

Eastern Illinois University

EIYOU



New Faculty Orientation 2023

New Faculty Handbook

Promoting a faculty-initiated
culture of collaboration,
innovation, scholarship, and
student-centered teaching
excellence.



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Important Contacts

Department Administrators/Office Managers ([contact sheet](#))

The department chairs 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 don't have the answer, they will most likely be able to point you in the right direction.

Department administrators 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 If you have any question, please contact Michael Gillespie. He will point you in the right direction to have your questions answered (if he cannot answer them himself). 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 him with any questions or concerns.

About EIU

Consistently ranked in the top third of Midwest universities in its class by U.S. News and World Report, Eastern has earned its reputation by offering a wide variety of undergraduate and graduate programs taught by an experienced and caring faculty. In addition to reasonable tuition, fees, and room and board rates, Eastern offers a textbook rental system, saving the average student hundreds of dollars per semester.

A variety of excellent on-campus housing opportunities are available on the safe, compact 320-acre campus. Student graduation and retention rates are well above state and national averages, and that success continues after students earn their degrees -- year after year, Eastern ranks high in job placement, alumni satisfaction and employer satisfaction.

Eastern Illinois University is accredited by the Higher Learning Commission of the North Central Association of College and Schools and by the Council for the Accreditation of Educator Preparedness (CAEP). Additionally, many programs at EIU are accredited by CAEP and have earned recognition from other external accrediting agencies.

Mission, Vision & Goals

Eastern Illinois University is a public comprehensive university that offers superior, accessible undergraduate and graduate education. Students learn the methods and results of free and rigorous inquiry in the arts, humanities, sciences, and professions, guided by a faculty known for its excellence in teaching, research, creative activity, and service. The University community is committed to diversity and inclusion and fosters opportunities for student-faculty scholarship and applied learning experiences within a student-centered campus culture. Throughout their education, students refine their abilities to reason and to communicate clearly so as to become responsible citizens and leaders.

Eastern Illinois University will be a premier comprehensive university, global in its reach and impact, where personal connections with faculty and staff support students' academic success.

FDIC Mission

The Faculty Development and Innovation Center helps Eastern Illinois University faculty achieve and maintain excellence in teaching, scholarship, and creativity through training opportunities, grants, and fostering a community of collegial learning.

We promote a faculty-initiated culture of collaboration, innovation, scholarship, and student-centered teaching excellence.

The core values of FDIC that guide our practices are:

- Encouraging faculty excellence and benefiting the students we educate
- Striving for equity, access, and support for professional development for all faculty and at all stages of their careers
- Supporting a climate for innovation and scholarship through grants
- Encouraging judicious use of technology to support teaching and learning
- Encouraging a culture of collegiality and collaboration through social and professional activities
- Identifying and providing access to resources for addressing the changing environment within and outside of EIU

University Highlights

REPUTATION: Eastern’s 2022 graduation rate was 11 percent higher than the 2018 national average of 44 percent. Eastern’s 2022 retention rate was 71 percent. U.S. News and World Report’s 2022 Guide to America’s best Colleges ranked Eastern 12th among all public Midwestern universities with master’s programs.

FACULTY: With 379 full-time faculty members, Eastern offers a 1:15 faculty–student ratio.

STUDENT BODY :

Full-Time and Part-Time Status

Undergraduate	
Full-time:	4,011
Part-time:	580
Graduate	
Full-time:	948
Part-time:	993
High School Dual Credit	
Full-time:	3
Part-time:	2,322

Enrollment by College

Business & Technology	1,643
Education	1,187
Health & Human Services	1,010
Liberal Arts & Sciences	2,560
Other	2,457
TOTAL	8,857

Race/Ethnicity:

	Number - Percentage	
American Indian/Alaska Native:	12	0.13
Black or African American:	1,150	12.98
Asian:	295	3.33
Hispanic/Latino:	1,191	13.45
Two or more races:	190	2.15
Pacific Islander:	6	0.07
White:	4,900	55.32
International:	767	8.66
Unclassified:	346	3.91
TOTAL	8,857	100

For more highlights and facts about EIU, please find the [EIU Fact Book 2022](#).



EASTERN ILLINOIS™

Quality Initiative – Diversifying Faculty & Staff

The primary purpose of this quality initiative is to increase student success (i.e., retention, academic achievement, and graduation rates) by increasing the racial diversity of Eastern’s faculty and staff to levels that are representative of the increasing racial diversity in our student population. Our narrative and recommendations are organized by three areas of focus: 1) Recruitment, 2) Hiring, and 3) Retention of diverse faculty and staff. The primary recommendations include adding a Senior Diversity Officer to oversee Diversity, Equity and Inclusion (DEI) training and resources on campus, providing support for DEI-focused professional development for faculty and staff, enhancing the recruitment and retention of diverse hires, increasing underrepresented participation on search committees, and utilizing feedback from a campus climate survey.

The aim of the plan is to foster and uphold an inclusive and equitable working and learning environment at EIU. Over the last 15 years, Eastern has seen a steady increase in the racial diversity of its students, from 10.5% of students from underrepresented groups in 2005 to 31.5% in fall 2019. In comparison, only 13.8% of the employees (faculty, staff, and administration) in 2019 identified themselves as from underrepresented groups. For more information, please visit the [Strategic Initiative](#) page.

We are EIYOU

“My parents were EIU faculty members, so I have felt the EIU family spirit for my entire life through their careers, my own time as an undergraduate student, and now in my career. I do truly believe that EIU faculty set the stage for our school family.

Home away from home and family can be challenging on many fronts. Faculty who recognizes this can make students (new or a few years in) feel at home at EIU.”

Lauri DeRuiter-Willems, Associate Professor of Public Health

“Being a faculty member at EIU means serving on the front lines of higher education. Many of our students are the first in their families to go to college. Many come from traditionally under-represented populations. Many come from economically disadvantaged homes and communities in the rural and urban Midwest. EIU is their opportunity; it is also ours. As a faculty member at EIU you will have the wonderful opportunity to introduce students to ideas that they haven't been exposed to before, to see them critically think and work their way through them, and blossom as young scholars, informed citizens, and thinking people.”

Don Holly, Professor of Anthropology and Department Chair, Sociology, Anthropology, and Criminology

“To me, being a faculty member at EIU means that you are "all-in" to support the learning and development of students. You consider the value and potential of every student and are continually improving your teaching methods to meet the changing nature of our student body.”

Jeffrey Stowell, Professor and Assistant Department Chair of Psychology

“For me, being a faculty member at EIU means that I care about my students as human beings and understand that they come from all walks of life with many different contextual experiences that impact who they are and how they learn. It means creating a safe atmosphere where students can connect with one another and me while they have fun learning. I like to help students find meaning and purpose in what they are learning and delight in walking with them on this very special part of their journey. At EIU, we are a dedicated family with a passion for teaching. What sets us apart is our genuinely caring and supportive environment which places students firmly in first place!”

Angela Yoder, Associate Professor, Counseling and Higher Education



What I Wish I Knew Before I Became a New Faculty Member

Michael Gillespie, Ph.D.

Director of the Faculty Development and Innovation Center

- There is no such thing as a stupid question.
We tell this to our students, so it must be good advice!
- Take your professional development seriously.
Seek opportunities to enhance your teaching, research, and service.
- Accept that you do not know everything.
It is true, you know!?
- Imposter Syndrome is real, but you earned your spot here.
Remember your accomplishments and strengths; they are your “proof-of-self.”
- Share your failures.
You are not the only one who can learn from your mistakes.
- Find a mentor inside your own department.
Understanding departmental expectations is key to your success.
- Find a mentor outside your own department.
It takes a village, and the institution is a village!
- Connect with other new faculty across campus.
This is your cohort, your peers who you will develop with through your career.
- Get out of your office.
Find opportunities to explore, enjoy, and be seen around campus.
- Keep a file of your accomplishments.
It will help with retention, promotion, and give an added boost to a difficult day.
- Save thank you notes.
Save them for just-in-time reminders of gratitude.
- Respect your own time, and your own boundaries.
You are the most important ingredient to a job well done. Take care to take care!
- Find your joy in your job.
Everyone is different, but enthusiasm is contagious!
- Do not be afraid to show your true colors.
Authenticity is the choice to be real, be honest, and be your true self.

Faculty-to-Faculty First Year Experience

The first-year experience for new faculty is as rewarding as it is challenging. Learning a new academic environment, prepping classes, and maintaining a research agenda are just three of a variety of concerns, questions, and decisions new faculty face.

The Faculty Development and Innovation Center has established a cohort-based mentoring program for early career faculty to ensure that this transitional period is strengthened by the support of peers. Mentoring programs based on a cohort model aid in building confidence in teaching, research, creative activity, and service while developing a sustainable peer network.

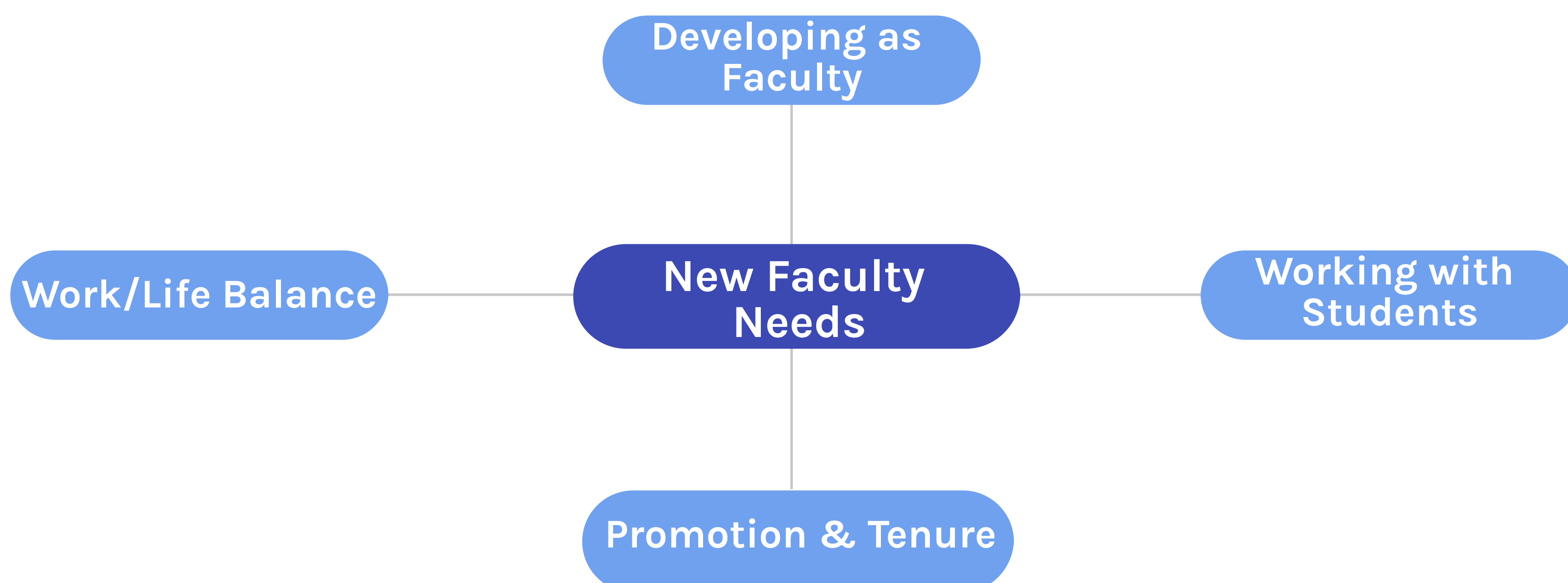
The goals of the Faculty-to-Faculty Mentoring Program are to:

- provide on-going support to new and early career faculty;
- connect new and early career faculty with peers across EIU;
- establish a faculty cohort of mutual support, collegiality, collaboration, and community;
- foster a growth mindset for new and early career faculty;
- support faculty participants to refine and expand teaching strategies for enhanced student success;
- encourage effective research skills and publishing strategies;
- nurture development of a productive balance between research, teaching, and service;
- guide each other in progression toward promotion and tenure; and
- assist faculty members' work successfully within both formal and informal norms of their department, college, university, and community.

Each new faculty member will be linked with two or three other early career faculty as well as a **faculty ambassador**. The faculty ambassador is an experienced faculty member on our campus who will serve as point of contact and mentorship. The ambassadors will reach out to their small cohort of new faculty periodically, field inquiries or questions from their mentees, and potentially organize small-group activities.

All new faculty, and interested early career faculty, will be added to **New Faculty Meetups**, a monthly online meeting hosted by FDIC Director, Dr. Michael Gillespie. New Faculty Meetups are opportunities for new faculty to meet as a whole, to seek support from their peers as well as the FDIC, and offer a time and space for conversation, collegiality, and community. In addition, New Faculty Meetups often allow leaders from across campus to meet with the new faculty on issues or topics of interest.

At the request of new and early career faculty, affinity groups will be established around particular populations or purposes, for example mentoring cohorts for faculty of color, scholarly writing groups, reading circles, or teaching support.



Faculty-to-Faculty First Year Experience

New Faculty Meetup and First Year Experience Schedule

Fall 2023 Semester		
	DATE	Item / Topic
	August 16	New Faculty Orientation – In-person
First Day of Classes - August 21, 2023		
Labor Day - September 4, 2023		
1	September 6	Meetup: Two-week check-in: How are you doing? (on Zoom)
2	September 20	New Faculty Experience: Campus Tour with Mark Hudson (4:30p)
3	October 4	Meetup: Midterm activities
4	October 19	New Faculty Experience: Doudna Tour with Dennis Malak (4:30p)
5	November 1	Meetup: Portfolio and DAC Session
6	November 14	New Faculty Experience: Tarble Art Evening with Jennifer Seas (5p)
Thanksgiving Break - November 20-24, 2023		
7	December 7	New Faculty Experience: End of Semester Social (5p @ Michael's House)
Semester Break		

Spring 2024 Semester		
	DATE	Item / Topic
8	January 3	Pre-semester Meetup: Portfolio TA Session (on Zoom)
First Day of Classes – January 8, 2024		
MLK Day – January 17, 2024		
9	January 17	Meetup: Spring Start-Up
10	TBD	New Faculty Experience: Women's & Men's Basketball Double Header
11	February 7	Meetup: Faculty mental health and mindfulness
12	February 28	New Faculty Experience: Bowling Night
13	March 6	Meetup: Q & A with Michael Gillespie – What are some lessons learned this year?
Spring Break March 18-22, 2024		
14	April 3	Meetup: Open Session - Strategies for finishing strong and Fall 2024 Planning
15	April 18	New Faculty Experience: End of Year Social (5p @ Michael's House)

Getting ready for your semester

- Consult the [Academic Calendar](#)
- 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 profiles on your department homepage.
- Design Learning Activities
 - Come to an FDIC [Workshop or Webinar](#)
 - Here are some [AI Teaching Resources](#) and an [Assessment Strategies Toolkit](#)
- Order textbooks: EIU [Textbook Rental System](#) and [Faculty Resources](#); email: textbks@eiu.edu
- 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 FDIC staff: Phone: 217-581-7051 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.
- The [Dean of Students](#) has information on:
 - [Student Standards and Code of Conduct](#)
 - [Academic Dishonesty](#)
 - [FAQs for Faculty](#)

- **EIU Online Course Policy:**

Approved: March 7, 2017

Revision Approved by CAA: December 4, 2019

“All instructors of online courses must submit proof of having completed the Online Course Development Institute (OCDI), Illinois Online Network’s Master Online Teacher certificate or another documented and equivalent training activity before teaching the courses/sections for the first time.” The EIU Online Course Policy can be found at <https://www.eiu.edu/eiucAA/OnlineCoursePolicy.pdf>.

Human Resources

The [Office of Human Resources](#) will give you all the information you need about employee benefits, payroll, training and development.

Please find below useful information as you start your career at Eastern.

- **Benefits Information**

You can find more information about your benefit options as an Eastern Illinois University employee on their [website](#). Our employees are provided with a vast array of benefits including: group health, dental, vision, life insurance, disability, retirement, supplemental retirement plans, and tuition waivers.

We encourage our employees to be in control of their benefits. Employees can sign up and access their benefits at [MyBenefits](#).

The Benefits Staff is committed to providing excellent service to employees. If you have any questions, please contact the Benefits Office via email at benefits@eiu.edu or call 217-581-5825.

Contact Information

Old Main Room 2020

Phone: [217-581-5825](tel:217-581-5825)

Fax: 217-581-3614

benefits@eiu.edu

- **Payroll**

The [Payroll Office](#) within the Department of Human Resources is responsible for the maintenance and preparation of all university payroll. Visit their office to complete your W-4 forms for withholding of payroll taxes and electronic fund transfer (EFT) forms for direct deposit of your pay into your bank. You can also have access to the [Payroll Schedules](#).

Contact Information

Old Main Room 2011

Phone: [217-581-5510](tel:217-581-5510)

Fax: 217-581-3614

payroll@eiu.edu

- **Keys Information**

Keys issued to an individual are their responsibility. A Key Request Form must be completed to obtain keys and a department head or responsible person must sign all requests. Key Request Forms can be obtained from [Central Stores](#), 217-581-2899. Central Stores is in the East building of the Facilities Planning & Management complex, 408 West Hayes Charleston, IL 61920. Office hours are 8am-4:30pm, Monday through Friday.

- **Panther Card Office**

Come to the [Panther Card Office](#) to obtain your new ID. You will need your E# (Identification Number) and a picture I.D.

Contact Information

3040 Student Services Bldg.

Phone: 217-581-4357

campusid@eiu.edu

Internal Governing Policies

The website of the [Office of Internal Auditing](#) will inform you of the office's purpose, its policies and procedures, its staff and other helpful information. The Office of Internal Auditing examines and evaluates university operations as a service to management.

Please find below important internal governing policies as you start your career at Eastern.

- **General Conduct**

Diversity, Nondiscrimination, and Affirmative Action

Eastern Illinois University provides equality of opportunity in education and employment for all students and employees.

For more information, please visit <https://www.eiu.edu/auditing/igp/174> and find the [Discrimination Complaint Process](#).

Ethics

The State Officials and Employment Ethics Act requires all State of Illinois employees to participate in annual ethics training. A detailed online definition can be found [here](#).

Please visit <https://www.eiu.edu/ethics/ethicstraining.php> to have access to your appropriate ethics training.

If you want more information, please visit <https://www.eiu.edu/ethics/index.php>

Sexual Harassment

[Sexual harassment](#) is a form of illegal sex discrimination which is prohibited by federal and state laws. It is the policy of Eastern Illinois University that sexual harassment of one member of the campus community by another will not be tolerated.

Sexual Assault Information and Protocol: <https://www.eiu.edu/mandatedinformation/assault.php>

Drug-Free Campus

As an academic community, EIU is committed to providing an environment in which learning and scholarship may flourish. The [Student Conduct Code](#) and [University Internal Governing Policies](#) prohibit the possession or use of illegal drugs, and the institution can, and will, impose disciplinary sanctions or action for violations.

For more information, please visit <https://www.eiu.edu/auditing/igp/8>.

Tobacco-Free Campus

The right of non-tobacco users to protect their health and comfort shall take precedence over another person's right to use tobacco.

For more information about this policy, please visit: <https://www.eiu.edu/auditing/igp/171>.



Internal Governing Policies, cont.

Class Attendance

Students are expected to attend class meetings as scheduled. Please find more information for attendance policies and accommodations [online](#).

Disruption of Academic or Operational Functions

Students have the right to freedom of speech, peaceable assembly, petition and association which is accorded to all persons by the Constitution. Students and student organizations may examine and discuss all questions of interest to them and express opinion publicly as well as privately. They may support causes by lawful means which do not disrupt the operations of the University or the operations of organizations authorized to use University facilities. [Policies are in place to handle continued disruptive activity.](#)

Disruptive Behavior in the Classroom

If, in the judgment of the instructor, librarian, faculty assistant or graduate assistant, students act in such a manner as to disrupt the normal academic functions in a classroom, lab, studio, library or learning environment (including an online learning system), [the following actions may be taken](#) in this I.G.P.

Final Examinations

The final examination shall be a part of the evaluation of a student's performance. While the term "final examination" may refer to many different instruments and activities, it shall be given in each undergraduate and graduate course, except as noted in [this IGP](#).

Grade Appeals

If a student believes that a faculty member improperly assigned a semester grade due to one or more of the Grounds for Appeal, the student may appeal the grade by following the procedures described [here](#).

Grades

Evaluation of a student's achievement shall be the responsibility of the instructor. Undergraduate and graduate grading system are provided in this [policy](#).

Credit Hour Policy

One semester credit hour is the amount of student effort that approximates not less than 37.5 hours of academic engagement in coursework. Information about application and implementation of this policy [online](#).

Graduate Faculty, Associate Graduate Faculty, and Adjunct Graduate Faculty

Nomination and selection as members of the Graduate Faculty ensure that faculty members meet expectations, that you can find [here](#).

Research and Grants

The University endorses the principle that the search for new truths and the expansion of knowledge through research are among its important functions. [Research](#) is essential to professionalism in university teaching.

Protection of Human Subjects in Research

At Eastern Illinois University, the [Institutional Review Board](#) (IRB) is charged with assuring the [protection of the rights and welfare of human subjects](#) participating in research.

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.
- The [Office of Accessibility and Accommodations](#) has several links for Faculty including a [Faculty FAQ](#), and a handbook "[What Faculty Need to Know Regarding Student Disability Services](#)."
- 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 [Dean of Students Office](#) in the University Union (217-581-3827) assist students with a variety of situations, working directly with them and connecting them to appropriate resources on campus by providing direct assistance navigating any situation, aiding identifying the process(es) for resolving academic and co-curricular concerns, and helping empower students to understand resources, explore options, make informed decisions and act on those decisions..
- 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 [Civic Engagement and Volunteerism](#) 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.

Student Success Resources

EIU offers a wide variety of student success resources. Strategic Success Sessions are available for students to learn how to improve their skills in time management, test preparation, studying, and more. The following resources were designed to support EIU students:

Students with Accommodations:

If a student has a documented disability and in need of accommodations to fully participate in class, please contact [the Office of Accessibility and Accommodations](#). All accommodations must be approved through this office. Please follow [this link](#) for more information on how students can be registered with their office. You may also email acjackson3@eiu.edu or call 217-581-6583 for more information.

The Student Success Center

Students who are having difficulty achieving their academic goals can be encouraged to contact the [Student Success Center](#) for assistance with time management, test taking, note taking, avoiding procrastination, setting goals, and other skills to support their academic achievement. The Student Success Center provides individualized consultations. Students can make an appointment by calling 217-581-6696.

Also, find information on the 30 Minutes Workshops that they offer [on their website](#).

EIU Departmental Tutoring

EIU is dedicated to help students obtain quality tutoring for the majority of undergraduate courses. Individual tutoring, as well as small group tutoring consisting of 2-4 students per group, is available each semester in many undergraduate courses.

Tutors, hired for both their knowledge and ability to communicate, work with students to identify problem areas and misconceptions about the course material, provide frequent feedback, and work towards creating self-motivated, independent students. Tutoring staff and scheduling is managed within each academic department. If you have questions or concerns about the schedule, please contact the academic department. You can also find their [Tutoring schedule](#).

Knack Peer Tutoring & Mentoring

EIU has partnered with [Knack](#) — a platform enabling EIU students to schedule course-specific peer tutoring and mentoring services. Knack Tutors are fellow students who have previously excelled in the courses they offer assistance for. This tutoring is completely free and sessions can take place in-person or online. Students can create an account with their EIU email address at eiu.joinknack.com.

Writing Center

The [EIU's Writing Center](#) is located in 3110 Coleman Hall. This free service provides one-to-one conferences with writing center consultants who can help students with brainstorming, organizing, developing support, documenting their papers, and working with sentence-level concerns. The writing center is open to help any student from any major at any stage of his or her writing process, and its system of one-to-one conferences demonstrates value and respect for individual writers, all of whom can benefit from feedback about their works in progress.

Student Success Resources, cont.

EIU Campus Food Pantry

The EIU [Campus Food Pantry](#) is a means to support students and the campus community by alleviating barriers to consistent, adequate, and healthful food. To meet the needs of our campus community, the EIU Campus Food Pantry is rooted in the core ideal that Panthers protect Panthers. It is maintained and sustained by members of the EIU students, staff, and faculty, and reflective of the University's mission to nurture diversity and inclusion within a student-centered campus culture. Students and staff only need to bring their EIU Panther Card to receive support. No income or financial data will be asked for. For more information and current hours of operation, visit the [Office of Civic Engagement and Volunteerism](#).

Booth Library

[Booth Library](#) is at the center of campus and offers assistance with research, subject expert help, private study rooms, and home to the Center for Student Innovation. The library provides online access to books, high quality e-books, scholarly articles, and research databases.

Subject experts are available by contacting the Booth Library Research Help Librarians.

Faculty, staff, and students can call 581-6072, or [connect with a librarian](#) online.

You can also reach the Research Help desk, [explore library resources](#), or search the library directly from D2L.

Academic Integrity

All students are expected to complete their own independent work. Students are expected to maintain principles of academic integrity and conduct as defined in [EIU's Code of Conduct](#).

Violations could be reported to the Office of Student Standards. These policies include cheating, fabrication, falsification and forgery, multiple submissions, plagiarism, complicity to such acts, computer misuse, and classroom disruptions. Students are responsible for their own work, the quality of their work, and the validity of their work. Any violation of academic integrity is serious and, if founded, could result in failing the assignment or the course as a whole.

Technology Resources

The [Center for Student Innovation \(CSI\)](#) is located on the lower level of Booth Library, in the Atrium. Technology is available for checkout for students with a valid Panther Card. Items available include laptop computers, Wi-Fi hotspots, digital camera kits, webcams and speakers, and a sewing machine, all for limited checkout periods. Other items for use in the CSI (but not for checkout) include: podcast equipment, 3D printers, a Cricut cutting machine, and virtual reality (VR) equipment.

Contact the CSI by email at csi@eiu.edu or call 217-581-6073.

Technical Support Help for Students

Contact: EIU User Services Phone: 217-581-4357 Email: support@eiu.edu

D2L Brightspace Support (provided by D2L) Phone: 1-877-325-7778 (toll free) Email: Click [here](#) to submit an issue via email.

Note: D2L provides support for USING D2L Brightspace only. For login and other issues, contact EIU User Services listed above.

D2L Brightspace [Tutorials for Students](#)

Faculty Development and Innovation Center

Visit the FDIC - 1105 Booth Library

The Faculty Development and Innovation Center is located in Booth Library, Suite 1105, at the North End of the ground floor. When entering the library from the north doors, turn immediately right, and then right again and come down the stairs; our office is located at the bottom of the stairs.

Effective professional development enables educators to develop the knowledge and skills they need to address students' learning challenges. To be effective, professional development requires thoughtful planning followed by careful implementation with feedback to ensure it responds to educators' learning needs.

The FDIC provides multiple ways to develop and improve your teaching, research, and creative activities: workshops, webinars, online teaching certifications, fellowships, professional conference attendance directly related to teaching or your primary duties, attendance at professional development activities, classroom observations and visitations, and more.

- **Workshops and Webinars**

Faculty are encouraged to participate in workshops and webinars offered by the FDIC. Various topics are covered throughout each semester including online education technology, student engagement activities, training for use of the Center for Student Innovation, faculty evaluation procedures, self-care and mindfulness. Several guests from across EIU academic are also invited to share their experiences.

For workshop descriptions and registration, please visit [Go Sign Me Up](#).

- **Faculty Learning Communities**

A Faculty Learning Community is a peer-led group of faculty members (6-12 in number) who engage in active, collaborative programming, with a curriculum structured to provide encouragement, support, and reflection on teaching and learning.

FLCs that are facilitated well encourage professional development and the scholarship of teaching and learning, which leads to more-engaged participation by faculty in the broader campus community. Sharing common teaching and learning experiences also breaks down discipline-specific boundaries, and promotes interdisciplinary projects and programs, and advance of the quality of teaching. The successes from FLCs are not only measured in learning outcomes, but also in the caliber of faculty relationships and culture.

The Active Learning FLC is a hallmark program for the FDIC. This FLC focuses on *developing* a cohort of active learning leaders to train, support, and empower other EIU faculty interested in active learning; *identifying* methods to use in active learning spaces in teaching and learning at EIU; and to *present* activities that reflect the principles of growth, innovation, and creativity for students *and* instructors.

If you are interested in an FLC, or have an idea for an FLC topic, please contact [Michael Gillespie](#), Director of the Faculty Development and Innovation Center @ EIU.

To register to a workshop, please visit [Go Sign Me Up](#).



- **FDIP**

The FDIP is the official podcast of the FDIC. Your hosts are Dr. Michael Gillespie, Director, and Kim Ervin, Instructional Designer with the FDIC. This podcast is to promote teaching excellence through the sharing of information related to instructional design, teaching strategies, and innovation. This podcast offers actionable steps to implement in your courses for the benefit of teaching and learning.

You can listen to the FDIP on the [FDIC website](#), [Spotify](#), and [RSS.com](#)

- **FDIC Infographic Project**

The [FDIC Infographic Project](#) is curating information and resources for faculty in the form of visual images to represent information or data. This project is ongoing and we are open to suggestions on topics and content as we build this repository. Please contact us by email (fdic@eiu.edu) with ideas and suggestions.

- **Excellence in Online Instruction**

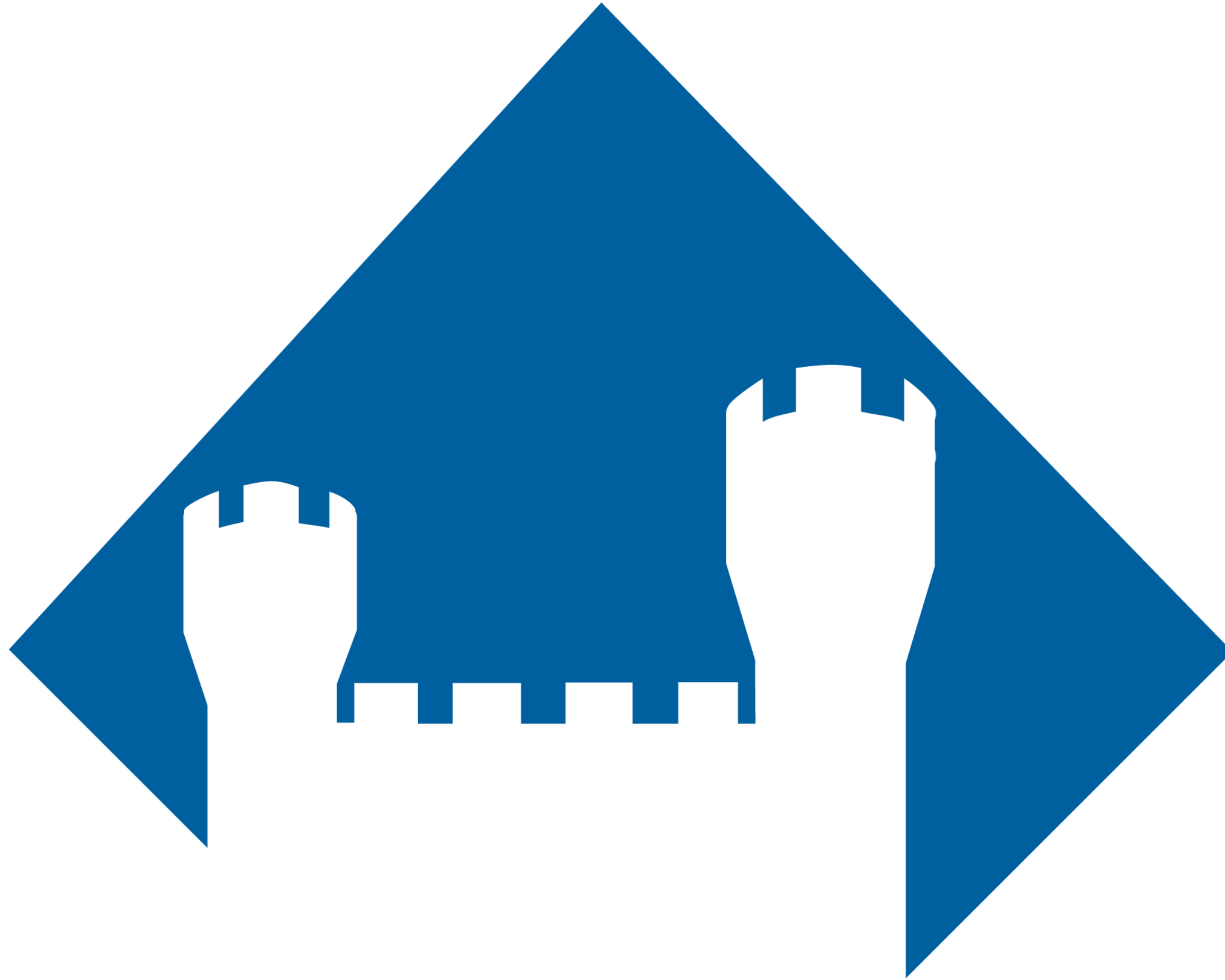
[Excellence in Online Instruction](#) is a suite of certification courses and resources available to EIU faculty to provide professional development opportunities to engage with best practices in online course development, design, and pedagogy. There are several pathways to access and complete these courses and access their resources. This [Pathways to Excellence in Online Instruction](#) chart details where to begin depending on an individual's previous training and certifications.

The Excellence in Online Instruction suite of programs include [Online Course Development](#), the [Online Teaching Certificate](#), and the [Quality Online Course Certification](#).

- **Instructional Technology Support and Training**

The FDIC provides support and training for the suite of [instructional technologies available to faculty at EIU](#). Our Instructional Support and Training Specialists are available for one-on-one, small group, and departmental training and assistance. For support, please email fdic_help@eiu.edu.





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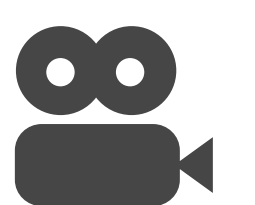


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