GSLIS Adjunct Faculty Handbook

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1. Important Dates

2011 Spring:
Instruction begins:
No Class: Jan. 17 (M.L.K Day)
No Class: Spring Break (xxx - xxx)
LEEP On-campus days: xxx - xxx
Last Day of Instruction: Wednesday, May 4
Reading Day: Thursday, May 5 (no classes or final exams may be held)
Final Exams: Friday, May 6 - Friday, May 13
Deadline to Submit Grades: Noon, Friday, May 20

2011 Summer:
Instruction begins: Monday, June 13
No Classes: Monday, July 4 (Independence Day)
Instruction ends: Thursday, August 4, 12 noon
Reading Day: Thursday, August 4, 1 p.m.
Final Exams: Friday, August 5--Saturday, August 6
Deadline to Submit Grades: Noon, Friday, August 12

2011 Fall:
Instruction begins: Monday, August 22
No Class: Monday, September 5 (Labor Day)
2. People to Contact in GSLIS

Main Office:
- **Candy Edwards** [Human Resources]: (Phone) 217-244-3809, (Email) cledward@illinois.edu
  - Appointment processing and new employee orientation
  - Vacation/sick leave reporting
  - Conflict of Interest and Ethics report submissions
  - Visa questions

- **Sally Eakin**: (Phone) 217-244-9693, or toll free 800-982-0914, (Email) seakin@illinois.edu
  - Travel arrangements (flight, hotel, & parking) & reimbursements
  - Access to GSLIS Building
  - Course related supplies purchasing and equipment use
  - Guest speakers (e.g., bagged parking meters) and possible honorariums
  - Instructor office hours & rooms

- **Kathy Painter**: (Phone) 217-333-8739, (Email) painter@illinois.edu
  - On-campus courses scheduling and syllabi
  - LIS building room reservations
  - Textbook orders

- **Molly McLaughlin**: (Phone) 217-244-3274, (Email) mclaugh@illinois.edu
  - LEEP on-campus sessions room scheduling
  - LEEP on-campus class preparation (e.g., photocopies for handouts)
  - Printing or photocopy requests

- **Valerie Youngen** [Admissions & Records Officer]: (Phone) 217-333-0734, (Email) vyoungen@illinois.edu
  - Students related issues (grades, students taking incompletes, late course change, withdrawals, etc.)
  - Independent Studies request processing

Policy & Administrative:
- **Linda Smith** [Professor & Associate Dean]: (Phone) 217-333-7742, (Email) lcsmith@illinois.edu
LEEP courses scheduling
o Academic policies and procedures

**Student Affairs:**
- **Rae-Anne Montague** [Assistant Dean, Student Affairs and Assistant Professor]: (Phone) 244-0577, (Email) rae@illinois.edu & **Meg Edwards** [Advising Coordinator]: (Phone) 244-3776, (Email) mbedward@illinois.edu
  - LEEP on-campus sessions scheduling
  - Student affairs

**Instructional Technology:**
- **Matthew Beth** [Manager of Instructional Technology]: (Phone) 217-333-2306, (Email) beth@illinois.edu & **Karla Lucht** [Computer-Assisted Instruction Specialist]: (Phone) 217-244-3810, (Email) klucht@illinois.edu
  - Moodle CMS & LEEP Elluminate Live Sessions

**GSLIS Help Desk:**
- **Jill Gengler** [Manager of the Help Desk]: (Phone) 217-265-6252, (Email) gengler@illinois.edu
  - IT support
  - A/V setups
  - Software/tool requests and questions
  - Password management

**Library:**
- **Sue Searing** [LIS Librarian] & **Sandy Wolf** [LIS library operations associate]: (Phone) 217-333-4456, (Email) lislib@library.illinois.edu, **LIS Virtual Library**
  - Consult on the development of reading lists and research assignments.
  - Help you locate hard-to-find materials.
  - Consider requests to purchase library materials to support your teaching.
  - Troubleshoot access problems to e-resources.
  - Give you a personal tour of the Main Library (or a virtual tour of the University Library’s webspace).
  - Visit your class to demonstrate reference tools and research strategies to your students.
  - Answer student questions via email or in a forum within your course Moodle space.
  - Serve as guest lecturers on topics related to academic librarianship, including their experience of transitioning from a physical LIS library to a virtual one.
  - Connect you with other departments and individuals in the University Library.

**K-12 Certification Program**
• **Georgeann Burch** [K-12 Program Coordinator]: (Phone) 217-244-0197, (Email) gburch@illinois.edu
  - Answer questions about K-12 school librarianship program requirements
  - Advise degree or non-degree students about courses for LIS endorsement

**Community Credit Students; WISE Enrollments**

• **Marianne Steadley** [Continuing Professional Development Program Director]: (Phone) 217-244-2751, (Email) steadley@illinois.edu
  - Answer questions about non-degree (community credit) and WISE (LIS education consortium) students enrolled in on-campus and LEEP courses

**Web page Information**

• **Cindy Ashwill** [Assistant Dean for Communications]: (phone) 217-244-4643, (Email) cashwill@illinois.edu

3. Events

• *(Optional) Faculty meeting:* these are scheduled monthly during the academic year from 2-4 pm in Room 131 LISB. In 2011-2012, they are scheduled for 9/7/11, 10/5/11, 11/21/11, 12/7/11, 2/1/12, 3/7/12, 4/4/12, 5/1/12. In addition, Dean Unsworth holds monthly faculty diets (informal discussions) at his home and adjunct faculty are welcome to attend. In 2011-2012, they are scheduled for 4-6 pm on 9/30/11, 10/21/11, 11/18/11, 12/16/11, 2/3/12, 3/9/12, 4/13/12, and 5/4/12.

• *(For LEEP Courses) on-campus sessions:* Every LEEP course includes an on-campus session every semester. It is usually scheduled as a one-day session during a five days period. If your regular course session is close to the on-campus session days, you may consider canceling a particular course session to allow students the time for travel to and from Champaign-Urbana. For example, if the on-campus session days are from Thursday to Monday, and your regular LEEP course is on Wednesday, you may consider canceling the Wednesday course prior to the on-campus session, since the students may not be able to make it. Similarly, if your LEEP course time is on Tuesday, you may cancel that course since the students may be on their way back at that time.

Please be aware that occasionally students may have time conflicts if taking two courses with the same on-campus day and will contact you to negotiate which portion to attend and how to make up the lost work.

Summer 2011 Schedule: [http://groups.lis.illinois.edu/oncampus/SU11OnCampus.html](http://groups.lis.illinois.edu/oncampus/SU11OnCampus.html)

There is a LEEP Dinner during the on-campus days in Spring and Fall semesters open to all faculty and students.
• GSLIS events calendar: [http://www.lis.illinois.edu/newsroom/events](http://www.lis.illinois.edu/newsroom/events)

4. Administrative & Logistics

• New employee process:
  • Setting up UIUC account & password
  • Get University ID card
  • Setting up GSLIS account & password
  • Contract letters and paperwork
  • Payroll: [http://www.obfs.illinois.edu/payroll/](http://www.obfs.illinois.edu/payroll/)
    The payment date is the 16th of the month. You can see your earnings statement on NESSIE. Here is the instructions on how to view your earnings statement online:

  i. Access NESSIE at [http://nessie.uihr.illinois.edu/](http://nessie.uihr.illinois.edu/)
  ii. Click on the Compensation tab or link
  iii. Click on the Earnings Statement link
  iv. Click on the continue button at the bottom of the Compensation-Earnings Statement screen
  v. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at 217-244-7000 if you have not established your login ID or forgotten your password)
  vi. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the Your PIN link and follow the instructions); click Continue
  vii. You should then see your Current Earnings Statement
  viii. If you wish to see past earnings statements, click on the View Historical Earnings Statements link at the top of the form and select which payperiod you wish to see from the drop down provided.

  *Note: Have GSLIS staff know your most current email address if you’re not using University of Illinois’s email address regularly.*

• Travel Support & Reimbursement (Contact [Sally Eakin](mailto:Sally.Eakin@illinois.edu))
  o Travel reimbursement: Travel costs associated with the LEEP on-campus session will be reimbursed. All travel arrangements must follow University guidelines for reimbursement: [http://www.obfs.illinois.edu/](http://www.obfs.illinois.edu/). NOTE: Travel reimbursement request must be submitted upon completion of travel promptly to comply with end of fiscal year rules and regulations. When emailing Sally Eakin for reimbursement, please include the following information:
    • Name (as it appears on your photo identification including middle name)
    • Birth date (TSA requirement)
Departure date and time  
Departing airport  
Arriving airport: Willard Airport  
Return date and time  
Seating preference (aisle or window)  
Frequent flyer numbers  
Telephone contact numbers

- **Parking:** If you will require a parking space during your campus stay please email (seakin@illinois.edu) so that arrangements can be made in advance for a bagged meter. (Please note: the Department cannot reimburse individuals for parking citation nor appeal a citation. For additional information on parking see [http://www.parking.uiuc.edu/](http://www.parking.uiuc.edu/)).

- **GSLIS travel support:** [http://www.lis.illinois.edu/about-glis/policies/travel-faculty](http://www.lis.illinois.edu/about-glis/policies/travel-faculty)
  The GSLIS Faculty Travel Support provides a limited amount of funding each semester to support professional travel by regular and adjunct GSLIS faculty who do not have access to funds from other sources (e.g., grants, outside sponsors, start-up monies). Adjunct faculty have access to a pro-rated equivalent: given that four courses a year are considered a full-time teaching load, an adjunct faculty member teaching two courses in an academic year could request $500, for example. A travel request must be submitted in advance of the travel and include an itemized estimate of expenses (e.g., conference registration, transportation, food and lodging costs). The faculty allotment will be recorded according to the timing of reimbursement, regardless of travel dates. Requests for GSLIS travel assistance should be submitted to Sally Eakin.

- Other funding (University level): [http://www.provost.illinois.edu/committees/tab/index.html](http://www.provost.illinois.edu/committees/tab/index.html)

- **GSLIS Employee Handbook:** [http://www.lis.illinois.edu/about-glis/policies/handbook](http://www.lis.illinois.edu/about-glis/policies/handbook)

- **Parking permit:**
  Contact Sally Eakin for bagged parking meters;
  University parking permit & citation: [http://www.parking.illinois.edu/](http://www.parking.illinois.edu/)

- **Maps & directions:** [http://www.lis.illinois.edu/about-glis/overview/maps](http://www.lis.illinois.edu/about-glis/overview/maps)

5. **Technology Support:** (Need help? Email us at help@support.lis.illinois.edu Jill, Matt, Karla)
- The GSLIS Help Desk and the Instructional Technology and Design Office (ITD) (http://www.lis.illinois.edu/helpdesk) covers issues such as:
  
  - **Network and wireless access**: http://www.lis.illinois.edu/helpdesk/network
  
  - **UIUC and GSLIS accounts & passwords**: http://www.lis.illinois.edu/helpdesk/passwords
  
  - **Moodle** (the GSLIS course management system): http://www.lis.illinois.edu/helpdesk/web-services and http://groups.lis.illinois.edu/itdweb/instructorguide/index.html#moodle

  Your Moodle course space will be hidden from students until a particular date before the semester (you'll be sent a notice every semester). If your course space is ready to go live before that date, let Karla or Matt know and they will unhide it for you. If you need assistance with populating the space or need an import from a previous space, please do let Karla or Matt know. Rosters will continue to be updated to reflect registration changes throughout the semester.

  - **(For LEEP courses) Elluminate Live** (the GSLIS online synchronous teaching software): http://groups.lis.illinois.edu/itdweb/instructorguide/index.html#LEEP. If you would like to get one-on-one training or a refresher on Elluminate before the semester begins, Please let Karla or Matt know.

    The course sessions will be created and the links to the sessions will be added on your Moodle course page before the start of the semester. There will be a demo room for Instructors to use/practice in (you'll be sent a notice every semester).

    Drop-in Rooms: There is also a drop-in room in which anyone at GSLIS, especially students, can practice presentations and meet for group work: https://courses.lis.illinois.edu/mod/resource/view.php?id=97103

    If you are local instructor, it would be helpful to know if you plan on teaching from one of the studios at GSLIS. Also, please remember that you will need a headset microphone if you plan on teaching from your home or office.

    We tell students that it's required to have a headset for LEEP classes. Please stress this to your students at the start of the semester. We've had students who do their class presentations with horrible audio quality because they did not purchase a headset. This can be quite disruptive.

    Guest Speakers: We are able to invite speakers into the session by simply sending them a guest link to the Elluminate live session. Please give at least one week's notice on guest speakers so they can be sent pertinent information and perhaps given training before class. If you want your speaker to have access to your Moodle course space,
then you must fill out the guess access request form found here: 
http://www.lis.illinois.edu/helpdesk/passwords/guest-accounts

GA Support: Some classes may still have a dedicated GA, some will be sharing a GA 
with another class. The plan is to have a GA start your class and ensure everything is 
running smoothly. Then the GA will start another class that begins shortly after yours (or 
vice-versa). No matter what, the GAs will be either listening to or watching your class. 
They will be anticipating visual and audio cues if problems arise. Support is just a text 
chat or phone call away (217-244-4903 locally or 1-800-377-1892 toll-free), as usual. If 
you feel you will need extra support during certain weeks (student presentations, guest 
speakers, etc), do let Karla or Matt know.

- **GSLIS File storage and publishing** including instructor drive (Where can you store 
  files): http://groups.lis.illinois.edu/itdweb/instructorguide/index.html#instructor and 
  http://www.lis.illinois.edu/helpdesk/filestorage);

- **(For LEEP courses) Email List**: You have all been subscribed to the LEEP_instructors 
  mailing list (https://mail.lis.illinois.edu/mailman/listinfo/LEEP_instructors). We’ll use 
  this list to send periodic notes to all of you but we also hope you will use this list to 
  share ideas, strategies etc. with your fellow LEEP instructors. If you would like to 
  use a different email address for this mailing list, let help desk people know. Also 
  available to you is the LEEP Instructor Moodle space, which can be found here: https://
  courses.lis.illinois.edu/course/view.php?id=411

- Printers and scanners: http://www.lis.illinois.edu/helpdesk/printing;
- Audio/Video equipment: http://www.lis.illinois.edu/helpdesk/hardware;
- Software & License support: http://www.lis.illinois.edu/helpdesk/software;
- GSLIS wiki system (Confluence wiki): http://www.lis.illinois.edu/helpdesk/web-services 
  and http://groups.lis.illinois.edu/itdweb/instructorguide/index.html#wiki. Confluence Wiki 
  Spaces for courses can be created at any time by request (help@support.lis.illinois.edu)
- Streaming media servers: http://groups.lis.illinois.edu/itdweb/instructorguide/
  index.html#stream;
- Discussion forums & email lists: http://www.lis.illinois.edu/helpdesk/forums_lists;
- Using equipment in a GSLIS room: http://www.lis.illinois.edu/helpdesk/facilities;
- Checklist for getting started in GSLIS (http://www.lis.illinois.edu/helpdesk/welcome).

6. Library Services:

- **LIS Virtual Library**: http://www.library.illinois.edu/lsx. This website serves as a portal to 
  LIS information in the UIUC collections and beyond.
- **Library ID number** ([http://www.lis.illinois.edu/helpdesk/passwords/library](http://www.lis.illinois.edu/helpdesk/passwords/library)): The Library ID number is needed to establish an account called “My Account” which allows users to renew materials, view pending catalog requests and fines/fees owed. The 14-digit Library ID number is needed only once to set up the account. *Your Library ID number is located on your i-card and begins with 20111.*

- **Specific Library information for distant instructors:** “[Online & Continuing Education Faculty Resources from the Library](http://uiuc.libguides.com/distance_faculty)”: Follow the instructions in this guide to **obtain material from the library**:
  - to check out a book from the Univ. of Illinois library
  - to check out a book from the I-Share catalog
  - to download an electronic article
  - to get an article that the library online owns in print
  - to order an article from a journal that the library does not have

- **Placing items on course reserve:** You may request that any of the current reserve items be carried over to your current section by contacting IPM (Information Processing & Management, the library department that processes electronic & print reserves and course related media acquisitions) directly with the name of the instructor and the section and semester you wish to use:
  - Print Reserves or E-Reserves: Go to [http://www.library.illinois.edu/ipm/placingonreserve.html](http://www.library.illinois.edu/ipm/placingonreserve.html) for information on submitting materials for print and electronic reserves. Note that instructors must supply the Library with a copy of the reading or verify that the reading is already accessible online.
  - Obtaining items to place on Reserve (through Online & Continuing Education) [http://uiuc.libguides.com/distance_faculty](http://uiuc.libguides.com/distance_faculty). Follow these instructions to obtain copies of readings that you can then submit for reserves.

- **A video** which discusses tips and services for distant students and instructors: [http://www.library.illinois.edu/learn/videos/distancehelp/distancehelp.html](http://www.library.illinois.edu/learn/videos/distancehelp/distancehelp.html)

- **Library info for ALL instructors:**
  - Library Services for Faculty: [http://www.library.illinois.edu/learn/faculty.html](http://www.library.illinois.edu/learn/faculty.html) General information about using the Library, teaching support, research support, and intellectual property.
  - Library Support for Teaching: [http://www.library.illinois.edu/diglit/faculty/teaching](http://www.library.illinois.edu/diglit/faculty/teaching) Suggestions for working with librarians to incorporate library tutorials, etc. into your course. Note in particular the instructions for database linking, which explain how to insert “deep” links to library-licensed online articles in your syllabus or reading list.
- Library resource quick links:
  - Finding print or on-line reserves: http://www.library.uiuc.edu/ipm/reserves.html
  - Library Catalog (Find books and journals): http://www.library.uiuc.edu/catalog/
  - Online Research Resources (ORR) (Search for article databases, electronic journals, image collections, statistical sources, dissertations, and more): http://www.library.uiuc.edu/orr/
  - Online Reference Collection: http://www.library.uiuc.edu/rex/erefs/
  - My Library Account (log in to your library account to renew books, see what you have checked out, and more): https://i-share.carli.illinois.edu/uiu/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=pbLogon
  - Library home page (also known as Library Gateway): http://www.library.illinois.edu
  - Learn to Use the Library (how to search for information, locate it, get research assistance, etc.): http://www.library.illinois.edu/learn/

7. Teaching-related Information

  - Class participation and attendance policies:
    - Guidelines for Participation/Discussion grades for graduate courses: http://www.grad.illinois.edu/content/participation-grade-guidelines
    - UIUC Student Code, Article 1 Student Rights and Responsibilities, Part 5 Attendance, § 1-501 All Students: http://admin.illinois.edu/policy/code/article1_part5_1-501.html

  - Class roster
    Prior to the start of class, GSLIS Instructional Technology & Design Office (ITD) will move your class roster from Banner to Moodle. If you want to see it as soon as possible, go to Banner. This is accessible by logging into Student & Faculty Self-Service at https://apps.illinois.edu/selfservice/. Then click through:

    UIUC (Urbana) > (login) > Faculty & Advisor Services > Faculty Services > Class List > (select a term)

    (This is the same place you will enter final grades).
• Course syllabus
  For access to syllabi used in prior semesters for the course you are teaching, contact help@support.lis.illinois.edu

• Textbook ordering and Desk Copies Instruction (contact Kathy Painter)
  - Textbook Ordering:
    To process your order, we will need **complete requested** information from you for each book or item (e.g., course packet, special equipment) that you will require or recommend students to purchase:

    * Course Number & Section:
    * Author:
    * Title (exact description of items):
    * Edition:
    * Publisher (complete publisher information including ISBN):

    * Course/Reading Packet or other item (if applicable):

    * Required or Recommended?

  You may send Kathy Painter the information in any form via email (painter@illinois.edu) -- just be sure to include all the information requested.

  **Even if you do not have any textbooks or other items** (e.g., photocopied course packet) that are required or recommended, OR if you are instructing students to purchase items from online vendors (e.g., Amazon, direct from the publisher, etc.), **you still need to supply the above information to us** as we are required to forward ALL course material information to the Illini Union Bookstore so they can direct students to the appropriate distribution source if IU Bookstore and, in turn, other campus bookstores, are not selling the items.

  - Desk or Review Copies:
    **If you have not previously ordered a Desk Copy of the edition of the text you are using**, you should go to the publisher’s website (most have online request forms for instructors to obtain Desk Copies) and order your Desk Copy. They will require that you state who is selling the textbooks -- the Illini Union Bookstore is the primary outlet (with secondary outlets being TIS and Follett’s). If the publisher does not have an online site to order a Desk Copy, let us know and we can assist you in the process.

    **Review Copies** (if you are **considering** using a text for a course) can be ordered in the same way. If you choose not to use the Review Copy as a course textbook, most publishers will charge you for the Review Copy if you do not send
it back. If you do decide to use the Review Copy as a course textbook, it will become your Desk Copy and you will not be charged for the book (because we will be telling the Bookstore it will be purchased by the students).

If you have any questions, please contact: Kathy Painter: painter@illinois.edu

- Office hour policy
  On campus: [http://www.lis.illinois.edu/about-glis/policies/faculty-roles/office-hours](http://www.lis.illinois.edu/about-glis/policies/faculty-roles/office-hours)
  LEEP: You are not required to hold regular office hours, but if you do want to schedule virtual office hours on Elluminate Live, contact [help@support.lis.illinois.edu](mailto:help@support.lis.illinois.edu)

- Course auditing
  If you receive requests from students about auditing your course, please consult with Linda Smith (lcsmith@illinois.edu) before responding.

- Guest speaker policy
  You are welcome to involve guest speakers in your course. Requests for honorariums need to be approved by Linda Smith (lcsmith@illinois.edu).

- Cancelling a class session
  In the event of an emergency, whenever possible, notify students by email. In addition:
  **On-campus classes:** Notify the office (217-333-3280) so that they can post a sign on the classroom.
  **LEEP classes:** Notify [help@support.lis.illinois.edu](mailto:help@support.lis.illinois.edu)

- Course evaluation: Later in the semester, you will receive instructions to set up your course evaluations (ICES forms) from the Center for Teaching Excellence (CTE).
  - Always release your global results (3 questions) to lcsmith (Linda Smith) as GSLIS uses these for monitoring course quality as required by accreditation.
  - Details about online evaluations (ICES): [http://cte.illinois.edu/teacheval/ices/main.html](http://cte.illinois.edu/teacheval/ices/main.html)
  - To create your evaluation form: Go to [https://ices.cte.uiuc.edu/](https://ices.cte.uiuc.edu/) and log in with your UIUC NetID. You can design and customize your student rating form, select whether your results will be released to others, or delete the form in order to opt out of participation.
  - ICES Catalog of questions: [http://cte.illinois.edu/teacheval/ices/pdf/ICES_Catalog.pdf](http://cte.illinois.edu/teacheval/ices/pdf/ICES_Catalog.pdf)
  - Additional ways to obtain feedback:
    - Informal early feedback (IEF): a great way to find out how things are going mid-term, during on campus - or whenever you like. This is optional, and you are the only person who will see the results unless you schedule time with someone at CTE. Most of the instructions are for face to face administration, but you can create an online survey for this as well (see below): [http://cte.illinois.edu/teacheval/teacheval.html](http://cte.illinois.edu/teacheval/teacheval.html)
- Sample forms: http://cte.illinois.edu/teacheval/ief/guestbank.html
- It is possible to use one of the campus survey tools to administer the informal early feedback survey: http://www.cites.illinois.edu/software/surveytools.html

- Grading
  - Incompletes - students should initiate the request for getting an incomplete. The student should complete the request form and get your signature before grades are due. Valerie will also accept an email from you (the instructor) with your approval, agreed date of completion and last day of communication with the student. The email will be attached to the request form from the student. URL: http://webdocs.lis.illinois.edu/registration/incomplete_grade_form.pdf
  - Submit final grades: http://registrar.illinois.edu/staff/pdf/records/gradeinstruct.pdf
- Challenged or disputed grades: occasionally, a student may disagree with the instructor about a grade. If the instructor determines that a grade change is justified for a final course grade, Valerie can assist in submitting the change of grade form.
- Grading system: http://www.grad.illinois.edu/gradhandbook/chapterii/section01
  - Capricious grading: the University’s policy on handling alleged capricious grading can be found at http://admin.illinois.edu/policy/code/article3_part1_3-107.html

- Disability accommodation:
  DRES is the unit on campus that oversees and facilitates assistive measures for students.
  - DRES resources for instructors: http://www.disability.uiuc.edu/page.php?id=3
  - DRES resources for students: http://www.disability.uiuc.edu/page.php?id=2

  They recommend a statement like this on your syllabus:
  "To insure that disability-related concerns are properly addressed from the beginning, students with disabilities who require assistance to participate in this class are asked to see me as soon as possible."

- Troubled students: Counseling Center Tips for Faculty and Staff: http://www.counselingcenter.illinois.edu/?page_id=233
  If you are concerned about a student in your class, please consult with Rae Anne Montague (rae@illinois.edu) or Linda Smith (lcsmith@illinois.edu).

- Academic Integrity and dealing with cheating: http://cte.illinois.edu/testing/exam/cheat.html
The Academic Integrity section of the Student Code outlines procedures and penalties:  
http://admin.illinois.edu/policy/code/article1_part4_1-401.html

8. Professional Development

- Directory of Teaching Resources for faculty and instructors: http://
  www.teachingandlearning.illinois.edu/directoryofteachingresources/oncampus.html
  
    o Teaching on campus
  
    o Teaching online

- Consultations for individual instructors and faculty:
  
    o Discipline-specific teaching: Teaching Academies (http://
      www.teachingandlearning.illinois.edu/directory.html)
    
    o General teaching: Center for Teaching Excellence (http://cte.illinois.edu/
      programs/consult.html)

- Listserv conversations about teaching and learning in higher education
  
    - University of Illinois Teaching and Learning Discussion List http://
      www.teachingandlearning.illinois.edu/discussion.html
    
    - Tomorrow’s Professor (national): http://www.stanford.edu/dept/CTL/Tomprof/
      index.shtml

- Tuition Waivers and Fee Exemptions for Employees (Excerpt from UIUC Academic Staff

Members of the academic staff and of approved University-related agencies may
register in University of Illinois courses for which they are eligible for admission and in
which space is available. Staff members are expected to fulfill all obligations of their
positions and should therefore consult their supervisors. All academic staff members
excluding graduate assistants who register for University courses are eligible for a
tuition waiver if they hold an appointment of 25 percent or more of full-time service,
provided the appointment requires services for not less than three-fourths of a term.
Academic staff members (except graduate assistants) who qualify for tuition waivers
are exempt from all fees. Therefore, they do not have access to the benefits provided
by the student fees, such as use of the Intramural-Physical Education Building, unless
they make individual arrangements to pay for these benefits. Those employees who
are not eligible to participate in the mandatory State of Illinois Employees Insurance
Program will be assessed a fee for student health insurance. The policy on tuition
waivers and fee exemptions includes staff members of related agencies whose positions
are considered equivalent to academic positions of the University. Tuition is waived and
the fees exempted for retired academic staff members as well. Questions pertaining to
enrollment and tuition and fee waivers should be directed to the Office of Admissions

Limits on the number of units of credit that may be taken by academic employees registered in the Graduate College are determined by the Graduate College. Limits on the number of credit hours that may be taken by academic employees registered in undergraduate colleges are determined by the colleges concerned.

No person who holds an appointment as professor, associate professor, or assistant professor in a department or division of the University may be admitted to candidacy for an advanced degree in that department or division. Likewise, no person while engaged in graduate study may be appointed to the rank of assistant professor or higher in the department or division of that graduate study. A person holding or accepting the rank of assistant professor or higher on a campus of the University may continue in or be admitted to advanced degree candidacy in a department or unit other than that of his or her appointment upon the special approval of the executive officer of each department or unit involved and the executive committee of the Graduate College.

9. Other Useful Resources

- Recognition of student accomplishments
  1. Student awards
     Each April GSLIS faculty select winners of student awards from graduates from the past year (http://www.lis.illinois.edu/about-glis/awards/student-awards). Adjunct faculty will be included in the call for nominations. Nominations should be accompanied by a brief statement as to why this student should be considered for a particular award.

- 2. Student travel
   Students may apply for travel support from GSLIS (http://www.lis.illinois.edu/about-glis/policies/travel-student). If students are completing projects in your course that would lend themselves to conference posters or presentations, you can encourage students to submit to appropriate conferences. If they are selected, then they can seek travel support from GSLIS.

- 3. Beta Phi Mu
   Early in the fall semester, a list of students who have graduated in the past 12 months and who meet the eligibility criteria for nomination to membership in Beta Phi Mu (http://www.lis.illinois.edu/people/alumni/betaphimu/initiates) is circulated to faculty. Faculty votes provide a basis for selecting the final list for nomination.

- UIUC Academic calendar:  http://www senate.illinois.edu/a_calendar.asp
- Teaching timeline:  http://www provost.illinois.edu/inforientation/timeline.html
10. Community Information


- Transportation to Urbana-Champaign
  - Amtrak: [http://www.amtrak.com/servlet/ContentServer?c=am2Station&pagename=am%2Fam2Station%2FStation_Page&cid=1229726268476](http://www.amtrak.com/servlet/ContentServer?c=am2Station&pagename=am%2Fam2Station%2FStation_Page&cid=1229726268476)

- Public Transportation in Urbana-Champaign: [http://www.cumtd.com/](http://www.cumtd.com/)


- Access University sports facilities (Excerpt from Campus Recreation at [http://www.campusrec.illinois.edu/membership/policies/mem_facultyStaff.html](http://www.campusrec.illinois.edu/membership/policies/mem_facultyStaff.html) in July 2011):

  Current full and part time UIUC employees are eligible to purchase Campus Rec memberships. To purchase a membership, the employee must present his/her valid i-card to Member Services. If the employee is Extra Help and does not have an i-card, he/she must present a recent pay stub and state issued photo ID during business hours (M-F 8:30-5p) so Campus Rec may verify current employment with University Personnel. Full-time employees may have their membership fees assessed via payroll deduction by completing the necessary paperwork. Payroll deduction may also be used to assess fees for spouse/partner memberships.

  The Campus Rec membership affords the faculty/staff member the following privileges:

  1. Access to all recreational sports facilities to include:
     - Activities and Recreation Center (ARC)
     - Campus Recreation Center-East (CRCE)
     - Ice Arena
     - Freer Pool
  2. Privilege of sponsoring up to five guests per day at the daily fee.
  3. Eligibility to sponsor one non-university affiliate for Associate membership.
  4. Eligibility to participate in programs offered by Campus Recreation.
  5. Discounted rates for select programs offered by Campus Recreation.