Missouri University of Science and Technology

2017-2018

Early Career Faculty Handbook

Larry Gragg, Chair
Center for Advancing Faculty Excellence
lgragg@mst.edu

Welcome Faculty!!
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## New Faculty Programs
### New Faculty Orientation

#### Session 1: August 17, 2017  Library 204

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Presenter</th>
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<tbody>
<tr>
<td>11:30 am</td>
<td>Introductions and Kick-Off</td>
<td>Larry Gragg</td>
</tr>
<tr>
<td>Noon</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>12:45 pm</td>
<td>Leadership and Campus Organization</td>
<td>Provost Marley</td>
</tr>
<tr>
<td>1:30 pm</td>
<td>Acclimating to Campus &amp; Teaching Resources for New Faculty – Part 1</td>
<td>CERTI and EdTech</td>
</tr>
<tr>
<td>2:30 pm</td>
<td>Coffee Break</td>
<td></td>
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<tr>
<td>2:45 pm</td>
<td>Acclimating to Campus &amp; Teaching Resources for New Faculty – Part 2</td>
<td>CERTI and EdTech</td>
</tr>
<tr>
<td>4:00 pm</td>
<td>Associate Deans for Academic Affairs</td>
<td>Kate Drowne</td>
</tr>
<tr>
<td>4:30 pm</td>
<td>Networking Reception - Campus Welcome</td>
<td>Chancellor Maples, Curators’ Teaching Professors</td>
</tr>
</tbody>
</table>

#### Session 2: August 18, 2017  Library 204

*Optional Campus Tour: Departs from Parker Hall at 10:00 am*

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Presenter</th>
</tr>
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<tbody>
<tr>
<td>11:30 am</td>
<td>Introductions</td>
<td>Larry Gragg</td>
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<tr>
<td>11:35 am</td>
<td>Perspective from the Colleges</td>
<td>Deans Wlezien and Roberts</td>
</tr>
<tr>
<td>Noon</td>
<td>Lunch</td>
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<tr>
<td>12:45 pm</td>
<td>Introduction to Sponsored Research</td>
<td>Mariesa Crow</td>
</tr>
<tr>
<td>1:30 pm</td>
<td>Working With Graduate Students</td>
<td>Jonathan Kimball</td>
</tr>
<tr>
<td>2:15 pm</td>
<td>Break</td>
<td></td>
</tr>
<tr>
<td>2:30 pm</td>
<td>Library resources for research and teaching</td>
<td>Maggie Trish</td>
</tr>
<tr>
<td>3:00 pm</td>
<td>Assoc. Deans for Research and External Affairs</td>
<td>Yinfa Ma</td>
</tr>
<tr>
<td>3:30 pm</td>
<td>Purchasing at Missouri S&amp;T</td>
<td>Stacy Jones</td>
</tr>
<tr>
<td>3:45 pm</td>
<td>The Tenure Process and Expectations</td>
<td>John McManus, Wayne Huebner, and Melanie Mormile from campus P&amp;T review committee</td>
</tr>
<tr>
<td>4:30 pm</td>
<td>Networking Reception</td>
<td>Curators’ Professors</td>
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</tbody>
</table>
Early Career Faculty Forum

*Normal meeting times*
3:45 pm Networking and Refreshments
4:00 pm Meeting (1 hour)

**Fall 2017**

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Location</th>
<th>Topic</th>
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<tbody>
<tr>
<td>August 23</td>
<td>Library 204</td>
<td>Finding a Mentor</td>
</tr>
<tr>
<td>September 6</td>
<td>Library 204</td>
<td>University of Missouri Research Board</td>
</tr>
<tr>
<td>September 20</td>
<td>Library 204</td>
<td>Advising 101 – The Basics of Advising Students</td>
</tr>
<tr>
<td>September 20</td>
<td>Chancellor’s Residence</td>
<td>New Faculty Reception with the Chancellor at 5:30 p.m.</td>
</tr>
<tr>
<td>October 4</td>
<td>204 Library</td>
<td>How do Students Learn?</td>
</tr>
<tr>
<td>October 18</td>
<td>204 Library</td>
<td>Proposal Budgeting and Cost Sharing</td>
</tr>
<tr>
<td>November 1</td>
<td>Library 204</td>
<td>Grant Award Management</td>
</tr>
<tr>
<td>November 15</td>
<td>Library 204</td>
<td>Setting Clear Expectations for Your Class</td>
</tr>
<tr>
<td>November 20</td>
<td>Havener Carver/Turner</td>
<td>Walking Through Tenure and Promotion at S&amp;T, 10 a.m.-2:30 p.m.</td>
</tr>
<tr>
<td>December 6</td>
<td>Library 204</td>
<td>The A, B, C’s of Distance Education</td>
</tr>
</tbody>
</table>
New Faculty Checklist

The following suggestions are provided to help new faculty acclimate to campus.

Getting Started

- Attend New Faculty Orientation
- Attend Early Career Faculty Forums

- How to get settled on campus
  - Get ID card at Centennial 107
  - Get email account set up – IT Help Desk

- Accounts and Passwords
  - Register laptop, tablet, phone – IT Help Desk
  - Find S Drive
  - Keys to office – Department Admin
  - Parking – Department Admin

Teaching Information

- Order books for class – check with Department Admin and then work with the bookstore
  - S&T Store Resources

- Complete FERPA Training – gains you access to Joe’SS and Blackboard – Registrar
  - Training for JoeSS
• Learn the classroom location for your classes – Registrar
  o All Things Registrar Video Resources

• Complete classroom walk-through – contact Angie Hammons for all of the following needs (hammonsa@mst.edu)
  o Work with EdTech to understand what classroom technology is available and how best to use it.
  o Request specialized software for course – EdTech
  o Learning Technologies that are available for use – EdTech
    ▪ LMS
    • How to post your material online
      ▪ Panopto – Lecture capture tool
      ▪ Respondus
      ▪ Clickers – TurningPoint
      ▪ Google Apps
      ▪ Turnitin
      ▪ Qualtrics
      ▪ FlipSnack
      ▪ Scoop.It

• Office of Academic Support

  o Syllabus information

  o Academic Integrity resources
Advising Resources

End of Course Evaluations
- FAQs
- How to get the results

Student Success
- Student Success
  - LEAD Sessions
  - Student Success Center
  - Writing Center

Faculty Information
- Library resources
  - Meet with your library liaison
• **Faculty Governance**

• **Work Authorization**
  - H1-B Visa Petitions
  - Permanent Residence
Professional Development Funds for New Faculty

Available through Chair of Center for Advancing Faculty Excellence

Funds are available for new faculty to travel to a conference that will benefit their professional development. Typically, the support will be offered for use during the summer or fall semester following your first year on campus. More details will be provided later in the fall.

Level of Support:

Up to $1,000 per faculty member is anticipated to support registration fees, airfare, hotel, per diem, etc. related to travel to a conference. Funds are limited, so every applicant may not receive support.

Application Process:

Faculty members wanting to request funds will prepare a short proposal, which clearly identifies the conference name, location, and dates. In addition, a short description of the activities available at the conference and how those activities will benefit your professional development.

Conferences and activities that offer multiple opportunities for development will be given preference. For example, a conference offers the chance for networking with researchers and potential for identifying professional service opportunities would be better than one that was only a series of symposia.

Expectations:

After attending the conference, participants will file a trip report briefly describing the conference activities and whether they experienced the anticipated benefits. Some of the participants will be invited back to the Early Career Faculty Forum the following year to discuss their experience with the next generation of new faculty.

Evaluation

The chair and assistant chair will determine funding requests using three factors. First, the potential benefits from the conference will be considered. Identifying conferences where you can present your research, network with others working in similar areas, and investigate ways to serve on technical or professional committees within a professional society are examples of activities that will receive positive consideration. Second, your participation in Early Career Faculty activities will be weighted. Attending our meetings and engaging in the discussions will help your
application for funds. Finally, clearly expressing how the conference and professional organization fit into your overall plan for working toward tenure will be taken into consideration.
Missouri S&T at a Glance

A short summary of information about Missouri S&T compiled from the Missouri S&T FactBook (http://ira.mst.edu/decisionsupportreports/reports/factbook/indexsc/) and various parts of the S&T web page.

- 1870 - Founded as Missouri School of Mines and Metallurgy
  - The first technological university west of the Mississippi river
  - Phelps county gets university with a bid of $130,000 to the state (beat Iron County)
  - Degrees include metallurgical, mining, and civil engineering; applied chemistry
- 1874 First graduating class of 3 students (2 civil engineers, 1 mining engineer)
- 1920s Expanded to include electrical, chemical, ceramic, and mechanical engineering plus physics and geology
- 1964 Name changed to University of Missouri at Rolla (soon changed to University of Missouri-Rolla)
  - Full range of engineering and science degree programs
- 2008 Name changed to Missouri University of Science and Technology

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**STUDENT PROFILE**

**NEW FRESHMAN-FALL 2018**

- 4,349 Applications
- 3,334 Acceptances
- 1,682 Enrollments
- 28.0 Average Composite ACT Score

**ETHNICITY: FALL 2016 (ALL STUDENTS)**

- African American/Black, 3%
- Amr Ind./Alaskan Native, less than 1%
- Asian, 3%
- Hispanic/Latino, 3%
- International, 13%
- Multi-Racial, 2%
- Native Hawaiian/Other Pacific Islander, less than 1%
- Not Specified, 3%
- White, 72%

**FALL 2016 ENROLLMENT HIGHLIGHTS**

- Diverse Students from all 50 States and over 60 countries
- 6,909 Undergraduate Students Enrolled (77% men, 23% women)
- 1,929 Graduate Students Enrolled (79% men, 21% women)

**GEOGRAPHY: FALL 2016**

- Missouri, 70%
- Neighboring States, 10%
- Other States, 12%
- Other Countries, 8%
ACADEMICS & AID

1,230 Undergraduate Courses Offered

2,611 Degrees and Certificates awarded in academic year 2016

$15,253 typical undergraduate financial aid package

92% of those in STEM Programs

83% Second Year Retention Rate (Fall 2015 cohort)

90%+ of students receive financial aid

$188 million in Endowment Funds as of the 2015 Fiscal Year

75% of classes have fewer than 35 students

64% Six-Year graduation rate of First-Time, Full-Time degree seeking students (Fall 2010 cohort)

18:1 Student to Faculty Ratio

FACULTY & RESEARCH

Missouri S&T Faculty members are world-class scholars who are known for their excellence in research.

365 Full-Time Ranked Professors (unofficial as of September 23, 2016)

98% of faculty holds a terminal degree in his/her field

63% of full-time faculty is tenured

425+ undergraduates take part in research every year

Over 300 research grants are awarded to Missouri S&T faculty by external funding agencies

$30 million Total Research Expenditures as of the 2016 fiscal year

FACULTY BY COLLEGE: FALL 2016

- College of Arts, Sciences, and Business, 40%
- College of Engineering and Computing, 60%
$61,831 Average starting salary for Missouri S&T undergraduates.

$76,632 Average starting salary for Missouri S&T graduates.

80% of Missouri S&T undergraduates are employed or attending graduate school within 6 months of graduation.

More than 1,158 companies, representing a wide range of industries, visited campus to recruit Missouri S&T students.

No. 1 in starting salary potential in the Midwest for public and private universities.

No. 2 best value among public colleges as determined by Kiplinger’s "salary yardstick." (Kiplinger’s Best College Values, December 2015).

100% employer satisfaction with hires.
2017-2018 Academic Calendar

**FALL SEMESTER 2017**

- International Student Orientation: August 8, Tuesday
- Freshman Orientation Begins: August 13, Sunday
- Transfer Student Orientation: August 17, Thursday
- Open Registration Ends: August 20, Sunday
- Fall semester opens 8:00 a.m.: August 21, Monday
- Classwork begins 8:00 a.m.: August 21, Monday
- Labor Day Holiday: September 4, Monday
- Mid-Semester: October 14, Saturday
- Thanksgiving vacation begins 8:00 a.m.: November 19, Sunday
- Thanksgiving vacation ends 8:00 a.m.: November 26, Monday
- Last Class Day: December 8, Friday
- Final Examinations begin 7:30 a.m.: December 11, Monday
- Final Examinations end 5:00 p.m.: December 15, Friday
- December Commencement - 10am Graduate and Undergraduate Degrees in Designated Departments: December 16, Saturday
- December Commencement - 3:30pm Graduate and Undergraduate Degrees in Designated Departments: December 16, Saturday

**SPRING SEMESTER 2018**

- International Student Orientation: January 8, Monday
- Open Registration Ends: January 14, Sunday
- Martin Luther King, Jr. Recognition Holiday: January 15, Monday
- Spring semester opens 8:00 a.m.: January 16, Tuesday
- Classwork begins 8:00 a.m.: January 16, Tuesday
- Mid-Semester: March 10, Saturday
- Spring Recess begins 8:00 a.m.: March 15, Thursday
- Spring Recess ends 8:00 a.m.: March 19, Monday
- Spring Break begins 8:00 a.m.: March 25, Sunday
- Spring Break ends 8:00 a.m.: April 2, Monday
- Last Class Day: May 4, Friday
- Final Examinations begin 7:30 a.m.: May 7, Monday
- Final Examinations end 5:00 p.m.: May 11, Friday
- Spring Semester closes 6:00 p.m.: May 11, Friday
- May Commencement - 10am Graduate and Undergraduate Degrees in Designated Departments: May 12, Saturday
- May Commencement - 3:30pm Graduate and Undergraduate Degrees in Designated Departments: May 12, Saturday

**SUMMER SESSION 2018**

- Open Registration Ends: June 3, Sunday
- Summer session opens 8:00 a.m.: June 4, Monday
- Classwork begins 8:00 a.m.: June 4, Monday
- Independence Day Holiday (observed): July 4, Wednesday
- Final Examinations begin 8:00 a.m.: July 26, Tuesday
- Final Examinations end 12:30 p.m.: July 27, Friday
- Summer Sessions closes 12:30 p.m.: July 27, Friday

*Schedule shows the regular eight-week Summer Session. Other special four-week course sessions may be scheduled.*

**CLASS SESSIONS (EXCLUDING FINAL EXAMINATIONS)**

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<tr>
<td>Fall Semester</td>
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<tr>
<td>Spring Semester</td>
<td>14</td>
<td>15</td>
<td>15</td>
<td>14</td>
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<tr>
<td>Summer Semester</td>
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These calendars can be found at [http://registrar.mst.edu/calendars/index.html](http://registrar.mst.edu/calendars/index.html).
## Fall 2017 Professional Development Event Calendar

<table>
<thead>
<tr>
<th>Event/Topic</th>
<th>Date/Time/Format/Contact</th>
<th>Sponsoring Department</th>
<th>Presenter(s)</th>
<th>What You Can Expect to Take Away With You</th>
<th>Intended Audience</th>
</tr>
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<tbody>
<tr>
<td><strong>AUGUST 2017</strong></td>
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<tr>
<td>EdTech U</td>
<td>Monday-Tuesday, Aug. 14-15, 9 a.m.-noon, library first floor</td>
<td>Educational Technology</td>
<td>EdTech staff</td>
<td>Stop by with your questions about teaching and learning, or discuss any of the learning technologies with a staff member, including Canvas, Tegrity/Panopto and clickers. Get help with all other classroom technology.</td>
<td>All faculty</td>
</tr>
<tr>
<td>New Faculty Orientation</td>
<td>Thursday, Aug. 17, 11:30 a.m.-5:30 p.m., 204 Library</td>
<td>Center for Advancing Faculty Excellence (CAFÉ)</td>
<td>S&amp;T faculty, staff and administrators</td>
<td>The first of a two-day orientation to S&amp;T for faculty new to the institution.</td>
<td>New faculty</td>
</tr>
<tr>
<td>New Faculty Orientation</td>
<td>Friday, Aug. 18, 11:30 a.m.-5:30 p.m., 204 Library</td>
<td>Center for Advancing Faculty Excellence (CAFÉ)</td>
<td>S&amp;T faculty, staff and administrators</td>
<td>The second of a two-day orientation to S&amp;T for faculty new to the institution.</td>
<td>New faculty</td>
</tr>
<tr>
<td>EdTech U</td>
<td>Monday-Wednesday, Aug. 21-23, 8 a.m.-4:30 p.m., in the library (next to the walk-in center)</td>
<td>Educational Technology</td>
<td>EdTech staff</td>
<td>Stop by with your questions about teaching and learning, or discuss any of the learning technologies, including Canvas, Tegrity/Panopto and clickers.</td>
<td>All faculty</td>
</tr>
<tr>
<td>Early Career Faculty Forum: Finding a Mentor</td>
<td>Wednesday, Aug. 23, 4-5 p.m., 204 Library</td>
<td>Center for Advancing Faculty Excellence (CAFÉ)</td>
<td>Susan Murray and Yinfa Ma</td>
<td>Hear about finding mentors in teaching and research at Missouri S&amp;T from award-winning faculty.</td>
<td>Early career faculty</td>
</tr>
<tr>
<td>EdTech U</td>
<td>Thursday-Friday, Aug. 24-25, 1-4:30 p.m., library first floor</td>
<td>Educational Technology</td>
<td>EdTech staff</td>
<td>Stop by with your questions about teaching and learning, or discuss any of the learning technologies, including Canvas, Tegrity/Panopto and clickers.</td>
<td>All faculty</td>
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<td><strong>SEPTEMBER 2017</strong></td>
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<tr>
<td>Faculty Proposal Mentoring</td>
<td>Monday-Friday each week by appointment. Contact Bruce McMillin (<a href="mailto:ff@mst.edu">ff@mst.edu</a>) or Yinfa Ma (<a href="mailto:yinfa@mst.edu">yinfa@mst.edu</a>) to schedule</td>
<td>CEC and CASB</td>
<td>Associate deans for research</td>
<td>Stop by with your proposal ideas and get feedback from established research faculty.</td>
<td>All faculty</td>
</tr>
<tr>
<td>Library Workshops for Faculty:</td>
<td>Wednesday, Sept. 6, noon-1 p.m., Library</td>
<td>Curtis Laws Wilson Library</td>
<td>Roger Weaver, library staff</td>
<td>This workshop will discuss how to use copyrighted materials</td>
<td>All faculty</td>
</tr>
<tr>
<td>Event/Topic</td>
<td>Date/Time/Format/Contact</td>
<td>Sponsoring Department</td>
<td>Presenter(s)</td>
<td>What You Can Expect to Take Away With You</td>
<td>Intended Audience</td>
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<tr>
<td>Copyright for the Classroom</td>
<td>103; lunch is provided; register at <a href="http://libcal.mst.edu/event/3441286">http://libcal.mst.edu/event/3441286</a></td>
<td></td>
<td></td>
<td>material legally in face-to-face, distance and blended classroom settings.</td>
<td>Early career faculty</td>
</tr>
<tr>
<td>Early Career Faculty Forum: University of Missouri Research Board</td>
<td>Wednesday, Sept. 6, 4-5 p.m., 204 Library</td>
<td>Center for the Advancement of Faculty Excellence (CAFÉ)</td>
<td>Office of Sponsored Programs staff</td>
<td>Learn about University of Missouri Research Board grants and other information on research programs.</td>
<td>Early career faculty</td>
</tr>
<tr>
<td>EdTech U</td>
<td>Thursdays, Sept. 7, 14, 21 and 28, 2-4 p.m., library first floor</td>
<td>Educational Technology</td>
<td>EdTech staff</td>
<td>Stop by with your questions about teaching and learning, or discuss any of the learning technologies, including Canvas, Tegrity/Panopto and clickers.</td>
<td>All faculty</td>
</tr>
<tr>
<td>Academic Advising Conference Series: Overview of Academic Integrity Issues at S&amp;T</td>
<td>Monday, Sept. 11, noon-1:30 p.m., Meramec/Gasconade, Havener, lunch provided, RSVP to <a href="mailto:bethw@mst.edu">bethw@mst.edu</a></td>
<td>Undergraduate Advising Office</td>
<td>Jeff Cawfield, vice provost for undergraduate studies</td>
<td>Hear updates about academic integrity issues during the 2016-2017 academic year and discuss trends and preventative actions.</td>
<td>All faculty and staff advisors</td>
</tr>
<tr>
<td>Event/Topic</td>
<td>Date/Time/Format/Contact</td>
<td>Sponsoring Department</td>
<td>Presenter(s)</td>
<td>What You Can Expect to Take Away With You</td>
<td>Intended Audience</td>
</tr>
<tr>
<td>Non-Tenure Track Faculty Get-Together: Mentoring</td>
<td>Tuesday, Sept. 12, 3-4:30 p.m., Meramec/Gasconade, Havener; refreshments provided; RSVP to <a href="mailto:bagnid@mst.edu">bagnid@mst.edu</a></td>
<td>CERTI</td>
<td>S&amp;T faculty and administrators</td>
<td>A discussion about mentoring for non-tenure track faculty.</td>
<td>All non-tenure track faculty</td>
</tr>
<tr>
<td>Library Workshops for Faculty: Data Management</td>
<td>Wednesday, Sept. 20, noon-1 p.m., Library 103; lunch is provided; register at <a href="http://libcal.mst.edu/event/3441310">http://libcal.mst.edu/event/3441310</a></td>
<td>Curtis Laws Wilson Library</td>
<td>Roger Weaver, library staff</td>
<td>This workshop provides a high-level overview of the research data lifecycle, focusing on how to effectively and responsibly manage research data.</td>
<td>All faculty</td>
</tr>
<tr>
<td>Early Career Faculty Forum: Advising 101 – The Basics of Advising Students</td>
<td>Wednesday, Sept. 20, 4-5 p.m., 204 Library</td>
<td>Center for Advancing Faculty Excellence (CAFÉ)</td>
<td>Jeff Cawfield, Rachel Morris, Teresa Stratman</td>
<td>Help students navigate their school careers by learning the basics of advising at S&amp;T.</td>
<td>Early career faculty</td>
</tr>
<tr>
<td>Academic Advising Conference Series: Welcoming Our Veterans on Campus</td>
<td>Monday, Sept. 25, noon-1:30 p.m., 208 Norwood, lunch provided, RSVP to <a href="mailto:bethw@mst.edu">bethw@mst.edu</a></td>
<td>Undergraduate Advising Office</td>
<td>Garrett Coffey, student support specialist</td>
<td>Find out about resources on campus, including the Student Veterans Resource Center, to help veterans succeed academically.</td>
<td>All faculty and advisors</td>
</tr>
<tr>
<td>Curators’ Teaching Summit: Teaching Undergraduate and Graduate Students -- What’s the Difference?</td>
<td>Tuesday, Sept. 26, 12:15-1:45 p.m., Carver/Turner, Havener, lunch provided, RSVP to <a href="mailto:hagnid@mst.edu">hagnid@mst.edu</a></td>
<td>CERTI</td>
<td>Curators’ Distinguished Teaching Professors</td>
<td>Hear from award-winning instructors about the differences in how to effectively teach undergraduate and graduate students.</td>
<td>All faculty</td>
</tr>
<tr>
<td>Service Learning Symposium</td>
<td>Thursday, Sept. 28, 9 a.m.-12:30 p.m., St. Pat’s A and B, breakfast and lunch provided;</td>
<td>Office of Academic Support</td>
<td>Variety of faculty and student speakers</td>
<td>The symposium will showcase service learning on and off campus and in the UM system with a</td>
<td>All faculty and staff</td>
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<tr>
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<td><strong>OCTOBER 2017</strong></td>
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<tr>
<td>Faculty Proposal Mentoring</td>
<td>Monday-Friday each week by appointment. Contact Bruce McMillin (<a href="mailto:ff@mst.edu">ff@mst.edu</a>) or Yinfa Ma (<a href="mailto:yinfa@mst.edu">yinfa@mst.edu</a>) to schedule</td>
<td>CEC and CASB</td>
<td>Associate deans for research</td>
<td>Stop by with your proposal ideas and get feedback from established research faculty.</td>
<td>All faculty</td>
</tr>
<tr>
<td>Library Workshops for Faculty: Open Access</td>
<td>Wednesday, Oct. 4, noon-1 p.m., Library 103, lunch provided, register at <a href="http://libcal.mst.edu/event/3441331">http://libcal.mst.edu/event/3441331</a></td>
<td>Curtis Laws Wilson Library</td>
<td>Roger Weaver, library staff</td>
<td>This workshop will discuss the various forms of open access publishing, the economics of open access, and tips on how to publish in open access journals.</td>
<td>All faculty</td>
</tr>
<tr>
<td>Early Career Faculty Forum: How Do Students Learn?</td>
<td>Wednesday, Oct. 4, 4-5 p.m.; 204 Library</td>
<td>Center for Advancing Faculty Excellence (CAFÉ)</td>
<td>Merilee Krueger, Krista Morris-Lehman, EdTech staff</td>
<td>Do all students learn the same way? Learn how you can help students maximize their learning in your classroom.</td>
<td>Early career faculty</td>
</tr>
<tr>
<td>EdTech U</td>
<td>Thursdays, Oct. 5, 12, 19 and 26, 2-4 p.m., library first floor</td>
<td>Educational Technology</td>
<td>EdTech staff</td>
<td>Stop by with your questions about teaching and learning, or discuss any of the learning technologies with a staff member, including Canvas, Tegrity/Panopto and clickers.</td>
<td>All faculty</td>
</tr>
<tr>
<td>Conversations at Work: A Faculty Workshop</td>
<td>Wednesday, Oct. 11, noon-1 p.m., St. Pat’s Ballroom B, Havener; dessert and drinks provided; RSVP to <a href="mailto:hagnid@mst.edu">hagnid@mst.edu</a></td>
<td>CERTI</td>
<td>S&amp;T faculty</td>
<td>Hear about the latest tools faculty are using in the classroom to enhance teaching and learning.</td>
<td>All faculty</td>
</tr>
<tr>
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<td>Sponsoring Department</td>
<td>Presenter(s)</td>
<td>What You Can Expect to Take Away With You</td>
<td>Intended Audience</td>
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<tr>
<td>Academic Advising Conference Series: MyDegree: The New Degree Planning Tool</td>
<td>Monday, Oct. 16, noon-1:30 p.m., Meramec/Gasconade Room, Havener, lunch provided; RSVP to <a href="mailto:bethwa@mst.edu">bethwa@mst.edu</a></td>
<td>Undergraduate Advising Office</td>
<td>Julie Parker, assistant registrar</td>
<td>Learn about a new degree planning tool to help students and advisors.</td>
<td>All faculty and staff advisors</td>
</tr>
<tr>
<td>Early Career Faculty Forum: Proposal Budgeting and Cost Sharing</td>
<td>Wednesday, Oct. 18, 4-5 p.m., 204 Library</td>
<td>Center for Advancing Faculty Excellence (CAFÉ)</td>
<td>Office of Sponsored Programs staff</td>
<td>Get important information about proposal budgeting and cost sharing in the grant process.</td>
<td>Early career faculty</td>
</tr>
<tr>
<td>Library Workshops for Faculty: Scholarly Publication</td>
<td>Wednesday, Oct. 18, 6-7:30 p.m., Library 103, dinner provided, register at <a href="http://libcal.mst.edu/event/3441334">http://libcal.mst.edu/event/3441334</a></td>
<td>Curtis Laws Wilson Library</td>
<td>Roger Weaver, library staff</td>
<td>This workshop will discuss copyright as it relates to author rights and discuss the scholarly publishing process, including understanding and negotiating copyright</td>
<td>All faculty and graduate students</td>
</tr>
</tbody>
</table>
### Troubleshooting Teams: A Faculty Workshop

**Date/Time/Contact:** Monday, Oct. 23, 3-4:30 p.m., 305 Norwood, refreshments provided; RSVP to certi@mst.edu  
**Sponsoring Department:** CERTI  
**Presenter(s):** n/a  
**What You Can Expect to Take Away With You:** Meet with other faculty who teach using student and discuss issues/brainstorm solutions about working with teams for learning.  
**Intended Audience:** All faculty

### NOVEMBER 2017

#### Faculty Proposal Mentoring

**Date/Time/Format/Contact:** Monday-Friday each week by appointment. Contact Bruce McMillin (ff@mst.edu) or Yinfa Ma (yinfa@mst.edu) to schedule  
**Sponsoring Department:** CEC and CASB  
**Presenter(s):** Associate deans for research  
**What You Can Expect to Take Away With You:** Stop by with your proposal ideas and get feedback from established research faculty.  
**Intended Audience:** All faculty

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<tr>
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<tbody>
<tr>
<td>Early Career Faculty Forum: Grant Award Management</td>
<td>Wednesday, Nov. 1, 4-5 p.m., 204 Library</td>
<td>Center for Advancing Faculty Excellence (CAFÉ)</td>
<td>Office of Sponsored Programs staff</td>
<td>Learn how to successfully complete a project regarding fulfilling reporting and other requirements.</td>
<td>Early career faculty</td>
</tr>
<tr>
<td>EdTech U</td>
<td>Thursdays, Nov. 2, 9, 16 and 30, 2-4 p.m., library first floor</td>
<td>Educational Technology</td>
<td>EdTech staff</td>
<td>Stop by with your questions about teaching and learning, or discuss any of the learning technologies with a staff member, including Canvas, Tegrity/Panopto and clickers.</td>
<td>All faculty</td>
</tr>
<tr>
<td>Early Career Faculty Forum: Setting Clear Expectations for Your Class</td>
<td>Wednesday, Nov. 15, 4-5 p.m., 204 Library</td>
<td>Center for Advancing Faculty Excellence (CAFÉ)</td>
<td>EdTech instructional designers</td>
<td>Develop or fine tune syllabi that clearly state expectations for your students.</td>
<td>Early career faculty</td>
</tr>
<tr>
<td>Walking Through Promotion and Tenure at S&amp;T</td>
<td>Monday, Nov. 20, 10 a.m.-2:30 p.m., lunch provided, Carver/Turner, Havener, RSVP to <a href="mailto:hagnid@mst.edu">hagnid@mst.edu</a></td>
<td>Provost’s Office and CERTI</td>
<td>Melanie Mormile and other faculty</td>
<td>Walk through the process of promotion and/or tenure on the S&amp;T campus and get your questions answered as well as have some documents started for your dossier.</td>
<td>Early faculty, both tenure track and non-tenure track</td>
</tr>
</tbody>
</table>

### DECEMBER 2017

#### Faculty Proposal Mentoring

**Date/Time/Format/Contact:** Dec. 1-8 by appointment. Contact Bruce McMillin (ff@mst.edu) or Yinfa Ma (yinfa@mst.edu) to schedule  
**Sponsoring Department:** CEC and CASB  
**Presenter(s):** Associate deans for research  
**What You Can Expect to Take Away With You:** Stop by with your proposal ideas and get feedback from established research faculty.  
**Intended Audience:** All faculty

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<tr>
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<th>Presenter(s)</th>
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<tr>
<td>Faculty Proposal Mentoring</td>
<td>Dec. 1-8 by appointment. Contact Bruce McMillin (<a href="mailto:ff@mst.edu">ff@mst.edu</a>) or Yinfa Ma (<a href="mailto:yinfa@mst.edu">yinfa@mst.edu</a>) to schedule</td>
<td>CEC and CASB</td>
<td>Associate deans for research</td>
<td>Stop by with your proposal ideas and get feedback from established research faculty.</td>
<td>All faculty</td>
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<tr>
<th>Event/Topic</th>
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<tr>
<td>Early Career Faculty Forum: Setting Clear Expectations for Your Class</td>
<td>Wednesday, Nov. 15, 4-5 p.m., 204 Library</td>
<td>Center for Advancing Faculty Excellence (CAFÉ)</td>
<td>EdTech instructional designers</td>
<td>Develop or fine tune syllabi that clearly state expectations for your students.</td>
<td>Early career faculty</td>
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<tr>
<td>Walking Through Promotion and Tenure at S&amp;T</td>
<td>Monday, Nov. 20, 10 a.m.-2:30 p.m., lunch provided, Carver/Turner, Havener, RSVP to <a href="mailto:hagnid@mst.edu">hagnid@mst.edu</a></td>
<td>Provost’s Office and CERTI</td>
<td>Melanie Mormile and other faculty</td>
<td>Walk through the process of promotion and/or tenure on the S&amp;T campus and get your questions answered as well as have some documents started for your dossier.</td>
<td>Early faculty, both tenure track and non-tenure track</td>
</tr>
<tr>
<td>Event</td>
<td>Date/Time</td>
<td>Location</td>
<td>Facilitator</td>
<td>Description</td>
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<tr>
<td>Early Career Faculty Forum: The A-B-C’s of Distance Education</td>
<td>Wednesday, Dec. 6, 4-5 p.m., 204 Library</td>
<td>Center for Advancing Faculty Excellence (CAFÉ)</td>
<td>Angie Hammons and Will Zwikelmaier</td>
<td>Learn about what S&amp;T offers for distance instruction and how you can make use of these resources.</td>
<td>Early career faculty</td>
</tr>
<tr>
<td>EdTech U</td>
<td>Thursday, Dec. 7, 2-4 p.m., library first floor</td>
<td>Educational Technology</td>
<td>EdTech staff</td>
<td>Stop by with your questions about teaching and learning, or discuss any of the learning technologies with a staff member, including Canvas, Tegrity/Panopto and clickers.</td>
<td>All faculty</td>
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</tbody>
</table>
The Collected Rules and Regulations (CRR) are the set of policies that govern the operation of the university. They describe everything from the membership in the Board of Curators’ to the types of benefit plans that are available to faculty and staff.

The most important section for new faculty is “Faculty Bylaws and Tenure Regulations.” This section describes tenure track and non-tenure track positions along with the criteria set forth for tenure and promotion. The Collected Rules also specify the grievance procedures and conditions for termination.
Once you click on the first link - Chapter 300: Faculty Bylaws - you can find the bylaws specific for Missouri S&T.

By clicking on the second link - Chapter 310: Academic Tenure Regulations - you can find information on making tenure at Missouri S&T.
Curators' Distinguished Professors: A Campus Resource

Curators’ Distinguished Professor and Curators’ Distinguished Teaching Professor are the highest faculty ranks in the UM system. These positions are equivalent to titles such as Regents’, University, or Distinguished Professor on other campuses. Any CDP or CDTP should be willing to offer advice or mentoring to early-career faculty.

Curators’ Professors

• These are prestigious positions, and only outstanding scholars with established reputations will be considered. Therefore, it is expected that there will be few such appointments.
• Curators’ Distinguished Professors should be fully integrated in the department, with such departmental responsibilities as may be determined by the chairman and the appointee. However, each Curators’ Distinguished Professor is a resource of the entire University and should be expected to contribute to the entire University through such activities as giving lectures on other campuses and engaging in teaching and research across divisional lines.
  o Muthanna Al-Dahhan of Chemical & Biochemical Engineering
  o S.N. Balakrishnan of Mechanical & Aerospace Engineering
  o Martin Bohner of Mathematics and Statistics
  o Richard K. Brow of Ceramic Engineering
  o Joel Burken of Civil, Architectural, and Environmental Engineering
  o K. Chandrashekhara of Mechanical & Aerospace Engineering
  o Alfred L. Crosbie of Mechanical Engineering
  o Lokesh Dharani of Mechanical Engineering
  o James Drewniak of Electrical Engineering
  o William Fahrenholtz of Ceramic Engineering
  o Greg Hilmas of Ceramic Engineering
  o Nicholas Leventis of Chemistry
  o Don H. Madison of Physics
  o John McManus of History
  o Michael Schulz of Physics
  o Jay Switzer of Chemistry
  o Thomas Vojta of Physics
Curators’ Distinguished Teaching Professors

- These are prestigious positions and only outstanding teachers with established reputations will be considered. Therefore, it is expected that there will be few such appointments.
- A Curators’ Distinguished Teaching Professor should be fully integrated in the department, with such departmental responsibilities as may be determined by the chair and the appointee. However, each Curators’ Distinguished Teaching Professor is a resource for the entire University through such activities as giving lectures on other campuses, assisting in improving the quality of teaching at the University, and engaging in teaching across divisional lines.
  - Diana Ahmad of History
  - James S. Drallmeier of Mechanical and Aerospace Engineering
  - Xiaoping Du of Mechanical & Aerospace Engineering
  - Larry Gragg of History & Political Science
  - Yinfa Ma of Chemistry
  - David Riggins of Mechanical and Aerospace Engineering
  - V.A. Samaranayake of Mathematics and Statistics
  - David C. Van Aken of Materials Science and Engineering
Accent Modification

Contact Information:
Vicki Hopgood
Speech Pathologist
Southwestern Bell Cultural Center
Room 106
hopgoodv@mst.edu
573-341-7542

http://international.mst.edu/facultyandadministration/accen
tmodificationprogram/

Who Can Participate?

- Ranked faculty in teaching positions
- Tenure track faculty
- Tenured faculty
- Post-Doctoral faculty in teaching positions (upon approval)

Objectives:

- Improve overall presentation skills
- Improve voice projection in the classroom
- Improve American intonation skills
- Improve pronunciation of difficult American vowels and consonants
- Improve classroom management skills
- Improve electronic communication skills

Enrollment:

- Classes are conducted on an individual basis for 14 weeks.
- Classes are free of charge and all materials are provided.
- Class times are arranged at the convenience of the participant.
- Enroll directly with Mrs. Vicki Hopgood at: hopgoodv@mst.edu
Accent modification classes are designed to advance cultural diversity and understanding by improving overall communication between students and faculty, increasing active participation in campus dialogue, and by promoting confident communication.

“This is an excellent source to improve communication skills. Vicki does an outstanding job in identifying the accent problems on an individual basis and comes up with viable approaches to fix them. Overall this program is very effective. I strongly recommend this program.”

K. Chandrashekhara, Ph.D. (India)
Curators' Professor
Mechanical/Aerospace Engineering Department

“I learned quite a lot about many things and improved my English level significantly such as: pronunciation, grammar, communication skills, teaching, American culture, and so on. I am able to make my lecture well motivated and exciting, to structure the lecture clearly, to inspire the students and guide them. I will give my highest recommendation of this program to other new faculties.”

Xiaodong Yang, Ph.D. (China)
Assistant Professor
Mechanical/Aerospace Engineering Department

“Basically I liked everything about this class! Just to mention few: recordings of personal word list, classroom observation and tips on how to improve lecture, friendliness and warmth of instructor, the books used, weekly sheets prepared with a to-do-list for the week, e-mail tips, pre- and post-examinations with recordings, etc. It’s just an invaluable resource for all international faculties.”

Mahelet Fikru, Ph.D. (Ethiopia)
Assistant Professor
Economics Department
Center for Advancing Faculty Excellence (CAFÉ)

The Center for Advancing Faculty Excellence (CAFÉ) is a new center for Missouri S&T and will have a chair and assistant chair devoted to the development of faculty members regardless of the stage of their career. A Steering Committee that included faculty, staff, and administrators designed the structure of CAFÉ including how the chair and assistant chair will serve.

The objectives of the center are clear. The first task is to determine what the specific challenges are for faculty development at Missouri S&T and the second is to determine how best to use the resources available to the center to address those challenges.

The chair will address the first task by interviewing key people on campus who assess faculty performance: the provost, deans, associate deans, department chairs, and a sample of faculty members who have served on the campus tenure and promotion committee. The point is to learn what the collective sense is of the strengths of those cases and what has been concerning about those cases. Then, the chair will interview probationary faculty members, associate professors, and full professors to learn what they see as the biggest challenges they face as they progress toward their goals. The assistant chair will research the literature on faculty development and identify universities that have established successful centers and then travel to those centers to understand how they have achieved success.

The final product of this extensive effort will be a comprehensive report to the provost on conditions at Missouri S&T and recommendations on how best to enhance faculty development at all stages of careers.

While the chair and assistant chair are doing this research, CAFÉ will direct a year-long forum with sessions devoted to teaching, research, and campus culture for not just our newest faculty members, but also probationary faculty who are preparing for their third-year reviews and mandatory tenure years. Once the assistant chair has identified successful development centers, we will bring external speakers from those centers to campus to address development challenges facing our faculty.
Center for Infrastructure Engineering Studies (CIES)

Contact Information:
Kamal H. Khayat
Director of CIES and RE-CAST
University Transportation Center

http://cies.mst.edu
http://recast.mst.edu
khayatk@mst.edu
573-341-6223

Center for Infrastructure Engineering Studies

- CIES seeks to be the primary conduit for communication among faculty members on the Missouri S&T campus interested in infrastructure studies through the following mechanisms.
  - Fostering interdisciplinary R&D activities in infrastructure engineering.
  - Supporting student education in the vast field of infrastructure engineering studies.
  - Promoting technology transfer to the engineering community and industry.
  - Assisting Center affiliated members in preparing major infrastructure proposals.
Center for Educational Research and Teaching Innovation

CERTI

• Dedicated to faculty success in the classroom
• Celebrating excellence in teaching

CERTI offers

• Faculty events on the topic of teaching and student engagement throughout the semester, including the annual Curators’ Teaching Summit. These are designed to inspire ideas, build collegiality and help faculty be supported in their teaching. Refreshments are provided.
• Faculty events and trainings for specific groups, such as freshman faculty, non-tenure track faculty, and instructors of gateway courses.
• Assistance with setting up educational research projects in the classroom.
• Educational research mini-grant program.
• Teaching Partners peer coaching program.
• Web resources on teaching and classroom issues.

CERTI
Office of Academic Support
207 Norwood Hall
Coordinator: Diane Hagni

For more information, go to certi@mst.edu or call 573-341-7648
Corporate Relations

Whether you're looking to recruit talented graduates, collaborate with faculty researchers or educate your workforce, you'll find the corporate relations team is here to navigate those pathways.

- Access Research and Technology
- Find Your Future Workforce
- Educate Your Employees
- Invest in Missouri S&T

Missouri S&T's corporate relations office identifies opportunities that benefit both the university and our partners, putting S&T's resources at your fingertips.

<table>
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<tr>
<th>Our Partner Benefits</th>
<th>S&amp;T Benefits</th>
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<tbody>
<tr>
<td>Strong workforce pipeline</td>
<td>Employment opportunities for students</td>
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<tr>
<td>Executive/continuing education for employees</td>
<td>Executive education partnerships and participants</td>
</tr>
<tr>
<td>Access to research expertise and facilities</td>
<td>Funded research</td>
</tr>
<tr>
<td>Increased brand awareness on campus</td>
<td>Scholarships, faculty support, naming opportunities</td>
</tr>
</tbody>
</table>

Find out more at [http://corporaterelations.mst.edu/](http://corporaterelations.mst.edu/).
Counseling Services

Contact Information:

Patti J. Fleck, PhD
Director of Counseling, Disability Support, and Student Wellness (CDSW)
Counsel.mst.edu
counsel@mst.edu

Missouri S&T’s department of Counseling, Disability Support, and Student Wellness (CDSW) provides counseling, consultation, referral, and programming services to students, as well as to faculty and staff through S&T’s Employee Assistance Program (EAP). Professionally trained and licensed counselors and psychologists offer confidential counseling within a brief-treatment model. Appointments can be arranged by contacting the office at 573.341.4211.

Counselors work collaboratively with clients to clarify issues, support existing strengths, address problems or arrange referrals. All counseling and consultation sessions are confidential unless written permission is given by the client or if safety is a concern.

Additionally, we now offer case management services. Case management involves advocacy, intervention, and assistance for students. The main goal is to help students optimize their functioning and be as successful as possible. Faculty, staff, and students are welcome to contact Krista Morris-Lehman about their student concerns. Students who are dealing with stress, mental health, or chronic health issues may especially benefit from case management services. Students may also self-refer and make an appointment to meet with Krista via CDSW’s main office, 573.341.4211.

We offer services to students, faculty and staff for common issues that may include:

- Anxiety, Stress, Depression
- Relationship Issues
- Work Situations
- School Adjustment & Transition from Home
- Test Anxiety
- Motivation & Procrastination
- Career Indecision
Course Syllabi Information from Vice Provost, Academic Support

August 2, 2017
To: Missouri S&T Faculty
From: Jeff Cawlfield, Vice Provost, Office of Academic Support
RE: Important Information for Course Syllabi, 2017 - 2018 Academic Year

All faculty are encouraged to provide students with a course syllabus to emphasize the expectations that students must meet in order to be successful in the courses they are taking (expected learning outcomes, evaluation criteria, etc). In addition to the important information that is typically included in a course syllabus, all faculty are encouraged to include information about the following:

- **Title IX**
  Missouri University of Science and Technology is committed to the safety and well-being of all members of its community. US Federal Law Title IX states that no member of the university community shall, on the basis of sex, be excluded from participation in, or be denied benefits of, or be subjected to discrimination under any education program or activity. Furthermore, in accordance with Title IX guidelines from the US Office of Civil Rights, Missouri S&T requires that all faculty and staff members report, to the Missouri S&T Title IX Coordinator, any notice of sexual harassment, abuse, and/or violence (including personal relational abuse, relational/domestic violence, and stalking) disclosed through communication including but not limited to direct conversation, email, social media, classroom papers and homework exercises.

  Missouri S&T's Title IX Coordinator is interim chief diversity officer Neil Outar. Contact him (naoutar@mst.edu; (573) 341-6038; Temporary Facility A-1200 N. Pine Street) to report Title IX violations. To learn more about Title IX resources and reporting options (confidential and non-confidential) available to Missouri S&T students, staff, and faculty, please visit [http://titleix.mst.edu](http://titleix.mst.edu).

- **Student Honor Code and Academic Integrity:**
  Please take a few minutes to stress the importance of academic integrity in class. Discuss why it should matter to the student, why it matters to you and your discipline, why it matters to Missouri S&T, and why it matters to future employers. Include a statement on your syllabus about the Honor Code developed and
endorsed by the Missouri S&T Student Council: the Honor Code can be found at this link: http://stuco.mst.edu/honor-code/. Encourage students to read and reflect upon the Honor code and its emphasis on HONESTY and RESPECT.

Page 30 of the Student Academic Regulations handbook describes the student standard of conduct relative to the University of Missouri System's Collected Rules and Regulations section 200.010, and offers descriptions of academic dishonesty including cheating, plagiarism or sabotage (http://registrar.mst.edu/academicregs/index.html). Additional guidance for faculty, including the University's Academic Dishonesty Procedures, is available on-line at http://academicsupport.mst.edu. Other informational resources for students regarding ethics and integrity can be found online at http://academicsupport.mst.edu/academicintegrity/studentresources-ai.

- S&Tconnect: https://canvas.mst.edu/ (S&Tconnect icon on left toolbar)

S&Tconnect provides an enhanced system that allows students to request appointments with their instructors and advisors via the S&Tconnect calendar, which syncs with the faculty or staff member’s Outlook Exchange calendar. S&Tconnect will also facilitate better communication overall to help build student academic success and increase student retention. S&Tconnect Early Alert has replaced the Academic Alert system used by Missouri S&T. If training is needed, please contact Rachel Morris at rachelm@mst.edu or 341-7600.

- Classroom Egress Maps:
  Faculty should explain where the classroom emergency exits are located. Please include a statement in your course syllabus asking the students to familiarize themselves with the classroom egress maps posted on-line at: http://designconstruction.mst.edu/floorplan/.

- Accessibility and Accommodations:
  It is the university’s goal that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, please contact Disability Support Services at (573) 341- 6655, dss@mst.edu, or visit http://dss.mst.edu/ for information, or go to mineraccess.mst.edu to initiate the accommodation process.
*Please be aware that any accessible tables and chairs in this room should remain available for students who find that standard classroom seating is not usable.

- **LEAD Learning Assistance** [http://lead.mst.edu](http://lead.mst.edu).
  The Learning Enhancement Across Disciplines Program (LEAD) sponsors free learning assistance in a wide range of courses for students who wish to increase their understanding, improve their skills, and validate their mastery of concepts and content in order to achieve their full potential. LEAD assistance starts no later than the third week of classes. Check out the online schedule at [http://lead.mst.edu/assist](http://lead.mst.edu/assist), using zoom buttons to enlarge the view. Look to see what courses you are taking have collaborative LEAD learning centers (bottom half of schedule) and/or Individualized LEAD tutoring (top half of the schedule). For more information, contact the LEAD office at 341-7276 or email [lead@mst.edu](mailto:lead@mst.edu).

- **The Burns & McDonnell Student Success Center**
  The Student Success Center is a centralized location designed for students to visit and feel comfortable about utilizing the campus resources available. The Student Success Center was developed as a campus wide initiative to foster a sense of responsibility and self-directedness to all S&T students by providing peer mentors, caring staff, and approachable faculty and administrators who are student centered and supportive of student success. Visit the B&MSSC at 198 Toomey Hall; 573-341-7596; success@mst.edu; facebook: [www.facebook.com/SandTssc](http://www.facebook.com/SandTssc); web: [http://studentsuccess.mst.edu/](http://studentsuccess.mst.edu/).

If you have any questions about the information listed above, please contact the Office of Academic Support at 573-341-7276.
Disability Support Services

**Contact Information:**

Connie Arthur, Coordinator  
Teresa Stratman, Advisor  
203 Norwood Hall  
http://dss.mst.edu/  
dss@mst.edu  
(573) 341-6655

*A disability does not have to be a barrier to a student's success. The Disability Support Services (DSS) staff ensures that qualifying students have a level playing field on which to pursue their educational goals.*

The DSS staff works individually with each qualified student to provide:

- Academic accommodations and support services within resources of S&T.
- Equal access to classrooms, course curriculum, and sponsored programs.
- Specialized accommodative services based on each student's documentation and needs.

**Specific Responsibilities of the Faculty**

It is the responsibility of the faculty to:

- establish curriculum requirements and uphold the academic standards of Missouri S&T,  
- determine that the essential elements of these curricula, as well as those of an individual course, are being fulfilled,  
- work with the Coordinator/Advisor to determine the provision of reasonable accommodations and related services for disabled students when requested by the Coordinator/Advisor,  
- follow applicable rules with respect to individual privacy and confidentiality.
Faculty Assistance Provided by DSS

DSS provides the following assistance to faculty:

- One-to-One consultation
- Online resources
- Presentations and awareness programs

Online Resources for Faculty

Additional resources located on the DSS website — dss.mst.edu/pages/resources/

- Universal Design
  - Understanding Universal Design in the Classroom
    – www.nea.org/home/34693.htm
  - UDL in Higher Education – udloncampus.cast.org/home
- Higher Education and Disability
  - Association on Higher Education and Disability (AHEAD)
    – www.ahead.org
- Missouri S&T Policy Related to Students with Disabilities
  - http://dss.mst.edu/pages/policy/
Educational Technology

Web: http://edtech.mst.edu/
Blog: http://edtechconnect.mst.edu/
Email: edtech@mst.edu

Faculty and Students benefit from the expertise of our Educational Technology department's practice of designing effective instruction using technology, media and learning theory.

Educational Technology is divided into three distinct groups:

- Learning Environments
- Instructional Services
- Media Services

**Learning Environments includes:**

- Classrooms
- Computer Learning Centers (CLCs)
- Hybrid Classrooms
- Studio Classrooms
- All software installed in these spaces.

**Instructional Services includes:**

- Consultations - Speak with our expert instructional designers
- Workshops - EdTech organizes several workshops each semester on teaching and learning
- Course Design/Redesign - Align your goals, methods, and outcomes for maximum effectiveness
- Content Development - Speak with one of our expert Instructional Developers
- Mid-term Feedback - Mid-term feedback sessions allow you to hear from your students, make course corrections and have been linked to higher end-of-term evaluations.
- Provide Faculty Resources

**Media Services includes:**

- Video Production - Produce short-term projects in our Studio Classrooms and film special events upon request
- MediaSpace - Site where distance students can access their recorded courses
Environmental Management Services

Missouri S&T Sustainability Policy Implementation:

Missouri S&T's Environmental Management System (EMS) covers the administrative, education and research activities in a comprehensive, planned and documented manner. It includes the organizational structure, planning and resources for developing, implementing and maintaining policy for environmental protection.

Missouri S&T will:

- Develop 5-year sustainability goals that will be reviewed and reported annually.
- Create an institutional culture of sustainability by incorporating sustainability principals into the campus strategic plan.
- Provide education and active demonstration of sustainable practice to faculty, staff, students and members of the surrounding communities.
- Follow the guidelines of the American College & University Presidents’ Climate Commitment (ACUPCC) to reduce emissions of greenhouse gases.
- Demonstrate transparency through publication of the Association for the Advancement of Sustainability in Higher Education Sustainability Tracking, Assessment and Rating System (AASHE STARS)

Advantages of an EMS:

- Establishes goals to reduce Missouri S&T’s impact on the environment
- Ensures continual compliance with federal, state and local environmental regulations
- Acknowledges the need for continual improvement and change
- Incorporates conservational awareness into all levels and functions of the university
- Displays Missouri S&T’s environmental stewardship to the surrounding community
Missouri S&T and the Environment:

- One of the nation’s premier research universities for over 135 years.
- First university in the nation and second in the world to obtain ISO 14001 certification for a campus wide EMS in June 2001
- ISO 14001 is the widely accepted international standard for environmental management systems which defines the environmental responsibilities of all employees and students and requires top management to provide the necessary resources to ensure continual environmental improvement.

Missouri S&T Sustainability Policy:

Missouri S&T will adopt an integrated approach that weighs the social, environmental, and economic consequences of strategic decisions that will lead to the sustainable growth of our institution. As we evaluate strategic opportunities, we should consider these three questions:

- Is it good for our people?
- Is it good for our planet?
- Is it good for the economic viability of our university?

Please see the complete policy at: http://ems.mst.edu/sustainabilitypolicy/
Faculty Senate

Website: http://facultysenate.mst.edu/

The Faculty Senate is the legislative and policy-making body of the General Faculty. It carries out the functions and responsibilities assigned to it by the General Faculty and shall consider all matters referred to and by the Board of Curators, the President of the University, the Chancellor, and individual faculty members. The Faculty Senate, acting in accordance with the Rules and Regulations of the Board of Curators and the General Faculty, formulates, recommends and assists in the implementation of policies concerning the educational and research operations of the campus and other matters affecting the welfare of the campus, the faculty and students.
Faculty Recruitment and Retention Council

Website: http://provost.mst.edu/frrc/

**Charge:**

“To provide advice and counsel to campus leadership on strategies related to faculty diversity and improvement of campus climate.”

**Major Accomplishments**

- Proposing and formalizing changes to the FMLA policy that allow extension of the tenure clock and ensure that faculty are not penalized and are not required to compensate for time taken off for family and medical matters. The University of Missouri System incorporated many of the ideas from the FRRC, then called the Female and Underrepresented Minority Faculty Recruitment and Retention Task Force, into the Collected Rules and Regulations.
- Administering a campus climate survey to female professors (all ranks), lecturers, and instructors.
- Completion of the Faculty Center located in 104 Interdisciplinary Engineering.

**Ongoing Initiatives**

- Promoting the development of a Child Care Center for S&T faculty, staff, and students.
- Submission of an NSF ADVANCE proposal that will include a comprehensive plan to increase the participation and advancement of women faculty members in Science, Technology, Engineering, and Math (STEM).
- Coordination of collection and dissemination of information about campus climate, including the COACHE survey conducted in Spring 2016.
- Hosting New Faculty welcome events every Fall semester.
- Development of best practices for the recruitment of female and underrepresented minority faculty.
- Researching strategies for retention of female and underrepresented minority faculty.
- Working with Human Resources on salary equity issues for faculty on the S&T campus.
- Completing development of the Dual Career Hiring Policy.
Historical Society

**Contact Information:**

The State Historical Society of Missouri  
Research Center –Rolla  
Room G-3 Library, Missouri S & T  
420 W. 14th St.  
Rolla, MO 65409-1420  
573-341-4874  
http://shsomo.org/about/rolla/  
Contact Person: Beth Lane, Secretary  
[bethlane@shsomo.org](mailto:bethlane@shsomo.org)

**Description of Activity:**

The Research Center-Rolla's collection focuses on the history of southern Missouri and the Ozark Highland. The Rolla holdings are particularly strong in the areas of mining, transportation, and technology; major collections include the records of the St. Louis-San Francisco ("Frisco") Railway Company, the St. Joe Minerals Corporation, and the American Zinc, Lead & Smelting Company. In addition, the Research Center-Rolla holds the papers of individuals and families and items and records relating to numerous churches, businesses, schools, and social organizations in the region.
Institutional Equity, Diversity and Inclusion

**Contact Information:**

Neil Outar  
Director, Institutional Equity,  
Diversity and Inclusion  
106 Temporary Facility A  
http://iedi.mst.edu  
naoutar@mst.edu  
573-341-6038  

Ensuring opportunity | Building community

**What We Do**

- Investigate reports of discrimination based on sex (including harassment and misconduct), as well as on the basis of any federally protected class
- Create and monitor the Affirmative Action Plan, ensure EEO compliance in hiring, and assisting with the recruiting of a diverse pool of applicants
- Create and conduct trainings for Title IX, equity issues, diversity & inclusion and the mandatory bias training for hiring search committees.

**Title IX**

- Title IX protects students, staff and faculty from discrimination based on sex under a federal mandate.
- As a mandated reporter, you are required by law to report any Title IX violations that you become aware of in the S&T community; our office is here to help you in this process.
- Contact our Intake Officer or use the online report portal if you ever need to report an incident.
- Should you have questions regarding a possible Title IX violation, contact our office via email or at extension 7734.

**Training and Outreach**
• Throughout the year, our office will provide trainings for Title IX related topics to ensure that you and the rest of our campus community are prepared to foster an equitable, inclusive and safe environment on the S&T campus.

• We also offer trainings on diversity and inclusion, covering its impact in the university setting and offering strategies to make S&T a welcoming place for all faculty, staff, and students.

• If you would like to request a training that is unique to your needs, or if you would like to learn about training opportunities already scheduled on campus, contact our Training & Program Development Educator.
Information Technology

Contact Information:

IT Help Desk            Call: (573) 341-HELP (4357)

Hours: 8:00-5:00 Monday-Friday

Visit: 1st Floor Library

Hours: 8:30-4:30 Monday-Friday

Web: it.mst.edu for A-Z services and self-help information

help.mst.edu to request IT assistance

How IT Can Help You – Service Overview

- IT Help Desk – Answers and referrals to experts for all of your IT questions
  - The IT Help Desk is the primary contact point for all IT services
  - Call our campus IT Help Desk – (573) 341-4357 (HELP)
    - Mon-Fri, 8:00am-5:00pm; leave message after hours
  - Submit a ticket online – help.mst.edu
  - Visit our IT Help Desk – 1st Floor Library
    - Mon-Fri, 8:00am-5:00pm
- Select, procure, and install hardware and software
  - Desktop Enhancement Program provides new computer for full-time employees on 4 year replacement cycle
  - IT Asset Management procures computing hardware and software, taking advantage of existing discounted contracts when possible
- Consult, troubleshoot/repair technology solutions
  - IT Help Desk – starting point to request IT assistance and referral to IT experts
  - Desktop computing solutions
- Research computing solutions (See IT Research Support Services)
- Instructional technology solutions (See Educational Technology)
- Email – Microsoft Exchange 2010/2013, Outlook, https://minermail.mst.edu, hosted by UM System DoIT
- Network connectivity – wired, WiFi, VPN)
- File storage – personal, shared folders, research data, GoogleDrive
- Telephony – VoIP, Cellular
- GoogleApps for Education
- PeopleSoft Systems – Hosted and supported by UM System DoIT
- Finance, Grants, Student Information, Human Resources
Learning Enhancements Across Disciplines (LEAD)

Contact Information:
Jeffrey Winiarz
Director of Learning Enhancement Across Disciplines (LEAD) Program
332 Schrenk Hall
http://lead.mst.edu
winiarzj@mst.edu
573-341-6733

LEAD Increases Success among Students

- Proactive Learning Centers and Tutoring for students to validate their mastery of concepts in a variety of primarily foundational courses but also more advanced courses
- ~700 students/week find success through these effective learning communities
- Data collected in physics, chemistry, and mathematics clearly demonstrates positive impact on student performance and grades
- Current schedule always at lead.mst.edu/assist

LEAD also Increases Success among Faculty

- Have office hours (generally required anyway) in an open “inviting” environment of a cooperative Learning Center for your course
- “Teaching-time” is spent more efficiently (more time for research) because you are interacting with many students simultaneously
- Students are interacting with highly competent PLAs (provided by LEAD program)
- You will project that YOU CARE (Improved Teaching Evaluations)
Library Liaisons

Contact Information:

Liaison Librarians
Sherry Mahnken
mahnkens@mst.edu
Matthew Pickens
mpickens@mst.edu

General
http://library.mst.edu
library@mst.edu

Liaison Activities

• Provide expertise on library services, such as e-resources, interlibrary loan, reserves, et al.
• Keep departmental faculty and students up to date on library services and resources
• Offer research training for students
  o Library instruction classes
  o Small group sessions
  o One-on-one tutorials for in-depth help
• Seek faculty suggestions regarding the purchase of materials
• Work with departmental liaisons regarding their students’ and colleagues’ information needs

If you have any questions or would like more information about the library, please contact your liaison librarian—we’re here to help!
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<thead>
<tr>
<th><strong>Department</strong></th>
<th><strong>Liaison Librarian</strong></th>
<th><strong>Departmental Liaison</strong></th>
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<tbody>
<tr>
<td>Arts, Languages, and Philosophy</td>
<td>Sherry Mahnken</td>
<td>Lance Haynes</td>
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<tr>
<td>Biological Sciences</td>
<td>Matthew Pickens</td>
<td>Chen Hou</td>
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<td>Business and Information Technology</td>
<td>Sherry Mahnken</td>
<td>Vincent Yu</td>
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<td>Chemical and Biochemical Engineering</td>
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<td>Sherry Mahnken</td>
<td>Suzanna Long</td>
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<td>English and Technical Communication</td>
<td>Sherry Mahnken</td>
<td>Ed Malone</td>
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<td>Geological Sciences and Engineering</td>
<td>Matthew Pickens</td>
<td>Francisca Oboh-Ikuenobe</td>
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<td>Susan Murray</td>
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<td>Psychology</td>
<td>Sherry Mahnken</td>
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TELLING THE S&T STORY – TOGETHER

The Missouri S&T Marketing and Communications team works to raise Missouri S&T’s visibility and our national profile as a research university. Our mission is simple: We build, manage and promote the S&T brand experience to further the university's mission and strategic goals. We collaborate with faculty like you, as well as students, alumni and staff, to share the Missouri S&T story — clearly, consistently and compellingly — to a variety of audiences.

Key focus areas:

- Branding and Marketing
- Graphic Design
- Internal Communications
- Media Relations
- Publications
- Photography
- Strategic Communications
- Videography
- Web and Social Media

Important resources:

- Marketing and Communications website: [http://marketing.mst.edu](http://marketing.mst.edu)
- “Miners Dig Deeper” brand identity information: [http://brand.mst.edu](http://brand.mst.edu)
- Schedule a portrait: [http://marketing.mst.edu/photos/portraits/](http://marketing.mst.edu/photos/portraits/)
- News about S&T: [http://news.mst.edu](http://news.mst.edu)
- Help us share your story! Please complete the new faculty survey by going to [http://rol.la/meetfaculty](http://rol.la/meetfaculty).

For more information, contact:

Andrew Careaga, Executive Director of Marketing and Communications
acareaga@mst.edu; 573-341-4328
Office of Technology Transfer and Economic Development

Contact Information:
Keith Strassner
Director
Suite 145 @ Technology Development Center
http://ecodevo.mst.edu
kdstrass@mst.edu
573-341-6725

Technology Transfer Office (TTO)
- Administers intellectual property developed by MS&T researchers as a result of MS&T employment or use of the university resources
- Identifies and evaluates new technologies
- Promotes innovation and supports university research through collaborative agreements
- Pursues University patent or copyright protection for faculty research
- Facilitates commercialization of university inventions
- Identifies partners and negotiates license agreements for University technology
- Provides training to faculty and research teams on Intellectual Property issues
- Provides review and support for Non-Disclosure Agreements (NDA) with industry
- Provides target funding for commercialization of University technology

Small Business Technology Development Center (SBTDC)
- “One stop shop” for Entrepreneurship and Business Development
- Assistance with business creation to commercialize research
- Assist with SBIR/STTR information, topics and submissions, NSF i-Corp
- Business training and counseling to support growth and expansion of new or existing businesses
• Lean Launch Pad training
• Provide guidance and support for business funding: Debt (Loans), Equity (Venture capital, Angel Investment) or crowdfunding

**Technology Development Center @ Innovation Park**

• Class “A” office space for Faculty and Student businesses
• VentureLab™ provides resources, space and service to launch new ventures.
• Home to TIES “Technical Entrepreneur and Innovators Society”, a student organization for those interested in entrepreneurship

**Staff**

• Deena Aaron – Admin. Assistant – ext. 7584 aarond@mst.edu
• Karen Leatherman – Business Development – ext. 4551 leathermank@mst.edu
• Travin Shelton – Business Development – ext. 6272 sheltontt@mst.edu
• Malcolm Townes – Assoc. Director - ext. 7616 townesm@mst.edu
• John Woodson – Sr. Licensing Associate - ext. 7544 jwoodson@mst.edu
Purchasing

Contact Information:

Stacy Jones
Client Relations Manager OR
341-4050 jonessta@mst.edu
Assists in coordination of required resources for all purchasing needs. Participates in advanced planning related to expenditure of University funds.
OR

Wade Jadwin
Strategic Sourcing Specialist
341-4049 jadwinw@umsystem.edu
Assists in coordinating bid/rfp processes with the appropriate sourcing team member. The sourcing team will assist with the development of bid specifications, completion of requests for bids and/or proposals, documents requiring signature, etc.

Things you need to know (More detailed information on all of these topics is available at the purchasing web site)

• Bid Limits/Requirements:
  o Any purchase that will total over $10,000 including installation and transportation (regardless of grant status) must be coordinated with the purchasing office. Wade Jadwin is your contact for this (contact info above).
  o Bid/proposal process will take a minimum of 2 weeks. Actual time-frame will be determined by the complexity of the project.

• Sole Source Justification
  o Any purchase over $10,000 requires either the bid/proposal process or a sole source approval (regardless of grant status).
    ▪ Approval requires: justification that there is only one product that will meet your specific needs and that there is only one manufacturer and/or distributor of that product. Lowest price does NOT justify a sole source. Requests to be approved by Wade Jadwin (contact info above).

• If approved by your department, Missouri S&T does make available a University credit card as one method for purchasing items under $5,000.
  o Information on how to apply for a card along with all guidelines related to the “pcard” may be found
Show Me Shop (SMS) is the S&T online/e-procurement platform.
- This is the preferred method of shopping for items sourced from the suppliers currently participating.
- Departmental administrators can assist in gaining access for shopping.
- SMS suppliers currently include commodities such as scientific products, office products, computers, lab supplies, books, etc. A complete list of suppliers and commodities may be found at: http://www.umsystem.edu/apps/fa/procurement/epro/suppliers.shtml (Links to an external site.)

Signature Authority
- Faculty members do NOT have signature authority. Any document related to a purchase that requires a signature must be processed through the purchasing department. These documents include but are not limited to terms and conditions of sale, agreements, license agreements, and service agreements.
Sponsored Programs

**Contact Information:**

202 Centennial Hall  
573-341-4134  
Email: research@mst.edu  
Web: [http://sponsoredprograms.mst.edu](http://sponsoredprograms.mst.edu)

**How the Office of Sponsored Programs (OSP) can assist**

- The Office of Sponsored Programs is our research office and has staff to help faculty find and propose for career building grants.
- Explore research news and notes at [http://eresearch.mst.edu/](http://eresearch.mst.edu/) (Links to an external site.)
- Register your profile in COS PIVOT and it will help lead you to research work, teammates and resources.
- Request help of a grant writer and/or technical illustrator.
- Team up with the research centers – they welcome you.

**Proposal Development and Submission Assistance:**

Email your proposal preparation requests to research@mst.edu. Your email will be routed to the appropriate specialist in OSP who will follow-up with you regarding your inquiry. Please note: all inquiries will be addressed during normal business hours of Monday – Friday, 8 AM – 4:30 PM.

**Official University Contact Information:**

Mariesa Crow, Ph.D.  
Vice Provost for Research  
Web page [http://sponsoredprograms.mst.edu/](http://sponsoredprograms.mst.edu/)  
Email addresses: research@mst.edu and crow@mst.edu

**Services Provided by the Office of Sponsored Programs (OSP)**
• The financial administration of sponsored awards is a shared responsibility and collaboration between the Principle Investigator (PI), Campus, and University of Missouri System. The University realizes the importance of the PI performing research and as a result of accepting federal awards for sponsored activity; there are certain obligations and responsibilities which need to be adhered to in the form of the Office of Management and Budget (OMB) Uniform Guidance and University Policies and Procedures. The PI should seek advice and guidance from the Office of Sponsored Programs who has knowledgeable experts on these requirements.

• The OSP is responsible for monitoring compliance with applicable regulations, policies, and terms and conditions of the award. See BPM 210, Sponsored Programs for detail requirements and responsibilities. The guide covers the following topics:
  o Project Planning/Proposal Submission
  o Award Set-Up
  o Operations During the Award

• Guidance is given on the following topics: Direct Costs, Effort Verification Reports (EVRs), Cost Transfers, Cost Sharing, Subrecipient Monitoring, Conflict of Interest, Research Misconduct, Authorship, Protocols and Approvals, Intellectual Property and Copyrights, Record Retention, and References.

**Helpful Links:**

Proposal Preparation and Management Forms — including a variety of budget templates and a budget justification templates — and Documents are available at http://sponsoredprograms.mst.edu/forms/.


Research Administration Information is available at: http://sponsoredprograms.mst.edu/researchadmin/.
Registrar

**Contact Information:**
Deanne Jackson
Registrar
http://registrar.mst.edu/
registrar@mst.edu
573-341-4181

**What we do:**
- FERPA
- Student Academic Regulations
- Course registration
- Project lead for Joe’SS
- Grades
- Evaluate and Process Transfer Credit
- Class rosters
- Academic records
- VA Certifying

The Office of the Registrar ensures the accuracy, integrity, and security of the academic records of Missouri S&T.

- Provide quality service to students, alumni, faculty, staff, and other constituents.
- Utilize technology to deliver services and information in an efficient manner.
- Interpret and apply the academic policies and regulations of the University.

Important Faculty Information - [http://registrar.mst.edu/faculty/faculty/](http://registrar.mst.edu/faculty/faculty/)

Forms - [http://registrar.mst.edu/forms/](http://registrar.mst.edu/forms/)

Student System (JoeSS) Training - [http://registrar.mst.edu/psinfo/](http://registrar.mst.edu/psinfo/)
Student Affairs

Contact Information
Office of the Vice Chancellor
107 Norwood Hall
stuaff@mst.edu
stuaff@mst.edu
573-341-4292

Mission
The Division of Student Affairs provides innovative services and learning opportunities to promote personal and professional development, lifetime engagement, and success.

Strategic Themes
- Safe and healthy campus community of engaged students
- Career ready graduates for successful futures
- Inclusive environments and lifelong engagement
- Delivering value through customer focused services and facilities

As educators serving a common purpose, Student Affairs and faculty are partners in student’s learning experience. Research suggests that students who are involved in campus life are more likely to remain in school, learn more, obtain better grades, have a more enjoyable college experience leading to graduation, and ultimately, greater success.

Ways to Connect with Students Outside of the Classroom
Advise a Student Organization - Student Life | 341-6771 | stulife@mst.edu
Partner with Residential Life’s curriculum model - Residential Life | 341-4218 | reslife@mst.edu
Volunteer at the Career Fair - COER | 341-4343 | career@mst.edu
Serve as a Miner Challenge Trip Advisor - Student Life | 341-6771 | stulife@mst.edu
Engage with Student Government - Student Life | 341-6771 | stulife@mst.edu
Engage with Volunteerism and Service - Student Life | 341-6771 | stulife@mst.edu
Present at the Student Leadership Conference - LCP | 341-7504 | minerleader@mst.edu
Participate in Mentor a Miner - COER | 341-4343 | career@mst.edu
Teaching Tips to Promote Better Learning

Suggestions for preparing and delivering your very first class.

1. Go to the room where you will be teaching the day before the class and check that you know where everything is, that you know how to operate the screen and the lights and the computer hookup, and that the software is working.

2. If you have checked out the class the previous day, then on the day of the class you should still go early, but after a very quick check of the equipment, use the time before class begins to just chat with students as they drift in.

3. I am sure that you will know the material well, so concentrate more on looking at the class, making eye contact, and speaking loud and clear. Most instructors talk to the "T," those students who sit in the front rows and in a line up the middle. What you should do is talk to the "U," those students who occupy the back rows and down the sides. If you speak to them, and make eye contact with them, you will project your voice adequately and will capture the T students as well.

4. Since this is your first-time teaching, you will be nervous but that's ok. Being a little nervous is good for giving a good lecture.

5. In preparing for the class, remember that you cannot really teach more than three or four significant ideas. Everything else you teach should relate to those ideas. You can put those ideas in the form of a lecture outline on the blackboard and then, as you complete one section and move to the next, you can check it off. This helps students to keep track of the big picture and not get lost in the details.

6. Try not to over-prepare and end up with too much material that you rush through at the end. When teaching for the first time, it is hard to know how much is enough, and teachers are so afraid of running out of material that they put in far too much. What you can do is prioritize your material into what you must do, and other stuff that you will do if you have time at the end.

7. Know how you want to end the class and make sure that you segue to that end as time runs out, rather than letting the class end on an incoherent and confused note.

8. Start promptly on time and end promptly on time.

9. Dress to set the tone for your class. Professional dress signifies to students that you are taking the course seriously.

10. It is good to periodically ask for questions but most people don't wait long enough for students to respond. Count silently to ten before moving on and, while counting, keep an eye open for students who look puzzled but are not raising their
hands. You can speak to them directly, saying something like, "You look a little puzzled. Was something not clear?"

11. It is really important to respond to questions respectfully, even if the question sounds trivial to you.

12. If a student asks a question, treat it as if it is a question from the whole class, and after initially looking at the student, shift your gaze to the whole class when you answer. It is fine if the student asks a follow-up question, but avoid more than three brief exchanges with the same student. Then you should say, "Let's discuss this after class."

13. If a student asks you something for which you do not know the answer (even after clarification), don't try to bluff but say that it is an interesting question to which you don't know the answer right now but to talk to you after class and that you will investigate the issue and get back to him/her. This is particularly effective when you have the occasional smart-aleck who wants to show off by stumpin the professor and asks questions involving esoteric stuff like, "But what about the implications of the Smoot-Hawley tariff?" Saying you will research the question and get back to them is better than bluffing because students can usually tell when you are faking knowledge. Realizing that one need not know everything off the top of one's head also removes a lot of the pressure to prepare error-free, comprehensive lectures.

14. Humor is tricky and should be used with caution.

15. Make the first day count.

- Start the class with an experiential exercise that gets the students conversing with each other. Make it intriguing, for example, a small puzzle to solve that involves course content, or a fascinating demonstration of some sort with a follow-up discussion. Make it interactive (e.g., having students work in small groups of 3-4 and have a few report what they discussed.) Leave them “wanting more.”
- Try to put a few names with the faces that are in your course. You can check Joe'SS for the roster as there will also be student pictures available.
- Explain why you are teaching this course. What do you love about the subject you are teaching? Passion expressed through the sharing of one's love for their topic can help grab the attention of students. Start each day talking about why this topic is important to you as a chemist, a psychologist, a historian, a political scientist, etc. Passion is extremely contagious and your students will get the bug for the content.
- Don't just read the syllabus to the students. Start by taking students on a journey through your class. Where does the journey end (course objectives and outcomes) and how are we going to get there? Consider the flow of this journey description. What are the key elements of the journey? How does learning occur in this course? Thoroughly discuss the notion of shared responsibility with your students. What is expected of them (e.g., preparation, appropriate behaviors) and what do you
expect of yourself (creating exercises that applies what they prepare and makes it relevant to them). Go over performance indicators last, but in detail (i.e., tests, assignments, grading, etc.) End on a note of encouragement.

Seven Principles for Good Practice in Undergraduate Education


As approved by the Faculty Senate (4/17/2003) of Missouri University of Science & Technology

**Principle 1: Encourage Student-Faculty Contact**

Frequent student-faculty contact is a key factor in student motivation, involvement, and learning. Faculty concern helps students get through rough times and continue to strive for success. Devise methods that actively and successfully promote student-faculty contact with both individual students and larger groups of students.

**Principle 2: Encourage Cooperation among Students**

Learning is enhanced when it is more like a team effort than a solo race, and working cooperatively with others often increases students’ involvement in their own learning. Sharing ideas and responding to others can sharpen thinking and deepen students’ understanding of the material at hand. Take positive, proactive steps to ensure that meaningful and effective cooperative learning takes place among groups or teams of students.

**Principle 3: Encourage Active Learning**

Learning is not a spectator sport. Most students do not learn very well or retain information very long by sitting passively in classes, memorizing pre-packaged assignments and spitting out answers. Students need to ponder what they are learning, express it in a variety of ways, relate it to past experiences, and apply it to
new situations. Promote active learning by creating regular opportunities for students to engage deeply, directly, and creatively with course material.

**Principle 4: Give Prompt, Frequent, Informative Feedback**

Students who know where they stand in a course are better able to gauge their strengths, their weaknesses, and what they must do to succeed. To reach their full potential, students require appropriate feedback about their current level of personal understanding and mastery of course content. Provide students with frequent assessments of their achievement level and offer them specific suggestions as to how they can improve their performance.

**Principle 5: Emphasize Time on Task**

There is no substitute for time on task — the time students spend actively engaged with course material. Learning to manage one’s time effectively is critical for success in the classroom, yet many students struggle to acquire and maintain this important skill. Devise course strategies that ensure students spend productive time on their coursework, and hold them accountable for learning the assigned material.

**Principle 6: Communicate High Expectations**

High but attainable expectations are important for everyone — for the poorly prepared, for those unwilling to exert themselves, and even for the bright and motivated. Expecting students to perform well can become a self-fulfilling prophecy when faculty clearly express their goals and how students can accomplish them. Convey to students that they have individual responsibilities in achieving these high goals, and demonstrate that you are willing to help them succeed in this.

**Principle 7: Respect and Encompass Diverse Talents and Learning Styles**

Recognize and accept that students learn in many different ways. Many talented students do not share the same learning styles and internal motivations as their teachers. Some might learn better by hearing information out loud, seeing something written down, or witnessing concepts represented in visual or physical ways. Incorporate a range of teaching approaches into your courses, in varying degrees, which allow for different styles of learning.
FERPA

http://registrar.mst.edu/ferpa/index.html
FERPA is the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment. Statute: 20 U.S.C. 1232g; Regulations: 34CFR Part 99. The intent of the Act is to protect the rights of students and to insure the privacy and accuracy of education records. The Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education.

- A Federal law designed to protect the privacy of educational records, to establish the rights of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.
- Any individual who is or has been in attendance at an institution, in person or by correspondence, regardless of their age or status in regard to parental dependency is covered by FERPA.
- Students have the right to:
  - To inspect and review their educational records.
  - To seek to amend their educational records.
  - To have some control over the release of information about their educational records.
- Things you CAN release:
  - Directory information may be shared, unless a student has asked that it not be.
  - We flag students in Joe'SS (the window shade) who do not want their information released to the public.
  - If you encounter this flag, say, “I’m sorry, but I have no information to release on that individual.” Do NOT say anything that indicates that this person is a Missouri S&T student.
- Things you CANNOT release:
  - Social security number
  - Student number
  - Race/ethnicity/nationality
  - Gender
  - Student Class Schedule
  - Grades
  - Other “personally identifiable” information without written consent.

Based on the presentation “FERPA for Advisors” by the Registrar’s Office available at http://registrar.mst.edu/ferpa/index.html