

# Faculty Reference Guide

(New & Returning Faculty)



**GRAND VALLEY  
STATE UNIVERSITY**

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**TRAVERSE CITY  
REGIONAL CENTER**

[www.gvsu.edu/learn/traverse](http://www.gvsu.edu/learn/traverse)

## **About the Guide**

The materials presented on the following pages are designed to assist the instructor through the process of teaching from a regional site. There are two types of information presented in the guide. First, text and quick reference guides provide valuable information to the instructor regarding teaching at the Traverse City site. This helps to explain procedures unique to teaching at the University Center as well as resources available to the instructor.

Secondly, the guide is designed to offer an organizational scheme to the instructor to provide confidence that deadlines are met and materials are submitted as needed. To that end, the guide is structured with the following divisions: Teaching in Traverse City, Academic Services, Administrative Services, Pre-Class Responsibilities, Classes, Post-Class Responsibilities.

### **Teaching in Traverse City**

GVSU programming in Traverse City is provided at the Northwestern Michigan College University Center on Cass Road just north of Airport Road ([see map](#)). The University Center is not on NMC's main campus.

The facility is shared by 10 colleges and universities and is well equipped to provide library, bookstore, snack and study areas, regular classrooms, and interactive classrooms.

Classroom space at the University Center is assigned to each institution based on requests submitted three months prior to the semester in question. Because of the growth of the programs offered by the institutions (and the related demand for space), changing days/times of classes after the original request will often result in that class being assigned to another site (usually Northwestern Michigan College).

If the class is to be held at the University Center, the instructor can expect each classroom to be equipped with dry-erase boards, VCR, telephone, overhead projector, and screen. Some, but not all, classrooms have built-in data projectors. Other audio-visual aids needed for classroom use can be made available by contacting the GVSU- TC office. (Classrooms do not have DVD players. They need to be requested if you have not been assigned a multimedia room.)

### **Administrative Services**

The Continuing Education office in Traverse City is structured to provide services to students that parallel those available on main campus. Students can do the following at the GVSU- TC office:

- Drop/add classes
- Submit a promissory note (payment option for tuition)
- Complete forms required for changing name, repeating a class, etc.

- Complete the junior level writing assessment exam
- Get career services information
- Get information on financial aid
- Complete the Consortium Agreement Form
- Pay for classes

Faculty teaching in Traverse City can expect the following services from the Continuing Education staff:

- Proctoring for exams
- Distribution of handouts, assigned readings
- Completion of employment forms
- Ordering textbooks/desk copies
- Duplication of course handouts
- Faxing
- Access to Internet, e-mail
- Securing rooms for individual conferences
- Forwarding audio-visual requests
- Mailing materials to main campus

The process by which the above can be accomplished is explained in specific sections addressing these services.

### **Academic Services**

Continuing Education staff in Traverse City assist faculty with administrative services, but academic questions and concerns are typically directed to the academic discipline. In most cases, faculty will get direction from both the department secretary and discipline chair. All programs in Traverse City have a program coordinator who is located in Suite 15 at the University Center. That person can answer many academic questions. Often, questions arise regarding certain aspects of a class and the instructor is unsure whom to contact. The Continuing Education office can assist instructors with a variety of questions, but the following table can serve as a guide for the most likely source of the answer.

## Who To Contact For What

Contact <b>GVSU-TC</b> for questions regarding:	Contact the <b>Academic Discipline</b> for questions regarding:
<ul style="list-style-type: none"><li>• Ordering textbooks</li><li>• Getting a desk copy of a textbook</li><li>• Faxing</li><li>• Duplicating</li><li>• Typing</li><li>• Office/computer availability</li><li>• Inclement weather policy</li><li>• Changing rooms</li><li>• Changing class schedule</li><li>• Putting materials on reserve</li><li>• Distribution/pickup of papers, handouts, exams</li><li>• Requesting materials to be sent to the instructor</li></ul>	<ul style="list-style-type: none"><li>• Contracts</li><li>• Contact hours</li><li>• Sample syllabi</li><li>• Grading policies</li><li>• Deadline for midterm/final grades</li><li>• Student evaluations</li><li>• Required textbooks</li><li>• Copyright regulations</li><li>• University policies regarding absences, plagiarism, cheating, etc.</li><li>• Expenses incurred for the course</li></ul>

If the instructor is teaching for Grand Valley State University for the first time, questions are expected and usually plentiful. If problems/questions do not fit into the categories listed above, the instructor should contact the GVSU- TC office for assistance

### The Website

The GVSU website ([www.gvsu.edu](http://www.gvsu.edu)) provides general information about the university and its programs. The Traverse City site ([www.gvsu.edu/learn/traverse](http://www.gvsu.edu/learn/traverse)) provides information specific to the programs in the north. Faculty should review the local site when possible

### Getting Organized

Once an adjunct instructor has been contracted to teach a class in Traverse City, there are a series of responsibilities inherent in that assignment. To assist the instructor in meeting these responsibilities, the following sections will divide these tasks into three phases: Pre-Class Responsibilities, Class Responsibilities, and Post-Class Responsibilities. Resource materials are available in the Appendices to supplement selected areas.

### Textbooks

Some classes are assigned a textbook by the department; others leave the matter of text selection to the discretion of the instructor. The academic discipline can provide that information to the instructor.

Once the textbook has been determined, it is important that the instructor submit the textbook request form to the GVSU-TC office. This information can be submitted by mail, fax, or email. The instructor must provide all information requested to be sure the correct text is ordered.

To assure requested texts are available for the first class, the form should be submitted to the Continuing Education office no later than one month before the start of the semester. This form must be presented even if no text is being used for the course.

See below for textbook requisition.



TEXTBOOK REQUISITION
Traverse City (Please note if not TC)

FOR TERM \_\_\_\_\_

INSTRUCTOR'S NAME \_\_\_\_\_

PHONE \_\_\_\_\_

COURSE \_\_\_\_\_

THIS TERMS ANTICIPATED ENROLLMENT \_\_\_\_\_

Enter adoptions below:

Table with 7 columns: Author, Title, Year/Edition, ISBN, Publisher, Required Or Optional, Desk Copy Y or N. The table contains three empty rows for data entry.

- Please specify edition or write "latest" for most recent edition. Some publishers cannot guarantee the availability of older editions
Special Notes

Three horizontal lines for providing special notes.

## Class List

Class lists are available to the faculty member through the Banner site for each class. Faculty who need assistance to secure that list should contact the Continuing Education office.

By the end of the first week of class (for regularly scheduled courses), the class list is official. Faculty need to be sure to review the class list at this time as it becomes the 'official' class list. **If a student's name does not appear on this class list, he/she is not registered for the class and should not be permitted to continue.**

Click [here](#) for Banner instruction manuals.

## Grading

The University permits a plus and minus system of grading. Listed below are possible grades and their corresponding quality point:

### *Grading Scale*

<i>A</i>	<i>4.0</i>
<i>A-</i>	<i>3.7</i>
<i>B+</i>	<i>3.3</i>
<i>B</i>	<i>3.0</i>
<i>B-</i>	<i>2.7</i>
<i>C+</i>	<i>2.3</i>
<i>C</i>	<i>2.0</i>
<i>C-</i>	<i>1.7</i>
<i>D+</i>	<i>1.3</i>
<i>D</i>	<i>1.0</i>
<i>D-</i>	<i>0.5</i>
<i>F</i>	<i>0.0</i>

*A+ is not a recognized grade.*

## Room Assignments

The GVSU- TC office informs faculty of room assignments. Rooms are assigned by the Northwestern Michigan College facilities office and are strictly monitored. Any change in a room assignment must be requested through the GVSU-TC office. Faculty must not move a class to a different room without prior approval. At the conclusion of each class, all tables, chairs, etc. must be returned to their original placement in the room.

All regular classrooms at the University Center have internet access. Faculty who wish to use a data projector for that purpose need to request one from the Continuing Education office. Similarly, a data projector is available for PowerPoint presentations.

Some classrooms have built in data projectors. To access this equipment, the instructor must have an NMC login. Training in operating the system is available by contacting the staff in the Continuing Education office.

There are only two computer labs available at the University Center. If an instructor wants to use a lab for instruction, it is advised that the lab be booked well in advance as these rooms fill quickly.

The instructor is responsible for requesting all equipment (not students). It is the instructor's responsibility to make sure that equipment is returned safely.

There are two computer labs available at the University Center for full class use. They are in high demand. Instructors are encouraged to schedule dates at the beginning of the semester to improve the likelihood of getting a lab assigned at the University Center. If no lab is available at the UC, the class can be relocated to a lab on the NMC campus.

**Classrooms are charged by an hourly rate. If you do not plan to use the room for your full class period please let us know so we can notify NMC.**

### **Class Cancellation-Academic**

Faculty who are unable to meet the class at the scheduled time must clear the cancellation with the academic discipline. The **GVSU- TC office must be notified of any cancellation** as well so that the cancellation can be shared with the NMC facilities office. In addition, students will often leave the GVSU- TC's office telephone number as an emergency number for family/friends. It is important the office is updated on any changes.

### **Class Cancellation-Inclement Weather**

Closing of the University Center campus is communicated to local radio and television stations before 6 AM for daytime classes and before 3:00 PM for evening classes. **The University Center is always closed when classes at Northwestern Michigan College are closed because of weather.**

NMC maintains a 24-hour telephone line which carries up-to-date information on class cancellations (231)-995-1100, enter "0" after opening message), as well as information carried on campus monitors and Channel 13 in the local area.

When the University Center remains open, individual classes may be canceled because of weather. **The instructor determines if class will be canceled because of weather conditions, not the GVSU- TC office.** Because instructors for GVSU classes may come from areas outside of Traverse City where weather conditions may vary, instructors are advised to call the GVSU-TC office to get weather updates.

Instructors are encouraged to make arrangements with the class to develop a system of communication to notify students of class cancellation/changes due to inclement weather. Instructors will often set up a telephone tree (telephoning system) that allows information to be passed along to class members. Students should have a method in place that allows them to be notified of cancellations. **Instructors should not advise students to call the GVSU-TC to find out the status of class.**

## **Class Materials**

Instructors who need to have duplicating done for class may submit a request to the GVSU-TC office. Duplicated materials will be placed in the appropriate box for pickup in the office. If materials are needed after business hours of the office, the duplicating will be placed in the instructor's classroom. Copying requests must be submitted at least 48 hours before they are needed.

## **Audio- Visual Equipment**

Instructors who need audio-visual aids (beyond those listed on page one) should request that equipment from the GVSU-TC office. Requests should be submitted at least four days before they are needed for class.

### **Midterm Grades**

Midterm grades are required for selected students in the undergraduate programs. The Records Office will notify the instructor if midterm grades are to be reported.

## **Expenses**

Expenses incurred as part of instructional responsibilities are reported on the form in Appendix C. Duplicate forms are available in the GVSU- TC office. Questions regarding what is and is not appropriate to submit should be directed to the academic discipline. Similarly, expense forms should be mailed or faxed to the academic discipline for reimbursement.

## **Student Evaluations**

Within the last two weeks of the semester, the instructor should receive student evaluations to be completed by the class. Evaluations come from the academic discipline and are completed for all classes. Instructors must follow the directions completely. The student who collects the evaluations should seal the envelope and submit it to the GVSU-TC office. Number two pencils are available in the Continuing Education office for completion of the evaluations. Completed evaluations are to be submitted to the GVSU-TC office by a student, not the faculty member. Once completed, student evaluations should never be handled by the instructor.

Some disciplines have student evaluations done through Blackboard. The instructor should check with the GVSU-TC office to determine the structure for the specific class.

### **Surveys**

On occasion, instructors are asked to distribute surveys to students in their classes. Surveys are done for different reasons, but are not intended to interfere with the instructor's class time. Usually, they can be completed in less than 10 minutes.