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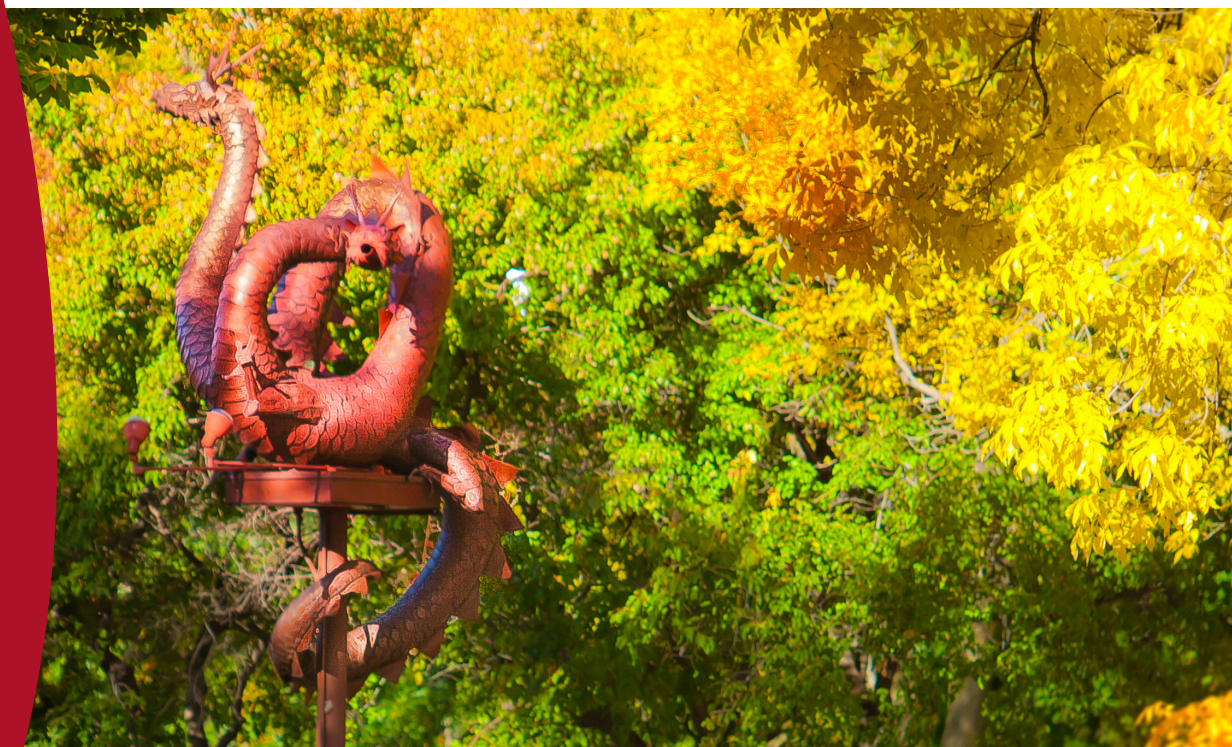
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New Faculty
HANDBOOK

MINNESOTA STATE UNIVERSITY MOORHEAD | **2019-2020**



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Chapter 1: University Organization and Leadership

MINNESOTA STATE

Minnesota State University Moorhead (MSUM) is a member of the [Minnesota State](#) system of 31 two-year colleges and four-year universities. The Minnesota State system is governed by a 15-member Board of Trustees appointed by the governor; the system's chancellor serves as the system president; each of the system's colleges and universities is headed by a president serving as the institution's chief executive officer who reports to the chancellor.

MINNESOTA STATE UNIVERSITY MOORHEAD (MSUM)

Accreditation

MSUM is accredited by the Higher Learning Commission (HLC). [Several programs are accredited by outside agencies.](#)

Mission Statement

Minnesota State University Moorhead is a caring community promising all students the opportunity to discover their passions, the rigor to develop intellectually and the versatility to shape a changing world.

Vision Statement

Minnesota State University Moorhead will be a welcoming educational community that offers rigorous courses of study and places high expectations upon its students. Our strong commitment to faculty-mentored undergraduate research and intellectual growth will provide students with continual opportunities for personal and professional achievement. MSUM will continue to foster an environment that encourages students to become versatile, thoughtful, innovative, and engaged leaders who contribute to their professions and their communities.

MSUM values diversity and mutual respect and will strive to instill these ideals throughout the institution. MSUM honors its heritage as a respected, student-focused, public university and will continue to enhance our students' lives at the same time that it contributes to the community and the region. MSUM will offer graduate and professional programs that contribute to the state and region through increased collaboration with local and state business, industry, and human services to assure optimal preparation of graduates.

Minnesota State University Moorhead will build upon a solid foundation of high quality teaching and learning as it commits to a future as the premier liberal arts and sciences-based university in the region.

[Click here for further details of our vision.](#)

MSUM LEADERSHIP

[Dr. Anne Blackhurst is the President](#) of Minnesota State University Moorhead (MSUM). The President works together with members of the [President's Cabinet](#):

- Brenda Amenson-Hill, Vice President for Enrollment Management and Student Affairs
- Donna Brown, Chief Diversity Officer
- Gary Haugo, Vice President for University Advancement
- Dan Heckaman, Chief Information Officer
- Ann Hiedeman, Chief Human Resources Officer
- Jean Hollaar, Vice President of Finance and Administration
- Doug Peters, Director of Athletics
- David Wahlberg, Executive Director for Communications and Marketing & Communications
- Marsha Weber, Interim Vice President for Academic Affairs

The President is also served by a [President's Administrative Council](#) which is comprised of the President's Cabinet team as well as:

- Jeff Bodwin, Dean, College of Science, Health and the Environment
- Randy Cagle, Dean, College of Humanities and Social Sciences
- Denise Gorsline, Interim Dean, College of Business and Innovation
- Kara Gravley-Stack, Dean of Students
- Michael Harwood, Associate Vice President for Student Success
- Lisa Karch, Interim Dean, Graduate and Extended Learning
- Earnest Lamb, Dean, College of Arts, Media and Communication
- Ok-Hee Lee, Dean, College of Education and Human Services
- Karen Lester, University Comptroller
- Chad Markuson, Associate Athletics Director
- Pam McGee, Interim Assistant Vice President for Academic Innovation and Engagement
- Kathleen McNabb, Assistant to the President
- Ryan Nelson, Director of Public Safety

University Organization

Campus organizational charts are on the [Human Resources](#) website.

Academic Organization

MSUM is organized into five colleges (see Appendix B).

Each faculty is a member of a particular department (or departments). Most departments are affiliated with one of five colleges. Faculty within each college report to the dean of that college. The Inter Faculty Organization (IFO) Agreement between the Minnesota State Colleges and Universities Board of Trustees and the Inter Faculty Organization (IFO) on the Human Resources website contains additional contractual information regarding departments.

Academic departments also have a chair (or co-chairs) appointed for a specific term.

Contact information for academic leadership and support staff is in Appendix B. The duties of a chair are detailed in the Inter-Faculty Organization (IFO) Master Agreement on the [Human Resources](#) website.

Directory

Click here for a searchable [campus online directory](#) of departments and individuals.

Chapter 2: Labor Relations

Contracts with bargaining units are provided at the [Human Resources](#) site.

Chapter 3: Academic Calendars and Schedules

Schedules for Faculty Duty Days, Semesters, Final Examinations, and Summer Sessions are available on the [Office of the Registrar](#) website.

Chapter 4: Academic Policies and Procedures

MINNESOTA STATE

Minnesota State University Moorhead is one of the 4-year universities and 2-year colleges that comprise the [Minnesota State](https://minnstate.edu/) <https://minnstate.edu/> system. The Minnesota State governing board has posted [Board Policies and System Procedures](#) on the system website.

All faculty and staff are expected to review the [Minnesota State Board Policies and Procedures](#), especially the following:

- 1B.0.1 Reasonable Accommodations in Employment
- 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education
- 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution
- 1B.4 Access and Accommodation for Individuals with Disabilities
- 1C.1 Code of Employee Code of Conduct
- 4.10 Nepotism

MSUM POLICIES AND PROCEDURES

The University Policies Committee reviews and approves University policies and procedures. A list of current campus policies—and those under review—are on the [Policies and Procedures site](#).

All faculty and staff are expected to review the following MSUM policies and complete any required training completion documentation:

- Sexual Violence Policy (required completion of Sexual Harassment Prevention Training)
- Student Conduct Policy
- Course Syllabus Policy
- Zero Tolerance of Workplace Violence Policy and Plan
- Family Education Rights and Privacy Act (FERPA)

COMMITTEES

The [Committees](#) site includes the Policy for Committee Structure and a list of MSUM Committees (and current membership). Faculty appointments/elections to University Committees are made by the Faculty Association.

Chapter 5: Resources

INSTRUCTIONAL RESOURCES

Academic Support Center (ASC)

The ASC offers advising, academic counseling, tutoring, and testing for students. The ASC website offers a reference guide for faculty advisors.

- **Advising:** Contact Director of the Academic Support Center (FR 154; 218.477.5949).
- **Academic Counseling:** Contact Troy Schmidt, Coordinator of Academic Intervention (FR 154; 218.477.2247 troy.schmidt@mnstate.edu)
- **Academic Tutoring:** Tutor availability is posted at <https://www.mnstate.edu/asc/tutoring.aspx>.
- **Testing:** Placement information is posted at <https://www.mnstate.edu/asc/placement-testing.aspx>. Contact 218.477.4318.
- **Test Administration:** Contact Director of the Academic Support Center (FR 154; 218.477.5949).

Accessibility Resources

Accessibility Resources recommends that all University faculty use the following statement on their course syllabi to inform students of the faculty member's willingness to provide reasonable accommodations.

ACCESSIBILITY:

Minnesota State University Moorhead is committed to providing equitable access to learning opportunities for all students and strives to make courses inclusive and accessible in accordance with sections 504 and 508 of the 1973 Rehabilitation Act and the Americans with Disabilities Act. The University will make reasonable accommodations for students with documented disabilities. Accessibility Resources (AR) is the campus office that collaborates with students in need of special accommodations and assists in arranging reasonable accommodations.

If you have, or think you may have, a disability (e.g. mental health, attentional, learning, chronic health, sensory or physical):

- Please contact Accessibility Resources at (218) 477-4318 (V) or (800) 627.3529 (MRS/TTY) for more information, or stop by the AR office inside the Academic Support Center in Flora Frick Hall.
- If you are already registered with Accessibility Resources and have questions or concerns regarding your current Accommodation Letter, please contact Kari Klettke, Director, at: kari.klettke@mnstate.edu or 218-477-5859.
- Additional information is available on the AR website: <http://www.mnstate.edu/accessibility>

The complete [Course Syllabus Policy](#) is on the University's Policies and Procedures website.

The [Accessibility Resources](#) website contains information on how students can apply for services, and a

variety of faculty resources including examples of academic accommodations.

Contact Kari Klettke, Director of Accessibility Resources (FR 154C; 218.477.4318; kari.klettke@mnstate.edu).

Bookstore

The MSUM Bookstore helps faculty order textbooks, or obtain desk copies of potential textbooks.

Faculty Development Center

The Faculty Development Center is located on the north side of the Livingston Lord Library, and serves as a gathering, professional development, and collaborative space for faculty. Faculty can enter the space using their faculty identification card. The Center offers many faculty professional development opportunities throughout the year. During the academic year, weekly emails are sent to faculty listing upcoming events/seminars.

Contact Nathan Clarke, Director of the Faculty Development Center (LI 126; 218.477.2670; facdev@mnstate.edu).

Financial Aid

Federal regulations require colleges and universities to monitor attendance for financial aid recipients, and determine the last day of class attendance (LDA) for students who fail a course or withdraw from all courses in a given semester. This date can have significant financial ramifications for a student and the University. There are three attendance options when working with the Last Day of Attendance. A detailed explanation of the options, criteria, and process for entering the information is posted on the [eServices](#) website (Instructions for Faculty).

Graduate Studies

The [Graduate Studies Office](#) assists prospective graduate students in the application process. The GSO interprets and maintains graduate policy, monitors the progress of graduate students, and assists the graduate programs with marketing and promotion of graduate education.

Information Technology (IT) & Instructional Technology Services (ITS)

Information Technology staff help faculty with computer set-up and repairs, computer labs, classroom technical systems, e-mail, equipment purchasing, e-services (MSUM's online registration service), ID cards (photo identification cards), instructional software, listserves, lynda.com tutorials, phone system, printers, projectors, Scantrons, speech recognition software, and wireless access.

Contact IT Help Desk (support@mnstate.edu; 218.477.2603).

Office of Online Learning. Staff provide training and technical support for faculty for a wide variety of instructional products/resources (ex: accessibility, adaptive technologies, D2L Brightspace, Microsoft Office products, Web Conferencing, Qualtrics, Panopto, Respondus, SoftChalk Create, Wikispace, Wimba, and Wordpress).

Contact (support@mnstate.edu; 218.477.2603; LI 203).

Institutional Review Board (IRB)

The IRB is a compliance committee designated by MSUM to protect the welfare of human subjects recruited to participate in research. Research activities involving human subjects must have the IRB's prior approval. Detailed information regarding the research application/approval process and timeline is on the IRB website.

Contact Dr. Lisa Karch, Chair of the IRB (CB 115; lisa.karch@mnstate.edu; 218.477.2699).

Library

The Livingston Lord Library contacts and hours of operation (varies during the academic year) are posted on the [Library website](#). The library faculty/staff can help you (and your students) with a wide variety of teaching/learning services including research, course support materials, distance-education resources, eReserves, interlibrary loans, print reserves, media requests, and book purchase requests.

Registrar's Office

Contact registrar@mnstate.edu or call 218-477-2565 (8-4:30 Monday-Friday).

The [Registrar's Office](#) website contains information regarding bulletins, Eservices, calendars, degree audit reports (DARS), forms, grades and transcripts, graduation checklists, program offerings, course registration, student residency and reciprocity, testing and placement, transfer and returning student procedures, veteran's affairs information, and requirements for writing-intensive courses.

ADMINISTRATIVE RESOURCES

Human Resources (HR)

The [Human Resources](#) website includes information for new and current faculty including:

Benefits plans and providers (medical and dental) and dependent information change forms	New employee forms
Direct deposit information	Organizational charts
Disability insurance and benefits	Policies
Employee assistance programs	Reciprocity
Employee information change	Retirement planning
Employee self-service website instructions	Supervisor resources
ETimesheets	Training opportunities
Family Medical Leave (FMLA)	Travel assistance
Health Reimbursement Accounts	W-4 forms
Holiday calendars (by bargaining agreement)	Weather closure policies
Insurance carrier contact information	Will preparation services
Labor relations and bargaining unit contracts	Work areas and seniority rosters
Long-term care insurance	Worker's compensation and work-related injuries

Faculty/staff may also contact Human Resources at hr@mnstate.edu or 218-477-2157 with questions.

Athletics

A complete schedule of men's and women's sports and events is posted on the [Dragon Athletics website](#).

Alumni Foundation

The [Alumni Foundation](#) works to maintain and build relationships with MSUM graduates and potential donors. [MSU Moorhead alumni leaders](#) excel in countless professions – from art and journalism to

business and teaching and many others. Many are quiet leaders encouraging others; some are visible leaders advocating change in their respective industries. We proudly recognize their contributions and meaningful impact in their careers and communities. Funds donated to the Foundation support student scholarships and the educational experience of MSUM students. [Faculty and staff may contribute through direct donations or payroll deduction.](#)

Business Services

[Business Services](#) manages a broad scope of fiscal responsibilities for the University. Services provided for faculty and staff include payroll, travel (policies/authorization/expense, reimbursements), purchasing cards (P-cards), check requests, fiscal reporting, and contracts.

The Business Services staff work with students regarding tuition payments/reimbursement/collections, loan disbursements, and private scholarship payments.

Dining and Catering (Sodexo)

The campus offers several options for on-campus dining—all available to faculty, staff, and students.

- Kise Commons (open during the academic year)
- Dragon Café
- Comstock Memorial Union (Sub Connection, WoW Café, Wholly Habaneros, Simply To Go, Jamba Juice, and the Comstock Convenience Store)

[Catering services](#) are available for campus receptions, parties, and special events. Please note that any food purchased for such events usually requires prior approval (see Business Office website for applicable policies/requirements).

Dragon Digest

[Dragon Digest](#) is the campus e-newsletter. Faculty/staff must subscribe to the newsletter to activate a subscription, and may submit announcements and event information regarding their department directly to the Dragon Digest editor.

Early Childhood Center

The [Early Childhood Center](#) offers on-campus educational opportunities for young children of MSUM students, MSUM faculty/staff, and the general public. Program information, schedules, application forms, and fee information are available on the Early Childhood Center website.

MSUM Apparel, Gear and Gifts

If your wardrobe or office needs a “Dragon” makeover, shop the [MSUM Bookstore](#) for a wide selection of apparel (for adults and children) and MSUM imprinted gifts.

Performing Arts

Students and faculty from the School of Performing Arts present numerous theatrical and musical performances throughout the academic year. In addition, the campus hosts the regionally acclaimed [Straw Hat Players](#) summer theatre series, and features national artists in the [Performing Arts Series](#). Performance tickets can be [ordered online](#).

Public Safety (Keys and Parking)

[Public Safety](#) oversees the safety of our campus and manages [Parking](#) and [Key/Card Access](#).

To request a key—or key card—for access to your office and necessary campus buildings, [complete an online request form](#).

All campus parking lots require a parking permit (or are metered for short-term parking). [The permit application form is posted on the Parking/Public Safety website.](#) Permits must be renewed each year.

[A parking lot map is posted on the MSUM website.](#)

Repairs

The Physical Plant staff are available to help with repairs and maintenance issues. [A work order/request can be submitted online.](#)

Russell and Ann Gerdin Wellness Center

The [Gerdin Wellness Center](#) offers memberships for students, faculty and staff. In addition to the excellent exercise facilities and group fitness classes, the center also offers, personal training, dietician services, and massage services.

Scheduling Rooms

Classrooms are assigned prior to the beginning of each semester. Faculty/staff may also request a room for a particular event (ex: special presentation, class event, award ceremonies) online at [Schedule Searching and Requests.](#)

Student Conduct Issues

Students are expected to abide by the [Student Conduct Code](#) and the policies and procedures listed in the [Student Handbook](#). If violations of those policies occur, or student conduct creates a problematic situation, faculty may contact Ashley Atteberry, MSUM Judicial Officer, in the [Office of Student Conduct and Resolution](#) at ashley.atteberry@mnstate.edu or 218-477-2174.

Vehicles (MSUM Car/Van Fleet)

MSUM has a fleet of cars and vans that may be used by faculty for University-related purposes. Drivers must be pre-authorized (plan your requests in advance). Expenses related to that use will be charged to the faculty's department. Vehicle policies and information about placing requests are available online at [Scheduling Services.](#)

STUDENT SERVICES & RESOURCES

Academic Support Center

The [Academic Support Center](#) (ASC) offers advising, academic counseling, tutoring, and testing for students. Students are expected to achieve and maintain satisfactory academic progress. If a student's grade do not reflect that progress, they may be placed on [Academic Probation or Academic Suspension](#) and must work with the Academic Support Center to remedy the situation. Faculty can contact the ASC staff if they have questions or concerns about a student that appears to be struggling academically.

Accessibility Resources

The [Accessibility Resources](#) website contains information on disability services available to students. If you suspect a student may have a disability which may be negatively affecting their ability to learn, contact Kari Klettke, Director of Accessibility Services at kari.klettke@mnstate.edu or 218-477-4318

Admissions

A prospective student's first contact with MSUM is often through [Admissions](#). Admissions hosts a number of orientation and registration activities (Dragon Days) throughout the year. If a prospective

student expresses an interest in a particular academic area, the Admissions staff may contact a faculty member in that area to schedule a meeting with the prospect.

Advocate, The

[The Advocate](#) is the student-run campus newspaper.

Business Services

[Business Services](#) assists students with tuition payments/refunds, reciprocity, and university-related travel authorizations. Students may visit Business Services in Owens Hall 106, email questions to bsnservices@mnstate.edu, or call 218-477-2221 for assistance.

Career Development Center

The [Career Development Center](#) offers career exploration and job search guidance for MSUM students. The Center also coordinates on-campus student employment and lists off-campus employment opportunities submitted by regional employers.

Financial Aid

The [Office of Scholarship and Financial Aid](#) assists students with scholarships, grants, and loans. Over \$60 million dollars of assistance are distributed each year to MSUM students. More than 85% of MSUM degree-seeking students receive some form of financial aid assistance.

First Year Programs

[First Year Programs](#) coordinates the new student Dragon Welcome Week activities and provides resources and services to help students establish and maintain educational, personal, and social success at MSU Moorhead (such as Dragons After Dark).

Graduate Studies

The [Graduate Studies Office](#) assists prospective graduate students in the application process. The GSO interprets and maintains graduate policy, monitors the progress of graduate students, and assists the graduate programs with marketing and promotion of graduate education.

Counseling Services/CARE Team

[MSUM Counseling Services](#) offers students treatment for general medical needs and chronic health issues, pharmacy services, immunizations, and counseling services (including dating/domestic violence counseling, grief support groups, and sexual assault response/counseling).

[MSUM's CARE Team](#) provides faculty, staff and students a resource to contact if they have concerns about a student's health. However, if you suspect a student is in immediate danger to themselves or others, contact MSUM Public Safety (218-477-2449), or the Moorhead Police (911).

For additional information about the health services available for students, contact Hendrix Health (218-477-2211)

Housing

MSUM has the capacity to house 1900 students on campus. Typically, 83-85% of campus housing residents are first-year students. Information regarding the application process, campus housing options, rates, dining services, and learning communities is available on the [Housing website](#).

Intramural and Club Sports

[Intramural and Club Sports](#) coordinates more than 30 sports groups for students.

Learning Communities

MSUM offers [18 Learning Communities](#) which new students can join to increase their potential academic success by building closer connections to their peers, campus faculty, and guidance/mentoring resources. Learning Community participants are grouped with others in their major area. Those groups then share a number of common/core classes for that major. As on-campus housing space permits, participating students are housed in designated campus housing areas for each Learning Community.

Office of Student Activities

The [Office of Student Activities](#) manages student organizations and clubs, and coordinates/plans campus student activities. The OAS website includes a list of all student campus organizations and clubs (90+), and upcoming student activities/events.

Registrar's Office

The [Registrar's Office](#) is available to help students from their first registration through to graduation. Students may visit the Registrar's Office, email registrar@mnstate.edu, or call 218-477-2565 for assistance or with questions.

Veteran's Resource Center

The [Veteran's Resource Center](#) provides counseling, GI Bill certifications, tutorial assistance, and is concerned with recruiting veterans and veterans' dependents. Student veterans may be eligible for disability services, personal counseling, and/or tutorial assistance. Student veterans can visit the Center in Flora Frick 149 or call 218-477-2080 for more information.

Appendix A. Where Do I Start?

ORIENTATION

The Faculty Development Center provides an orientation for new faculty at the beginning of Fall Semester. The orientation schedule has allotted time for department meetings. A Welcome Week schedule will be included in an orientation packet mailed to you in late July. The schedule is also posted on the [Academic Affairs](#) website.

IDENTIFICATION

Dragon/Tech ID Card: After you receive a Tech/Dragon ID, you will need to get a Dragon Card (MSUM photo identification card). Cards are available at the Information Technology (I.T.) Help Desk in the Livingston Lord Library.

StarID: A Star ID is necessary to access many campus (and MN State College and University System) functions, and can be requested through the [Information Technology website](#).

Name Badges: [Name badges are ordered online](#). You will need your StarID, and an account number from your chair or department office manager before you place your order.

Business Cards: Full-time/Probationary faculty will be provided MSUM Business Cards at the department's expense. The department's office manager will order these when you have been assigned an office number and phone.

OFFICE MATTERS

Keys: The department office manager or chair will notify the key office of which keys you will need and also have them activate your Dragon Card for card access to the building your office is assigned to and any other building you may be teaching in. You need to order your key(s) online at the [Public Safety Key and Card Access website](#). You will be notified by email when your keys are ready to pick up. The Public Safety Office is located at on the corner of 9th Ave. S. and 17th St. S.

Telephone

- Dial 9 to access an outside line for all off-campus calls.
- Dial the last four digits of the extension for on-campus calls.
- Detailed phone features information is available on the [Information Technology website](#).

Email: You will receive an email address after your signed contract is returned to the Human Resource office and after you have been assigned a Tech ID (also known as Dragon ID) number.

Computer: Once you have a Tech ID number, a computer will be prepared for you to pick up at the Information Technology (IT) Help Desk (in the Livingston Lord Library). Your department chair or department office manager can help you with the ordering process, or you can contact [Information Technology](#) to place your order. You will need to specify if you are a PC or a MAC user.

Computer Problems: Email the [Information Technology Help Desk](#) if you have computer issues. Indicate whether your problem is PC or MAC related, and what type of problem you are having. You may also call the Help Desk at 218.477.2603.

Mail: You will be assigned a mail box in your department's office. Each department determines a schedule for delivering and collecting mail to/from the campus post office. The campus post office offers a wide range of postal services commonly provided by U.S. Post Office contract-stations.

Photocopying/Printing: Most faculty computers are networked directly to one or more printers. In addition, faculty/staff can print to other locations on campus, and retrieve printed documents from printers throughout campus. Once you are on campus and have your computer, contact the [Information Technology Help Desk](#) to arrange printing options and/or receive training.

Work Orders: The department office manager can help you submit work requests for repairs or maintenance issues. Such requests can also be submitted directly to the [Physical Plant](#) via their website.

Office Supplies: Office supplies are kept in the main office storage/copy room cupboards in your department. Please let the department office manager know if there are particular supplies you need.

DEPARTMENT MATTERS

Department Meetings: Departments may determine how often they meet and their process for conducting departmental business within the parameters defined in Article 20 (Departments and Departments Chairperson) of the IFO Master Agreement.

TEACHING MATTERS

Course Syllabus: The course syllabus is prepared to clearly notify students of course content, course requirements, and course expectations. The University's syllabus policy is posted on the [Policies & Procedures](#) website.

Accessibility Resources recommends that all University faculty use the following statement on their course syllabi to inform students of the faculty member's willingness to provide reasonable accommodations.

ACCESSIBILITY:

Minnesota State University Moorhead is committed to providing equitable access to learning opportunities for all students and strives to make courses inclusive and accessible in accordance with sections 504 and 508 of the 1973 Rehabilitation Act and the Americans with Disabilities Act. The University will make reasonable accommodations for students with documented disabilities. Accessibility Resources (AR) is the campus office that collaborates with students in need of special accommodations and assists in arranging reasonable accommodations.

If you have, or think you may have, a disability (e.g. mental health, attentional, learning, chronic health, sensory or physical):

- Please contact Accessibility Resources at (218) 477-4318 (V) or (800) 627.3529 (MRS/TTY) for more information, or stop by the AR office inside the Academic Support Center in Flora Frick Hall.

- If you are already registered with Accessibility Resources and have questions or concerns regarding your current Accommodation Letter, please contact Kari Klettke, Director, at: kari.klettke@mnstate.edu or 218-477-5859.

- Additional information is available on the AR website: <http://www.mnstate.edu/accessibility>

If attendance is a part of determining a student's grade, a copy of the syllabus must be submitted to the Vice President in Academic Affairs.

Class lists/Advisee Lists: Class lists, and your advisee list (full time faculty) are through [eServices](#). Contact the [Information Technology Help Desk](#) for assistance.

Course Evaluations: The MSU Moorhead Administration/Faculty Association Agreement regarding student evaluation of teaching, and optional evaluation form, are posted on the [Academic Affairs](#) website.

Grading: Grades are submitted online at [EServices](#). The deadline for submitting grades is listed on the current semester's [Academic Calendar With Duty Days](#).

TRAVEL & EXPENDITURES

IFO Funds: Each department is annually allocated funds for faculty development based on the number of full-time faculty in their department. Each department determines the policies and procedures for distributing those funds. Check with your chair regarding your department's specific policies.

Travel for University Purposes: Policies and forms related to travel are posted on the [Business Services](#) website. All faculty are required to fill out a [Travel Authorization](#) at least two weeks in advance of travel (even if you do not expect to incur expenses). International travel requires additional approvals. Travel to areas indicated as unsafe by the U.S. State Department require prior written approval, and such requests may be denied.

Employee Expense Reimbursement: Policies and forms related to expense reimbursement are posted on the [Business Services](#) website.

SICK/VACATION DAYS

The process and forms for requesting sick time or vacation time during assigned duty days are posted on the [Business Services](#) website.

APPENDIX B: ACADEMIC LEADERSHIP AND SUPPORT STAFF 2019-2020

DIVISION	LEADERSHIP	EXT.	OFFICE	E-MAIL
ACADEMIC AFFAIRS	Arrick Jackson, VP Academic Affairs	4377	OW 206	arrick.jackson@mnstate.edu
Academic Affairs	Ellen Fagerstrom, Interim AVP	4023	OW 206G	fagerstrom@mnstate.edu
EXECUTIVE DIRECTOR OF LIBRARY SERVICES	Martina Malvasi-Haines	4728	LI 108D	martina.haines@mnstate.edu
Library	Pam Werre (thru 6/20)	5818	LI 205	werrepa@mnstate.edu
Honors Program (Director)	Randy Cagle (interim)	2477	MA 379N	caglera@mnstate.edu
Center for Engaged Learning Director	Sara Edwards (interim)	2502	BR 360F	sarah.edwards@mnstate.edu
COLLEGE OF ARTS, MEDIA & COMMUNICATIONS	Earnest Lamb, Dean	2815	BR 250C	earnest.lamb@mnstate.edu
Communication and Journalism, School of	Aaron Quanbeck (thru 6/20)	2741	MA 260A	quanbeck@mnstate.edu
Entertainment Industry & Technology, School of	Ryan Jackson (thru 6/20)	2001	CA 138	jacksonr@mnstate.edu
Media Arts and Design, School of	Don Clark (thru 6/20)	4628	KH 311	clarkdo@mnstate.edu
Performing Arts, School of	Craig Ellingson co- chair (thru 6/21)	4606	CA 116A	craig.ellingson@mnstate.edu
	Monte Grise co-chair (thru 6/21)	2103	CA 135	monte.grise@mnstate.edu
Art, School of	Laurie Blunsom (thru 6/20)	4606	CA 106	blunsom@mnstate.edu
COLLEGE OF BUSINESS & INNOVATION	Joshua Behl, Interim Dean	2076	CB 100B	joshua.behl@mnstate.edu
Business, Paseka School of	Mary Stone co-chair (thru 6/20)	4660	CB 204I	stone@mnstate.edu
	Vinod Lall co-chair (thru 6/21)	4648	CB 207B	lall@mnstate.edu
Computer Science & Information Systems	Andrew Chen (thru 6/20)	2380	BR 160E	chenan@mnstate.edu
Professional Management	Pam McGee co-chair (thru 6/20)	2667	CB 204B	pam.mcgee@mnstate.edu
	Scott Seltveit co-chair (thru 6/20)	2469	CB 204F	seltveit@mnstate.edu
COLLEGE OF EDUCATION AND HUMAN SERVICES	Ok-Hee Lee, Dean	2095	LO 107	okheelee@mnstate.edu
Social Work	Shawn Ginther (thru 6/22)	2623	LO 114D	sginther@mnstate.edu
Speech Language Hearing Sciences	Mary Drake (thru 6/21)	5953	MU 223D	drakema@mnstate.edu
Teaching and Learning, School of	Erin Gillett (thru 6/22)	4330	LO 216D	gillett@mnstate.edu
Leadership and Learning	Boyd Bradbury (thru 6/22)	2471	LO 214N	bradbury@mnstate.edu

HUMANITIES AND SOCIAL SCIENCES	Annette Morrow, Interim Dean	2813	BR 260	morrowan@mnstate.edu
Economics, Law, and Politics	Paul Kramer co-chair (thru 6/21) Tracy Gompf co-chair (thru 6/21)	4022 2862	MA 281 MA 380D	paul.kramer@mnstate.edu gompftr@mnstate.edu
English	Mike McCord (thru 6/22)	5860	WE 227	mccordm@mnstate.edu
History, Languages, Critical Race and Women's Studies	Linda Houts-Smith	2812	MA 374	houtsli@mnstate.edu
Philosophy	Phil Mouch (thru 6/20)	2331	MA 279R	mouch@mnstate.edu
Sociology & Criminal Justice	Susan Humphers-Ginther (thru 6/20)	2042	LO 212F	humphers@mnstate.edu
SCIENCE, HEALTH AND THE ENVIRONMENT	Lisa Nawrot, Interim Dean	2574	HA 107	nawrot@mnstate.edu
Anthropology & Earth Science	Bruce Roberts (thru 6/20)	2043	KH 213	robertsb@mnstate.edu
Biosciences	Brian Wisenden (thru 6/21)	5001	HA 407R	wisenden@mnstate.edu
Chemistry & Biochemistry	Richard Lahti (thru 6/20)	2149	HA 407G	lahtiri@mnstate.edu
Health and Physical Education	Dawn Hammerschmidt (thru 6/22)	2318	NZ 103A	hammerda@mnstate.edu
Mathematics	Adam Goyt (thru 6/20)	2206	MA375H	goytadam@mnstate.edu
Nursing & Healthcare Leadership, School of	Carol Roth and Jitendra Singh, co-chairs (thru 12/21)	2543 4698	LO 213	rothca@mnstate.edu jitendra.singh@mnstate.edu
Physics & Astronomy	Steve Lindaas (thru 6/22)	4268	HA 307G	lindaas@mnstate.edu
Psychology	Christine Malone (thru 6/21)	2804	BR 360G	malonech@mnstate.edu
GRADUATE AND EXTENDED LEARNING	Lisa Karch, Interim Dean	2699	CB 115C	lisa.karch@mnstate.edu
OTHER RELATED AREAS				
Director of Online Learning	Karen Qualey	4379	LI 203C	karen.qualey@mnstate.edu
Director of Accessibility Resources	Kari Klettke	4318	FR 154	kari.klettke@mnstate.edu
Interim Director of ASC	Michael Hardwood	2748	OW 206	michael.harwood@mnstate.edu

ACADEMIC AFFAIRS SUPPORT STAFF

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Media Arts & Design, School of	Annie Bergquist	2126	CA 116	annie.bergquist@mnstate.edu
Performing Arts, School of	Elizabeth Maleki	2124	CA 102	elizabeth.maleki@mnstate.edu
Art, School of	Shirlee Holland	2317	CA 161	shirlee.holland@mnstate.edu
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BUSINESS & INNOVATION	Kristin Ferris	4654	CB 100C	kristin.ferris@mnstate.edu
Business, School of	Bonnie Baumgardner	2488	CB 207A	bonnie.baumgardner@mnstate.edu
Computer Science and Information Systems	Jan Atchison	2299	BR 160A	atchison@mnstate.edu
Professional Management	Jan Atchison	2104	CB 207A	atchison@mnstate.edu
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Teaching and Learning, School of	Diane Copple Tracy Heng (Field Exp)	2013 2217	LO 214A LO 211G	coppeld@mnstate.edu hengt@mnstate.edu
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History, Languages, Critical Race and Women's Studies	Melissa Howard	2812	MA 374	melissa.howard@mnstate.edu
Philosophy	Ashley Heng	2478	MA 279	ashley.heng@mnstate.edu
Sociology & Criminal Justice	Denise Krause	2045	LO 212	kraused@mnstate.edu
SCIENCE, HEALTH & THE ENVIRONMENT	Deb Lien	5892	HA 107C	deb.lien@mnstate.edu
Anthropology & Earth Science	Trisha Tank	4217	KH 103	tanktr@mnstate.edu
Biosciences	Melissa DuBord	2572	HA407M	dubordme@mnstate.edu
Chemistry & Biochemistry	Melissa DuBord	2136	HA 407M	dubordme@mnstate.edu
Health and Physical	Cindy Fisher	2445	NZ 103	cindy.fisher@mnstate.edu

Education				
Mathematics	Lisa Johnson	2274	MA 375	lisa.johnson@mnstate.edu
Nursing & Healthcare Leadership, School of	Laurie McKeever	2693	LO 213	mckeever@mnstate.edu
Physics/Astronomy	Joy Lindell	2141	HA 307	lindellj@mnstate.edu
Psychology	Cindy Albaugh	2803	BR 360L	cindy.albaugh@mnstate.edu
GRADUATE STUDIES & IRB	Karla Wenger	2344	CB 115	karla.wenger@mnstate.edu
Student Support Specialist	Katy Johnson	4729	CB 115D	katy.johnson@mnstate.edu
ONLINE & DISTANCE LEARNING	Heather Nesemeier	2798	LI 203B	nesemeier@mnstate.edu
OTHER RELATED AREAS				
ASC	Amanda Larson	4318	FR 154	amanda.larson@mnstate.edu

Appendix C: CALENDARS

The following calendars are posted on the [Academic Affairs website](#).

- Professional Development and Evaluation
- Tenure Process
- Promotion Process
- Non-Renewal Calendar