

New Faculty Quick Start Guide Fall 2023

Quick Contacts

- Department Administrators/Office Managers ([contact sheet](#))
 - The department managers and administrators are the key contacts of each department. They are the first person you should ask when you have a question. In case they do not have the answer, they will be able to point you in the right direction.
 - Department Admins will set you up with copier access and office space and can point you towards parking information and how to obtain your keys and ID.
- Michael Gillespie (mgillespie@eiu.edu), Director, [Faculty Development and Innovation Center](#)
 - Consider me a way finder to point you in the right direction to have your questions answered (if I cannot answer it myself). The FDIC helps Eastern Illinois faculty achieve and maintain excellence in teaching, scholarship, and creativity through training opportunities, grants, and fostering a community of collegial learning. Please feel free to reach out to me with any questions or concerns.

Getting Started

- What is EIU like?
 - Please find a map of the campus [here](#).
 - Here is a list of [EIU facts](#) on things to know about the campus.
- What are our students like?
 - First off, check out this [Fact Book](#).
 - Then explore the [Office of Inclusion and Academic Engagement](#), [GSD Center](#), [New Student and Family Programs](#), and the [Office of Student Affairs](#) for more information about our students.
 - Here is the [Fall 2022 Freshman Profile](#), with some highlights below:
 - 50.6% are first generation college students.
 - 47.5% are students of color.
 - Average ACT composite score: 20.0
 - Average SAT total score: 1020

Getting ready for your first semester:

- Consult the [Academic Calendar](#)
 - This link also has the registration deadlines for adding and dropping classes.
- Refer to resources from the [Council on Academic Affairs](#):
 - Consult the [syllabus policy](#) to ensure symmetry with EIU policies and procedures.
 - All faculty are required to submit a printed or electronic copy of their syllabus to their respective department/program.
- Request sample syllabi from previous instructors.
 - A faculty member, office manager, or department administrator should be able to help you secure the right sample syllabi, or to provide names of people to ask for sample syllabi. Faculty often post their syllabi on their faculty profile pages; you can find links to faculty profiles from your department homepage.
- Would you like ideas to engage or motivate our students?
 - Come to an FDIC [Workshop or Webinar](#), including our [August Institute](#).
 - Here are some [Podcast Episodes](#) , [Infographics](#), and an [Assessment Strategies Toolkit](#) to get you started with course planning.
- Order textbooks: EIU [Textbook Rental System](#) and [Faculty Resources](#)
 - Textbook Rental email contact: textbks@eiu.edu
- Once you have your EIU ID and password, you can check out your class's enrollment via [PAWS](#), and build your class in [D2L Brightspace](#) the learning management system (LMS).
 - Log in to both PAWS and D2L Brightspace using your EIU NetID and password.
 - If you do not have your EIU Net ID yet, your chair can request access for you to start using D2L Brightspace prior to your arrival in August.
 - Once you have access, you can complete the [student orientation to D2L](#) to become more familiar with its features from the point of view of your students.
 - There is [D2L Brightspace support](#) through the FDIC website, as well as consultation by ISTS and FDIC staff: Phone: 217-581-4357 or Email: fdic_help@eiu.edu
- [Booth Library](#) has a wealth of information on its website, including a set of [services for faculty](#) to assist with course design, assignment creation, and research support.
 - Each subject area has [a resource librarian](#) for more targeted assistance.
 - The university repository, [The Keep](#), an open access archive of the scholarship, creative output, and administrative records of Eastern Illinois University is a great outlet for faculty to learn about the campus and publish scholarly work.
- The [Dean of Students](#) has information on:
 - [Student Standards and Code of Conduct](#)

- [Academic Dishonesty](#)
- [FAQs for Faculty](#)

Supporting Students

Here is a list for directing students to the appropriate resources on campus. An online list can be found [here](#).

- Through the [Early Alert System](#) (EAS), instructors can submit information regarding students who are missing classes or not completing assignments. This is done through course rosters in PAWS. In response, housing staff will reach out to students who live on campus, and staff in the Student Success Center will reach out to students who live off campus.
- An [online referral](#) can be submitted to the Student Support Team, a cross-functional team dedicated to providing assessment, counsel, and referrals to students displaying concerning/distressed behavior.
- [Office of Accessibility and Accommodations](#) has several links for Faculty including a [Faculty FAQ](#), and a handbook "[Faculty Guide to Accommodating](#)."
- The [Counseling Clinic](#) in the Human Services Building (217-581-3413) serves students who need emotional assistance. [Weekly group counseling](#) sessions are being offered for mental health support, anxiety, grief, expressive arts therapy, self-compassion, and general therapy. (After business hours, [LifeLinks](#) may be contacted for immediate assistance at 1-866-567-2400.)
- The [Office of the Dean of Students](#) in the University Union (217-581-3827) responds to students who may benefit from a case management approach in being connected to multiple resources.
- Students, faculty and staff who may be struggling with food insecurity, or are finding it hard to obtain enough food, can visit the [EIU Campus Food Pantry](#). In addition, anyone may benefit from [resources](#) through the Charleston community, including food pantries and social assistance services. The EIU Office of [Office of Leadership and Engagement](#) coordinates such efforts on behalf of students, staff, and faculty.
- [Student Legal Services](#) (217-581-6054) offers guidance to students with legal concerns.
- The [University Police Department](#) (217-581-3212) responds to concerns involving public safety. Please call 911 in an emergency.
- The [Medical Clinic](#) in the Human Services Building (217-581-3013) treats health-related concerns.

- The [“Distressed Student Handbook”](#) provides further guidance regarding how faculty and staff may respond in particular scenarios.