

Non-Tenure-Track Faculty Resource Guide



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As non-tenure-track faculty, your Offer of Appointment Letter outlines your specific duties. There are policies and procedures at WPI that you will need to be aware of. Please take a moment and review this resource guide. If you have any questions, please call the Provost's Office.

1. OFFER OF APPOINTMENT LETTERS

The offer of appointment letter **MUST** be signed by you and returned to WPI. Please refer to your appointment letter for specific details. Your employment with WPI is "at will" which means that either you or WPI may terminate the relationship at any time.

2. ACADEMIC APPOINTMENT RESPONSIBILITIES

a.) Course Syllabus

Provide a course syllabus to the relevant department head and complete any other course-related requirements.

b.) Your Availability to Students

Be available to students as needed and take responsibility for all matters pertaining to the content and procedures of the course(s) until all grades are submitted/concluded.

c.) Course Evaluation

Distribute course evaluations during the last two weeks of the course (instructions will be provided). Class lists are available in Banner Web self service.

To access Banner Web, please visit: <http://www.wpi.edu/academics/ccc/services/admin>

The above also applies to CPE.

d.) Electronic Grade Submission

Submit your grades electronically following the Registrar's schedule (see section 7a-Grading).

e.) Graduate Courses

Graduate courses may be subject to minimum enrollment requirements.

f.) Course Cancellations

WPI reserves the right to cancel a course; we will do our best to give you sufficient notice of course cancellations.

g.) Other Duties

Other duties and responsibilities as assigned by your Department Head.

3. REQUIREMENTS OF EMPLOYMENT

a.) Employment Contingencies

Offers to non-resident aliens are contingent on their securing the required non-immigrant visa status.

b.) New Employees

If you are a new employee to WPI or if there has been a break of more than a year in your employment at WPI, please review the Instructions from the Department of Homeland Security regarding documents required by the federal government: www.uscis.gov/files/form/i-9.pdf and visit the Human Resources Office (HR) no later than your first day of employment or re-employment to complete and sign a Form I-9, being sure to bring with you the appropriate identity and employability documents. In addition, if a new employee, please complete and return the Personal Data Card; http://www.wpi.edu/Images/CMS/HR/WPI_DATA_CARD_2009.pdf

c.) Conflict of Interest Disclosure

An electronic submission of a completed Conflict of Interest Disclosure Form is required annually. See Policies Section (10b.)...*Conflict of Interest Disclosure* for details.

d.) "At will" Employment

Your employment with WPI is "at will" which means that either you or WPI may terminate the relationship at any time.

4. BENEFITS

a.) Benefits Eligibility

Benefits are available to those with an assignment of at least nine months in duration and are determined based on the % of full-time equivalent (FTE) as stated in your offer of appointment letter. You may contact **Human Resources** for further details. If you are eligible for Health Insurance Benefits, **sign up is required within 30 days of your start date.** The benefits matrix may be viewed at:

http://www.wpi.edu/Images/CMS/HR/INSTRUCTIONAL_FACULTY_AND_RESEARCH_PERSONNEL_BENEFITS_MATRIX.doc.

b.) Massachusetts Health Care Reform

If you are not eligible for health benefits through WPI, are a Massachusetts resident and are not currently covered under another health plan, please be aware that the Massachusetts Health Care Reform law requires you to have health insurance. For additional information and Healthcare plan options please visit www.mahealthconnector.org.

5. GETTING PAID

a.) Initiating the Payroll Process

To initiate the payroll process, it is necessary that you submit your **signed acceptance letter** to the Provost's Office.

b.) Direct Deposit

If you have taught for WPI before and established direct deposit, your check (s) will be deposited to your designated account on the scheduled pay-date (s).

If you have not established a direct deposit account, your first paycheck will be cut on the scheduled pay-date and held for you to pick up at the Payroll Office.

You can complete the documentation to establish direct deposit at the Office of Human Resources. In addition, you are required to complete an I-9 form, a W-4 form, and an M-4 form, if applicable. Links to these forms may be found in Section 15, Appendix – Document Links. For more information please contact **Human Resources**.

c.) Required Documentation

Offers to non-resident aliens are contingent on their securing the required non-immigrant visa status.

6. GUIDELINES FOR INDEPENDENT STUDIES OR PROJECTS

a.) Approval to Serve as Advisor

Non-tenure-track faculty with less than a half-time, full-year faculty appointment with project advising as part of their contractual load must have prior approval by the Dean of Undergraduate Studies to serve as Advisor of Record for projects or independent studies.

Individuals holding other faculty appointments, such as part-time adjuncts or non-instructional research professors, may co-advise and indeed are encouraged to do so where appropriate.

b.) Course as Independent Study

In general, if you are teaching a course as an Independent study, you should plan on a minimum of 2 contact hours per week for a 1/3 unit course. Contact hours may be in the form of in-person meetings, telephone conferences, or email exchanges.

c.) Independent Study Forms

The form for Independent Studies, Undergraduate (ISP) may be found at:

http://www.wpi.edu/Images/CMS/Registrar/Undergraduate_ISP_Registration_Form1.pdf

The form for Independent Studies, Graduate (ISG) may be found at:

http://www.wpi.edu/Images/CMS/Registrar/Graduate_Registration_Form09.pdf

7. **GRADING**

a.) Electronic Grade Submission

- Submit your grades electronically following the Registrar's schedule (to be posted online and with an email reminder).
- For CPE faculty, grades must be submitted to the CPE Operations Manager and then forwarded to the Registrar for posting.

Policies Regarding the Awarding of Grades

The following are excerpts from the Faculty Handbook:

b.) Faculty Guidelines for Project Grading*

(Approved by Faculty on May 5, 1994)

The available grades and their interpretations are as follows:

A: a grade denoting a consistently excellent effort which attains the stated project goals.

B: a grade denoting a consistently good effort which attains the stated project goals.

C: a grade denoting an acceptable effort which partially attains the stated project goals.

SP: a grade denoting an effort sufficient for the granting of the credit for which the student is registered. This grade provides students with no feedback, and its use is discouraged, except for circumstances in which the faculty member is unable to judge the quality of the work (yet can still determine that the granting of credit is appropriate).

NA: a grade denoting an effort unacceptable for the credit for which the student is registered. Note that this grade is entered into the student's transcript.

NR: a grade denoting an effort insufficient for the credit for which the student is registered. This grade is appropriate when the project has not proceeded due to circumstances beyond the control of the student, or for project extensions which do not represent the full amount of credit for which the student is registered.

The results of a project should be such that an outside reviewer would reasonably deem the project as being worthy of the credit and grade given, based on evidence such as the project report.

In light of the above grading criteria, it is strongly suggested that a formal project proposal or contract be developed early in the project activity, so that all participants in the activity have a clear understanding of the project goals and advisor and student expectations.

c.) Policy on Graduate Grade Appeals and Grade Changes*

(Approved by the Faculty, October 9, 2003)

The purpose of the Grade Appeal Policy is to provide the student with a safeguard against receiving an unfair final grade, while respecting the academic responsibility of the instructor. Thus, this procedure recognizes that:

** Every student has a right to receive a grade assigned upon a fair and unprejudiced evaluation based on a method that is neither arbitrary nor capricious; and,*

** Instructors have the right to assign a grade based on any method that is professionally acceptable, submitted in writing to all students, and applied equally. Instructors have the responsibility to provide careful evaluation and timely assignment of appropriate grades. Course and project grading methods should be explained to students at the beginning of the term. WPI presumes that the judgment of the instructor of record is authoritative and the final grades assigned are correct. A grade appeal shall be confined to charges of unfair action toward an individual student and may not involve a challenge of an instructor's grading standard. A student has a right to expect thoughtful and clearly defined approaches to course and research project grading, but it must be recognized that varied standards and individual approaches to grading are valid. The grade appeal considers whether a grade was determined in a fair and appropriate manner; it does not attempt to grade or re-grade individual assignments or projects. It is incumbent on the student to substantiate the claim that his or her final grade represents unfair treatment, compared to the standard applied to other students. Only the final grade in a course or project may be appealed.*

In the absence of compelling reasons, such as clerical error, prejudice, or capriciousness, the grade assigned by the instructor of record is to be considered final. Only arbitrariness, prejudice, and/or error will be considered as legitimate grounds for a grade change appeal.

Arbitrariness: The grade awarded represents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise professional judgment.

Prejudice: The grade awarded was motivated by ill will and is not indicative of the student's academic performance.

Error: The instructor made a mistake in fact. This grade appeal procedure applies only when a student initiates a grade appeal and not when the instructor decides to change a grade on his or her own initiative.

This procedure does not cover instances where students have been assigned grades based on academic dishonesty or academic misconduct. Academic dishonesty or misconduct are addressed in WPI's Academic Honesty Policy. Also excluded from this procedure are grade appeals alleging discrimination, harassment or retaliation in violation of WPI's Sexual Harassment Policy, which shall be referred to the appropriate office at WPI as required by law and by WPI policy. The Grade Appeal Procedure strives to resolve a disagreement between student and instructor concerning the assignment of a grade in a collegial manner. The intent is to provide a mechanism for the informal discussion of differences of opinion and for the formal adjudication by faculty only when necessary. In all instances, students who believe that an appropriate grade has not been assigned must first seek to resolve the matter informally with the instructor of record. If the matter cannot be resolved informally, the student must present his or her case in a timely fashion in the procedure outlined below. Under normal circumstances, the grade appeal process must be started near the beginning of the next regular academic semester after the disputed grade is received.

The Student Grade Appeal Procedure affirms the principle that grades should be considered final. The principle that grades for courses, thesis credit and dissertation credit should be considered final does not excuse an instructor from the responsibility to explain his or her grading standards to students and to assign grades in a fair and appropriate manner. The appeal procedure also provides

an instructor with the opportunity to change a grade for a course or project on his or her own initiative. The appeal procedure recognizes that errors can be made and that an instructor who decides that it would be unfair to allow a final grade to stand due to error, prejudice or arbitrariness may request a change of grade for a course or project without the formation of an ad hoc committee. An instructor may request a grade change by submitting a course, thesis credit or dissertation credit grade change request in writing to the Registrar at any time prior to a student's graduation.

8. **STUDENT/FACULTY SUPPORT SERVICES**

a.) **Office of Academic Advising**

The Office of Academic Advising provides support services to both students and faculty. If you need advice on how to handle a situation, please do not hesitate to contact the Academic Advising Office.

The [Academic Advisor's Handbook](#) is extremely comprehensive and covers academic issues "A to Z".

b.) **Academic Resources Center**

The director is available to consult with faculty, administrators and staff concerning appropriate services for students with disabilities.

About The ARC

WPI's Academic Resources Center (ARC) provides academic support services that are designed to enrich and enhance the learning experience of all WPI undergraduate students. Its student-based collaborative learning environment offers individualized assistance in a variety of subjects, as well as, a comprehensive peer tutoring program.

Who Needs The ARC?

Any student who wishes to ensure academic success can benefit from the resources available through ARC. Students may obtain individual counseling in such areas as learning styles, effective study strategies and time management.

c.) **Student Development and Counseling**

The staff provides educational programming and training as well as counseling, referral, and crisis intervention services free of charge to all WPI students. Services focus on assisting students to achieve greater levels of personal, academic, and professional success and to increase effectiveness in their roles and relationships in society.

Educational and training programs for student groups include leadership, interpersonal communication, teamwork, academic success. Counseling services aim at helping students thrive.

Short-term counseling, consultation, and referral services address situational problems such as academic performance, loss of an important relationship, roommate disputes, general stress; more serious crisis issues such as physical or sexual assault, suicidal thoughts, loss of a loved one; or simply gaining a better understanding of oneself.

All Center staff is sensitive to students' concerns regarding confidentiality. Services are available at no charge to currently enrolled students.

d.) **Student Disability Services**

The Law

The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) state, "No otherwise qualified individual with disabilities in the United States, shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program or activity receiving Federal financial assistance."

Purpose of Student Disability Services Office

- Provide services and accommodations to students with disabilities so that they can freely and actively participate in all facets of University life.
- Provide and coordinate support services that enable students with disabilities to maximize their educational potential.
- Increase the level of awareness among members of the University so that students with disabilities are able to perform at a level limited only by their abilities, not their disabilities.

Student Responsibilities

- Register with the Disability Services Office (DSO) and provide appropriate documentation to establish that a disability exists under the law.
- Obtain appropriate paper work and meet with the professor at the start of classes to arrange for accommodations.
- Be proactive. Meet with the professors to discuss any problems with the accommodations.

Faculty Rights

- To be notified in writing about the student's need for and types of accommodations at the beginning of the term.
- Receive requests for exam accommodations five (5) days before exam.
- Accommodations asked for may not alter the integrity of the course.

Faculty Responsibilities

- Provide accommodations as requested by the DSO.
- Meet with the students to discuss their disability to determine how they can work together to implement accommodations effectively.
- Refer students to DSO for further discussion if you suspect that he/she has a disability.
- Direct questions about appropriateness of accommodations to the DSO.

General Disorders

- Learning Disorders
- Attention Deficit/Hyperactivity
- Blind/ Visually impaired
- Deaf/ Hearing Impaired
- Traumatic Brain Injury
- Mobility Impairments
- Psychiatric/Psychological Disorders
- Temporary medical condition
- Chronic medical conditions

Tips that Facilitate Student Learning

- Include a statement in the syllabus such as:
"If you need course adaptations or accommodations because of a disability, or if you have medical information to share with me, please make an appointment with me as soon as possible. My office location and hours are _____."
- Provide student with detailed course syllabus.
- Clearly spell out expectations before the course begins (e.g., grading material to be covered, due dates, etc.).
- Use visual aids whenever possible.
- Face the class.
- Present new or technical vocabulary on the blackboard or use a student handout.
- Give assignments both orally and in written form to avoid confusion.
- Facilitate the use of tape recorders for note taking by allowing students to tape lectures.
- Encourage students to use campus support services.

General Accommodations

- Extended time
- Notetakers
- Reader/ Scribe
- Testing in a quiet area
- Taped recorded lectures
- Lap Top Computers
- Assistive technology
- Special seating

What If a Student Approaches Me For Accommodations?

Disability Services will verify the documentation submitted by the student. This office will identify the appropriate accommodations and help facilitate adaptations. Appropriate accommodations will be listed on a form from the DSO. If a student requests a particular accommodation from you, this form will verify that he/she has a properly documented disability. If a student does not have this form when asking for accommodations you should refer them to the Disability Services Office.

Confidentiality

The nature of an individual disability as well as the documentation is confidential between the student and the DSO.

e.) Writing Center

The *Writing Center's* mission is to improve the written, oral, and visual communication of WPI students. Writing tutors provide workshops and individual peer tutoring in a range of communication projects, including course papers, dissertations, oral presentations, Spanish language projects, and more. All services are free to undergraduate and graduate students.

Need to borrow reference books on writing? The Center's [library of writing references](#) offers dictionaries, style manuals, and handbooks that students and faculty may borrow for up to two weeks at a time.

Looking for a few good tutors. Learn how to support your peers during the writing process by signing up for a [course in peer tutoring](#).

f.) Center for Educational Development and Assessment**Mission Statement****Guiding Philosophy**

One of the most important tasks facing higher education today is the reaffirmation of the undergraduate experience and the rediscovery of the centrality of teaching. The quality of a student's experience rests heavily upon the knowledge, ability, learning, and commitment of faculty members. The Center for Educational Development & Assessment (CEDA) was established to promote reflective thought and dialogue on the art, science, and craft of college teaching. Its mission is founded in three basic beliefs:

- Good teaching is founded in core beliefs and attitudes, which are largely innate to the individual, and in good practice, which can be learned and improved upon.
- Technology is a useful tool in the delivery of instruction, when used in support of sound pedagogy.
- Meaningful assessment is crucial to the ongoing improvement of teaching and learning processes.

Concrete Actions

CEDA carries out this mission by providing support for the enhancement and assessment of teaching and learning at WPI, including but not limited to teaching and learning that is assisted and enhanced by technology. Its activities include:

1. Promoting educational development at WPI, by such means as:

- participating in orientation and training for PLAs, TAs and faculty;
 - organizing a mentoring program for new faculty;
 - organizing and conducting skill building workshops by both internal and outside presenters on teaching improvement topics;
 - maintaining and disseminating a collection of instructional and faculty development materials on teaching improvement topics;
 - consulting with faculty concerning teaching improvement issues;
 - promoting a culture that values teaching by keeping teaching issues visible to the campus community;
 - providing assistance in educational grant writing;
 - providing assistance in the preparation of publications and presentations of educational innovations and educational scholarship;
 - administering internal programs of grant support for educational projects.
2. Helping to promote the pedagogically sound use of educational technology at WPI, by such means as:
 - organizing and conducting skill building workshops by both internal and outside presenters on teaching-with-technology topics;
 - maintaining and disseminating a collection of instructional and faculty development materials concerning the use of educational technology;
 3. Promoting the ongoing assessment and improvement of teaching and learning at WPI, by such means as:
 - educating faculty and helping departments to embed assessment and improvement of learning outcomes in their course and project teaching and their departmental curricular review processes;
 - assisting faculty and departments in the development of assessment plans for educational research projects;
 - providing individual faculty and departments with qualified personnel to assist them in the conduct of their assessment plans;
 - promoting a culture of assessment by keeping assessment issues visible to the community;
 - organizing and conducting skill building workshops by both internal and outside presenters on assessment topics;
 - maintaining and disseminating a collection of instructional and faculty development materials concerning assessment practices.

g.) *Export Controls*

Export Control Laws and Regulations

Probably by now, many of you are familiar with the term Export Controls. They are U.S. laws and regulations, implemented by three branches of the federal government. They essentially govern distribution of materials, information and technology to countries or citizens of foreign countries, including international students. These regulations apply to research and other activities regardless of the source of funding. The U.S. government considers this issue very serious and has created regulations across a broad spectrum. The exchange of technology, services and scientific information is viewed as having significant potential to disrupt U.S. foreign policy and national security.

It is important that WPI's research community understand the intent and do its best to comply with the letter and spirit of the regulations. A range of penalties and sanctions exist for individuals, and institutions, that do not comply with the regulations.

The best summary of government agencies with export control jurisdiction would include the following:

Department of State

International Traffic in Arms Regulations (ITAR) regulates exchange and security of defense articles, services and related technical data determined inherently military in character and identified on the U.S. Munitions List. The very extensive list can be accessed at [Directorate of Defense Trade Controls](#).

Department of Commerce

Export Administration Regulations (EAR) regulates what are referred to as "dual use" articles, i.e., potentially commercial as well as military or security applications. (Navigation devices, information security, propulsion systems.....are just a few examples of "dual use" technologies.) Categories of such items are available at [Export Administration Regulations Database](#). For a thorough description of Export Controls and Deemed Exports, the U.S. Department of Commerce, Bureau of Industry and Security has an excellent website which includes training modules for the Essentials of Export Control and more detail on the referenced Deemed Exports which can be found at the Bureau of Industry and Security Seminars and Training.

Department of Treasury

Office of Foreign Assets Control (OFAC) administers and enforces economic and trade sanctions based on U.S. foreign policy and national security goals. These regulations are not directed at specific technologies but rather the "end user" embargo concept... certain foreign countries and suspected terrorists. Two websites relevant to the listing of targeted countries and potential terrorists are: [Sanctions Program Summaries](#) and [SDN List](#).

Deemed Exports: Defined and Explained

The Export Administration Regulations (EAR) define a deemed export as the release of technology of source code subject to the EAR to a foreign national in the United States. Such a release is deemed to be an export to the home country of the foreign national.

Any foreign national is subject to the deemed export rule **except**:

- A foreign national granted U.S. citizenship
- A foreign national granted permanent residence status (i.e., "Green Card" holders)
- A foreign national granted status as a "protected individual" under 8 U.S.C. 1324b(a)(3).
Protected individuals include political refugees and political asylum holders.

Treatment of Dual Citizenship is handled this way. Generally, a foreign national's most recently obtained citizenship governs the licensing requirement. For example, if an Indian foreign national becomes a citizen of the United Kingdom, but retains Indian citizenship, the most recent citizenship is with the United Kingdom and releases of technology would be viewed as releases to the United Kingdom. Permanent Residency is handled similarly, as the country of permanent residency becomes the country receiving the transfer of technology.

h.) Institutional Review Board (IRB)

The WPI Institutional Review Board (IRB) was established to help investigators understand and comply with the ethical guidelines and regulatory requirements for research involving human subjects. The IRB's overall goal is to promote and support efforts to conduct innovative research at WPI which protects the rights and promotes the welfare of human subjects.

Federal mandate ([The Common Rule, 45 CFR 46](#)) and WPI policy require that the WPI Institutional Review Board (IRB) review and approve ALL applicable research involving human subjects that is performed under the auspices of WPI. Types of research that must be reviewed include engineering, physiological, behavioral, sociological, and nutritional studies, including projects involving human tissues, blood or images, questionnaires, and interviews.

Certain specific categories of research are exempted from review by federal regulation. However, only the WPI IRB can make/approve the determination that a research activity qualifies for an exemption. Thus, ALL projects involving human subjects at WPI must be reviewed and approved or exempted by the WPI IRB. The review process is outlined on this Web site.

IRB approval must be obtained *before* any human studies are begun. For research involving minimal risk, approval is granted for one year and must be renewed annually. For research involving more than minimal risk, renewal frequency will be determined by the IRB upon approval.

Questions about the IRB and the contents of this Web site should be directed to irb@wpi.edu.

i.) Ombudsperson

The Role of WPI's Ombudsperson: protect against abuse, bias and other improper treatment or unfairness. The ombudsperson provides informal, confidential and impartial complaint-handling services for students, staff, faculty, and administrators.

9. IT RESOURCES/SUPPORT

a.) myWPI

myWPI is a learning and information portal for members of the WPI community.

myWPI may be used by faculty to teach courses or to supplement a course. If you are planning on using myWPI for your course, you must contact the ATC (Academic Technology Center) to have your class site "turned on" before you can post course materials.

How to set up a course on myWPI:

To use myWPI to support your course, you will need to request the course to be "set up" by submitting the course request form at: <http://www.wpi.edu/+myhelp/course.html>. If you want to reuse content from a previous course site in myWPI, select "an old course site to reuse" in the "I am requesting" field.

Upon creation, all myWPI course sites are automatically populated with registered students with a myWPI account and enrollment in sites is updated as students add and drop courses. Visiting students from other universities may not have myWPI accounts and may need additional assistance. The course sites are not available to any students until the instructors make them available.

Course Availability Reminder:

Upon course creation, all myWPI course sites are automatically populated with registered students with a myWPI account and enrollment in sites is updated as students add and drop courses. However, the course sites are not available to students until the instructors make them available.

Detailed instructions on making a course site available are at:

<http://www.wpi.edu/+myhelp/makeavailable.html>. Additional information on using a myWPI course site is available at: <http://www.wpi.edu/+myhelp>.

In addition, faculty may link to electronic books in the Gordon Library for use in their class through myWPI. More information is available at:

<http://www.wpi.edu/Academics/Library/Faculty/ebooklinking.html>.

b.) Email Access

For new faculty to obtain a WPI email account, the department head must complete and sign a CCC (Computing & Communications Center) Account Request Form. This is forwarded to Human Resources, who will process the request. CCC will then create an account for you, and issue you a WPI user account and temporary password. You will be informed by CCC as to when to pick up your account information at the Main Desk of the CCC office. You will then be able to log on and change your password.

We strongly suggest that new faculty use the Exchange server to read email. This method also provides access to the Faculty and Staff Global Address Book, shared calendars, and various additional capabilities. Exchange users can access their e-mail through the Outlook client and on the web via [Outlook Web Access \(OWA\)](#). For more information, see the [Exchange Frequently Asked Questions \(FAQs\)](#).

c.) *Library Access*

As a non-tenure-track faculty member at WPI, you have full borrowing privileges at Gordon Library. A WPI ID is required each time you borrow Library materials.

- **Current Hours of Operation**

<http://www.wpi.edu/Academics/Library/About/cal.html>

- **Off-Campus Access**

All WPI faculty, staff, and students must use the WPI proxy server to access library databases, electronic journals, and electronic books when connecting from home or from other off campus locations. This is *different from the VPN*.

<http://www.wpi.edu/Academics/CCC/Help/Software/proxy.html>

LIBRARY SERVICES FOR FACULTY

<http://www.wpi.edu/Academics/Library/About/Services/faculty.html>

- **Interlibrary Loan**

WPI students, faculty, and staff may use the ILLiad system to request books, journal articles, and other information sources, not owned by Gordon Library.

<http://www.wpi.edu/Academics/Library/Borrowing/ill.html>

- In-person direct borrowing is available for WPI faculty, students, and staff at many Worcester-area libraries who participate in the Academic & Research Collaborative (ARC). You may request an ARC card from the Main Information Desk at Gordon Library.

<http://www.wpi.edu/Academics/Library/Borrowing/directborrowing.html>

- **Course Reserves**

Policies and procedures for placing books, journals, and A/V materials on reserve at the Circulation Desk are available at the following link.

<http://www.wpi.edu/Academics/Library/Faculty/classreserves.html>

- **Request a Purchase**

<http://www.wpi.edu/Academics/Library/Borrowing/suggestpurchase.html>

- **Research & Instruction Services**

Gordon Library Staff is available and happy to help with research needs and use of the collections.

<http://www.wpi.edu/Academics/Library/Help/>

10. POLICIES

This policy section represents a selection of WPI policies. For complete listings and full descriptions, please visit: <http://www.wpi.edu/Pubs/Policies/> and <http://www.wpi.edu/Admin/HR/BenMan/index.html>

a.) *Academic*

*Statement of Values for Undergraduate Education**

(Endorsed by the WPI Faculty on May 6, 2004)

WPI's programs shall emphasize fundamental concepts, knowledge, and skills, and ensure that students are able to apply them within the context of their major disciplines.

WPI's programs shall emphasize the development of students as effective thinkers and communicators, able to use evidence to present their ideas with logic, clarity, and persuasion. Programmatic breadth in general, and balance between technical and humanistic components in particular, are the hallmarks of a WPI undergraduate education. In addition to educating students in their major discipline, WPI's programs shall provide students with a broad preparation for fulfilling lives as responsible professionals and informed citizens.

Grounded in project and course experiences, a WPI education shall provide a firm foundation for life-long learning in a variety of fields. WPI programs shall emphasize inquiry-based learning and open-ended problem solving. Students shall bear a considerable responsibility for learning outside of the classroom.

WPI's programs shall be sufficiently flexible so as to allow students significant choice in and responsibility for planning their courses of study. Faculty, via the central teaching tasks of project and academic advising, shall ensure that student learning experiences encourage critical reflection, decision making, and personal growth.

WPI's programs shall emphasize the scientific, technical, societal, and humanistic contexts in which knowledge is applied and constructed. Educational activities shall challenge students to make connections between disciplines, to consider multiple viewpoints, and to appreciate the consequences of their actions. The curriculum shall prominently feature integrative and interdisciplinary activities. WPI's learning environment and educational activities shall balance personal responsibility and individual accountability with cooperation, collaboration, and mutual respect. Members of the community shall be encouraged to value academic integrity, and to become conscious of the value that such integrity confers to themselves and to the community.

WPI shall be committed to assessment and improvement of student learning.

*WPI Undergraduate Learning Outcomes**

(Endorsed by the WPI Faculty on May 6, 2004)

Graduates of WPI will:

Have a base of knowledge in mathematics, science, and humanistic studies.

Have mastered fundamental concepts and methods in their principal areas of study.

Understand and employ current technological tools.

Be effective in oral, written and visual communication.

Function effectively both individually and on teams.

Be able to identify, analyze, and solve problems creatively through sustained critical investigation.

Be able to make connections between disciplines and to integrate information from multiple sources.

Be aware of how their decisions affect and are affected by other individuals separated by time, space, and culture.

Be aware of personal, societal, and professional ethical standards.

Have the skills, diligence, and commitment to excellence needed

Be engaged in lifelong learning.

b.) Conflict of Interest Disclosure

Electronic submission of a completed Conflict of Interest Disclosure Form is required annually. After you have accepted an offer of appointment, you will receive additional information via your WPI email account including submission instructions.

WPI's Conflict of Interest Policy is to assure its constituents of its continued commitment to the integrity of its students, faculty, staff, and associates in the conduct of research and other activities.

Conflict of Disclosure Policy may be found at:

<http://www.wpi.edu/about/policies/conflict.html>

c.) Acceptable Use

WPI maintains computing resources, including data and information, which are essential to performing University business. These are WPI assets over which the University has both rights and obligations to manage, protect and utilize to fulfill its mission. In addition to this Acceptable Use

Policy, the use of these computing resources is governed by the Campus Code of Conduct, the Data Security Policy, and several other university policies.

Purpose

The purpose of the Acceptable Use Policy (AUP) is multifold, as identified below.

- Clarify the application of the Code of Conduct to specific computer and network technologies.
- Educate the WPI community about the policies on the use of electronic facilities.
- Ensure all members of the WPI community have appropriate access to a functional and safe network.
- Prevent any misuse of, or damage to, computer assets or data.
- Assist the University and employees in complying with federal and state legislation regarding information security, privacy, disclosure, computer crime, and other information and computer legislation.

Scope

This policy applies to all users of WPI technology resources. It applies to any system, software, components, or data which is connected to or utilizes the WPI network and its computer systems. It applies to both academic and non-academic communication and activities.

Policy Users must meet the requirements outlined below:**Comply with the intended use of any system or service at WPI.**

All systems and services available at WPI are used for academic and campus business priorities, with non-academic use being a secondary activity. Users comply with the Acceptable Use Standards.

Prohibited activities include, but are not limited to, the following misuses:

- Circumvention of WPI's technical, administrative, or process controls
- Any activity which disrupts, such as causing a failure or over using a system or service
- Subversion of a system or service for inappropriate or illegal use

Ensure the ethical use of WPI technology resources.

Technology resources are used in compliance with University ethics. Use of any WPI system or service used for unethical or illegal activities is prohibited. Harassment, violations of privacy, inappropriate data use, and attacks using WPI technology are examples of such activities forbidden at WPI.

Respect personal property.

Users respect personal property rights. Use of the WPI systems or service used to compromise the integrity of, or improperly handle personal property regardless of status as a member of the WPI community, is not tolerated. Issues of 'hacking' as well as copyright infringements are not acceptable.

Respect WPI property.

Users respect personal property rights. Illicit use of WPI systems and services, as well as WPI technology resources by those other than the WPI community, is forbidden without expressed permission of the university. The university retains the right at all times to audit and monitor any system, service, and data traffic within the WPI network to enforce the Code of Conduct and Acceptable Use Policy to prevent system intrusion and instability.

Respect all WPI policies as well as local, state, and federal laws.

WPI, and all of its membership, are subject to the federal, state, and local legislation. WPI and users comply with legislation. WPI does not tolerate use of its resources for illegal activities.

Violations of Policy

WPI enforces the WPI Acceptable Use Policy and its standards at all times. The WPI Division of Information Technology may enforce this Policy on its own, but works in concert with the Office of

Student Affairs, the Campus Judicial Board, and Human Resources to ensure fair and appropriate investigation, consideration, and consequences where appropriate.

Consequences, with examples, are clearly specified in each standard whenever possible and appropriate.

Assistance and Reporting

Please address questions or report any violations of the Acceptable Use Policy to the Office of Information Security, at itsecurity@wpi.edu.

Full details of the Acceptable Use policy are available at: <http://www.wpi.edu/Pubs/Policies/AUP/>

d.) Copyright

WPI Copyright Policy

WPI is committed to the enforcement and protection of copyrights as both a legal and an ethical imperative. WPI expects all members of the university community to respect the rights of intellectual property ownership by adhering to the United States copyright laws, including updates made to the laws by the Digital Millennium Copyright Act (DMCA) and the Technology, Education, and Copyright Harmonization (TEACH) Act. WPI also expects all members of the University community to be mindful of the limited rights conferred on them by the fair use exemption and other exclusions to the copyright laws.

Works that are subject to copyright protection should only be used with the expressed written permission of the copyright owner or with a documented exception to the copyright law. While the fair use provision (section 107) is probably the most widely used exception to seeking permission for uses of copyrighted works, especially in the university environment, there are other provisions in the copyright law which outlines performance or display exceptions for "face-to-face" classroom settings and distance education (section 110). There are also specific rules for music (section 107, section 112, section 114, and section 115) and works of visual art (section 113).

Since not all educational uses are covered by the fair use provision, reliance on this exception should be limited to those cases that clearly meet the fair use balancing test and/or compliance criteria associated with the TEACH Act. Faculty, students, and other authorized staff should be familiar with these standards and all are encouraged to document a good faith application of these standards to all WPI-related uses. Failure to demonstrate a good faith effort for staying within the bounds of the law may result in disciplinary actions as well as civil and criminal penalties.

This policy was reviewed and approved by WPI Legal Counsel, spring 2005.

e.) Anti-Harassment

Harassment

It is the policy of WPI that all our employees should be able to enjoy a work environment free of disruptive elements (e.g. noise, scents, etc.), discrimination and harassment.

This policy refers to, but is not limited to, harassment in the following areas: (1) race, (2) sex, (3) age, (4) color, (5) national origin, (6) religion, (7) handicap, (8) marital status, (9) sexual orientation, and (10) veteran status. Harassment includes display or circulation of written or electronic materials or pictures degrading to either gender or to racial, ethnic, or religious groups; and verbal abuse or insults directed at or made in the presence of members of a racial, ethnic, or minority group.

Sexual Harassment

Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by the University. Further, retaliation against an individual who has complained about sexual harassment or who has cooperated with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve the University's goal of providing a

workplace free from sexual harassment, inappropriate conduct described in this policy will be dealt with using the established informal and formal procedures of the University, including disciplinary action, where appropriate.

WPI takes allegations of sexual harassment seriously and will respond promptly to complaints. In fulfilling their obligation to maintain a positive and productive work environment, managers and supervisors are expected to immediately halt any harassment which comes to their attention and are expected to report such violations to the Human Resources office. Where it is determined that such inappropriate conduct has occurred, the University will act promptly to eliminate the conduct. For complete details of the WPI anti-harassment policy, please go to:

<http://www.wpi.edu/Admin/HR/BenMan/harassment.html>

f.) Nondiscrimination

It is the policy of WPI that each qualified individual, regardless of (1) race, (2) gender, (3) age, (4) color, (5) national origin, (6) religion, (7) handicap, (8) marital status, (9) sexual orientation, and (10) veteran status, shall have equal opportunity in the education, employment or services of WPI. Furthermore, WPI prohibits all forms of retaliation for filing complaints of discrimination. Individuals who believe they have been subjected to discrimination should immediately bring the matter to the attention of the Vice President of Human Resources, who is also the Title IX Coordinator, who will make an independent inquiry into any allegations. All allegations of discrimination will be immediately investigated.

Complete details of the Nondiscrimination policy may be found at:

<http://www.wpi.edu/Admin/HR/BenMan/nondis411.html>

g.) FERPA (Family Educational Rights and Privacy Act)

FERPA is a federal law designed to protect the privacy of students' education records. Education records may include grades, grade reports, progress reports, transcripts, handwritten notes, computer records, e-mails, audio and video recordings as well as others.

WPI's Policy on FERPA

It is important to note that WPI gives parents of financially dependent students, as defined in Section 152 of the Internal Revenue Code, full access to their dependents' educational records. Access includes parents' receiving copies of their dependents' grade reports each semester from the Office of the Registrar. WPI assumes that its undergraduate students are financially dependent on their parents unless a parent or student informs us otherwise. If the student is financially independent the student must notify the Registrar of his or her independent financial statuses by using the financially Independent Student form. The form is available in our office for your convenience.

Also note that FERPA generally permits institutions to disclose certain information on a student designated as "**directory information**". Please be advised at WPI, the following information regarding a student is designated as "Directory Information":

- Full Name
- Year
- Major
- Advisor
- E-mail address
- Home address
- Local address
- Campus mailbox
- Local phone
- Date and place of birth
- Dates of attendance

- Degrees and awards received
- Most recent or previous educational agency or institution

As a member of our non-tenure-track faculty, you need to be aware of how FERPA impacts the following:

Writing Student Recommendation Letters

FERPA rules regarding the release of educational records apply to Letters of Recommendation. If you are asked to provide a Letter of Recommendation on behalf of a student which may contain information such as grades, grade point average, or academic performance, etc. you should have the student complete and sign a written authorization giving you permission to disclose that information.

Online Classes

FERPA applies to online classes as well as traditional classes. Examples of educational records that may be created in an online environment include online student tests and assignments, student-instructor emails, and online grade-books. Please take care in protecting student's privacy.

Returning Graded Assignments, Papers, or Exams

Be aware that under FERPA, graded exams, assignments, papers, or reports should not be left unattended for students to pick up where other students could view the work. All graded work should be returned to students in a manner that protects the privacy of the student (ie. a sealed envelope with the student's name on the envelope). Prior to releasing any graded work to a student, proper identification should be provided by that student. Also, if you are utilizing your department's staff in delivering class-work to students, please ensure that the staff member is aware of the coursework and is aware that his/her obligations under FERPA apply.

Notification of Grades via email

Though FERPA does not specifically prohibit the delivery of grades via email, there is no way to verify the identity of the email recipient and therefore not advisable.

Use Of Teaching Assistants

FERPA considers Teaching Assistants to be an extension of the faculty member. Faculty members may even share their sole-possession records with their TAs. Sharing educational information about students with a TA is not a violation of FERPA.

Class Rosters and "sign in sheets"

The use of any record containing the student names and ID numbers for attendance keeping would be a violation of FERPA if passed around the class where students could view others' confidential information. Official class rosters which include student names and ID numbers should not be disclosed without the advance written consent of each individual student.

Use Of Outside Administrative Support

If you are an Non-Tenure Track with offices outside of WPI, do not enlist the assistance of administrative personnel outside of WPI in handling grades, assignments or other educational records.

Consequences of FERPA Violation

The consequences for not adhering to the FERPA regulations could result in any of the following:

- Lawsuit
- Loss of Federal funding
- Conviction of a misdemeanor under the Public Information Act which may result in confinement in the county jail of up to 6 months or a fine not to exceed \$1,000 or both
- Dismissal

Important note: The above information is intended to give general information regarding some of the privacy issues surrounding students' educational records. It is not intended as, nor is it a substitute for, legal advice on any particular issue.

If you have questions about FERPA and proper procedure, please contact the Registrar's Office before taking any action.

11. EMERGENCY PREPAREDNESS AND INCLEMENT WEATHER

- **Emergency Checklist**

Call WPI Police at **508-831-5555** or from one of the several “blue light” emergency phones in any of the following situations, or anytime you feel concerned for your safety.

- Active Shooter on Campus
- Bomb Threat
- Criminal/Suspicious Activity
- Disturbance/Assault
- Elevators; Persons Trapped
- Medical Emergencies
- Motor Vehicle Accidents
- Power Outages

Report suspicious behavior to the appropriate campus officials, even if it’s “Just a Hunch.” Your tip may be one of the many being received about an individual or situation. Every little bit of information about a potential threat is critical.

- **Emergency Preparedness**

Connect-Ed: Information

Important Emergency Communication Service for the WPI Community

Welcome to Connect-ED, WPI’s Emergency Notification system. Connect-ED sends emergency messages to your mobile or fixed device of choice so you get emergency messages quickly wherever you are.

By providing accurate, up-to-date emergency contact information, you enable Connect-ED to send simultaneous text messaging, voicemail and email to you and your designated emergency contacts.

We all know too well how untimely notification played a role in the tragedy at Virginia Tech last in 2007. Don’t let another day go by without subscribing to this free service offered to the WPI community. Sign up now to take full advantage of this important communication tool.

How to Sign Up

Signing up is easy. Log in to banner with your WPI user name and password, then click on "Sign Up Now to Update your Crisis Contact Information" to go to a page where you can enter your contact information.

For more information, please visit the Emergency Preparedness website at:

<http://www.wpi.edu/about/policies/Emergency/connectedinfo.html>

Or by phone or e-mail:

Phone: 1-508-831-5060

E-mail: crisis@wpi.edu

- **Inclement Weather**

Please visit the Human Resources Web Page for Inclement Weather and Weather Emergency information:

<http://www.wpi.edu/Admin/HR/BenMan/weather.html>

12. PARKING PERMITS

Any university employee who operates a vehicle on campus must register that vehicle with the WPI Police Department, located at Founders Hall, lower level. The vehicle registration process must be accomplished within seven (7) working days from the effective hiring date. As a non-tenure-track member of the faculty, you are required to register your vehicle and obtain a parking permit. A registration form must be completed and signed by the employee and will be kept on file with WPI Police. You will then be issued decal permits for your vehicle(s). If you have more than one vehicle, **each** vehicle must be registered.

Proper placement of your decal:

On vehicles with stationary rear window, display decal in the lower right-hand corner of the rear window. On convertibles or vehicles with tinted windows, place decal on the driver's side, lower left corner of the windshield.

Parking regulations apply to all personnel including all faculty, staff, students, and other persons who operate any motor vehicle on campus. **Because of the limited number of parking spaces on campus, registered vehicles are not guaranteed a parking space. Parking is on a *first come, first served* basis.**

To obtain a parking permit, please contact campus police.

Temporary Parking Permits

Temporary parking permits are required for vehicles not permanently registered with the WPI Police Department. These permits may be obtained through the WPI Police, located at Founders Hall, lower level.

Temporary permits are dated and specify the location where the person is authorized to park their vehicle. All temporary permits must be displayed in plain view by hanging them on the vehicle's rearview mirror. Temporary permits are customarily designated for short-term stays at the university. Temporary permits are issued by the WPI Police to the following:

- Guest speakers or other invited visitors to campus.
- Visiting consultants, contractors, auditors, and vendors

If you are utilizing guest speakers in your class, please make them aware of the need for a parking permit. If you need assistance in obtaining permits, please contact your department's support staff.

WPI faculty and staff who have registered with WPI Police and display a **parking decal** may park in any legal space in campus lots, per color coding of your decal.

Additional parking information may be obtained at:
<http://www.wpi.edu/Admin/Police/Parking/where.html>

13. EXPENSE REPORT REIMBURSEMENT

In order to receive reimbursement for expenses you incur while executing your contracted job responsibilities, you must submit a WPI Expense Report.

The expense report and Instructions for filling it out may be found at the following WPI web site:
<http://www.wpi.edu/Admin/Acc/Staff/>

Essentially, in order for the expense report (ER) to be processed, *you must* provide:

- Your name.
- Banner ID number (i.e., your badge number).
- The full department name (not abbreviated).
- Date you are producing the report.
- Purpose of the trip and/or expense (term “reimbursement” is not acceptable – be specific as to what the expenses are for; e.g. course delivery for <program name> or at <name of company>).
- Original receipts – photocopies are not acceptable, and if provided, will delay processing of the ER.
 - NOTE: If for some reason you do not have an original receipt, a note should be attached to the receipt explaining the circumstances therefore and providing details as to the nature of the expense.
 - Restaurant receipts should include the “meal detail” version and the amount of a tip must appear on the receipt. (See “Guest information” below.) Also, alcoholic beverages must be flagged as they are accounted for separately.
 - For conference, meeting and other type registrations, and other types of on-line purchases such as course-related supplies, attach a printout of the confirmation that provides the details.
 - Toll Receipts – Per Financial Services, although it is preferable that you provide receipts whenever possible, if you do not have a toll receipt, so indicate on the ER.
- Guest information, if applicable, for all meal/food charges, i.e.:
 - For breakfast, lunch, and dinner meetings, names of all attendees present.
 - For events such as info sessions, graduations, etc., name of company and/or attendee list or class list for students.
- Section I – list items in chronological order, one day (date) per item line. If a receipt covers a range of dates (e.g., lodging receipt), then list by the last applicable date (e.g., last day or check out day of your stay.)

“Charge to” block –The accounting string (fund, org, account, activity) to be charged should be filled in by the faculty member, department head, or department administrative staff.

Once you have completed filling in the form:

- Print, sign and date it.
- Forward to your department head for review and approval.
- Once approved, the report is sent to Financial Services for processing.

For CPE faculty:

“Charge to” block –The accounting string (fund, org, account, activity) to be charged will be filled in by the CPE Business Manager or a member of the CPE operations staff.

Once you have completed filling in the form:

- Print, sign and date it.
- Send it either to a CPE director, operations manager, or the business manager for review and approval.
- Itinerary if travel was to a conference on behalf of CPE, which must be pre-approved by either the Dean or a Director of the department.
- The CPE Business Manager will conduct a final review of the report before it is sent to Financial Services for processing; i.e., double-checks the data to ensure compliance.

NOTE: At a minimum, Expense Reports should be submitted monthly (i.e., first week of the month for the previous month's expenses), but may be submitted more frequently (i.e., weekly or as the expenses are incurred). Also, do not include expenses from two different fiscal years on the same report (WPI fiscal year runs from July 1 through June 30).

14. FREQUENTLY USED CAMPUS TELEPHONE NUMBERS AND EMAIL

(Extensions are listed - All numbers begin with: 508-831-XXXX)

Academic Advising	5381	academic-advising@wpi.edu
Academic Affairs, Office of the Provost	5222	provost@wpi.edu
Academic Resources Center	5235	arcenter@wpi.edu
Academic Technology Center (ATC)	5220	atc@wpi.edu
Campus Police:		police@wpi.edu
Emergency	5555	
Parking/Card Access	5433	
Computing and Communications Center (CCC)	5136	helpdesk@wpi.edu
Corporate and Professional Education (CPE)	5517	cpe@wpi.edu
Dining Services	5253	
Export Controls	5359	resadm@wpi.edu
George C. Gordon Library	5410	
Helpdesk	5888	helpdesk@wpi.edu
Human Resources	5470	human-resources@wpi.edu
Institutional Review Board	2280	irb@wpi.edu
Ombudsperson	5454 or 5617	ombuds@wpi.edu
Payroll	5877	payroll@wpi.edu
Registrar's Office	5211	registrar@wpi.edu
Student Development & Counseling Center	5540	sdcc@wpi.edu
Student Disability Services	5235	dso@wpi.edu
Summer Session Office	5517	summer@wpi.edu
Writing Center	6070	ldh@wpi.edu

15. GLOSSARY OF WPI ACRONYMS

Acronyms are commonly used at WPI. To help you understand some of the terms, you may want to visit the site listed below to explain these acronyms:

<http://www.wpi.edu/academics/CEDA/wpiacronyms.html>

16. APPENDIX - Document Links

- I-9 Employment Eligibility Verification Form:
<http://www.uscis.gov/files/form/i-9.pdf>
- W-4
http://www.wpi.edu/Images/CMS/Payroll/0911_001.pdf
- M-4
<http://www.wpi.edu/Images/CMS/Payroll/m4.pdf>
- Expense Report:
<http://www.wpi.edu/Admin/Acc/Staff/Forms/WPI-Expense-report-for-website-2010.xls>
- Form for Independent Studies, Undergraduate(ISP):
http://www.wpi.edu/Images/CMS/Registrar/Undergraduate_ISP_Registration_Form1.pdf
- Form for Independent Studies, Graduate (ISG):
http://www.wpi.edu/Images/CMS/Registrar/Graduate_Registration_Form09.pdf
- myWPI Course Request Form:
<http://www.wpi.edu/+myhelp/course.html>
- CCC Account Request Form:
<http://www.wpi.edu/Images/CMS/HR/ccccountrequest.pdf>
- Full descriptions of WPI Policies:
<http://www.wpi.edu/Pubs/Policies/>
<http://www.wpi.edu/Admin/HR/BenMan/index.html>

* references to [WPI Faculty Handbook](#)