

School of Continuing Education
Office of Academic and Professional Development
Faculty Information Checklist and Sign off

Below you will find information regarding a number of resources available to you as faculty at EIU. We ask that you review this list, call with any questions and then sign off on each item with your initials. Return the completed form with your signed contract indicating that you understand how to access these resources. An additional copy is enclosed for your reference throughout the semester.

_____ **All new** instructors must fill out an access request form for **Banner/PAWS**. Banner is the software system we use to view student information. It used to be called PAWS and still is in some instances. This is the system you use to view rosters, score EWP submissions and submit grades. If you have not already completed this form it is available at <http://www.eiu.edu/~eise/BanHR.pdf> . You may find instructions for this process at the following website:
<http://www.eiu.edu/%7Eeise/Directions%20for%20Employees%20-%20Student.pdf>

_____ Instructors who will travel and request travel reimbursement must provide proof (a copy) each semester of current and valid drivers license and car insurance prior to any reimbursement being disbursed.

_____ Faculty should provide any changes to contact information, including address, phone, email addresses and emergency contact information including their name, address and phone number.

_____ **EIU Email**- It is imperative that you keep your EIU email active by checking it at least twice a week. This email is used by administration and students to send you important information some of which has to be responded to in a timely manner. If you do not know or have trouble with your EIU email address /password please contact: Help Desk at 581-4357.

_____ **Emergency Procedures**- All EIU faculty shall acquaint themselves with the emergency procedures of each off campus site at which they teach. The emergency procedures for all off campus sites are located at the following link: <http://www.eiu.edu/~adulded/emergency.php> .

_____ **EWP or Electronic Writing Portfolio**- Sometimes your students will use one of the assignments from your course as a submission to the EWP. You will receive an email stating that you need to score their submission. It is imperative that you score these submissions as they are required for the students to graduate and or move along in their class ranking. They must be scored prior to the end of the semester in which they are submitted. The process is simple and takes an average of 5 minutes since you have already graded this assignment within your course. When you receive the email you click on the link, use your username and password from Banner(PAWS) to gain access (same one you use to get your roster and post grades), click on their submission, score it on a likert scale and you are done.

_____ **Library Card Obtainment**- Please inform your students each semester of the following methods to access library resources. When we gain permission to offer courses off campus we are assuring the Illinois Board of Higher Education that our students are informed of how to access library resources.

- a. The quickest way to access all library resources is to have a Panther ID with your picture on it made in Student Services building here on campus; it will have an E # on it which gives you access to the databases.
- b. Another option for a student or faculty member who never comes to campus but wants easy access to the online databases, is to have a Panther ID issued without a photo and with their individual library number. To request a card online go to:
<http://www.eiu.edu/~adulsted/current/requestidcard.php> . For other library related resources and directions : <http://www.library.eiu.edu/distance/> .
- c. The final method for students to access the EIU library online resources is to obtain that semester's general library number from the instructor. This is the number that is emailed to you at the beginning of the semester from our office.

_____ **School of Continuing Education Faculty Website** has forms, procedures, resources, etc. which will be useful as you teach courses for the School
<http://www.eiu.edu/~adulsted/faculty/index.php>

_____ **Technical Training Resources** for WebCT/Blackboard or other software can be found at :
<http://cats.eiu.edu/training/training.php> or <http://techguide.eiu.edu/employee/>

_____ **Change of Address** for faculty should be completed through the Human Resources office at 581-3514.

_____ **Main Campus in Charleston Instructors** will need to obtain a classroom key ahead of time by contacting our office at 581-5114. Security will let you into a locked building but will not let you into a locked classroom.

_____ **Parkland Instructors Parkland Instructors** EIU Instructors teaching at Parkland College: Parkland will not allow you or students to load any software onto their computers or hook your computer to their network. Faculty and students can use thumb drives or disks in Parkland computers as long as nothing is downloaded. For specific software that you need installed for you class, please contact the EIU Center at Parkland College, 351-2543 at least 2 months prior to the start of the semester.

The Parkland College Department of Public Safety welcomes you and encourages you to use the student facilities to further you educational process. We would like to remind you that while you are here you must adhere to the student conduct code for all Parkland students as well as those set forth by the college you are attending. The Parkland College student conduct code can be found at the following link

<http://www.parkland.edu/studentpolicy/studentconductcode.html>. Other rules to note would be: Smoking is allowed on campus but you must be at a minimum of 15 feet from exterior doorways; if a fire alarm is to sound you must leave the building immediately; and that tornado shelters are on the lower level of each building. Parkland College's Department of Public Safety in operation 24 hours a day and 7 days a week offering escorts to you car, vehicle unlocks, and a police presence here on campus. If you are in need of our assistance please call us at 351-2369.

_____ **Student Evaluations** information can be found on the following site:

<http://www.eiu.edu/~acatest/evaluations.php>

Printed Name _____

Signature _____ Date _____