

Faculty & Staff
Information Guide
2009-2010

Hamilton

Miami

Chairs & Coordinators

COORDINATORSHIP	CHAIR OR COORDINATOR	OFFICE LOCATION	CAMPUS PHONE
Business Technology/ Business	Ted Light	107 University	785.7707
Engineering Technology	Ayodele Abatan	207B Phelps	785.1808
English	Diana Royer	223 Rentschler	785.3003
Fine Arts & Humanities	Ed Montgomery	303B Rentschler	785.3115
Mathematics & Natural Sciences; Education & Allied Professions	John Williams	548 Mosler	785.3248
Nursing	Paulette Worcester	151 University	785.7751
Social Sciences	Sree Subedi	566 Mosler	785.3266
Computer & Information Technology; Computer Science & Systems Analysis	Diane Delisio	301D Mosler	785.3138

Administrative Support

Regional Sr. Assoc. Dean of Students	Bob Rusbosin	202B Mosler	785.3128
Associate Dean for Academic Affairs	Michael Carrafiello	202H Mosler	785.3092
Associate Dean	Kelli Lyon Johnson	202K Mosler	785.3036
Senior Director of Administration	Chris Connell	100 Mosler	785.3171
Faculty Secretary	Connie Webb	532 Mosler	785.3207

Checklist

GETTING STARTED

- Complete forms in New Employee Packet (I-9, etc.)
- Order office keys
- Have Miami ID made
- Obtain parking pass and gate key
- Obtain user ID; check university email
- Activate Voice Mail, if applicable
- Find and check campus mail box

Details on all these tasks can be found in this guide,
or go to the web: www.ham.muohio.edu/newfaculty

Do not hesitate to ask for help — see the inside front cover
for names and numbers.

Miami
Hamilton

Faculty & Staff
Information Guide
2009-2010

This guide belongs to:

Name

Address

City, State, Zip

Phone

Miami University: Equal Opportunity in Education and Employment



A Special Note for New Faculty & Staff

Welcome to Miami University Hamilton! We are pleased that you have chosen to join us and hope that your time with us will be rewarding. This document is designed to give you a brief overview of the support services that we offer for the students and for you, the faculty, and to inform you of a few administrative details. While it might seem a bit lengthy, it answers the frequently-asked questions. Please especially note the checklist on the inside back cover. There you'll find a list of important things that must be done as soon as possible.

If there is something that does not appear here that you need, please just call and ask!

We have included supplements to this manual as separate packets of information which we believe you will find very helpful.

Again, welcome and please feel free to contact me at any time with questions and concerns.

Michael Carrafiello
Associate Dean for Academic Affairs

Contents

GETTING STARTED		Class Period	11
Web Info for New Faculty	4	Your Absence	12
Your Contract	4	First-week Alerts	12
Unique ID & Banner Plus Number	5	Inclement Weather	13
Parking	5	Course Evaluations	13
Mail Boxes	5	“Miss Manners Says”	13
Office	6		
E-mail	6	DIRECT COURSE SUPPORT	
Emergency Text Messaging System	6	Associate Dean	
Computer	6	for Academic Affairs	14
Telephone	6	Associate Dean	14
Voice Mail	7	Units	14
Directory of Phone & Office Numbers	7	Faculty Secretary	14
Supplies	7	Audio Visual Services	14
Safety	7	Computing Services	15
Book Orders	8	Library	15
Grades	8		
		OTHER SUPPORT FOR STUDENTS	
SYLLABUS CONSIDERATIONS		Office of Learning Assistance	15
The Statement of Good		Office of Advising and Retention	16
Teaching Practices	8	Office of Student Affairs	16
Syllabus Copy	9	Counseling	16
Evaluation of Students	9	Office of Disability Services	16
Semester Calendar	9	Office of Multicultural Services	18
Office Hours	9	Bus Service	18
Midterm Grades	9		
Study Week	9	OTHER BENEFITS & SERVICES	
Final Exam	10	Regional Sr. Assoc. Dean of Students	18
Final Grades	10	Office of Business Services	18
Student Absences	10	Travel	18
Disruptive Behavior	10	Faculty Seminars	19
Debunking a Myth	11	Harriet Taylor Room	19
		Food	19
OTHER PROFESSIONAL RESPONSIBILITIES		Child Care	20
REGARDING YOUR CLASSES		Campus Goals	20
Check Class Lists	11	Getting Started Checklist	Inside cover
Take Attendance	11	Phone numbers	Back cover

Faculty & Staff Information Guide 2009-2010

Getting Started

NOTE: Phone numbers and office locations are included for your convenience; however, changes occasionally occur. For up-to-date information, check www.ham.muohio.edu.

INFORMATION ON THE WEB FOR NEW FACULTY. The online version of this booklet at www.ham.muohio.edu/newfaculty provides up-to-date information for faculty throughout the academic year. The Web edition of the guide has additional features, including an online version of the Hamilton campus directory, campus maps, and easy online tutorials to help you with tasks in BannerWeb and muConnect.

NEW EMPLOYEE PACKET. All new part-time faculty or faculty with a separation of service from Miami for more than one year **MUST** complete a new Employee Packet. A new Employee Packet can be picked up from the Hamilton Cashier's Office or Academic Personnel Office located on the Oxford Campus in Roudebush Hall. This packet contains forms that must be completed as the first step of the (re)employment process. You cannot be entered into the payroll system or instruct your course until the forms in this packet are completed and returned to the Hamilton Cashier's Office or Academic Personnel. If you have not completed and returned a New Employee Packet, contact Brett Couch in our Office of Business Services at 53070 immediately.

YOUR CONTRACT. Each faculty member, full-time and part-time, should have a contract of some form from the University.

Full-time faculty: You should have received a letter from the Provost's office offering you a faculty position at Miami, to which you were expected to respond. If you have not yet received such a letter from the Provost, please contact **Chris Connell**, at **53171**, as soon as possible.

New part-time faculty, part-time faculty teaching a new subject, and part-time faculty teaching for the first time on the Hamilton campus should have received, signed and returned a paper contract specifying the courses you are teaching and the salary assigned. Once the paper contract has acquired all of the appropriate approval signatures and Academic Personnel has processed the New Employee Packet, the original signed contract will be returned to

you. The return of the original contract will indicate that you are activated in the Miami University system and may begin class instruction. If you have not yet signed and returned a contract, or you have not received the original contract back, please contact **Brett Couch** at **53070** immediately.

Returning part-time faculty: You should have received and responded to an email from Academic Personnel, approving your contract which specifies the courses you are teaching and your salary. If you have not yet received that e-mail, please contact **Brett Couch** at **53070** immediately.

PAYCHECKS. All faculty are paid at the end of the month. Your first paycheck should arrive at the end of the first full (or almost full) month of the semester—September or January. That will only occur if all the appropriate papers have been filled out, signed and transported to the right places. Faculty new to Miami receive, with their signed contract or contract letter, a New Employee Packet of forms to be completed and returned. **The I-9, in particular, must be on file before classes begin.** Again, please notify us quickly if your papers do not appear in order.

UNIQUE ID and BANNER PLUS NUMBER. Once all the paperwork is completed and processed, you will receive a unique id and Banner Plus Number. You'll find that you use both of these identifiers often but for different purposes. The unique id allows you to log in to Miami's computer network (MUNet) and perform a variety of passworded functions and activities. Your Banner Plus Number is used for administrative services including payroll and travel reimbursement.

PARKING. There is a faculty/staff parking lot at the south side of campus. You may obtain a Miami parking pass and a gate key card at the business office on the first floor of Mosler Hall. There is a \$30 fee for the 2009-10 parking pass and \$10 deposit for the key card. The key card deposit is refunded to you when you return the card. For more information about the many services offered by the business office, see the Other Benefits & Services section.

MAIL BOXES. You will have a mail box on the first floor of Mosler or University Hall. While many campus announcements are sent by e-mail, some

are hard copy. Those, other mail, phone messages, etc., will be directed to you via your mail box. **David Fields (53000)** is our switchboard operator and mail box manager. You will find him to be very knowledgeable and helpful.

OFFICES. Any problems with office space or office furniture should be directed to **Brett Couch, 53070**. *Caution: The red wire basket is for paper you wish to be recycled. It is collected several times a week.*

There are (shared) offices available for part-time faculty. Faculty secretary **Connie Webb** in Mosler 532 (**53207**), will know which offices are available and will have a sign-up sheet to reserve specific times.

E-MAIL. Once a person is "in the system" he or she has a university e-mail account. In addition to your office computer (for full-time faculty), you may use any of the computers in the labs on the third floor of Mosler or the one at 227 Rentschler Hall to access your e-mail. For a problem with e-mail, contact the **HelpDesk** in Mosler 304 or at **53279**. All faculty will be added to a Hamilton campus faculty listserv. *NOTE: It is critical that you check your MUOhio e-mail frequently, since important updates will be sent to that account.*

EMERGENCY TEXT MESSAGING SYSTEM. Miami University has contracted with e2Campus to provide emergency notification to students, staff and faculty via cell phone text messages and e-mail. The "Miami Emergency Text Messaging System" is offered free of charge to subscribers and is available immediately to all three Butler County campuses. **Registering is voluntary, but you must sign up in order to participate.** If you don't have a cell phone, or do not have texting options, you can register to receive an emergency e-mail instead. Messages about Campus Crime Alerts generally will not be sent unless it is decided there is imminent threat of danger. This notification service will not eliminate or replace any existing emergency reporting procedures; it will add to them.

To register, please go to <http://www.units.muohio.edu/psf/police/emergencytextmessaging/> or, from myMiami, find Emergency Text Message System in the Miami Web Page Index and follow the prompts. Note to infrequent text message users: the validation code that comes in your confirmation message may appear on a second page in your cell phone screen.

COMPUTER. If you have a problem with your office computer that does not involve e-mail, you can e-mail your request for help to the HelpDesk, **ham-help@muohio.edu**. The University has computer tutorials available for programs such as Word, Excel, etc. NOTE: The Miami University Knowledge Base, at <http://kb.muohio.edu> is another useful resource service that helps university faculty, staff and students answer computing-related questions and resolve problems using the World Wide Web.

TELEPHONE. Each office has a telephone with its own number. To make calls within the University (using a campus phone), preface the four-digit extension with a 5 for Hamilton, 7 for Middletown, and 9 for Oxford. To call campus extensions from outside the University, the three-digit prefixes are 785 for Hamilton, 727 for Middletown and 529 for Oxford. From a campus phone, dial 88 to get an outside line. To learn about ways that you can have long-distance charges billed by payroll deduction or take advantage of a Faculty/Staff wireless (cellular) plan, visit the Web site of the Office of Telecommunications at the following address: <http://www.units.muohio.edu/mcs/techserv/telephony/>

VOICE MAIL. Miami has a voice mail system that must be initiated for each phone from the central location. If your voice mail is not set up by the time school starts, please call the HelpDesk at 53279. The HelpDesk has instructions on how to set your password, how to access messages from on-campus or off-campus, etc. Also, if you are sharing an office phone, the voice mail for that phone can be programmed for more than one user.

Part-time faculty may have phone messages taken by Connie Webb, faculty secretary (785.3207), who can deliver them to your mailbox, part-time faculty office, or via email. Be sure to let Connie know which method you prefer. **Please do not have students leave messages at the main switchboard number.**

DIRECTORY OF PHONE AND OFFICE NUMBERS. At the beginning of each academic year you will receive a directory of office locations and phone numbers for the Hamilton campus. It is printed on one page (very small type!) for ready reference. A complete University Directory is also available through the university email system. (In Outlook, click first on "New" for new message, and then on "Address Book." Make sure "more columns" is indicated.)

SUPPLIES. You can obtain general supplies, such as grade books, legal pads, overhead markers, etc., at the switchboard on the first floor of Mosler. You can also charge course-related items at the bookstore with your divisional account number—check with your coordinator or chair for details.

SAFETY. Although we find the campus to be a safe environment, exercising caution is prudent. For your safety and that of your students, **campus security** will escort anyone to the parking lot, if requested. Their number is **53222** and is accessible from any phone on campus. In addition, there is a phone for emergencies only in the north (student) parking lot near Phelps Hall. From this phone, one may call campus security or the Hamilton City Police (911). In addition, emergency procedures information may be obtained from **Chris Connell** at **53171**.

BOOK ORDERS. Book orders for the Spring semester are due to the Bookstore Manager (**51817**), by October 15; for Summer, March 15; for Fall semester, April 1. Having book orders available early allows the bookstore to buy back textbooks so students have the option to save money by buying used texts. Faculty information can also be found at www.ham.muohio.edu/bookstore. Your cooperation is appreciated.

GRADES: *Grades are the permanent property of Miami University.* Grades, along with the method of calculation, should be given to your coordinator or regional campus chair if you are a part-time faculty member, or for full-time faculty members, when you leave the University.

Syllabus Considerations

THE STATEMENT OF GOOD TEACHING PRACTICES is found in Section 5.4 of the Miami University Policy and Information Manual (MUPIM). It is also on the Web at: http://www.units.muohio.edu/secretary/policies_guidelines/policy_info_manual/ This document identifies the minimum information that faculty should give to students and the expected behaviors in a course. In addition, every Miami Plan course has an official syllabus indicating the information to be covered. Those courses that comprise part of the Miami Plan (our liberal education program required of all students) have certain specific expectations that must be included in the course. You should have both of these pieces of

information for each class.

Of particular importance is the statement of Academic Responsibilities: "It is the responsibility of faculty, staff and students to create an academic community that is free from all forms of prejudice that negatively influence learning, such as those based on age, ethnicity, gender, mental or physical impairment, race, religion, or sexual orientation. All faculty, staff and students should treat one another with courtesy and respect."

SYLLABUS COPY. Please send a copy of your syllabus for each class to your chair or coordinator.

EVALUATION OF STUDENTS. The Hamilton Campus Senate passed a motion requiring a substantive evaluation in each class within the first six weeks of the semester to help students with decisions about schedule adjustments. Please refer to your coordinator or chair if you require clarification about what is "substantive."

SEMESTER CALENDAR. There is a list of important dates (drop dates, beginning and end of semester dates, sprint course dates and holidays) in each semester's course schedule booklet. Calendar information for all campuses is also available online at www.miami.muohio.edu/calendar.

OFFICE HOURS. *Full-time faculty:* All full-time faculty are expected to have office hours, to post them and to keep them. Your coordinator is a good source for how many hours per week are reasonable for your discipline.

Part-time faculty: Part-time faculty are expected to be available to students. Office hours can be held immediately before or immediately after class in the classroom if it is free. If it is not, your coordinator can help you find a classroom you can use. We also have office space available, as mentioned under "OFFICES."

MIDTERM GRADES. **If you have first-year students in your class with fewer than 16 earned credit hours, you will be asked to calculate and report midterm grades for them.** You will receive all necessary information via e-mail at the appropriate time. Midterm grades will be submitted electronically. With midterm grades for all these first-year students, we hope to spot problems before they escalate. Early intervention for students at risk

can be very effective, so we strongly encourage the reporting of these grades. In fact, the Hamilton Senate passed a resolution requesting all faculty to post midterm grades for all students.

STUDY WEEK. Each semester, the week prior to final exam week is designated as a study week. You are not permitted to give a 50-minute or longer exam during that week. You also may not give your final exam during that week. If you have any questions, please contact your coordinator or chair.

FINAL EXAM. A final examination must be given for each class during the scheduled final exam time. You will receive a final exam schedule in your mail box during the first two weeks of each semester. This schedule shows the day and time when each course's final exam is to be given. You are expected to follow the schedule and inform your students when the exam in your course is scheduled. Please note the final exam schedules are not coordinated on the three campuses, and so it is possible that a student will have an exam scheduled at the same day and time on different campuses. If you have a legitimate problem with the scheduled day and time of your final exam, you will need to get permission to change it. You must begin that process by checking the guidelines that accompany the exam schedule, then contacting your coordinator or chair; final approval will be obtained from **Michael Carrafiello**.

There are a few exceptions to the required final exam rule (mostly in the English department), and your contact with your department or coordinator has probably already informed you if your classes fall in this category.

FINAL GRADES. Final grades will be entered via the Web. You will receive information about the procedures for submitting final grades at the appropriate time. Students no longer receive a paper copy of their grades—they access their records via the Internet.

FEDERAL LAW: It is unlawful to post grades by name or by any portion of a student's social security number or student number. If you wish to post grades, ask each student to give you a four- (or name your own length) digit number of their choice, or have them draw numbers out of a hat.

STUDENT ABSENCES. The Student Handbook (Section 701) states: "Every

student is expected to attend every class session for which the student is duly registered." It is the prerogative of the individual faculty member to set attendance policy for each individual course, and it is the responsibility of individual faculty to inform students of the policy, in writing, at the beginning of the term. Your chair or coordinator is a good source of information about what has been successful in your department or division.

DISRUPTIVE BEHAVIOR. While disruptive behavior is rare in college classrooms, it does occasionally occur. The best support for faculty in these difficult situations comes from chairs, coordinators, and associate deans (see inside front cover). In addition any violations of the Student Code of Conduct can be reported to the Office of Student Services, Rentschler 130.

DEBUNKING A MYTH: One of the common campus legends is, "you only have to wait 10 minutes (or fill in your own number) for a professor" if he or she is late. Since we have a fairly efficient system in place to notify students if a professor will not be in class, you might want to let your students know, in your syllabus, to wait until you arrive or send official word. Thus, if you are stuck on I-275 in a traffic snarl, you may not lose the entire class period.

Other Professional Responsibilities Regarding Your Classes

CHECK CLASS LISTS. Be sure to check your class lists on the Web several times during the semester. (Doing this could save you and your students unnecessary pain at the end of the semester!) **NOTE: It is critical that you check your MUOhio e-mail frequently, since important updates will be sent to that account.**

TAKE ATTENDANCE. Our Regional Campuses Registrar reminds us that keeping attendance records can save time and trouble for students and the records office. Occasionally, a student will quit attending class without dropping the course. What often happens is that the student will receive a Withdrawal Failing (WF) in the course because they did not go through the official process at the time. Later, if they find themselves on academic probation or about to be suspended, they seek help in "cleaning up" their record. If we know when they

last attended a class, perhaps we can reasonably change the WF to W, and help their GPA. Please keep attendance records, even if it is not used in calculating student grades.

CLASS PERIOD. You are expected to hold class for the entire scheduled time period. This is very important for all classes, especially for those that meet

only once a week. A colleague once said that education is the only thing that people buy for which they do not want their money's worth! But we are determined to give it to them anyway! If you have concerns about student attention span in a long class, check with your chair or coordinator for resources on ways to vary the activities that could enhance your in-class time.

YOUR ABSENCE. If an emergency occurs and you are unable to hold class, please call your coordinator or chair first. (Sometimes it is possible to get a colleague to fill in for you or to have the advising office talk to your class about how to read their DARs, if you like.) If he or she is not available, please call **Connie Webb** at **53207**. She will contact the records office as well as Michael Carrafiello and the appropriate chair or coordinator, and among us we will get the information to students. At the very least, a sign will be posted. It can contain any special instructions you need to give your students about assignments, tests, etc.

FIRST-WEEK ALERTS. The beginning of each semester is a very hectic time, and some situations occur then that do not occur throughout the remainder of the semester. You can prepare yourself by considering the following:

1. Students are allowed to drop and add during the first week without a signature, so you may have students appearing in your class after the first class period if the class is not full. Some of them may have applied and been admitted at that late date, and will have been informed that they have missed some of the course and are responsible for making up the material.
2. If your class is full and you have students asking to "force add" the class, you may add them if the room has sufficient seating for them. The term "force add" is not accurate—you are not required to admit a student to a full class unless you are willing. If you have students who do not show up for the first class (and they have not contacted you in advance), you may drop them

in order to admit students who do want in. Please inform the records office of those students that you wish to drop for non-attendance. [Please do not allow your class to exceed room capacity, and do not move furniture from room to room since that may disrupt someone else's student/chair balance.

3. If your class is not full, there is no need to drop the first week's absentees. During the second week of class, let the records office know who has not attended and they will be dropped.

4. For up-to-the-hour class list, check the following Web site: **<http://bannerweb.muohio.edu>**. Unique ID and password are required to log in.

Why is all this emphasized? Many of our students have financial aid and their aid can be affected by the number of hours they carry. It is important that we keep accurate records in order to make sure that they are not charged for classes they do not take and to ensure that they get the aid for the ones they are taking. *Thanks, in advance, for your help in this important effort.* If a student or faculty member has questions about financial aid matters, contact **Ann Musuraca**, the coordinator of financial aid, at **53166**. She is happy to talk to students or faculty about any financial aid issues.

INCLEMENT WEATHER. In case of terrible weather, you can call the WeatherLine at **53077**, or check the Miami Hamilton web site (www.ham.muohio.edu/weather/index.htm) to find out if classes are cancelled. We seldom cancel classes at Miami University Hamilton and we expect all instructors to make reasonable effort to be at every class; however, we do not expect you to travel if roads from your home to campus are truly treacherous. A copy of the official policy that is usually distributed to all faculty and staff in October is attached.

COURSE EVALUATIONS. The Hamilton campus procedure for administering student course evaluation is as follows: All instructional staff are expected to have students evaluate each course during one class period in the last three weeks of each semester. Michael Carrafiello, Associate Dean, will oversee the process, assisted by Connie Webb, the Faculty Secretary. Toward the end of each semester, Connie will deliver to your mailbox a pre-filled white inter-office envelope containing the appropriate type and number of evaluation forms for your course(s). You may ask a colleague to administer the evaluations, but in any case, you must not be in the room when the stu-

dents fill out the forms. Once completed, have a student or colleague place the forms back in the white inter-office envelope and deliver them to the Switchboard. **Nothing additional should be written on the envelope.** Connie Webb will retrieve the envelopes from the Switchboard for processing.

“MISS MANNERS SAYS.” As a courtesy to the next instructor in the room where you teach, please erase the boards and return seats to the standard arrangement (in rows) if you or the students rearranged them for class. Please do not tape anything to the walls.

Direct Course Support

ASSOCIATE DEAN FOR ACADEMIC AFFAIRS. If you have any questions about academic matters, you may always contact **Michael Carrafiello** at 202K Mosler, **53092** or carrafml@muohio.edu. He can handle a large variety of questions and concerns. Please don't hesitate to contact him.

ASSOCIATE DEAN. For assistance with academic matters, an additional resource is **Dr. Kelli Lyon Johnson**. She is available to answer questions and address concerns. She may be contacted at 202H Mosler, or at **53036** or at kjohnson@muohio.edu.

UNITS. You are part of the eight academic departments or divisions on this campus. The chairs and coordinators who head these units are also faculty members and they are excellent resources if you have questions about how things work or about classroom management. Do not hesitate to call your chair or coordinator. A quick reference list of their names and numbers is printed **inside the front cover** of this guide.

FACULTY SECRETARY. The faculty secretary is **Connie Webb**, in 532 Mosler, who can be reached at **53207**. Along with her other duties, Connie is the keeper of the copiers. She knows how to operate them and troubleshoots problems quite well. If you have material that needs copying, you can leave it to be copied 24 hours in advance and she and her staff will take care of it. There is a form in her office to fill out with specifications for the copy job (number of copies, stapled, etc.) and attach to each item to be copied. Connie can also give you your departmental code so that you can log on

to the copier and copy items yourself. These machines are sometimes finicky, so if you have any questions about the operation, ask Connie. Carol Stubblefield, 53211 or REN 126, is in charge of the copier on the second floor of Rentschler.

AUDIO VISUAL SERVICES. The supervisor of the Audio Visual services is **Jim Lipnickey**. You can reserve equipment by calling **53279** and leaving a detailed message about your needs. You may also submit a request online at www.ham.muohio.edu/parrish/av_form.htm. Overhead projectors are already in each classroom. You can obtain clean rolls of acetate and new light bulbs for the overheads in 532 Mosler. Some classrooms also have a permanently installed TV/VCR. Others also have computers with overhead projectors. Audio Visual also has, for your use in classes, TVs with VCRs and some rolling computer carts with projectors, which can also be reserved. Call them to discuss some new capabilities in this area, including the scanning of documents. You will receive more information from Jim near the beginning of the semester. Generally, equipment can be obtained for a class with 24 hours notice.

COMPUTING SERVICES. We have excellent computing facilities on campus and a dedicated group who keep our computer classrooms as well as our desktop computers running smoothly. **Jim Lipnickey** is the Director of Computing Services and can be reached at **53195**. Contact Jim if you would like to discuss the possibility of computer use for your courses and/or the use of computer classrooms.

We also have a valuable resource in **Paul Cantonwine**, the Coordinator of Faculty Computing. Paul is available to work by appointment with all full-time and part-time faculty and staff in the use of computing facilities at Miami Hamilton. He will assist anyone interested in using Blackboard, PowerPoint, Excel and other software packages you might need to accomplish your educational objectives. Contact Paul at **53134**, or by e-mail at Cantonpf@muohio.edu to discuss your individual needs and to schedule an appointment.

LIBRARY. The Rentschler Library is housed on the second floor of Schwarm Hall and is available to not only the Miami University community, but also to the general public.” **Krista McDonald (53235)** is Director of the library and leads a staff that is accessible and eager to help. We also have access to libraries across Ohio through the Internet. Ask a librarian for help.

Other Support for Students

OFFICE OF LEARNING ASSISTANCE. The Learning Assistance group is located on the first floor of Rentschler. **Peter Haverkos (53026)** is the Director of Learning Assistance and works with a highly qualified professional staff with specialities in math, writing, reading, ELL, and study skills. They offer free peer tutoring to students who request it in most subject areas. Please encourage your students to take advantage of these services. They also offer special sessions on test taking and other topics. You will receive notification of these sessions in your mail box or by email. The office phone number is **53139**.

OFFICE OF ADVISING AND RETENTION. These services are directed by **Joe Murray** in 107 Rentschler, and can be reached at **53129**. Students with questions about their schedules should be directed to Joe or to 107 Rentschler. Joe is assisted by **Chris Klefeker** and **Marcia Bimmel**. The office is open from 8am to 7pm, Monday through Thursday, and 8am-5pm on Friday. Appointments are encouraged, but after the semester is underway, the office usually sets up some weekly hours for walk-ins. Check specifics with the office assistant at **53129**.

OFFICE OF STUDENT AFFAIRS. **Bob Rusbosin (53128)** is the Regional Senior Associate Dean of Students. His office is on the second floor of Mosler, Room 202B at the Hamilton campus.

COUNSELING. **Mary Bausano (53211)** provides career counseling as well as a wide variety of other counseling. In particular, she can provide help to students with test anxiety or a more specific subject matter anxiety. Please feel free to refer students to Mary, who is located in 127 Rentschler.

OFFICE OF DISABILITY SERVICES. Miami University established an Office of Disability Services on each of its campuses to assist faculty in providing accommodations to students with disabilities and to ensure that the campus and its programs are accessible. On the Hamilton campus, the Coordinator of Disability Services (**53211**), provides these services for students with any type of disability including learning disabilities, physical or psychological disabilities, and chronic illnesses. This office is located at 120 Rentschler.

Accommodation Letters: As the semester gets underway, you may receive

an accommodation letter for one of the students in your class. This letter outlines accommodations that the student will use in your class. It notifies you that the student has presented documentation to the Office of Disability Services (ODS), is eligible for certain academic accommodations and services in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), and has registered with ODS. At this point you are assured that the documentation has been evaluated; and all of the necessary arrangements have been made to establish communication between the faculty member, the student, and the Office of Disability Services.

Referrals: Sometimes you will have students in your class who will request accommodations but who are not registered with ODS. For example, a student may request extended time because of a learning disability. Unless you have received an accommodation letter, you are not required to accommodate this student. Your responsibility is simply to make a referral to the Office of Disability Services. If you would like a form to make the referral process easier, contact the Coordinator of Disability Services at **53211**.

Syllabus statement: You may want to consider including the statement below in your syllabus. Such a statement recognizes the accommodation process as a routine part of how the class is conducted. It indicates the faculty member's willingness to provide reasonable accommodations to a student with a disability and opens lines of communication. Hopefully, this reinforces the accommodation process as one of collaboration between the student and the instructor, with support from the Office of Disability Services.

"Any student who feels that s/he may need an accommodation based on the impact of a disability should contact the Office of Disability Services at 785-3211 in 120 Rentschler (in the Student Services area). If you have already registered with this office and would like to discuss your class accommodations for the semester, please talk with me privately."

Confidentiality: As you know, all disability-related information should be treated and protected as confidential medical information. While sometimes it is difficult to speak privately to a student about accommodations, it is

important. Questions or discussions about accommodations cannot be conducted in a public setting where other students or faculty are present.

In general, please feel free to contact the Coordinator of Disability Services with any questions that you have. Because of the collaborative nature of accommodations, it is important that everyone is aware of their own and others' rights and responsibilities. The process is always enhanced by open communication with the faculty member. Clarifying the classroom dynamics and expectations that are specific to each class and identifying the essential requirements of the course are important factors in the accommodation process.

OFFICE OF MULTICULTURAL SERVICES. The Director of the Office of Multicultural Services is **Jimmie Jones**, who can be reached at **53283**. The office is located on the east end of the first floor of Rentschler and its phone number is **53024**. You will receive notices throughout the year of a variety of multicultural events. In January, you will receive a calendar of special events on all three campuses for Black History Month and beyond. You are invited and encouraged to attend any and all events. Please contact the office with any questions or requests for additional information.

BUS SERVICE. The campus provides free bus service from the Hamilton campus to the Oxford campus several times a day. The bus leaves from the front of Harry T. Wilks Conference Center on Campus Drive. Schedules are available in Student Services or at www.ham.muohio.edu/Metro_04.pdf.

Other Benefits & Services

SENIOR ASSOCIATE DEAN. **Bob Rusbosin**, the Regional Senior Associate Dean of Students, manages and supervises the Student Affairs areas on the regional campuses, which include Admission & Financial Aid, Athletics, Childcare, Cooperative Education/Internships/Placement, Counseling, Disability Services, Recreational Sports, Student Activities/Leadership/Volunteerism, and Student Judicial Affairs. Bob can be reached at **53128** or rusbosrh@muohio.edu.

OFFICE OF BUSINESS SERVICES. The business office, located on the first floor of Mosler Hall, is responsible for a large number of business-related functions including on-site bursar and purchasing activities, student payroll, and park-

ing permits. The Cashier's window is also the place to buy tickets for the Artist Series and theatrical events that take place on campus.

TRAVEL. The campus funds one professional trip per year, up to \$800, for each full-time faculty member. If a faculty member gives a presentation at a subsequent meeting, the second trip can also be funded up to \$800. In order to obtain the funding, a travel authorization form should be turned into your campus chair or coordinator **a month before the trip**. After it has been authorized up the line, you will receive a photocopy of the form. Complete instructions and links to forms can be found at www.ham.muohio.edu/business/travel.htm. Hard copies of these forms can also be obtained from the Faculty Secretary's office in 532 Mosler.

After the trip, fill out a travel reimbursement form, which must be downloaded from the Web at www.units.muohio.edu/controller/prod/accounts_payable/docs_forms/travelform.xls. You may download and manually complete the form or complete it on the Web and then print it. Send your form to **Michael Carrafiello** for final authorization. Omitting this step will delay your payment. Certain receipts must be attached to the reimbursement form as required by business services. NOTE: Please sign your form in an ink color **other than black**.

A copy of the travel authorization form is included in your packet and additional copies can be found in 532 Mosler or online at www.ham.muohio.edu/faculty_staff/travel_forms.htm. Your chair or coordinator can help you with forms and procedures for travel.

FACULTY SEMINARS. For the past several years, faculty have given seminars on their scholarly efforts on the last Friday of every month at 4pm in 560 Mosler. Please plan to join us as your schedule permits. If you might be interested in giving a seminar, contact **Bob Davis (53142)** or **Dave Berg (53246)** to learn more. A faculty member talks about a topic in his/her speciality, but it will be in a manner appropriate for non-specialists. All faculty and staff are invited to attend. It is a nice way to get to know more about your colleagues, and to enjoy an intellectually stimulating afternoon.

HARRIET TAYLOR ROOM. There is a very nice faculty and staff space located at 560 Mosler. This area is known as the Harriet Taylor Room, in honor of a previous Executive Director of the campus. This room has a large table, many

chairs and couches along with a refrigerator, microwave, ice machine and instant hot water tap. Not only is it a good place to sit and read, but it offers many opportunities throughout the day (especially lunchtime) and evening to meet and converse with colleagues. If a student asks to see you while you are in this room, please respect that this is a faculty/staff space and converse with the student outside. Rentschler 227 provides similar amenities.

FOOD. There is hot food service on the first floor of Schwarm at a “snack bar.” Hours for the grill may vary by semester. This service is only available on weekdays during the fall and spring semesters, and only on days when classes are in session. Fresh refrigerated items are also available. There are vending machines at various locations around campus. *Jitters* is also located on the first floor of Schwarm, and sells coffee, specialty drinks, and muffins. Hours are 8am-6pm, Monday-Thursday and 9am-2pm Friday. Both sites are closed during summer terms.

CHILD CARE. **Traci Anderson** is the interim lead instructor for Campus Kids, our nationally accredited child-care facility, located in Schwarm (**53011**). You can also obtain information from **Mary Bausano (53211)** about this service. The facility is available to children of faculty, staff, and students.

Campus Goals

1. To extend the marketing of degree and non-degree programs to traditional and non-traditional students.
2. To strengthen the academic profiles of new faculty within the context of the campus mission and strengthen the support for existing faculty and staff.
3. To broaden developmental, pre-baccalaureate and technical curricula to meet diverse student needs and to prepare students for the challenges of the 21st century.
4. To encourage teaching and learning in a variety of contexts by enhancing the intellectual and cultural life of the campus.
5. To increase the diversity of the faculty, staff and student body.
6. To expand and enhance campus facilities, systems and technology.
7. To strengthen existing relationships and foster increased interaction

Campus phones

academic advising	785.3129
admission*	785.3111
artist series	785.3264
athletics	785.3112
bookstore	785.3241
business office	785.3205
campus kids	785.3011
cashier's office	785.3162
colligan history project	785.3277
computer helpDesk	785.3279
conference services	785.3071
continuing ed	785.3131
co-op/internship & placement	785.3113
counseling*	785.3211
disability services*	785.3211
financial aid	785.3123
learning assistance	785.3139
library	785.3235
main number	785.3000
multicultural services	785.3024
oxford campus information	529.1809
registration & records*	785.3209
security	785.3222
student activities	785.1892
student organizations	785.1892
student services*	785.3211
tutoring	785.3139
weatherline	785.3077

NOTE: When calling from a campus phone, use only the last 5 digits.

AREA CODE: 513

*TTY accessible

make us
your home page
Campus information
is updated daily @
www.ham.muohio.edu