APPENDIX

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

☐ **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](http://www.uvm.edu/account) and follow the prompts to activate your NetID. Once this step is complete, you may access your UVM email at [http://webmail.uvm.edu](http://webmail.uvm.edu).

  - Faculty can also elect to forward their UVM email to another account. This can be done by visiting [http://www.uvm.edu/account](http://www.uvm.edu/account) and clicking on “email forwarding” under the “mail settings” option.

☐ **Faculty Payroll:**

  complete the necessary payroll paperwork. instructor payments are issued on the 15th and 30th of the month during the duration of your course.

Faculty salaries for independent studies and variable credit courses are calculated based on credits taught. Faculty will be asked to confirm via email credits taught for each independent study/variable credit course. First checks for these courses are issued the first pay cycle after the last day to withdraw has passed.

Paychecks may be delayed in cases of late added courses or late changes to courses.

☐ **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 the UVM catalogue in regards to exams. Please refer to the latest catalogue here: [http://catalogue.uvm.edu/?Page=courses/coursecatalogue.php&SM=coursemenu.html](http://catalogue.uvm.edu/?Page=courses/coursecatalogue.php&SM=coursemenu.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](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. **BROWSE ALL VIDEOS**

- **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. **Watch a tutorial on how to post Expanded Section Descriptions**

- **Syllabus:** A syllabus, also recommended, 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/](http://www.uvm.edu/~rgweb/). For a complete list of media contained in your classroom, please consult [http://library.uvm.edu/media/classrooms/](http://library.uvm.edu/media/classrooms/). 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) 656-3290. General information can also be found by visiting the UVM Bookstore website at [http://uvmbookstore.uvm.edu/site_textbooks.asp](http://uvmbookstore.uvm.edu/site_textbooks.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 UVN email so that you can correspond with students timely. Override instructions found here: [BIT.LY/1ZUXUKS](http://bit.ly/1ZUXUKS)

- **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 [http://www.uvm.edu/~rgweb/?Page=gradesandtranscripts/g_onlinegrading.html&SM=g_menu.html](http://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](http://www.uvm.edu/~rgweb/?Page=gradesandtranscripts/g_onlinegrading.html&SM=g_menu.html).

- **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.
☐ **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 http://www.uvm.edu/~facrsrsc/?Page=ptcontract.html.

☐ You are responsible for complying with **UVM's sexual harassment policy**, which can be found here: http://www.uvm.edu/policies/hr/sexharasemp.pdf. If you have never completed the Preventing Sexual Harassment and Bias training for new employees, please contact the Office of Affirmative Action & Equal Opportunity (AAEO) at 802-656-3368 for information regarding this training.

☐ **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/pshr.

☐ **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. 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 us. 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. Please call (802) 656-2085 with any questions. The UVM Center for Teaching and Learning has extensive resources available for faculty. Two such resources that you may find helpful are:
  - The Online Course Design Guidelines: http://www.uvm.edu/ctl/resources-teaching/course-design/index.html
  - The collection of Blackboard How To's http://www.uvm.edu/ctl/?Page=blackboard/how-tos.php&SM=m_blackboard.html

**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. If you need assistance obtaining a UVM NetID, please call CDE at (802) 656-2085.

☐ **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 http://www.uvm.edu/~tpswww/ 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 encourages all employees to set-up direct deposit. Faculty checks that are not direct deposited are sent to 322 South Prospect, Burlington, VT for pick up. Please contact: cdefinance@uvm.edu for more questions regarding your paycheck.

I-9 Federal Regulation: I-9 payroll paperwork for faculty, guest lecturers or TA's must be completed prior to the start date of your work.