



**Northeastern**  
ILLINOIS UNIVERSITY

## **Manual for New and Part-Time Faculty**

Revised August 2021

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This Manual is structured in the chronological order of the semester flow. It starts with *Items to Acquire* as you start your appointment at NEIU. This is followed by things the *Precede the Term*, arise *Early in the Term*, *During the Term*, and *Wrap Up the Term*.

## ***Items to Acquire***

Most of the information you need about NEIU can be found on the university-wide internet portal called *NEIUport*. The portal gives you access to your e-mail, our learning management system (Desire2Learn), and other services, with single user sign-in. NEIUport also includes quick links to information targeted to a student's degree, program, and other groups. Faculty/Students/Staff are able to customize the portal features to suit their individual needs and preferences.

To log into NEIUport for the first time, you will need your NEIU ID number. This information can be found on your NEIU ID card. Clicking on <http://neiuport.neiu.edu> will bring you to the NEIUport login screen.

*For new tenure-track faculty:* You have received a letter from Academic Affairs reminding you to complete your I-9 requirements upon arrival on campus. Additional paperwork is filled out during your orientation session with the Human Resources Benefits Office (Abby Murray X5216). This needs to be done within 10 days from the start date of your contract; otherwise your choices for health, dental, and retirement plans will be reduced to the automatic default option.

*For Instructors/Adjuncts:* Hiring documents originate in your academic department and are then processed through Academic Affairs and Human Resources. All new hires need to verify insurance eligibility with Abby Murray X5216, [A-Murray3@neiu.edu](mailto:A-Murray3@neiu.edu), in the Benefits Office.

Other items you will need are described below.

### **Academic Catalog**

A link to the Catalog is available on NEIUport on the Faculty Tab in the Faculty Quicklinks Channel. You can also type in the following URL: <http://www.neiu.edu/academics/academic-catalog>

### **Email Address**

Once a new hire's paperwork (e.g., I-9, W-4, SS#) has been processed, The Administrative Information System (AIS) at University Computing creates email addresses through an automated management system.

### **Keys**



The department chair or unit supervisor requests new office keys through a memo (in email, fax, or interoffice mail) to the director of University Police (John Escalante). The memo contains the name of the faculty member or instructor and the room number for the office or offices to which the key provides access (possibly also the key code, if known), and a phone extension where the key clerk can contact the faculty member when the key is ready, usually within a week from the arrival of the memo. The faculty member then needs to pick up the key personally, show an ID, and sign for the receipt of the key.

### **Office and Phone Number**

As soon as an office location has been assigned to a faculty member by the department chair, Telecommunications can activate the appropriate phone number and phone mail. Requests for a phone number and a phone mail account must come from the department. The telecommunications contact is Terrence Black, X4397, [T-Black@neiu.edu](mailto:T-Black@neiu.edu).

### **Parking Permits**

The University has implemented a license plate recognition (LPR) system and switched all campuses to a virtual permit parking system. Physical permits will no longer be issued. License plates will be used to verify that a car can park on campus. Faculty and staff are allowed to have two vehicles assigned to their virtual permit. Students are allowed to have one vehicle assigned to their virtual permit. For more parking information, please visit <https://www.neiu.edu/university-life/parking>.

### **Permission to Use Human Subjects in Research**

Faculty and staff who wish to conduct research at NEIU should submit an application and contact the Institutional Review Board (IRB) at <https://www.neiu.edu/academics/research-resources/institutional-review-board>

### **Class Schedule**

The Class Schedule is available in an electronic version. Click on "Class Schedule (guest access)" or "Class Schedule (pdf)" on the Class Schedules and Registration page: <http://www.neiu.edu/academics/registrar-services/class-schedules-and-registration>. A link to the Class Schedule is also available on NEIUport on the Faculty Tab in the Faculty Quicklinks Channel.

### **Search for External Funding**

Contact the Office of Research and Sponsored Projects if you plan to look for a grant or contract. All grants must be approved by the university before they are submitted. You can reach them at x 4674.

### **Textbook Orders**



Northeastern Illinois University is excited to launch a new [Virtual Bookstore](https://www.bkstr.com/northeasternillinoisstore/home), <https://www.bkstr.com/northeasternillinoisstore/home>. Please visit the store website for all of your textbook needs. Books are available to rent, purchase, sell back used, new and in digital format.

## CONTACT

Northeastern Illinois University Bookstore

Contact Person: Jason Fincher

Phone: (901) 395-0130

Email: [jfincher@follett.com](mailto:jfincher@follett.com)

When on campus, Follett Bookstore (x 4990) takes requests either by Textbook Adoption Form, phone, [online order form](#), or fax order. If at all possible, textbooks should be ordered six weeks before classes start. Instructors' desk copies should be ordered from the publisher directly through the department secretary, who can help with the names and e-mail addresses to various publishers.

## University ID-Card

ID-cards are issued to new employees only after their data have been entered into the Banner system. This will take place after you have completed your new hire packet (tax cards, info form, I-9, etc.) with Academic Affairs. The actual data entering process takes a few days since two computer systems and three different offices are involved. Delays in submitting your new hire packet can make it difficult for you to fulfill all your instructor functions (e.g., you may have difficulties putting your course materials on reserve in the library). Once Banner has generated an ID-number, you can obtain your ID-card on the same day at the Information Center across from the Bookstore.

*For part-time instructors:* If you need an ID-card, talk to either your department or to Academic Affairs (x 5420).



## ***Issues and Events That Precede the Term***

### **Syllabus and Course Organization**

Starting with the fall 2015 semester, all syllabi are expected to follow college-wide templates. To find the template for your college, go to: <https://sites.google.com/neiu.edu/ctlresourcehub/the-syllabus> to pick out the appropriate template, and fill in the blanks. It may be easiest to do this by cutting and pasting from an already existing Word document. In addition, the CTL makes available a syllabus template on its learning management system (LMS). However, you will need to contact the CTL to obtain access to this template at the following email address: [ctl@neiu.edu](mailto:ctl@neiu.edu)).

### **Room Assignments**

Room changes can be made only through the formal room assignment process. For example, in the Goodwin College of Education, faculty should make sure that the department secretary has made the change of room request through the Dean's office. Room reassignments are done on a first-come- first-served basis.

A general note: Classrooms that appear to be empty during a specific time period may actually be on reserve for other uses. A student or faculty member may need to be located in an emergency, which requires certain knowledge of where and when a class is meeting. Academic Affairs (Ana Villate, [a-villate@neiu.edu](mailto:a-villate@neiu.edu) or x 5421) has a list of all scheduled classes, times, and rooms. An instructor must not move a class unless a formal request to do so has been processed through the department office and approval has been granted. Furniture (chairs and desks) is placed in each classroom according to the fire code room capacity. Problems with classrooms or instructional support equipment should be reported to the department office.

### **ID-Card Access to Specialized Instructional Space**

In order to access specialized instructional space and technology support areas-such as Technology Enhanced Classrooms (TEC's) and the Faculty Resource Center-faculty are required to request ID-card access via the Academic Affairs Office (Ana Villate, [a-villate@neiu.edu](mailto:a-villate@neiu.edu) or x 5421). You may do this by providing a photocopy of a current NEIU ID, listing the department that you are associated with and identifying the room that is being requested.

### **Student Grading**

Students' final course grades are submitted online. Go NEIUport, click on the Faculty tab, select the class on your Faculty Dashboard, click on Final Grades and enter all grades for your students. Note the special codes for students who failed the course because they stopped coming without officially withdrawing. Make sure you keep an attendance record about every student so that you can report when a student stopped attending class. This is important for students' eligibility for financial aid.

For the grade appeals procedure and other policies relevant to students, please see the Student Handbook: <https://www.neiu.edu/university-life/dean-of-students/student-handbooks>



## **Office Hours**

The current 2014-2021 contract (expiring 8/15/2021) requires that during the Academic Year faculty maintain office hours of: at least four office hours per calendar week spread over at least three days or a schedule of at least five office hours per calendar week spread over at least two days.

During the First Half and Second Half Summer Sessions, office hours shall be as follows: Faculty assigned nine credit units or more shall hold four office hours each week. An assignment of 6-8 credit units shall be accompanied by three office hours each week while a faculty assigned 3-5 credit units shall schedule 1 ½ hours each week. During the Full Summer Session, office hours shall be as follows: Faculty assigned nine credit units or more shall hold three office hours each week. An assignment of 6-8 credit units shall be accompanied by two office hours each week while a faculty assigned 3-5 credit units shall schedule 1 ½ hours each week.

"These hours shall be scheduled to allow reasonable access and shall be posted and reported to the Department Chair by the end of the first week of the semester or summer session. If necessary and with reasonable notice faculty are expected to be accessible to meet students, other faculty, and staff on days and times other than those of posted office hours and scheduled classes. Email, on-line interaction or other forms of electronic communication may be used to meet accessibility needs beyond posted office hours and scheduled classes."

## **Available Departmental Services**

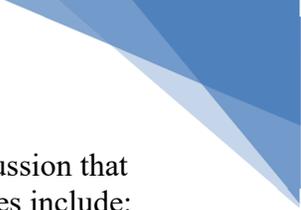
Every department has its own way of doing business. Ask your department chair and your departmental secretary about the availability of services and resources such as: Photocopying, office supplies, help with book orders, help with media/technology reservation, etc. For example, some departments use an ID card for xerox services, and faculty have to get money added to their card based on department allotment.

## **Educational Technology**

[The Center for Teaching and Learning \(CTL\)](#) includes staff who provide faculty with training in the use of instruction-related hardware and software tools. The purpose is to aid faculty in the creation of instructional materials to enhance student learning and retention. Currently, there is a focus on training faculty in the use of *Desire2Learn*, an online course management system that makes it easy to provide students with electronic syllabi, course materials, bulletin boards, or whole web-based courses. For additional technology services, go to the web sites of [University Technology Services](#) and [Media Services](#).

## **Assistance with Instructional Issues**

The CTL offers support for full-time and part-time faculty who want to refine their teaching skills, experiment with new ideas, or learn about the application of instructional technologies in



their classrooms. Overall, our goal is to offer advice, resources, and a forum for discussion that will help the university provide its students with the best education possible. Activities include:

- Work with incoming faculty, which includes orientation sessions, a mentoring program, and assistance with the development of professional portfolios
- Host a series of workshops and guest lectures on issues of teaching and learning in higher education
- Offer workshops on Instructional Technology
- Provide individual support for technology applications in teaching
- Assist faculty in development of online/hybrid courses
- Assist with training initiatives in classroom assessment
- Assist with program assessment.

We are a resource center for materials on teaching and learning and any information relevant to the work of an instructor.

### **Library Resources**

The Ronald Williams Library provides high quality support for the university's instructional programs. Please use link, <https://www.neiu.edu/neiu-libraries>, for more detailed information. Also, you can contact Lisa Wallis, Associate Dean of Libraries, [L-Wallis@neiu.edu](mailto:L-Wallis@neiu.edu), X4571, with any further questions.

### **Division of Student Affairs Support Services**

The [Division of Student Affairs](#) enhances student success through educationally-purposeful programs and services in an inclusive multicultural learning community. The Division of Student Affairs is responsible for the following areas:

[Advising Center](#),

[Angelina Pedroso Center for Diversity and Intercultural Affairs](#),

[Campus Recreation](#),

[Career Development Center](#)

[Learning Support Center](#),

[New Student and Family Programs](#),



[Proyecto Pa'Lante,](#)

[Project Success,](#)

[Student Disability Services,](#)

[Student Health and Counseling Services,](#)

[Student Leadership Development Office,](#)

[Student Rights and Responsibilities,](#)

[Student Union, Event and Conference Services,](#)

[TRIO Student Support Services](#)

[Undocumented Students Resources](#)

### **Collective Bargaining Agreement and Faculty Obligations**

The faculty contract between the Union and the University, as well as the general Faculty Employment Obligations, are available in NEIUport on the Faculty Handbook and Resources channel in the Faculty tab.

### **Work Load Assignments and Credit Unit Guidelines**

Policies regarding work load and credit units (CU's), including CU's for technology, are available in NEIUport on the Faculty Handbook and Resources channel in the Faculty tab.

## ***Issues and Events That May Arise Early in the Term***

### **Add/Drop**

Students at Northeastern Illinois University register online via NEIUport. Students process their initial registration and adjust their registration (adding and dropping) via NEIUport.

There are several registration periods:

(1) Advanced Registration is held several months before the start of the term. Students are scheduled to register based on student classification and hours earned. Students may register any time during Advanced Registration once their assigned registration time begins.

(2) Open Registration is held after Advanced Registration. Eligible students may register at any time.



(3) Add/Drop begins on the day prior to the first day of classes and continues for several days. Prior to the day of the first class session, students may register for open courses without departmental approval. Beginning with the day of the first class session, courses will require departmental approval. Each department has its own procedures for processing departmental approvals. Students still must register via NEIUport after the departmental approval has been processed.

The Class Schedule for each term will list the specific dates for each registration period (see Registration and Deadline Dates posted on the schedule webpage).

### **Class Lists**

Class Lists are available online via NEIUport on the Faculty tab in the Faculty Dashboard channel. Instructions on how to use the Faculty Dashboard can be found in the Faculty Self Service Information channel by clicking on Using the Faculty Dashboard under the heading of New Job Aids.

Instructors are asked to review their class lists and send any students who are attending the class but do not appear on the class list to the Enrollment Services Center.

It is important to note that students will not be added to a course unless they officially registered for the course, nor will a student be dropped from a course unless the student officially withdraws from the course.

### **First Class Session Attendance**

Instructors may reassign a student's seat in a class if the student does not attend the first class session, and neglects to inform the instructor in advance of the intended absence. The student will be responsible for any financial consequences if the course is not officially dropped by the student before the appropriate refund deadline. Some departments have very strict regulations about admitting students, class rosters, and reassignments for no-shows on the first day of class. Faculty should discuss those procedures with their chair and department secretaries.

Students are expected to attend all regularly scheduled classes and examinations. If a student has more than three unexcused absences (or one per class credit hour), the instructor may lower the student's grade, require additional work, and/or impose other sanctions as appropriate.

### **Students with Disabilities**

See Policies and Procedures in the NEIU [Student Handbook](#),

### **Accommodation of Religious Observances**

See the Academic Catalog in NEIUport.



## ***Issue and Events That May Arise During the Term***

### **Withdrawals**

See the [Class Schedule and Registration page](#) and look under “Detailed Semester Calendar.”

### **Academic Integrity and Academic Misconduct**

Academic misconduct is an offense against the University. Acts of academic misconduct include but are not limited to:

1. Cheating. Use or attempted use of any unauthorized assistance in taking an exam, test, quiz, or other assignment. (Please note: cheating on exams includes all required University, state, and/or national assessment exams.)
2. Encouraging Academic Dishonesty. Intentionally or knowingly helping or attempting to persuade and/or influence another to violate the University's rules, policies, and regulations governing academic integrity.
3. Fabrication. Deliberate falsification or design of any material or excerpt in an academic assignment or exercise.
4. Plagiarism. Appropriation or imitation of the language, ideas, and thoughts of another author and representation of them as one's original work. This includes (1) paraphrasing another's ideas or conclusions without acknowledgement; (2) lifting of entire paragraphs, chapters, etc. from another's work; and (3) submission as one's own work, any work prepared by another person or agency.

Please refer to [the Student's Code of Conduct link](#).

If the student's observed conduct or apparent behavior is such as to lead to suspicion of academic misconduct, the faculty member in whose course the alleged infraction occurred may adjust the grade downward (including F - failure) for the test, paper, or course, or other course related activity in question. In such instances, the faculty member shall notify the student, the Department/Unit Head, and the Student Rights and Responsibilities Office of the reason for such action in writing. The student has the right to appeal the grade (see Grade Appeal Policy).

If the faculty member in whose course the alleged infraction occurred perceives the alleged act of academic misconduct as warranting additional or other action (beyond adjusting the grade downward for the test, paper, or course or other course related activity in question), she/he shall file a complaint with the University Examiner to initiate the Student Conduct Code procedure. NOTE: Should this procedure be used, and should there be a formal hearing, the Judicial Hearing Officer, Student Rights and Responsibilities Office, shall notify in writing the appropriate Chair and Dean in writing of the outcome.



## **Privacy Rights**

The Family Education Rights and Privacy Act (FERPA) of 1974 protects the privacy of student records. "Education" records are those records which are directly related to a student and maintained by the institution. The Act provides students the right to inspect and review education records, the right to seek to amend those records, and to limit disclosure of information from the records. Exceptions from that right include: Records of parents' financial status; medical and psychological records; and certain documents that carry waivers signed by the student. Students may also restrict the release of directory information (e.g., student's name, address, phone number, dates of attendance, enrollment status, level, major, campus e-mail address, date and place of birth, etc.). Student records are open to members of the currently employed University faculty and staff who have a legitimate need to know their contents. The determination of a "legitimate need to know" will be made by the person responsible for the maintenance of the record. Education records will be released to third parties only by the University Registrar, the Vice President for Student Affairs, or the Director of Financial Aid. The same principles of confidentiality must be applied to electronic data as apply to paper documents. For further information regarding FERPA, please refer to the University Catalog or contact Dan Weber, Registrar, X4029, [D-Weber3@neiu.edu](mailto:D-Weber3@neiu.edu).

## **Sexual Harassment**

See [the Sexual Harassment link](#). For more information or questions, you can contact Natalie Potts, Director of Equal Opportunity, Aff Action and Ethics, X5412, [N-Potts@neiu.edu](mailto:N-Potts@neiu.edu).

## **Emergencies/Class Cancellation**

An emergency may arise that would cause an instructor to miss class. In such an instance, the department chairperson must be notified as quickly as possible. If the chairperson is not available, leave a message with the department secretary. If neither of them can be reached (e.g., in the case of an early-morning or weekend class), contact University Police (x 4100). It is important that someone make arrangements to notify the class of the instructor's absence or to have another faculty member teach the class. If illness or injury is expected to cause an extended absence, please discuss the details with the department chairperson. Forms for filing sick reports are available from the department secretary.

## **Accessing Your Office after Hours**

In the evenings and on weekends, university buildings are usually locked. If you need to access your office after hours, you will have to go to University Police (located in the Parking Facility on the north side of the building), sign in, and show an ID. An officer will then meet you at the building in which your office is located.



## *Issues and Events That Wrap Up the Term*

### **Course Evaluation**

Consult the Department Application of Criteria (DAC) document of your department.

### **Final Examinations**

See Final Examination Schedule info in the [Class Schedules and Registration](#) webpage.

### **Final Grade Submission**

Final grades are submitted online via NEIUport. Information regarding the time period when grades are to be submitted will be posted on NEIUport on the Faculty tab in the Faculty Self Service Information channel. Instructions on how to submit grades online can be found in the Faculty Self Service Information channel.

Instructors who do not submit grades by the deadline must come to the Records Office to submit their grades in person. In the absence of a grade, the student's record will reflect an X, which indicates that the grade was not submitted. Students will be informed to contact the instructor or department chair for information regarding their grade.

### **Incompletes**

“I” (incomplete) may be given if a student is absent from the final examination or fails to complete a special research or individual study project because of some unavoidable circumstance such as illness.

An Incomplete (“I”) grade is temporary and exceptional, and can be given only to students whose completed coursework has been qualitatively satisfactory but who have been unable to complete all course requirements because of illness or other circumstances beyond their control. An “I” grade is not to be awarded in place of a failing grade or when the student is expected to attend additional class meetings or to re-register to complete the course requirements. Additionally, an “I” grade is not a means for the student to raise his/her grade by doing additional work.

A request for an “I” grade must be made by the student to the faculty member before the last official day of the semester or term. The faculty member retains the right to make the final decision on granting a student's request for an “I” providing the student meets the provisions above, even though the student may meet the eligibility requirements for this grade. Students have up to one semester, excluding summer, to complete the work.

It is the responsibility of the student to complete and submit the remaining coursework before the assigned deadline. The faculty member will submit a grade change converting the “I” to a letter grade by or before the last day of the semester in which the outstanding coursework is to be completed. If the student does not meet the deadline, the “I” will be converted automatically to a final grade of an “F”. Since the “I” grade is temporary, faculty may not issue a terminal “I” grade.

Upon receipt of the grade change, the Registrar Services Office will post the grade to the student’s record and recalculate the GPA. Although students have up to one semester,



excluding summer, to complete the work to change the grade of Incomplete, the student's academic standing will be reassessed only if the grade change is received by the Friday of the first full week of the semester immediately following the one in which the "I" grade was assigned.

Students will not be allowed to graduate with "I" grades on their records.

### **Extension of an Incomplete Grade**

A request to extend the assigned deadline must be put in writing to the appropriate academic dean before the assigned "I" grade becomes a failing grade. The request must provide the reason as to why a deadline extension is requested, along with including appropriate documentation (e.g. medical documentation, etc.). A letter of support from the faculty member that includes a new deadline date is also required. The Dean or his/her designate will make the appropriate decision at his/her discretion and reply in writing to the student, faculty member, and the University Registrar within 14 working days. Requests that extend beyond one calendar year from the time the incomplete grade was assigned will not be honored. These policies apply to "I" grades given in the Fall 2016 semester or later.

### **Posting of Grades**

Students' privacy rights do not allow you to post their grades in a public area using their name, social security number, part of the SS#, or NEIU ID number. For more information on confidentiality issues, call Daniel Weber, Registrar, X4029, D-Weber3@neiu.edu.

### **Grade Changes**

See [Student Handbook](#).

### **College of Graduate Studies and Research**

If you are scheduled to teach graduate courses please consult with the College of Graduate Studies and Research concerning special regulations pertaining to policies for graduate courses and services for graduate students. These policies generally refer to the advisement of graduate students. Each year the [College of Graduate Studies and Research](#) conducts a meeting with Graduate Advisors that you are welcome to attend. At this meeting, there is a review of current practices, services, and policies.



## **Office of International Programs**

International and global issues are important aspects of an NEIU education. The Office of International Education is able to provide you with information concerning the inclusion of an international study opportunity as a part of a spring or summer course. The Office of International Programs also has a faculty advisory committee that welcomes your participation. Please contact the Coordinator of International Programs at ext 4796. The university has several international partnership agreements with universities in France, Poland, and Korea. We are pursuing agreements in Latin America and Africa. For information concerning international agreements and their implications for research, please contact Dr. Cris Toffolo, Director of International Programs, X5493, [C-Toffolo@neiu.edu](mailto:C-Toffolo@neiu.edu).

The Honors Program offers special courses for honors students. Faculty interested in teaching or participating in an honors course should contact Jon Hageman, Coordinator, Honors Program, X6045, [J-Hageman@neiu.edu](mailto:J-Hageman@neiu.edu).

## **Non-Traditional Degree Programs**

Non-Traditional Degree Programs include the Bachelor of Arts in Interdisciplinary Studies [BAIS] Program and University Without Walls [UWW]. These programs provide adult students with expanded opportunities for the completion of their degrees. NEIU faculty members participate with these programs through a range of academic activities. For further information concerning how you can participate in these programs, please contact Kim Sanborn, Acting Director of Non-Traditional Degree Programs, X6038, [K-Sanborn@neiu.edu](mailto:K-Sanborn@neiu.edu).

## ***Important Contacts***

[Academic Affairs' Centers and Programs](#)

[College of Arts and Sciences Home Page](#)

[College of Business and Management Home Page](#)

[Daniel L. Goodwin College of Education Home Page](#)

[College of Graduate Studies and Research Home Page](#)

[Ronald Williams Library Home Page](#)

[NEIU's Academic Catalog](#)

[Student Handbook](#)

[Center for Teaching and Learning](#)

Faculty Self Service Information Channel, Faculty Tab, NEIUport

[NEIU Phone Directory:](#)



Prepared by the Center for Teaching and Learning