

2023-
2024

New Faculty/Adjunct Orientation Handbook

Elaine O'Heir/Anne Brodsky
Psychology Department @ UMBC
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Welcome to the University of Maryland, Baltimore County's Department of Psychology. We are happy to have you join our department. The following information is provided in order to help make your experience here a pleasant and successful one. This is merely an overview of the high points, so if you have questions about anything not covered in this handbook, please just ask.

General Office Procedures

Department Staff/Who Does What: The departmental office suite (MP 309, 310 and 312, 312B,) **410-455-2567** (52567 from on campus) is occupied by the administrative staff. All staff can be reached via a Webex phone call.

KIMBERLY BOEVE: Procurement Specialist (kboeve1@umbc.edu)
Office: MP 301B. Call at x52613

KERRIE JENKINS: Graduate Program Coordinator (kerriej1@umbc.edu)
Office: MP 310. Call at x56757

ELAINE O'HEIR: Department Coordinator and Assistant to the Chair
(oheir@umbc.edu)
Office 312B. Call at x52488

DEBBIE PAUL, Undergraduate Academic Advisor (dpaul@umbc.edu) Advises new Psyc students with last names A-K
Office MP322A. Call at x52366

TREVOR PITTS: Undergraduate Program Coordinator/Drop-In Advisor
(trevor1@umbc.edu)
Office: MP 315. Call at x51574

AMY SCHNEIDER, Business Manager (aschneid@umbc.edu)
Office MP 314. Call at x52487

ARIANNE STOKES: Payroll Specialist (aburroug@umbc.edu)
Office MP 309. Call at x52614

JENAE WILSON, Undergraduate Academic Advisor (jwilso8@umbc.edu). Advises new Psyc students with last names L-Z.
Office MP 322C. Call at x55891

Student Workers: The main desk in MP 312 is staffed, most days, by undergraduate student workers. They help us greet visitors, answer the phone, run errands, expedite questions, etc. If there is a task you think they can help you with, you **MUST** submit an **RT Ticket** (*information on RT tickets follows below*) or speak with Ari, the Student Worker Supervisor. Student workers are available to help with electronic and virtual tasks. Ask Ari to schedule their help.

Resources: On our department WEB page: <https://psychology.umbc.edu/> there is a tab titled “Resources” over to the far right of our home page. Within this tab you will find a myriad of helpful information on teaching resources, policies and procedures etc. Please take the time to check this new information site.

- New faculty: Here is a very helpful link to follow as you “navigate” across campus: <https://prospective-faculty.umbc.edu/>
- Departmental Meeting Dates: All departmental meetings and dates are listed under the Faculty Resources tab.
- Mailboxes: Each faculty member has a mailbox in MP 312. Please check it often, as important items and information may have been delivered for you.
- Paychecks: UMBC employees are paid on a bi-weekly basis. See Arianne for all payroll information.
- Photocopying: The use of electronic syllabi, handouts etc...is strongly encouraged. However, if you **must** make copies: The copy machine is located in MP 322B. Normal copying needs can be met through this machine. The main office has a color copier as well as a smaller HP black and white copier/printer. Please keep any color copies to a bare minimum. If you need to copy a document in color, please let one of the staff know and they can assist you. We discourage **excessive** use of the machines; for example, if you have a 25-page handout to give to 10 students, we encourage you to take the handout to CommonVision (the copying service provided on campus) and have your students purchase it, or place your reading(s) on reserve at the library or post them on Blackboard. The office also has student help throughout the year to assist in copying exams, handouts, and syllabi for your course. Should you need such assistance, please give us sufficient lead time of 2 – 3 days to complete the work for you. **YOU MUST** initiate the request by filling out an RT Ticket (See below).
- **Trouble with the copy machine?** If you are photocopying during normal business hours and experience trouble with one or both copiers, please feel free to ask the support staff for assistance. If you are photocopying after normal business hours (after 5 p.m.), seek out someone in the department to help you. If no one is around, please send an email to any support staff so that they can unjam the machine the next day. We ask that you do not force any machine parts. If you are unable to clear a jam, write a note, leave it on the machine and someone will attempt to un-jam or fix it the next business day.
- **Need office supplies?** The departmental supply room is located in MP328A. A key will be kept at the front desk with our student workers. Please see them to get the key. This room contains blue essay books, pens, pencils, paper clips, binder clips, envelopes, letterhead and an array of other supplies. Please help yourself to whatever

you may need, but be considerate of others. If you take the last of any supply, please notify a staff member. If there are supplies you need and cannot find, please contact Kimberly Boeve via an RT ticket (see below).

- **RT – (Request Tickets): Internal:** The Psychology Department has an internal RT ticketing system <https://psychology.umbc.edu/rt/> which can be found under our departmental website Resources tab. You must be logged in via MyUMBC before you can fill-out and submit your request. Use this RT process to request purchasing of supplies you may need that the office currently does not stock, or books that support the course(s) you are teaching, Use the RT ticket system to request a student worker's assistance for copying exams, handouts etc.
- **RT Tickets via DoIT services on campus.** Again, you must be logged in via MyUMBC before you can fill out and submit an RT ticket. Navigate to: <https://doit.umbc.edu/>. Under their menu options, select “Support”. Use this system if you are having trouble with Blackboard, submitting grades, (in BB or via SA), email, etc. If you are asking for help with a computer, be sure to include that you are in CAHSS as this will trigger a response from our college’s technology experts and potentially decrease your wait time.
- **AV not functioning properly in your assigned classroom?** Please contact AudioVisual Services at x52461.
- **E-mail access/address:** You **must** have a UMBC e-mail account – this is an easy way for students to get in touch with you. It is also the only way that UMBC faculty and staff can contact you electronically. Call the Help Desk (x53838) with any questions.
- **Keys:** You will be provided with keys to the following areas/rooms: your office, the copy room, and the front office. **Elaine** can assist you with this. If you plan on coming in over the weekend, please be aware that very often the main doors to the building are locked and you will need to contact Campus Police for access or request a key from Elaine beforehand. It is usually possible to find a way through the connected building to get into M/P, but this takes some time and luck. If you do call Campus Security to gain access to a locked building (weekends), please make sure you have your UMBC ID card with you.
- **Office Hours:** Having a time block of office hours is expected of you. **One hour per week per class** is the **minimum** expectation. Often, it’s most convenient for you and students to schedule your Office hours right before or after your class meeting. Once you have determined what your office hours will be, please provide them to Elaine **O’Heir** along with your syllabi (which are due 2 weeks prior to the start of the semester for new faculty and classes, and the week the semester begins otherwise. See below for more syllabi details.)

- **Parking:** All faculty MUST register their vehicle (s) with Parking Services. You can find this information at www.umbc.edu/go/parking. You have the option of purchasing daily permits. These can be picked up in the Parking Services Office, located within Facilities Management at Locust Drive just off the loop. Verification of employment (your contract/offer letter should suffice) or a current/valid UMBC ID card is required.
- **Guest Parking:** Should you find that you would like to invite a guest to lecture or give a presentation to your class, please contact **Arianne Stokes** for information and assistance. The campus uses parking codes to be entered into the meters on the Guest/Visitors Parking lot (located in front of the Administration Building.)
- **Campus I.D. Cards:** Can be obtained from the Comm Store, located in the University Center, Room 112. The hours are 8 – 4:30 **Monday through Friday**. Please bring along a form of ID. [**Remote Teaching:** : Please call 443 612-2273 or use this link <https://campuscard.umbc.edu/general-inquiries/> for details on getting an I.D.]
- **Library:** The library is available to place books on reserve, request books from other USM system libraries and/or request ILL (Inter-Library Loans). To use the library, you will need to have your UMBC ID card. UMBC faculty also have privileges at the UMB libraries.
- **Emergency Notifications:** UMBC has an electronic (text message) notification system by which they can broadcast important information across campus (alerts regarding disastrous weather and other situations that demand quick, campus wide communication). You can sign up for these by going to: <https://umbc.omnilert.net/subscriber.php>
- **Places to Eat:** You can find breakfast, lunch and dinner at the following places on campus Monday through Friday: The Food Court (7:30 am – 6:30 pm), located in the Commons, the Skylight Restaurant (11:30 – 2:00), on 3rd floor of the Commons, The Yum Shoppe, located in the Commons on the basement level, the Coffee Shop (8 – 2) located on the 1st floor of the Administration Building. There is also a Chick- Fil-A and Starbucks located on the 1st floor of the University Center as well as an Einstein's Bagel Shop as you enter the library.

Helpful Links to Important Resources

The following links will guide you to some UMBC sites that will assist you in navigating (and hopefully answering) any questions that you may have as you begin your partnership with UMBC and the Psychology Department:

The Registrar's Office: Their website is a treasure trove of information. You can find important information on academic calendars, final exam schedules, forms as well as policies and procedures. Please take the time to acquaint yourself with this site:

<https://registrar.umbc.edu/>

University Requirements

Sexual Misconduct (Title IX) and Anti-Discrimination Policy

- Please visit the following link to UMBC's Office of Equity & Civil Rights <https://ecr.umbc.edu/training/>. The Office of Equity & Civil Rights is a newly created entity and they are still posting new information on training resources available for faculty. Please check with the Department Chair or the Assistant to the Chair for current information on Title IX Training.

Academic Procedures

- **Course Syllabi:** A complete and informative syllabus communicates your course's learning objectives; structure and format; policies and procedures; and many other details which are listed below. If you are teaching for us for the first time, or are an adjunct teaching a new class, your syllabus should be turned in **2 weeks** prior to the start of the semester. All faculty need to make sure that their syllabus is ready to hand out/electronically available on the first day of classes and that a copy is turned in to **Elaine O'Heir. An electronic copy is required. Please refer to the Syllabi Template Document for syllabi development, construction and requirements. Important Title IX Language is available here: <https://ecr.umbc.edu/sample-title-ix-responsible-employee-syllabus-language/>**
- **Blackboard:** The department strongly encourages you to set up a Blackboard Ultra site for your class. This is a good form for communicating with your class. You can learn how to set up a Blackboard Ultra site by visiting <https://ultra.umbc.edu/> Classes on using Blackboard are offered regularly by OIT. Accounts are set up automatically every semester for every course. Students who are on your roster the first day of classes are automatically enrolled in your Blackboard Ultra course. Blackboard (original) shells will no longer be supported by DoIT nor Blackboard.
- **Using MyUMBC:** All faculty need to have a UMBC user name and password to gain access to MyUMBC (<https://my.umbc.edu/>.) The tools available to faculty via MyUMBC are extremely helpful and will assist you in making your class time and materials more efficient. Blackboard is available through MyUMBC under the

Faculty Center as are a variety of other useful tools under the PeopleSoft Student Administration system. More information on navigating through the system is available in appendices at the close of this document.

- **Textbook Orders:** Once you have selected a text for your class, you can submit your textbook via e-mail to: textbook@umbc.edu. Please do not delay this order as students shop early for their textbooks. The State legislature has mandated that Fall semester book orders are due to the bookstore no later than April 24th. Spring semester book orders are due no later than November 24th. The course materials initiative program provides lower cost digital access to textbooks. Please ask the bookstore for information on this option.
- **AV not functioning properly in your assigned classroom?** Please reach out to AudioVisual Services at x52461.
- **Class cancellations:** If there is a situation where you need to cancel a class meeting on short notice, **please notify the department staff at 410-455-2567 or by email. Remote Teaching:** Please email Ari, Elaine, Kerrie, Kimberly and Trevor. [*Please do not e-mail only one of the staff if canceling a class: the person you e-mail may be out that day and will not get the message in a timely manner. E-mail all.*] Please also notify (via email) all students in class through your Blackboard class account or via your class roster in SA. If you teach an evening class, please contact the Psychology office staff *prior to 4:30 p.m.*
- **Classroom location/changing it:** If you find the location and/or the condition of your classroom is not working out for you, please see **Elaine O’Heir** in room 312B or contact her at 410-455-2488. There are no guarantees that your class can be moved, but she will try to find another location for your class.
- **Closed Course/Petition to Enter:** You may have students request to enroll in your class even after the enrollment is at full capacity. As long as students **meet the current pre-requisites** for the course and the room you are in has available desks and chairs for “extra” students, the decision is up to you. Decisions can be made on a case-by-case basis. The wait list provides the option for students to get on the list and if other students who are currently enrolled in the course drop out, the students on the Wait List automatically get in. Additionally, you can see or contact **Elaine O’Heir** for more information on how to authorize students to get into a closed course. Be careful to note the number of seats in your classroom before admitting additional students.
- **Exams:** If you have an exam that needs to be copied by the support staff, *please make sure you provide plenty of lead time to the department for this request.* Again, please fill an RT Ticket. There are Scantron forms in our Supply Room. Please make sure all students use a number 2 pencil when filling out Scantron forms. After your exam, please submit an IT ticket through the DoIT RT System and then drop your exams off at the Help Desk (located in the Library on the 1st floor).

- **Final Exam scheduling:** You can find the day, time and location of your final exam by looking on the calendars posted by the Registrar's Office at <https://registrar.umbc.edu/>. **True cumulative final exams must be given on the day and time assigned by the Registrar**, however if your last exam is related only to the final portion of the coursework, it may be given in class. Cumulative finals are not required.
- **Policy on Daily Student Final Exam Load**
Faculty Senate policy states that students should not be required to take more than two final exams in one calendar day. Where conflicts arise, faculty should work with students to make necessary arrangements to avoid the conflict. It is recommended that alternate arrangements be made for the student's second scheduled examination of the day.
- **Floating TA Assistance:** Please be on the look-out (BOLO) for an e-mail for the name(s) of our "Floating TA" and their contact information. We schedule at least 1 floating teaching assistant per semester to assist with proctoring exams. If you have a particularly large class or concerns that warrant additional proctoring, you may also request a floating TA to proctor along with you.
- **Exam Proctoring:** Should you find that you are in a situation where you cannot be present when you have scheduled an exam (family emergency etc.), please check with the Floating TA Coordinator, to see what the availability of a "floating" TA is to assist you in covering the exam for you *in class*.
- **Exam Proctoring outside normal class hours:** The department now has a "testing room" available in MP 312 where individual students can be placed to take a missed exam. The room can seat 3 students at a time. ***Please submit an RT Ticket to schedule the day and time and number of students. The RT should also include the student names, class and an electronic copy of the exam. Make sure to inform the student(s) to bring a photo-ID with them.. For evening makeup exams, please contact the Floating TA Coordinator.***
- **Freshmen at Risk for Failure:** About 6 weeks into the semester, the First Year Intervention (FYI) specialist sends an **electronic notification** out to all faculty who may have freshman or new transfer students in their class(es). It is your **responsibility** to make sure you check your class list to identify anyone who may be failing or who are at risk for failing and respond to this request. While this is designed particularly for first year and new transfers, but you are encouraged to click the button for all students so that any student at risk of failing can receive an individual notification of their status. These students will be referred to UMBC's Academic Success Center.
- **Student Course Evaluation (SEEQs/SECs):** These evaluation forms are sent to students directly via email and completed on-line for a fixed period towards the end of every semester. Please make sure your students are aware that these on-line

questionnaires are available and encourage them to fill them out. The feedback can be very helpful when assessing what teaching strategies/methodologies worked and what didn't work and are used for P&T reviews. All students and faculty are sent an e-mail notification that the SEEQs are available, and your encouragement to complete them is critical. It is also recommended, though not required that you give your students some class time (after you have left the room) to fill out the survey. ***If you do this, please encourage them to bring electronics with them for that day so they can work online.***

- **The Faculty Development Center:** The FDC provides many wonderful services to faculty who are wishing to enhance their teaching experience and abilities. To learn more about this resource, please visit: <https://fdc.umbc.edu/>
- **Grades: submitting:** Grades are entered on-line in the Student Administration system. You will be notified via e-mail as to the date that grades must be submitted. You will need to sign into your MyUMBC account, go to the Faculty site and select Topics/Classes and Grades/Teaching Schedule/Manage Grade Roster. You can find more information at MyUMBC/Guide where there are a number of link that contain valuable information. **It is very important that you submit grade on-line by the deadline!**
 - *Undergraduates can earn whole letter grades (A,B,C,D,F)*
 - *Graduate students can earn + and – grades (A, A-,B+,B,B-,C+ etc.)*
 - *Incompletes “I” are to be issued only at student request and with legitimate reasons why they cannot finish the course. They must have completed the majority of the course satisfactorily and be asking only after the withdraw period (first 10 weeks) is over. An Incomplete Grade Agreement must be completed prior to awarding an “I”. For more information see: [Incomplete Wiki](#)*
 - **IMPORTANT: All incomplete grades turn to Fs after one semester. You are responsible for seeing that all students receive a final grade for your course.**
- **Grades: posting:** If you use Blackboard, there is a “Grade Book” feature. This feature will automatically inform students of their grades once you have posted them. Otherwise, you could notify students individually via e-mail if they need to know their grade before they are posted to transcripts. If you do not notify student directly, they will still see their grades when the registrar posts them.
- **Grade changes:** In order to change a grade or remove an incomplete for a student, you will need to submit a grade change form that can be found here: <https://registrar.umbc.edu/grade-change-requests/>
- **Information on navigating and using PeopleSoft/Student Administration can be found at <https://wiki.umbc.edu/display/sa/Faculty+FAQ>**

- **Student Problems?**

- In the event that you have a student who has failed your course twice or withdrawn from a course (i.e. Psyc 311) and they are asking if they can take it again, you must direct them to undergraduatepetitions@umbc.edu. Students may not attempt a course for a third time without asking for a waiver or petition.
- Should you have other issues with students, (other than academic integrity) we suggest that you try to work it out between you and the student. If you are uncertain or unsure of how to navigate an issue, please contact our Undergraduate Program Director, Dr. Laura Rose (laurose1@umbc.edu) If this strategy is unsuccessful, then the matter can be brought to the Department Chair.
- If you have a nonemergency concern about a student, you can make a referral to the Academic Success Center: <https://academicadvocacy.umbc.edu/student-referrals/>
- If you are concerned about aberrant or odd student behavior, please contact the Academic Success Center, BRACK (see below) and the Chair, Dr. Anne Brodsky. These matters should be kept confidential between you, the student, the Chair, and other campus support systems.
- In the event of an **Emergency**, campus police are available at 410-455-5555 (55555 on campus). The Behavioral Risk Assessment and Consultation Team (BRACK) is an excellent resource (<https://studentaffairs.umbc.edu/for-faculty-staff/committees/brack/>). BRACK resource for helping students in distress can be found at <https://umbc.app.box.com/s/nivkme5pq71vtzas12591v4osmdz2dll>. Our own Dave Schultz is a BRACK member and is available for consultation.
- **Retriever Essentials - Food Zones:** UMBC has created various “Food Zones” on campus for students who may be struggling with a lack of food resources. These zones serve as pantries where students can pick up healthy food choices. They are located in the Honors College (housed in the library), the Women’s Center (Commons), the Mosaic Center (Commons 336) and Off-Campus Student Services (Commons). Retriever Essentials provides this and other services to support students: <https://retrieveressentials.umbc.edu/>

Resources for Research and Scholarship

- **Travel Fund Application:** **Full time** faculty are eligible to apply for travel funds for scholarly purposes. The Dean’s office and Department will together pay up to \$2,700 for domestic travel and \$3,000 for international travel for purposes as described on the Dean’s webpage <https://cahss.umbc.edu/deans-travel-fundfaculty-travel-award/>. In order to apply, complete the Travel Fund Application, also found on this page, and submit it to Amy for approval and submission.

- **Travel Pre-approval:** In order to be eligible for travel funds, travel reimbursements and state travel insurance/Worker's Compensation during your trip, you must complete a Travel Pre-approval form: <https://businessservices.umbc.edu/travel/>. This page also contains UMBC's Travel policies. The Travel Request Form is approved by Amy.
- **Reimbursement:** Once your travel is complete, you will need to arrange your receipts by day and complete a Travel Reimbursement form. **Ari** can help you with this.
- **Research and Scholarship Awards:** The Dean's office has a list of research and scholarship resources, including CAHSS internal awards at: <https://cahss.umbc.edu/resources-for-faculty-staff/>. The Office of the Vice President for Research (VPR) website also contains lists of internal UMBC and external awards at: <https://research.umbc.edu/for-faculty/>
- **Grants and Applications:** UMBC uses Quali as its research administration tool for all proposal and budget submission. **Amy Schneider** is your go-to person for all things grant related. You should be talking with her at least 6 months before a major grant submission and as soon as possible for all other opportunities. The process can be particular and bureaucratic, so working with her early and often is your best bet for ease and success!
- **IRB:** Links to the IRB are on the VPR website at: <https://research.umbc.edu/office-of-research-protections-and-compliance/>. Our own Susan Sonnenschein is the Chair of the UMBC Institutional Review Board, so see her with any question.
- **Required Trainings:** In order to participate in Human Subjects Research, all involved faculty, students, and staff must meet compliance requirements including CITI training. The links to required web-based training are at: <https://research.umbc.edu/education-training/>. PIRATE training is required for grant PIs. instructions are at: <https://research.umbc.edu/files/2016/03/Welcome-Letter-to-PIRATE-March-2-2016.pdf>

Important Phone Numbers/Emails

Audio-Visual Department:	410-455-2461 (5-2461)
*Bookstore:	410-455-2665 (5-2665)
<u>Campus Police:</u>	410-455-5555 (5-5555)
Facilities Management:	410-455-2550 (5-2550)
Help Desk/Computer Support:	410-455-3838 (5-3838)
Inclement Weather:	410-455-3100 (5-3100)
Library:	410-455-2232 (5-2232)
Psychology Department:	410-455-2567 (5-2567)
Registrar's Office:	410-455-3158 (5-3158)
Dr. Anne Brodsky:	410-455-2416 (5-2416)

*Hours: M-Th:8:30 –7pm, F: 8:30 – 4pm
