pilot projects, equipment, purchase of data, and travel for research.

President’s Colloquium

- Funding: \$1,000
- Deadline: Last day of March
- The president of Oakland University supports a colloquium to showcase faculty research. Faculty members from any rank and discipline are eligible to apply.

Books, Reprints, and Page Charge Reimbursements

- Funding: \$350 maximum allowance
- Deadline: None
- Requests for reimbursements are made directly to the chair of the URC. See additional details under “Internal Awards” at: www.oakland.edu/research/faculty-funding.

OU-Beaumont Multidisciplinary Research Award

- This award sponsors joint research between OU and Beaumont Health System faculty and staff. Awards are between \$10,000 and \$20,000. Award cycles vary; contact David Stone (dstone@oakland.edu, x. 2762) for more information.

Internal Research Grants and Awards for Students

The university also offers awards for students. Information can be found here: www.oakland.edu/research/student-funding. **Check website for updates!**

Provost’s Undergraduate/ Graduate Student Research Award

- Funding: Up to \$2,000 (\$1,500 research, \$500 travel)
- Deadlines: 2nd Monday in October and 2nd Monday in February
- This award supports student research or a creative activity project. A full-time OU faculty member must mentor the project.

Graduate Research Assistantship Tuition (GReAT) Award

- The GReAT award provides supplemental tuition support to OU graduate students for up to 16 credit hours per student per year.
- Deadlines: 2nd Monday in September and 2nd Monday in March
- Find information under the “Graduate Funding” tab on this webpage: www.oakland.edu/research/student-funding or contact Jean Miao, miao@oakland.edu, x. 4110.
- Additional funding for graduate students can be found at: www.oakland.edu/grad/financial-assistance.

URC Student Research Award

- Funding: \$300 Undergrad/ \$500 Graduate
- Deadlines: 3rd Monday in November and 3rd Monday in February
- Students currently enrolled are invited to apply for student research grants under the guidance of a full-time OU faculty member.

Summer Research Programs for Students

These summer research programs have variable lifespans and change yearly. If you are interested in getting involved, contact the program director.

Summer Research Program in Biological Sciences and Chemistry

This is a paid 12-week program for students to work in a laboratory with a faculty mentor for 40 hours/week. All students will participate in a symposium and will make a short presentation.

- Website: www.oakland.edu/cbr/summer-research-program-in-biological-sciences-and-chemistry
- Application deadline is at the start of March; runs May – July.
- For information, e-mail ugr@oakland.edu.

Summer Undergraduate Program in Eye Research (SUPER) Fellowship

The SUPER Fellowship through OU's Eye Research Institute provides a unique opportunity for undergraduates to participate in NIH and other externally sponsored research under the mentorship of six ERI faculty.

- Website: www.oakland.edu/eri/student-research/student-research-super-fellowship
- All SUPER scholarships include a Research Fellowship of \$3,750.
- Scholars attend a weekly Vision Science seminar given by ERI and Beaumont Ophthalmology Faculty, and they receive training in professional speaking and presentation.
- Application deadline is the end of February; runs May – July.
- Contact Kenneth Mitton at mitton@oakland.edu, x. 2079.

Research Experience for Undergraduates (REU) programs in SECS

Each of these 10-week, full-time NSF-funded programs includes research in teams under close supervision by SECS faculty. Students receive a stipend of \$5,000, meal allowance, on-campus housing and travel subsidy.

- **ApREECE (Applied Research Experience in Electrical and Computer Engineering):** Visit <https://sites.google.com/a/oakland.edu/ireece/> or contact Brian Dean at bkdean@oakland.edu, x. 2822.
- **Undergraduate Computer Research (UnCoRe):** Visit the “UnCoRe” tab at www.oakland.edu/secs/student-resources/research-opportunities or contact Huirong Fu at fu@oakland.edu, x. 4456.
- Students can search for REU sites in a variety of disciplines and across the country at: www.nsf.gov/crssprgm/reu.

Additional student research funding opportunities are listed on the Center for Biomedical Research website: www.oakland.edu/cbr.

External Funding Opportunities

The following are some useful links for some external funding sources. This is by no means a complete list of funding sources for STEM faculty.

National Institutes of Health: www.nih.gov

- NIH grants are prepared and submitted through NIH Commons: commons.era.nih.gov
- NIH Early Career Review Program: public.csr.nih.gov/ReviewerResources/BecomeAReviewer/Pages/Overview-of-ECR-program.aspx
- NIH Videos about Peer Review: public.csr.nih.gov/ApplicantResources/Pages/default.aspx
- NIH Sample Applications: www.niaid.nih.gov/researchfunding/grant/pages/appsamples.aspx
- NIH Reporter (list of awards): projectreporter.nih.gov/reporter.cfm

National Science Foundation: www.nsf.gov

- NSF grants are prepared and submitted through NSF Fastlane: www.fastlane.nsf.gov/fastlane.jsp
 - Obtain log-in information from Bonnie Kwit in the Research Office (kwit@oakland.edu, x. 4116).
- NSF Awards Page: www.nsf.gov/awards/about.jsp
- NSF Awards Database Search (use to find examples of abstracts): www.nsf.gov/awardsearch

MichBio (Michigan Biosciences Industry Trade Association): www.michbio.org

- MichBio is a non-profit association representing many bioscience companies and academic institutions. It provides an infrastructure for joint activities that serve the needs of member companies through programs, events, advocacy, and contracts and services.

Michigan Space Grant Consortium: www.mi.spacegrant.org

- This program provides fellowships for undergraduate and graduate students, and small seed grants for junior faculty.
- Deadline: Generally due in November.
- For more information, contact Laila Guessous, the MSGC campus liaison, at guessous@oakland.edu, x. 2183.

Family-Friendly Resources and Campus Information

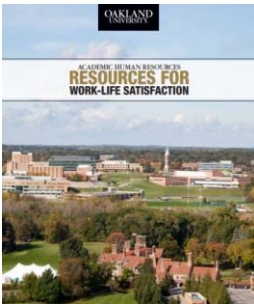
OU DIRECTORY

Need contact info? Look up employees at: www.oakland.edu/directory

Leaves and Benefits

Academic Human Resources (AHR): www.oakland.edu/ahr

- Academic Human Resources oversees the faculty hiring process, benefits authorization, payroll, and faculty and labor relations for faculty members.
- AHR is the best office to contact if you have any questions about taking leaves or family matters. The staff can help you navigate the university polities and the Family Medical Leave Act (FMLA).
 - AHR Forms (including FMLA):
www.oakland.edu/ahr/general-information



Resources for Work-Life Satisfaction

(PDF Brochure) – Work-life policies and services are briefly described. Topics include university leave options and benefits, faculty tenure and promotion, and institutional support for individuals and families. This was a joint project for AHR and WISE@OU (2015). Information may change – so be sure to contact AHR in addition to reviewing the brochure.

University Human Resources: www.oakland.edu/uhr

- University Human Resources provides services related to employee relations, labor relations, employment, benefits, salary administration, personnel records, and staff development for all university employees.
- Faculty Benefits: www.oakland.edu/uhr/benefits/general-information
- Benefits Manager: Kevin Venet, kevinvenet@oakland.edu, x. 3477
- Benefits Analyst: Corey Brittingham, britting@oakland.edu, x. 3484
- Benefits Analyst: Monica Haines, haines@oakland.edu, x. 4951
- Office Assistant: Kara Petrancosta, kpetrancosta@oakland.edu, x. 4207
- Personnel Records Coordinator: Janet Tull, tull@oakland.edu, x. 2915
- Academic HR Assistant: Linda Feher, feher@oakland.edu, x. 2922

American Association of University Professors (AAUP):

www.oaklandaaup.org

The Oakland University chapter of the AAUP works to improve the quality of OU and protect academic freedom and tenure of faculty.

- Executive Director: Scott Barns, barns@oakland.edu, x. 2005
- President: Thomas Discenna, discenna@oakland.edu, x. 4128
- Faculty Agreement: www.oaklandaaup.org/agreement.htm

Recreation and Health Services

University Recreation and Well-Being (Rec Center):

www.oakland.edu/recwell

- General contact information: rec@oakland.edu, x. 4732
- Hours: www.oakland.edu/recwell/top-links/hours
- The Rec Center has an indoor track, fitness center, studios, 3-court gym, racquetball courts, and aquatic center. Group exercise classes and personal training programs are available.
- Benefit-eligible OU employees are able to use the Rec Center for free with current OU identification.
 - Services that are not provided with free access include, but are not limited to, fitness classes; mind/body classes such as Pilates and Yoga, personal training, massage, safety training classes, locker rental, and intramural sports leagues.
- The Rec Center offers specific programs for faculty and staff. You can find these programs on the Employee Wellness page: www.oakland.edu/recwell/well-being/employee-well-being.

Graham Health Center: www.oakland.edu/ghc

- Director: Maryanne Swanson, swanson2@oakland.edu, x. 2341
- General contact information: health@oakland.edu, x. 2341
- Center hours: 8:00 a.m. to 5:00 p.m. Monday-Friday
- Located just north of Meadow Brook Theater
- The Graham Health Center provides convenient, affordable, and high quality health care right on campus. It is staffed by certified Nurse Practitioners and Physician Assistants, and a physician visits weekly. The center offers various health and wellness services, and both scheduled and walk-in appointments are available.

OU Counseling Center: www.oakland.edu/oucc

- General contact information: x. 3465
- Center hours: 8:00 a.m. to 5:00 p.m. Monday-Friday
- Located in the Graham Health Center

Support Centers and Organizations

Lowry Center for Early Childhood Education: www.oakland.edu/lowry

- Director: Julie Ricks-Doneen, ricksdon@oakland.edu, x. 4107
- The Lowry Center offers on-campus programs for children 18 months to 5 years of age. Children can be enrolled for 2, 3, or 5 days per week.
- Lowry hours: 9:00 a.m. to 4:00 p.m. Monday-Friday
 - Before-care hours: 7:30 a.m. to 9:00 a.m.
 - After-care hours: 4:00 p.m. to 5:30 p.m.

Disability Support Services (DSS): www.oakland.edu/dss

- General contact information: dss@oakland.edu, x. 3266
- Located in 103A North Foundation Hall
- The DSS offers various educational resources geared towards students and faculty who encounter student disabilities in the classroom. Campus accessibility, academic support, and study aids are included on the DSS website.
- For subjects relating specifically to OU faculty, visit: www.oakland.edu/dss/for-faculty.

Office of Inclusion and Intercultural Initiatives:

www.oakland.edu/inclusion

- This office promotes the university's commitment to the principles of diversity, inclusion and equal opportunity. Its services are related to recruitment, compliance, training, outreach, and complaints of discrimination and harassment.
- Located in 203 Wilson Hall
- Director: Joi Cunningham, cunning3@oakland.edu, x. 3496

Employee Resource Groups (ERGs):

- ERGs are volunteer, employee-managed groups that promote the interests of their respective constituency.
 - Black Employee Resource Group (B-ERG): www.oakland.edu/berg
 - LGBTQIA Employee Resource Group: www.oakland.edu/lgbtqia
 - Women Employee Resource Group (WERG): www.oakland.edu/werg

Gender and Sexuality Center (GSC): www.oakland.edu/gsc

- The Gender and Sexuality Center fosters a campus environment that promotes inclusion and understanding around issues of gender and sexuality through education, outreach, and advocacy for all members of the OU community.

Events and Attractions around Oakland University

CSA Ticket Window: www.oakland.edu/csa/servicewindow

The Center for Student Activities offers a Service Window that provides tickets for on-campus activities and discount tickets to area theaters. The CSA is located in the lower level of the Oakland Center. Contact the Service Window at csasw@oakland.edu, x. 4407.

Music, Theatre and Dance (MTD) Performances:

www.oakland.edu/mtd/#schedule

Oakland University's School of Music, Theatre and Dance offers a full season of concerts, theatre productions, and dance performances. Ticket information can be found at: www.oakland.edu/mtd/tickets.

Meadow Brook Theatre: www.mbttheatre.com

Meadow Brook Theatre is Michigan's largest producing professional theatre. There are multiple shows each season, typically from October through June. The theatre is located on campus at 207 Wilson Hall. Call the box office at (248) 377-3300.

Meadow Brook Amphitheatre: www.palacenet.com/venues-events/meadow-brook-amphitheatre

Meadow Brook Amphitheatre hosts contemporary and rock concerts as well as family events. It is located at 160 Festival Drive in Rochester Hills on the campus of Oakland University. It is open May to September. Visit the website to purchase tickets for events.

Meadow Brook Hall: meadowbrookhall.org

Meadow Brook Hall is the historic home built by Matilda Dodge Wilson and Alfred Wilson, the founders of Oakland University. This Tudor-revival-style mansion is a National Historic Landmark. Tours of the Hall are offered at a discounted rate for faculty, and many events are hosted at the mansion during the year. The main contact number for Meadow Brook Hall is (248) 364-6200 or e-mail mbhinfo@oakland.edu.

Oakland University Art Gallery (OUAG): www.ouartgallery.org

From September to May, the OUAG presents different exhibitions, as well as lectures, performances, tours, and special events. It is located in 208 Wilson Hall (the same building as Meadow Brook Theatre). The gallery is open Tuesday – Sunday, noon until 5 p.m., and during select special events and Meadow Brook Theatre performances. All exhibitions are free of charge.

Showcase Series: Look under “Things to Do” at www.oualumni.com. The Oakland University Alumni Association presents the Showcase Series, which engages alumni and community members. The 2017-2018 series schedule highlights collaborations across campus. Contact Alumni Engagement at (248) 364-6130 or ouaa@oakland.edu.

Additional Faculty Handbooks:

Find more guides under “Handbooks and Additional Docs” on the “Faculty Resources” tab of the CETL website: www.oakland.edu/cetl.

[Faculty Handbook 2017-2018](#)

[Faculty Social Guide to Metro Detroit](#)

Campus Map: www.oakland.edu/map

An interactive map of campus can be found online. Current parking information can also be found on this website. A printer-friendly map can be found at: www.oakland.edu/about/map/print.

Notes