

Faculty Handbook

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I. Introduction

This handbook has been compiled as a guide to assist all course-instructors members in helping students achieve course, program, and institutional learning outcomes; and in fulfilling their teaching responsibilities and activities. For the purposes of this handbook, the term 'faculty members' includes all those the institution employs or assigns to teach students.

II. Faculty Rights and Responsibilities

Academic Freedom

Faculty members are entitled to academic freedom in the classroom in terms of their selection of materials and their method of presentation. Along with such freedom comes the responsibility to have classroom presentations related to course objectives.

Academic/Teaching Responsibilities

The Professional Responsibilities of the faculty member include, but are not limited to:

- Following course outlines approved by the Curriculum Committee and University Catalog course descriptions.
- Providing a syllabus to all students in each course during the first week of classes and providing an electronic copy to their departmental/academic assistant the week before the semester begins.
- Evaluating student performance according to course objectives stated in syllabus.
- Scheduling and maintaining office hours.
- Participating in course and program assessment.
- Assisting students with subject area study problems.
- Explaining attendance policy to students.
- Providing students with disability accommodations as required by the *Americans with Disabilities Act* and implemented by the University's Accessibility Services office.
<https://www.lssu.edu/academic-services/accessibility/>.
- Maintaining scholastic records of students and submitting required reports according to published deadlines when appropriate.
- Following procedures for faculty evaluation by students.
- Meeting classes at assigned times and in designated places.
- Providing advisement to students regarding their academic program of study.
- Being sensitive to diversity in others, including ethnicity, race and gender in all interactions, including classroom presentations, laboratories and other settings.

Student Rights and Privacy

All faculty members should be conscious of the privacy rights of students when dealing with educational records. LSSU has policies and procedures to comply with the state and federal regulations regarding the Student Right to Know, Family Education Rights and Privacy Act (FERPA) and the Higher Education Act (<https://www.lssu.edu/financial-aid/student-consumer-information/>). Faculty members should refer to the Lake Superior State University Online Catalog Academic Policies section <http://www.lssu.edu/catalog/> and the University Procedures Manual, [Section 2.6.4](#). A FERPA information guide is also available in <http://My.LSSU.edu> under the Work Tab and through the Registrar under [FERPA](#).

Public Posting of Grades

The faculty member may at times wish to post student information or grades in a manner that allows students to check the information without the presence of the faculty member. Posting of student grades must be done in compliance with the university policy: [Section 2-8-1](#). If posting of student information is needed, a randomly assigned unique identifier should be used to conceal the student's identity, and the posting should NOT remain in alphabetical order based on the concealed student name.

III. Teaching Practices and Procedures

Faculty Center for Teaching

The [Faculty Center for Teaching](#), located on the main floor of the Library, provides a wide range of materials, resources, and support for the continuous improvement of teaching and learning at LSSU. Staff coordinate the annual Development Day, prior to the start of the academic year, as well as a series of Brown Bag Seminars and Faculty Learning Communities that meet throughout the year.

Course Outline/Syllabus

Faculty teaching credit-generating courses should receive from their school academic assistant a copy of the course proposal and/or the most recent approved syllabus, which sets forth the objectives and topical outline for the course. The course proposal serves as the basis from which the faculty member develops his or her syllabus.

Each faculty member must develop and distribute a syllabus to students during the first week of scheduled classes and should submit an electronic copy of his/her syllabus to the departmental/academic assistant the week prior to the beginning of the semester. The syllabus should follow the course syllabus template, policies and guidelines provided by the Provost's Office: <http://www.lssu.edu/provost/forms.php>

All course syllabi are stored in the Provost's Office folder on the university's O: drive, in the Assessment folder. They are organized by semester, college, and school for easy reference.

Grading

Grading is the prerogative of the individual faculty member, consistent with departmental/school/university policy. Individual departments may have established grading procedures. Faculty members are expected to use good judgment and fair methods in grading. It is important that students know on the course syllabus the details of the grading procedure. Letter grades currently granted by the University are defined in the University Catalog, for example <http://www.lssu.edu/cmscatalog1617/academic-policies.php-policies>.

Mid-Term Grades

Formative assessment and feedback is key to enhancing student learning. While this is an on-going process throughout the semester, LSSU has implemented the use of midterm grades to provide students with a clear picture of their academic progress. In addition, early alert systems that identify students at risk of failure or dropping out are effective strategies to maintain and increase student success and retention.

Faculty members must submit their midterm grades in Anchor Access: <http://my.LSSU.edu>. Midterm grades may also be calculated and shared with students in a course-specific Moodle gradebook, however, recording them in Anchor Access assures that the student and his/her advisor will have access to all midterm grades.

Final Grades

Final grades must be submitted via Anchor Access entered through <http://my.LSSU.edu>. A grade must be entered for every student. Grades must be submitted by the required date each semester.

Faculty are encouraged to maintain some record of student attendance, being aware that if an "F" grade is entered as the final grade the system will require the approximate date of last attendance. In some cases, student financial aid must be repaid based on attendance records, making this information important to the student and the university.

The Anchor Access Advisors Guide is available in Anchor Access – Faculty Services - Faculty Resources, and has the complete instructions for midterm and final grade entry, as well as information about all of the features of Anchor Access.

Incomplete (I) Grades

Use of the incomplete grade should be limited to extraordinary situations involving extenuating circumstances beyond the student's control, not as a routine grade. See the [University Catalog](#) section on academic policies for additional information.

If a student requests and is eligible to receive an incomplete (I) grade, the instructor must complete the online (I) Grade Form which will appear in Anchor Access when the (I) grade is submitted. The required information includes:

grade on completed work, proportion of work completed, what still needs to be completed and date when work must be completed. University policy gives a student two semesters (excluding summer) to complete the necessary work. After two semesters, if the instructor has not submitted a grade change form to the registrar's office, the registrar changes the student's grade to an 'F'. If the instructor wants the work completed prior to the end of two semesters, he/she may assign an earlier date. However, the grade does not change to an 'F' unless the instructor turns in a grade change form requesting the 'F' or the standard two semesters has passed. An instructor may extend the two-semester deadline by notifying the Registrar's Office in writing that an extension is to be given. The extension must be in place prior to the end of the two semester limit.

It is important to note that, due to the timing of midterm grades, it is to be expected that all assigned work will not yet have been completed. Therefore, midterm grades should be calculated based on the work that should have been completed by that point of the course, and no incompletes should be assigned at the time that midterm grades are submitted.

Military deployments are handled under policy [Section 2.9.1](#)

Course Examinations

All examinations should be administered by the instructor. Major examinations should be announced as early in the semester as possible. Efforts should be made to provide an opportunity for make-up examinations when appropriate. The instructor's examination policies should be stated in the syllabus.

Final Examinations

LSSU utilizes a fifteen (15) week semester and it is expected that full-term classes meet the entire 15 weeks. The 15th week is generally referred to as a "finals week", however, it should be noted that it is a part of the semester and that educationally significant learning experiences should occur during that week. This instructional week cannot be eliminated, waived or made optional.

One feature of the 15th week is that class time is allocated in a two-hour block allowing faculty the option of providing a longer Final Exam as the summative assessment to measure student learning outcomes. Other faculty may choose to use the time for any number of educationally significant learning experiences or other summative assessments of student learning.

The 15th week is a full and regular instructional week implicit in our institutional schedule and credit determinations. The schedule for the 15th week (referred to as the Final Exam Schedule) will be viewable in Anchor Access prior to the beginning of the semester.

Class meeting times during the 15th week are arranged by the Registrar's Office (<http://www.lssu.edu/exams/>) in a way that does not penalize students by forcing them to take too many tests on any given day. Unusual individual exam loads for students should be appealed by the individual student to the instructor. There may be valid educational reasons why some faculty members may need to reschedule exam times during the 15th week; that rescheduling must be approved by the appropriate Dean, who may confer with the Provost.

Upper class students must be challenged by finals as well as freshmen and sophomore students. It is not an educationally acceptable practice to excuse a major part of a class from finals simply because of class rank.

It penalizes students and other faculty colleagues when major tests are given during the week before final exams. Testing students during the week before finals should be avoided unless absolutely necessary.

IV. Assessment of Student Learning

Assessment of student learning is essential to the mission of the university. When an instructor looks back on a lecture or assignment and says "well, I'm never trying that again", or "wow, that really worked well", he/she is doing assessment. When an instructor develops a research topic, he/she is trying to learn more about a subject, its

relationships and interconnected factors, in order to understand how it works. This is the underlying perspective behind the Scholarship of Teaching and Learning, seeing teaching and learning as a dynamic research project in which questions are asked and answers sought that are relevant to student learning.

As scholarly and professional academics, faculty members need to ask "what do we want our students to know, achieve, or be able to do at the end of their university experience or the end of this course?" From this, the key student learning outcomes are developed, at both the course and program levels. Then faculty ask "how do we know they can do these things?", "what evidence do we have that this learning has occurred?" The evidence gathered from this process is used to inform and guide decisions about the next cycle of instructional interventions - faculty use the data to modify their teaching in ways they believe will positively impact student learning. Then they monitor the changes and look for the intended improvement. This PROCESS is assessment, and it is a natural and essential part of the educational process.

Faculty members are responsible to conduct ongoing assessment of their individual courses and to use that data, collaboratively with their colleagues in school level reviews, to inform and guide instruction and curriculum improvement. Best practices in curriculum development recommend the use of curriculum maps to identify program learning outcomes and to demonstrate how those outcomes are addressed and measured throughout the courses within the program. Schools may direct certain key student learning outcomes to be addressed in specific courses, and faculty members may be encouraged to add additional outcomes based on their particular expertise and interests. Faculty members should collect and report on outcome data every time the course is taught, but not every outcome needs a full assessment analysis every semester. Faculty at the school level have the responsibility for developing assessment schedules, reviewing course outcomes, and evaluating their alignment to school and program goals. The faculty then review assessment data from across all courses and use that data, recording their deliberations and decisions in school minutes, to effect meaningful change to courses and programs in their areas.

The University has adopted Tracdat (<https://lssu.tracdat.com/tracdat/>) as the institutional assessment database for storing and reporting of assessment activities. Each faculty member has access to the courses and programs in their school(s). Faculty members are to submit assessment findings each semester. A range of training materials are available online from the assessment website: <https://www.lssu.edu/assessment/>.

Class Breaks

Classes meeting for more than one and one-half hours at a time have a break built into the class meeting structure. The breaks are recommended according to the following guide:

- Up to 1 1/2 hours no break
- 1 1/2 to 2 hours 10-minute break
- 2 or more hours 20-minute break

The instructor should decide what time in the class period is best and most convenient for scheduling a break. From a learning perspective, it is better to have a break partway through a class period, than to go without the break in order to dismiss the class early.

Textbooks

Textbooks for courses will be available through Barnes and Noble at LSSU (<http://lssu.bncollege.com>) . Instructors use [FacultyEnlight](#) for textbook selection, which is accessible on the Barnes and Noble link by clicking on Faculty Resources in the upper right corner, or on Anchor Access - Faculty Services - Faculty Resources. The [FacultyEnlight Presentation](#) provides an overview of the process. Wherever possible, textbook selection should be made prior to the point at which registration for the future semester begins so that students will be able to access information regarding the required materials at the time they register for their courses.

Desk Copy of Text

A desk copy of the text for each course is usually furnished by the publisher for the instructor's use. The instructor may contact the appropriate academic assistant to obtain a desk copy. Instructor manuals, computerized test banks and other ancillary items are available for many texts.

Faculty Member Absence

Regular faculty members may be excused from classes as defined by the faculty agreement, for example: sick leave, funeral leave, jury duty and witness service. Except in unusual circumstances, faculty members should obtain prior approval for a leave by submitting the request for approved leave prior to their absence. Responsibility for coverage during extended absences is the responsibility of the Immediate Supervisor. When advance notification is not possible, the request for approval should be submitted within a reasonable time upon return from leave. Prior approval and satisfactory coverage of professional responsibilities is required for use of personal leave days and professional conferences.

Daily sick leave and daily personal leave will be charged in half-day increments, with a half-day being defined as 8:00 am to 12:30 pm, 12:00 pm to 5:30 pm, or 5:00 pm to 10:00 pm; not to exceed one (1) day of leave per calendar day.

Absence from assigned classes or other professional responsibilities must be documented with approved absence request forms or approval for a leave of absence without pay (obtained from the school office). Faculty members who are absent from professional responsibilities without approval, or who fail to document leaves of absence, are subject to loss of pay and/or disciplinary action up to and including discharge.

V. General Personnel Policies

Closures/Cancellation of Classes

If, due to inclement weather conditions, the University is closed by order of the President, employees will not lose time or pay, providing they are in pay status and are scheduled to work. The closure procedure is defined by University Policy: [Section 4.9.6](#). Faculty members who, for whatever reason, are unable to meet their classes should notify the appropriate Dean and academic assistant immediately so proper notification to students can be made.

Inclement Weather Policy

During severe inclement weather or in an emergency situation it may be necessary to close the University, cancel classes or change the schedule for University operations. In the event inclement weather or an emergency occurs, public announcements will be made on local radio and television stations (listed below) and on the University website and telephone hotline (906-635-2858). Alerts are also sent out on the LSSU Emergency Notification system [NIXLE](#).

Every effort will be made to have public announcements about closures or late openings made by 5:30 a.m. and other closure or cancellation decisions made as early as possible throughout the day.

Please Note: An announcement about LSSU closures or cancellations is in effect for the hours noted for the Sault Ste. Marie campus. If it is necessary to close or change the operating schedule of a specific activity or facility, the announcement will be specific in that regard. Classes or activities at off-campus locations or Regional Centers will follow the schedule of the host institution.

In the event of hazardous weather or other emergencies, the following radio and TV stations will carry University schedule change information:

Radio Stations		TV Stations
WYSS/WKNW	99.5	TV 9/10
WSOO/WSUE	1230/101.3	TV 29/8
Q104	104.3	TV 7/4
WCMZ	98.3	MCTV
WMKC	102.9	

WNBY 1450
EasyRock 100.5
The Bear 97.9
WLSO 90.1

Copying and Graphics

The University will not pay for outside duplicating services or for personal use of copiers. Copier service for course-related materials is available through the departmental office. Users assume all liability for copyright infringement, as provided by law (Title 17 U.S.C. as amended October 19, 1976 by P.L. 94-533).

Classrooms

All course classroom placements are completed by the Registrar's Office. Faculty must use the classroom assigned to them for their classes. If faculty members want to change their classroom for a particular class, they must contact their dean. If faculty would like to reserve a classroom for a meeting of Supplemental Instruction Sessions, group meetings, or other purposes, they must complete the Room Reservation Form (found in my.lssu.edu – under the Work Tab). Because classrooms are used for a variety of meetings, it cannot be assumed that just because a classroom is empty, that it is available. To avoid conflicts, all usage of classrooms must be scheduled by the Registrar's Office.

Key Policy

Faculty members needing keys to buildings, offices and/or classrooms should complete key acquisition cards in their departmental offices. Key requests are to be approved by the appropriate Dean. On termination of employment, keys must be turned in according to University policy (see [Section 3.13.1](#)).

Classrooms are unlocked by Public Safety during class hours. If a faculty member finds that a room is locked at the time of their scheduled class, he/she should contact Public Safety, 906-635-2100, to have an officer come to unlock the room.

Paychecks

Paychecks are issued every two weeks through the departmental office in accordance to University Policy (see [Section 3.19.10](#)). Payroll forms must be completed in the Human Resources Office prior to the effective date of employment.

Vehicle Registration

Faculty operating vehicles on LSSU property must register their vehicle(s) with the Public Safety Department **online** through MyLSSU, Anchor Access in accordance with University policy (see [Section 3.23](#)). Once registered, the required parking hang tag may be obtained at the Student Service Counter located in the Fletcher Center for Student Services. The hang tag may be moved from registered vehicle to registered vehicle. The hang tag must be hung on the rear view mirror to be valid. Failure to do so may result in a parking ticket.

Field Trips

Field trips are excellent learning experiences when supporting or reinforcing regular instructional activities. Permission for field trips must be obtained from the appropriate Dean. Whenever possible the online vehicle request form should be used to make reservations for university vehicles (see [Vehicle Request form](#)). Enter the name and email of the appropriate Dean on this form. Transportation arrangements will be made according to department/University policy. Early planning is recommended since vehicles must be reserved.

Sexual Harrassment

The University is committed to a policy of non-discrimination. (See *University Procedures Manual Section 1.5.1. Non-Discrimination/Sexual Harassment Policy* [See Policies](#).)

VI. Information Technology

The Information Technology (IT) Department provides computer support services for the faculty members, students and staff of the university.

Anchor Access

Anchor Access is LSSU's online information system. It contains "Tabs" that are assigned based on "roles". As a faculty member at LSSU, you will have the Personal Information Tab, the Employee Tab and the Faculty Services Tab. If you need access to budget information, you will have the Finance Tab.

To Enter Anchor Access, you must first log in to the <http://My.LSSU.edu> Portal, then click on Anchor Access, found in the LSSU Web Services Channel.

As a faculty member, you will use the Faculty Services Tab in Anchor Access to access information about your classes and your students. It is where you will enter all midterm and final grades, release Web Advisor Holds, and complete Instructor Overrides. The Faculty Services Tab also contains information such as the Important Dates Calendar, the Final Exam Schedule, the Anchor Access Advisors Guide, a link to the Early Alert Form, and many printable forms.

The Employee Tab contains your personnel information and is where you will register your vehicle so you will be allowed to park on campus.

The Personal Information Tab is used to add or update your address information and your emergency contact information. Please notify the Human Resources Office if you update your permanent address information as Human Resources will need to update your address information for your benefits as well. Login using your LSSU account:

Learning Management Systems (LMS)

LSSU is currently using Moodle (<http://www.lssu.edu/moodle/>). Using the tools provided, faculty members can post lecture notes, grades and quizzes. There are also tools such as chat rooms, discussion board, calendar and grade books that could be added to a specific course. To get started on Moodle, please visit, or contact Sara Devaprasad, sdevaprasad@lssu.edu for assistance.

VII. Testing Services

Make-Up Testing

This service is provided to students who have a faculty or athletic approved absence. Students must schedule their testing appointments at least two business days in advance of their test date to allow sufficient time for the faculty

member to send the test to Testing Services. Students are encouraged to schedule their testing appointments online.

Accommodated Testing for Students

Accommodated testing for students is provided by the [Office of Accessibility Services](#) who can be contacted at 635-2355 or through the website. Resources for faculty regarding services and accommodations can be found at: <https://www.lssu.edu/academic-services/accessibility/faculty-information/>.

VIII. The Academic Success Center

The Academic Success Center (<https://www.lssu.edu/academic-services/academic-success-center/>) provides academic support services for all enrolled students at LSSU, at all levels of learning (freshman through senior). The Academic Success Center is a part of the [Academic Services Division](#). Academic Services are free and provided on a first-come, first-serve basis. More than half the student population utilizes these services each year, proof that academic support is not just for students in jeopardy of academic failure. Students who want to make the most of their university experience take advantage of academic support programs. Faculty members are encouraged to recommend particularly strong students to be future tutors for their courses by contacting the Associate Director of Academic Services.

IX. Student Information and Responsibilities

Registration

Students often ask instructors questions about registration. A [Registration Guide \(see Scheduling\)](#) is available every semester and has all information needed for registration. The guide is available on the scheduling website, and also in Anchor Access – Faculty Tab and Student Tab. If you have additional questions, contact the Student Service Counter in the Fletcher Center at 635-2232.

- LSSU Registrar Office: <http://www.lssu.edu/registrar/>
- Registration/Scheduling: <http://www.lssu.edu/scheduling/>
- Printable Forms from Registrar: <https://www.lssu.edu/registrar/printable-forms/>

Class Lists

Individual class lists, either including student photos or just names, are available to faculty members via Anchor Access. Faculty members will want to print off their class list on the first day of class and after the sixth (6th) day of the semester to reflect both student drops and student adds. Any student who attends a class but whose name does not appear on the final class list should be notified and should, in turn, be asked to fill out an add form, obtain the instructor's signature and process the form at the Student Service Counter. Students who do not appear on the class list, and therefore are not registered for the course, should not be allowed to attend the class.

Drop and Add Policies

A period of time is provided at the beginning of each semester for students to add or drop courses. Courses dropped during this period will not appear on the student's permanent record (transcript). The add/drop period for a full-semester course begins on the first day of the semester and ends on the sixth University business day. (The summer semester add/drop period is four days long.) For courses that span less than a full semester, a shorter add/drop period will be established. A student's addition to or withdrawal from a course is not officially completed unless the appropriate form is completed online. Students will need to fill out a paper form if they are withdrawing completely from the university. See all policies related to adding, dropping and withdrawing on the Policies Page:

<https://www.issu.edu/registrar/scheduling/adddrop-courses-withdrawal-information/> The information below does not replace or supersede the policies in the catalog, Registrar website, or other policies. Please review all relevant policies when advising students.

Add Policies

Within the first 6 days of the semester:

- Students can add classes within the first 6 days of the semester without the permission of the instructor as long as space is available in the course and as long as the student meets the prerequisite requirements for the course.
- If the Course-Instructor wishes to override the course prerequisites for a particular student, the *Approval to Override Prerequisites* would need to be completed in Anchor Access. If a course is “by permission only,” the *Instructor Permission* also needs to be completed in Anchor Access. Permission is also required from the instructor to add a student into a course that is “full.” Alternately, instructors who wish to approve an override may give registration permission by using paper Override form, which must be submitted to the Student Services Counter.

After the first 6 days of the semester:

- Students can add a class after the first 6 days of the semester. The student must obtain the instructor's permission by signature on the *Schedule Adjustment Form* or by completing a new *Instructor Override* in Anchor Access. Student will be required to pay any additional tuition at the time of the registration.

Drop Policies

Within the first 6 days of the semester:

- Students can drop classes online within the first 6 days of the semester without the permission of the instructor. During this period the student's tuition charges will change accordingly (charges will be removed).

After the first 6 days of the semester (but within the first 8 weeks):

- Students can drop a class online after the first 6 days of the semester. At the time of the drop, the student, instructor, and the student's advisor will receive an email notifying them of the drop. If the instructor feels the student should not have dropped, the instructor can contact the student to discuss. If the student changes their mind about the drop, the student should contact the Registrar's Office right away. The drop period runs through the first 8 weeks of the semester. Students receive an “N” grade for the course. (Courses less than a full semester in length will have a shorter drop period.) If the student is not dropping all of his/her classes, no refund will be given. If a student is dropping all of his/her classes (withdrawing from the University), a refund may be given (depending on when the student drops and his/her financial aid package). Students dropping all of their courses (withdrawing from the University) must complete a *Withdrawal Form* and get the required signature. This form is then submitted to the Registrar's Office for completion.

PLEASE NOTE: If a student is registered in 16 credits for the semester and drops a course (after the first 6 days), the credits will remain at 16 credits but the transcript will indicate that the student received an “N” grade for the course. If the student, then, wants to add a 3-credit course, the three (3) credits will be added to the 16 credits, thus putting the student at 19 credits whereby additional tuition will be required.

After the first 8 weeks of the semester:

- Drops should not be allowed after the first 8 weeks of the semester. However, some exceptions may be allowed, such as for medical reasons (with a written recommendation from a physician or health care provider). Failing the course should not be considered an acceptable reason for a late drop.
- Students allowed to drop after the first 8 weeks will receive a “W” grade for the course. Students must complete a *Withdrawal Form: After Eight-Week Drop Period*, get the instructor's written recommendation and signature;

and then request a meeting with the appropriate Dean. The Dean has the final say as to whether the student will be allowed to drop the course. The Dean will check the "Approved for W Grade" or "Not Approved for W grade" line on the form. The form must then be submitted to the Registrar's Office for processing. Students wanting to drop all their courses (withdrawing from the University) after the first 8 weeks must see the Registrar.

X. Academic Integrity Policy

Academic integrity is a key component of the core values of Lake Superior State University. All members of the University community are expected to be honorable and ethical, and observe standards of conduct appropriate to a community of scholars. Students are expected to behave in an ethical manner. The University community will not tolerate academic dishonesty as such behavior will cause harm to the reputation of students, faculty, and graduates of the institution. Such dishonorable behavior includes, but is not limited to, cheating, fabrication, plagiarism, and obtaining an unfair advantage.

The Academic Integrity Policy and Reporting Form for Violations are found on the Provost website: <https://www.lssu.edu/provost/faculty-resources/>The Policy can be linked to course syllabi: <https://www.lssu.edu/wp-content/uploads/2017/06/Academic-Integrity-Policy.pdf>

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