

**ACE Department Faculty “Need-to-Know”**

**1. Academic Calendar**

The current academic calendar is found on the University’s webpage: <http://www.umt.edu/provost/academiccalendar.html>

**2. Absence from Work**

CBA 15.130.6. *It is the responsibility of the faculty member to assure proper reporting of the use of sick leave for record keeping purposes. Any illness, medical appointment, or emergency which necessitates use of sick leave shall be reported by the faculty member to the dean as soon as possible. The dean reports the sick leave to the Human Resource Office each month.*

If you are away from regularly scheduled work, be sure to call **AND** leave a message:

ACE Dept. Office:           **243-7916**

Dean’s Office:               **243-7852**

Please access the leave form on the Faculty and Staff Resources page on the Missoula College webpage. Submit form to Program Director and Department Chair for signatures prior to submitting to Dean’s office. Please report number of contact hours and office hours missed.

**3. Classroom Scheduling**

All classroom/class scheduling is done through departments. If you desire any change in class assignment or classroom, you must work through the department administrative associate who manages scheduling for the department.

MWF classes are scheduled on the hour, and run for fifty minutes. TR classes are scheduled for eighty minutes per session (for 3 credit classes). Mixed classes (i.e. sections that meet part of the time face-to-face and part of the time online) should be recorded and scheduled as such so that rooms can be scheduled efficiently.

**4. Computer Usage**

Acceptable use policies are posted on the Missoula College website under the link for Academic Computing.

**5. Email**

- **Important Policy Notes** (*Following bullets taken from UM IT Email Policies. Complete document at <http://umt.edu/it/policies/emailpolicies.php>*)

- i. Use of UMM Email Accounts - An employee must use only the designated primary UMM email account for all UMM official communications by email; an employee may not use a non-UMM email account for UMM official business. Violation of this policy will involve sanctions similar to those for any deliberate policy violation. In the event of disruption of internal service, and a need for timely communication, an employee authorized for official email access can use an external provider during the period of the disruption, *but must place copies of such communications for archival purposes in the authorized University employee email account.*
- ii. Email to Students - **An employee must use only UMM assigned student email accounts for all email exchanges with students**, since such communication typically involves private student information. Prospective students who do not yet have University addresses and accounts will, of course, use external providers. University employees can communicate with prospects at external addresses, *but must place copies of such communications for archival purposes in the authorized University employee email account, explain the security implications, and encourage prospects to use the email address that UMM provides so as to avoid release of protected information.*

**Missoula College Note:** Faculty and staff members may want to add an automatic response to emails informing students that responses can be sent only to UMM assigned student email accounts. If sender has used other-than-UM address, they must cc the official email address.

- **Email Set up and Usage**

- Your university email address is: [first.last@mso.umt.edu](mailto:first.last@mso.umt.edu) (penny.jakes@mso.umt.edu)
- Remember all email correspondence with students is to be through your “**umontana.edu**” account and you should **only send email to the student’s university email account**. Please remind your students that you can only correspond with them through the University email accounts. This is to help protect you and the University if there are any legal issues.
- You will need to set up your umontana.edu alias account and provide the student with the alias email address which will be: [firstname.lastname@umontana.edu](mailto:firstname.lastname@umontana.edu). If you have a common name, ([John.Smith@umontana.edu](mailto:John.Smith@umontana.edu)) you may find your address will have a number inserted in the address ([John1.Smith@umontana.edu](mailto:John1.Smith@umontana.edu)).
- **Users must activate the Umontana address through CyberBear.**
- To initiate an official umontana email alias, indicate in CyberBear which email account you prefer to receive official email. A nightly process will activate the umontana alias and point it to the email account you indicated.
- To activate your umontana alias, log in to **Cyberbear**:
- Click on **Personal Information**.
- Click on **Manage Email Accounts**.
- Under **Umontana Alias**, your umontana alias will display if you have already entered it.
- Verify [first.last@mso.umt.edu](mailto:first.last@mso.umt.edu) is entered under your work/personal email accounts and check box checked.
- After submitting changes, the information under the umontana alias heading should read: “Your employee/affiliate umontana Alias is: [first.last@umontana.edu](mailto:first.last@umontana.edu) which delivers mail to: [first.last@mso.umt.edu](mailto:first.last@mso.umt.edu).”

## 6. Faculty Hours over Breaks within the Academic Year

CBA 12.1 *Every day of the term of an academic or fiscal year contract is a regular day of employment except those for which there is legislative, regental, or employer authorization to be absent from University employment (viz: holidays, leave with or without pay, annual leave, sabbatical, sick leave, and weekends when not assigned or required for performance of the regular employment obligation).*

**You must notify the administrative associate when you will be gone.** Otherwise it is assumed you are available and answering email/phone messages.

## 7. Office Hours

All Missoula College faculty members are expected to schedule, post, and hold on-site office hours each week and respond to emails in a timely manner.

- Face-to-face office hours are to be scheduled between 8 a.m. and 5 p.m. Monday through Friday.
- Faculty members who are .5FTE or greater are expected to have a minimum of three (3) hours identified as office hours each week. Faculty members who are .5FTE or less are expected to have one office hour each week. Department chairpersons are expected to assure that students have appropriate access to faculty members.
- Instructors who teach online courses are expected to keep a minimum of one virtual office hour each week.
- Office hours are to be listed on syllabi and posted prominently for student reference.
- Administrative associate should have a schedule of both campus and virtual office hours for all faculty members. She is often asked to provide this information to administration and it will be posted on the web page.

## 8. Parking

Parking permits are needed to park at the Missoula College as well as Mountain campuses. MC permits are available from the Cashier’s office at no charge. Cars with faculty tags must park in faculty lots or risk being ticketed. Mountain campus permits are available for purchase from Public Safety and are needed to park on that campus—**MC tags are not valid** on the Mountain campus. ACE Department will provide a few of the single-use permits each year to be checked out from administrative associate. Parking in the paid lots will not be reimbursed by the department, or covered by any grant funds.

## 9. Payroll/HR questions

The department administrative associate provides the first line of information regarding payroll and HR related questions. The accountant in the Dean’s office can provide further assistance or check the HR website: <http://www.umt.edu/hrs/>.

NEW HIRES (not previously employed at UM or MC): Your **first** paycheck will **not** go to your bank account. You must pick up your first paycheck in the Lommasson Center, Room 252. Bring picture ID with you. Checks can be picked up on the 2<sup>nd</sup> of the month. If you signed your contract after August 1<sup>st</sup>, your first paycheck may not be until October 1<sup>st</sup>.

Please talk to Debie Schmidt in the Dean's Office to verify when you will receive your first paycheck.

#### 10. Printing

UM Printing Services has first right of refusal for all print work for the campus. Any print orders must be taken to Printing Services (regardless of cost). Orders can be done in off-campus shops only if Printing Services declines the job. Student supplements or study materials for class should be prepared as "fac-pacs" and sold to students through the Bookstore. Copiers should be used only for tests, syllabi, and other limited materials. See department administrative associate assistance with fac-pacs.

#### 11. Student Retention

All faculty members are urged to use the early warning system each term so that at-risk students are alerted to their status. If a student has missed numerous classes, or no longer shows for class, notify Cec Gallagher, College Retention Coordinator.

#### 12. Supplies

ACE Department keeps a supply of basic office needs. Special requests should be forwarded to ACE administrative associate. Some of the classrooms now have Smart Boards and markers for use with the boards are provided. Please **do not use** dry erase markers on the Smart Boards – dry erase markers will ruin them.

#### 13. Syllabi

Electronic copies of syllabi for every course must be submitted to department administrative associate by the last Friday before classes begin each term. All syllabi folders will be compiled and submitted to the Dean's office by end of first week of classes each term. A common naming protocol is needed for effective storage. All instructors are requested to use the same protocol for naming your electronic files:

**COURSE NUMBER.SEMESTER.INSTRUCTOR'S LAST NAME**

Example: AHMS.250-SP13-Hoffman.

AU = Autumn, W = Winter Session, S = Spring, SU = Summer semesters.

Syllabi should contain the following information or links to the catalog site where information is cited:

**COURSE NUMBER AND TITLE:**

**SEMESTER CREDITS:**

**COURSE DESCRIPTION:**

**CLASS MEETING TIMES:**

Identify face-to-face and online times if hybrid course.

Identify meeting date and time of final exam.

See Registrar's website: <http://www.umt.edu/registrar/students/finalsweek2/default.aspx>.

**PREREQUISITES:**

**REQUIRED TEXT:**

Provide complete information about materials students are required to have.

**FACULTY CONTACT INFORMATION:** Include office location and hours:

**COURSE POLICIES:**

Include policies for Incompletes and Attendance here.

Include policies for Electronics Devices here, i.e., Cell phones, IPods, IPads, etc., during lectures and exams.

**STUDENT PERFORMANCE GOALS AND OBJECTIVES:**

**EVALUATION or GRADING CRITERIA:**

**DATE OF LAST UPDATE TO SYLLABUS:**

**ACADEMIC INTEGRITY:** **Include the following statement on all syllabi:**

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by The University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at [http://life.umt.edu/vpsa/student\\_conduct.php](http://life.umt.edu/vpsa/student_conduct.php).

**DISABILITY ACCOMMODATION:** **Include the following statement on all syllabi:**

Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please contact me after class or in my office. Please be prepared to provide a letter from your DSS Coordinator. For more information, visit the Disability Services website: <http://www.umt.edu/dss>. Or call 406.243.2243 (voice/text).

**CHANGES TO SYLLABI:** **Include the following statement on all syllabi:**

**NOTE:** Instructor reserves the right to modify syllabi and assignments as needed based on faculty, student, and/or environmental circumstances. If changes are made to the syllabus, amended copies will be dated and made available to the class.

#### 14. Travel

Full information can be obtained from the UM Business Services website. Following are essential pieces of information for anyone travelling on University business:

- Request and Authorization to Travel form must be completed and authorized **before** a trip begins. See administrative associate.
- All receipts from travel must be turned into administrative associate immediately upon return from any trip.
- When travelling from campus, employees should use UM Transportation Services vehicles whenever possible.
- All per diems are taxable income to recipient.

See department administrative associate in advance for **all** travel arrangements. Applications for professional development funds **MUST** comply with UM travel guidelines and amounts must match Request and Authorization to Travel Form.

#### 15. US Postal Service/Campus Mail

ACE faculty mailboxes are in GH8A. Put outgoing or intercampus mail in the boxes in the faculty area of the Dean's Office. All outgoing letters and parcels must have an index code indicated for postage to be charged to. Ours is MCTA05. There are shipping labels for mailing parcels and large envelopes in the drawer in the supply cabinet.