

Eastern Illinois University



EIYOU

New Faculty Orientation 2022

New Faculty Handbook

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



Contents

About EIU	3
FDIC Mission	3
University Highlights	4
Quality Initiative	4
We are EIYOU	5
What I Wish I Knew...	6
Faculty to Faculty Mentoring Program	7
Getting Ready for Your Semester	8
Human Resources	9
Internal Governing Policies	10
Supporting Students	12
Academic Student Success Resources	13
Faculty Development and Innovation Center	15
Contact Information	17

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: The 2018 national average for graduation rate was 44 percent. Eastern’s 2021 graduation rate was 7 percent higher than the 2018 national average at 51 percent. Eastern’s 2021 retention rate was 73 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 389 full-time faculty members, Eastern offers a 1:14 faculty-student ratio.

STUDENT ORGANIZATIONS: Approximately 101 recognized student organizations are offered on Eastern’s campus.

Race/Ethnicity:	Number - Percentage		Enrollment by College	2021
American Indian/Alaska Native:	10	0.12	Business & Technology	1,252
Black or African American:	1,106	12.85	Education	1,308
Asian:	300	3.48	Health & Human Services	1,006
Hispanic/Latino:	1,161	13.49	Liberal Arts & Sciences	2,622
Two or more races:	184	2.14	Other	2,420
Pacific Islander:	7	0.08	TOTAL	8,608
White:	5,054	58.71		
International:	399	4.63		
Unclassified:	387	4.50		
TOTAL	8,608	100		

For more highlights and facts about EIU, please find the [EIU Fact Book 2021](#).

Quality Initiative – Diversifying Faculty & Staff

Executive Summary

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.

Introduction

In summer of 2020, the Higher Learning Commission (HLC) approved EIU’s Quality Initiative Proposal titled “Diversifying Eastern Faculty and Staff for Student Success.” In this strategic plan, the phrase “people of color” refers to members of minoritized racial and ethnic groups who are statistically underrepresented on our campus. It is here acknowledged that the terminology does not capture the very different cultures and lived experiences among these groups. It also does not encompass the many other forms of diversity that deserve attention, such as (though not limited to) gender and sexual identity, religion, and physical and cognitive ability—identities that often intersect with racial and ethnic identities. This plan focuses on faculty and staff of color because these identities are most visible on campus and they represent a form of diversity that we can track using federally mandated data collection. 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

“When I interviewed, EIU’s motto was big enough to matter and small enough to care, which still exemplifies our campus. Our students, from their first class, are taught by professors who’re paid for teaching excellence. Colleagues and friends at other institutions—even those at large, research-heavy institutions—are envious of the numerous teaching, research, and mentoring grants and awards offered here. Look in EIU’s contract or on our homepage for info about CFR, ACA, PAI, and Redden Grants! Our contract creates these opportunities for EIU faculty to put their best foot forward.”

Jay Bickford, Professor (of Social Studies Education), Teaching, Learning, and Foundations

“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, Assistant 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

“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 Mentoring Program

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.

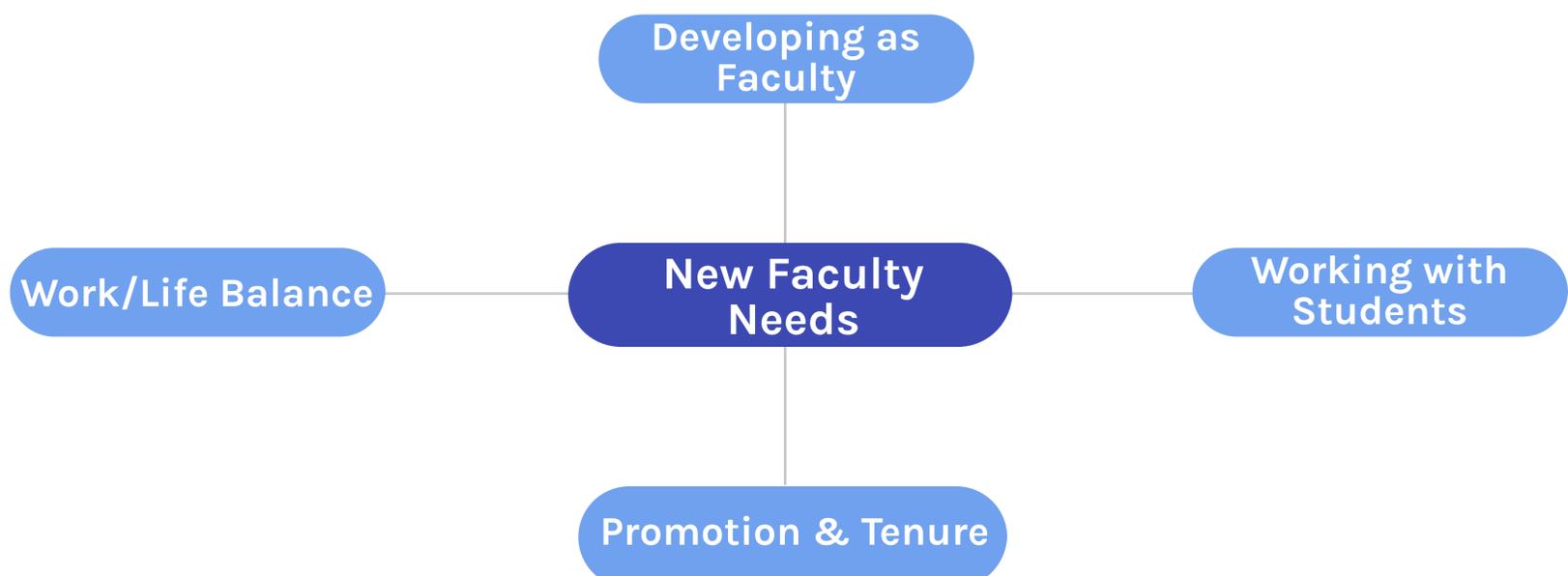
The goals of the Faculty-to-Faculty Mentoring Program are to:

- 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 biweekly 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.



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 [Flexible Teaching Tips](#) and an [Assessment Strategies Toolkit](#)
- Order textbooks: EIU [Textbook Rental System](#) and [Faculty Resources](#); 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 ITS and FDIC staff: Phone: 217-581-4357 or Email: support@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 [Office of Student Accountability and Support](#) 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

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

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, 217-5812899.

Requests for keys to academic or administrative areas, desks and cabinets are processed through the Keys Department. Keys can be issued from or returned to Central Stores (the East building of the Facilities Planning & Management complex) Office hours are 8am-3:30pm, Monday through Friday.

- **Panther Card Office**

Come to the Panther Card Office to obtain your new ID.

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>.

Alcoholic Beverages, Sale, Serving and Consumption

Alcoholic liquors may be delivered to and sold at any facility in which conference and convention-type activities take place belonging to or under control of any State University.

Also, for more information about this University policy, <https://www.eiu.edu/auditing/igp/150>

Drug and Alcohol Abuse

Disciplinary actions may be taken by the University for [drug and alcohol abuse](#). Sources of information regarding the adverse effects of drug and alcohol abuse, counseling and rehabilitation services are available.

- **Academic Affairs**

Class Attendance

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

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.

University-Wide Student Surveys

All [student surveys](#) that utilize scheduled class time in more than one college must be approved by the Provost at least 14 days in advance of the administration of such surveys. They should be approved in advance by the appropriate dean and departmental surveys should be approved in advance by the appropriate chair.

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.

Use of Materials Protected by Copyright

The [use of materials policy](#) of Eastern Illinois University is to respect the intellectual property of others.

Responsible Conduct of Research

EIU intends to create an institutional climate that favors [responsible conduct of research \(RCR\)](#).

Financial Administration of Grants

Responsible use of grant funds requires that Eastern implement financial policies that comply with all relevant regulations. For more information about this policy, click [here](#).

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.
- [Student Disability Services](#) 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 [Office of Student Accountability and Support](#) 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 [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.

Academic 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 Disabilities:

If a student has a documented disability and in need of accommodations to fully participate in class, please contact [Student Disability Services \(SDS\)](#). All accommodations must be approved through SDS. 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.

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.

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](#).

- **Recommended Best Practices for Flexible Teaching**

- . [Asynchronous Online Teaching](#)
- . [Synchronous Online Teaching](#)
- . [Socially Distanced Face-to-Face Teaching](#)
- . [Mixed Modalities](#)

- **Online Course Development institute**

The Online Course Development Institute was established to provide faculty at Eastern Illinois University a professional development opportunity to experience best practices in online teaching and guidance in quality online course development. The OCDi is for EIU faculty developing or redesigning an online course and teaching online for the first time at EIU.

The goal of the OCDi is to provide faculty with suggested guidelines and training necessary to develop a quality online course, which will enhance the online teaching and learning experiences of both faculty and students, and encourage effective engagement and collaboration in the online environment.

Registration on Go Sign Me Up is open to anyone preparing to teach an online course at EIU.

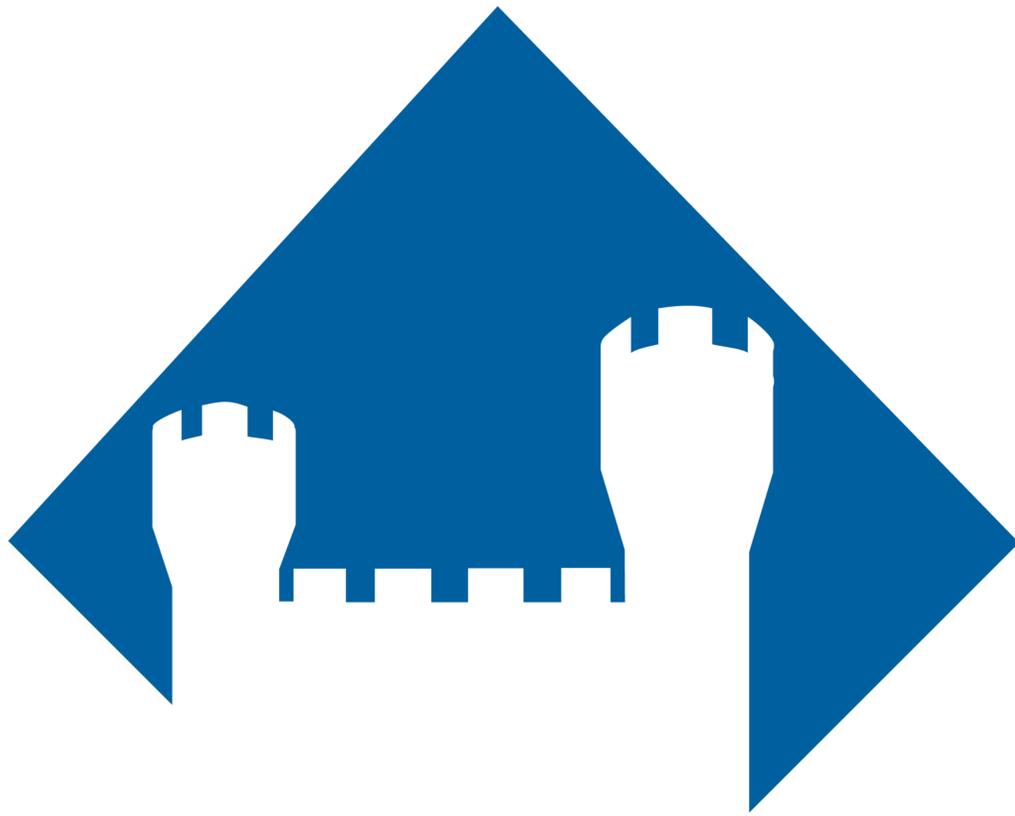
- **Quality Online Courses & Quality Hybrid Course**

The FDIC recognizes the hard work and dedication of EIU faculty for their excellence in online education and quality online course design.

To recognize these efforts, the FDIC will award certificates for quality online and hybrid courses. Certificates will be awarded based on an internal course review using the Quality Matters Higher Education Rubric. Many faculty have already engaged with most of these standards in creating a course through the OCDi (Online Course Development institute). The FDIC is offering this certification process as a way to help faculty improve their course design with an eye to student success. Consultations and guides will be provided to help insure faculty success in the certification process.

EIU faculty interested in more information about the application process and the Quality Matters Higher Education Rubric should submit the QOC Inquiry Form.





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