

New Part-Time Lecturer Check-list at UVM/CESS

Please utilize this as a checklist and go through each item to ensure a successful experience in your course for yourself and your students.

➤ **Part-time Faculty Appointments (processed each semester):**

Once your appointment letter is received via your personal email as a scanned attachment and/or hard-copy USPS mail generated by your hiring home department's business office, please print, sign and return it to the issuing office with all necessary paperwork:

New Hires only: I-9, W-4 & VT W-4 tax-forms & the Employee Information form can be found here:

<http://www.uvm.edu/hrs/?Page=welcome/orientationchecklist.html&SM=welcome/welcomemenu.html>

➤ **Faculty Payroll:**

- If you are new employee to UVM, Please complete the necessary payroll paperwork with business managers in each department or HRS. (complete I-9 form in person, W-4 federal and W-4 VT forms)
- Instructor payments are issued on the 15th and 30th of the month during the duration of your course.
- Payroll Schedule for Semi-Monthly Payroll (SM##):

<https://www.uvm.edu/~cntrllrs/?Page=payroll/schedules.html&SM=payrollmenu.html>

➤ **Activate UVM E-mail:** If you have not done so already, please activate your UVM email address.

Important information pertaining to your course will be distributed to you via your UVM email address. Be sure to monitor your UVM email account often. Go to <http://www.uvm.edu/account> and follow the prompts to activate your NetID.

- Once this step is complete, you may access your UVM email through MYUVM:
 - Click "MY UVM" at the top right corner of the UVM website
 - Log in with your NetID and password
 - Click "Email" at the top right corner of the site
- Further directions can be found here:
 - <http://www.uvm.edu/hrs/?Page=welcome/newemployees.php&SM=welcome/welcomemenu.html>

➤ **Activate Multi-Factor Authentication (MFA):** To protect your personal information in Peoplesoft, UVM has added a second ownership factor. There are several second factor options available. Go to <https://www.uvm.edu/it/security/mfa.html> and follow the instruction to activate MFA.

- **Direct Deposit:** Direct deposit is required for all via enrollment in PeopleSoft Human Resource

<https://www.uvm.edu/~cntrlr/s/?Page=payroll/directdeposit.html&SM=payrollmenu.html>

>Access Peoplesoft HR via myUVM <https://myuvm.uvm.edu/> and navigate to the Employee Tab

>Log in “Human Resources”

>Click “Self Service”

>Click “Payroll and Compensation”

>Click “Direct Deposit”

Add your account. It takes about 20 days to be effective so you may receive the first payment by check, which would be available for pick up in the Payroll Office, 2nd floor Waterman.

- **Direct Expenses Deposit:** If you are going to receive any reimbursement in relations to your work, Direct deposit is required for all via enrollment in PeopleSoft Financial Module with directions found here:

<https://www.uvm.edu/~cntrlr/s/?Page=disburse/TEdirectdeposit.html&SM=disbursemenu.html>

>Access Peoplesoft HR via myUVM <https://myuvm.uvm.edu/> and navigate to the Employee Tab

>Log in “Finance”

>Click “Employee Self-Service”

>Click “User Default”

>Press the “Search” button

>If more than one User ID is displayed, click the hyperlink for your User ID

>The following screen is displayed:

UVM User Defaults

Userid: efitzger Erin Fitzgerald Empl ID 0028138

General Preferences

Journal Source Default Projects Business Unit

Travel Default Chartstring and Direct Deposit Information

OU	Dept	Fund	Source	Function	PC BU	Project	Activity	Program	Purpose	Property
01	11290	100	100001	521				0000	0000	0000

Do you want Direct Deposit or a Check?

Bank Account Information

Default Account	Account Source	Bank Account # (last 4 digits)
1 <input checked="" type="checkbox"/>	Payroll	2608

Save Return to Search Previous in List Next in List Notify

- **Part-time Faculty Benefits:**

- Non-Union (new hires and those not eligible for the Part-Time Union:

<http://www.uvm.edu/hrs/?Page=info/benefits/plans/part-timenonrepfaculty.html&SM=info/infomenu.html>

- Part-time Union Members:

<http://www.uvm.edu/hrs/?Page=info/benefits/plans/uaparttime.html&SM=info/infomenu.html>

➤ **Academic Year Calendar:**

http://www.uvm.edu/~rgweb/?Page=importantdates/i_academiccalendars.html

➤ **Academic Year Exam Period:**

- Final in-class exams for all classes, will be held during the exam period established by the university calendar. No exam (regular or final) shall be given during the last five instructional days of and academic year semester except lab exams given in courses with specific lab sections. The time and place of each final exam are determined by the Registrar under the direction of the Faculty Senate and a schedule is circulated and posted. You are responsible for complying with UVM policies in regards to exams.
- Please refer to the latest information here:

https://www.uvm.edu/~rgweb/?Page=finals/finals_main.html&SM=exam_menu.html

- Log onto the **myUVM portal page** sometimes referred to as the “**faculty dashboard.**” This portal is *very important* and will help you to become familiar with all of the options available to instructors. Log in here: <https://myuvm.uvm.edu/cp/home/displaylogin> .
- Video Guides: Get a quick look at how the faculty dashboard in the myUVM portal works including **single click access to your roster** and how to email your class sections using your local mail client.

http://www.uvm.edu/~rgweb/?Page=help/videohelp_faculty_teaching.html

- **Expanded Section Descriptions:** Faculty need to post Expanded Section Descriptions for their courses. Expanded Section Descriptions (ESDs) provide a more in depth description of courses than is possible in the brief twenty-five word course descriptions in the University Catalog. This information will help students make informed choices. The ESDs will be available via link from the course listings in the Schedule of Courses. The development of ESDs was a collaborative effort of the Faculty Senate, the Provost's Office, the Registrar's Office, the Center for Teaching and learning and the Student Government Association.

<https://www.uvm.edu/~facsen/?Page=expandedsectiondescriptions.html>

- **Syllabus:** A syllabus includes all of the information in the expanded section description, but goes beyond it to include more detailed information and lengthier descriptions. The syllabus is an expansion of the ESD (weekly schedule, description of assignments, grading policies, etc.).
 - match and post to your course on the registration site.
 - For example: subject_course number_CRN.

- **Room Assignment:** Check your classroom assignment well in advance of the start of your course by going to the Registrar's website at <http://www.uvm.edu/~rgweb/> .
 - For a complete list of media contained in your classroom, please go to http://www.uvm.edu/~rgweb/?Page=policiesandprocedures/p_roomscheduling.html&SM=p_menu.html
 - Once the Registrar's Office assign the meeting room, an e-mail will be sent to you. If the room does not meet your needs you will have the opportunity to send a "room change" request through the myUVM faculty dashboard. Room change form can be found under the "resources" tab.
- **Course Changes:** No changes to course dates and times are permitted after registration opens.
- **Order Textbooks:** Please place your order for student textbooks with Denise Bora at the UVM Bookstore, Denise.Bora@uvm.edu or by calling (802) 656-8317. General information can also be found by visiting the UVM Bookstore website: http://uvmbookstore.uvm.edu/site_textbookreq.asp?
- **How to give a student a registration override:** It may be necessary at times to give a student a registration override. An override is a very important part of the role of faculty and critical to students trying to access your course. Please monitor your UVM email so that you can correspond with students timely. **Override instructions found here:** http://www.uvm.edu/~rgweb/?Page=help/videohelp_faculty_teaching.html
- **Student Grades:** Grades for a course must be submitted online via the Faculty Grade Assignment channel of myUVM within 72 hours after the final examination for the course (or the last day of the course if an examination is not given). All projects due for the course have to be completed prior to the end date of the course. There are no exceptions to this. If a grade is not submitted by this date, it puts the University in a compliance issue and students at risk for losing financial aid. For instructions on submitting grades electronically, please refer to: https://www.uvm.edu/~rgweb/?Page=gradesandtranscripts/g_onlinegrading.html&SM=g_menu.html
- **UVM Credit Hour Criteria:** Policies and general information regarding the "definition of a credit hour" can be found here [credit hour criteria](#).
- **Course Evaluations:** All credit course evaluations are administered online. Students enrolled in your course will receive an email link to the course instructor evaluation at the end of the semester. Evaluation data will be sent to you approximately 4 weeks after the semester ends via your UVM email address and the Chair of your Home Department will have copies.

- **Teaching Availability Form:** A Lecturer who is interested in any assignments for an upcoming academic year must fill out the teaching availability form found here at this link:
<https://www.uvm.edu/hrs/forms/hsaenrollmentforparttimefaculty.pdf>
- You are responsible for complying with all of UVM's Policies that can be found at: <http://www.uvm.edu/policies/> and in particular the **UVM's Sexual Harassment policy**, which can be found here: http://www.uvm.edu/policies/general_html/sexharass.pdf
If you have never completed the "Preventing Sexual Harassment and Bias" training for new employees, please register via PeopleSoft HR using course code "NEO002" here:
<https://catalyst.uvm.edu/psp/HRPRD/EMPLOYEE/HRMS/h/?tab=DEFAULT>
How to register for Learning Services Classes:
<http://www.uvm.edu/develop/skills/manuals/registration.pdf>
- **Promoting Personal Safety:** The Personal Safety Response Team works to support the University's goal of a safe and healthy work environment. Call 911 from a campus phone to reach UVM Police Services. For more information and additional resources visit www.uvm.edu/hrs/psrt .
- **Online Instruction via Blackboard:** The online learning management system at UVM is available to all instructors who are teaching a course. A Blackboard space will be setup automatically for you to post materials and to communicate with students **once you are listed as the Instructor of Record on the Schedule of Courses (SOC) by the Registrar.**
 - The Blackboard log in page can be found here: <http://bb.uvm.edu> .
 - If you are teaching an online or hybrid course, a course space will automatically become available to you in Blackboard. If you would like to have a course shell applied to your course space, please contact CTL.
 - At a minimum, the Friday prior to the start of your course we ask that you make your course available to enrolled students. Once your course is made available you can notify students via email or via a Course Announcement that the course is available. Students will then be able to log into Blackboard and get started with the course.
 - Blackboard support for students and instructors is available by clicking on *Help* at the top of the Blackboard log in page at <http://bb.uvm.edu> . Instructor support for online course conversion, media development and other technical aspects is also available.
 - The UVM Center for Teaching and Learning has extensive resources available for faculty.
The Center for Teaching and Learning (CTL): <http://www.uvm.edu/ctl/>
 - **Please note:** If you have two sections of the same course in blackboard, but decide to

collapse them into one course, your salary will change to a one-course salary rather than a two course salary.

If you are a new instructor, you will need to set up a UVM NetID and be activated in the UVM payroll system BEFORE you may access any of UVM's portals. If you need assistance obtaining a UVM NetID, please call your hiring department.

- **Parking:** Instructors who wish to park on the UVM campus and do not have a parking permit will need to purchase one. Please bring your contract letter, license and registration to UVM Transportation and Parking Services at 38 Fletcher Place, Burlington (side street, Fletcher Place, is located near UVM Trinity Campus). General information can be found at <https://www.uvm.edu/~tpswww/parking/employee/> or by phone at (802) 656-8686.
- **CATcard:** This card is needed to check out books or other materials from the library. Please bring your contract letter to the UVM CATcard office in order to get your CATcard (photo ID card). Additional information can be found at <http://www.uvm.edu/~catcard/> . Instructors will be able to obtain a card one week prior to the start date of the course.
- **Library Services:** Electronic reserve readings may be created through the Bailey Howe library. Go to the library website <http://library.uvm.edu/> ' locate "Services" and click on "For Faculty." There are many relevant topics under "Classroom Support" for your consideration.
- **UVM Payroll:** All new and existing employees can view and update their personal information in our Human Resources system (PeopleSoft) online by following the instructions at the following link: <http://www.uvm.edu/hrs/skills/manuals/personalinfo.pdf> . You can view paychecks, sign up for direct deposit, change your address and more. The Payroll Department strongly encourages all employees to set-up direct deposit. Faculty checks that are not direct deposited are sent to UVM Payroll at 237 Waterman Building or your home department.