Answers to Frequently Asked Questions

KEY WEBSITES

Banner Web: This site, also sometimes called just Banner or the Web Information System, is a hub for all sorts of information including course registration, student course reports data, academic advisee information, financial accounting, employee and payroll information, submission of Faculty Annual Reports, and more. Log on at bannerweb.wpi.edu.

IT Helpdesk: Information Technology Services (ITS) has a Helpdesk service that is generally highly praised on campus. For any computer-related question or problem, you can check for information on their website its.wpi.edu, submit a question using a web form found on that site, call x5888, or visit them in person on the main floor of Gordon Library.

This document has sections on course operations (planning stage, during the term, end of term), policies relevant to course operations, project operations, research/lab/graduate issues, and general faculty work. If you have a basic question and don’t find the answer here, please let us know so that we can add it in the future. Contact cdemetry@wpi.edu.

1. COURSE OPERATIONS – PLANNING STAGE

Calendars
WPI academic calendars can be found at wpi.edu/academics/calendar-catalogs. Important Note: The undergraduate and graduate calendars include instances when the schedules of particular days of the week are swapped. For example, Thursday might run on a Monday schedule. This is so that each seven-week term has 7 occurrences of each daily schedule—important when lab sessions or classes meet only 1 or 2 days a week.

Catalogs
Hard copies of the undergraduate and graduate catalogs are distributed by department offices in the spring of each year. Talk to an administrative assistant to see if hard copies are still available; online versions are always available at wpi.edu/academics/calendar-catalogs. These catalogs contain course descriptions, degree requirements, and academic policies.

Class Lists and Class Population
To check on your course enrollment and find the names of students in your courses, log on to Banner and go to Faculty Services, then Course Information Menu. Detailed Class List includes photos which are great for learning students’ names. Class lists are also automatically loaded into Canvas course sites.

Class Scheduling Requests
The course scheduling process begins in B-term for the following academic year. Each department has its own process for handling requests and scheduling courses, so just be on the lookout for messages that invite you to make requests. Or ask an administrative assistant about the process in your department.
Classroom Reservations
Classroom assignments are made as part of the annual course scheduling process. To find your classroom assignment, check the “Faculty Teaching Schedule” tab in Bannerweb, or the course schedules at [wpi.edu/offices/registrar/course-registration/schedules](http://wpi.edu/offices/registrar/course-registration/schedules). If you need to schedule a classroom for something like a help session, you can use the campus scheduling website, [https://scheduling.wpi.edu](https://scheduling.wpi.edu), or contact Cathy Battelle, the Academic Scheduler in the Registrar’s Office (clb@wpi.edu, x6002), or ask the Administrative Assistant in your department to make the arrangements.

Classroom Technology & Software
Contact the Academic Technology Center’s Technology for Teaching & Learning staff at [atc-ttl@wpi.edu](mailto:atc-ttl@wpi.edu) if you have questions about how to use the technology in your classroom, or if you would like some particular software to be installed. This group also has a website filled with ideas and how-to’s: [wpi.edu/Academics/ATC/Collaboratory/](http://wpi.edu/Academics/ATC/Collaboratory/).

Course Reserves
If you would like to place books, documents, or other resources on reserve for your students at the Gordon Library, stop by the library main desk or contact [accessservices@wpi.edu](mailto:accessservices@wpi.edu).

Course Syllabi
A course syllabus is an expectation in WPI academic culture, but instructors are given considerable leeway, and there is quite a bit of variation as to level of detail and format. Explaining how grades will be determined is expected. See the Syllabus Checklist document for more information, or contact [Chrys Demetry](mailto:cdemetry@wpi.edu), Director of the Morgan Teaching & Learning Center (cdemetry@wpi.edu, x5195, see photo).

Credits and Units
This information is useful to keep in mind when you’re planning course assignments and when communicating with students about work expected outside of class.

**Undergraduate level:** WPI’s internal currency for academic credit at the undergraduate level is called a “unit” rather than credits or credit-hours. Each course usually carries 1/3 unit of credit, regardless of how many contact hours there are per week. A normal load each 7-week term is 1 unit, thus three courses. (There are a relatively small number of 1/6 unit courses too, and all physical education/wellness courses are 1/12 unit.) Some bookkeeping in Banner, however, is done by credits, and we communicate with other universities using credits. A 1/3 unit course is equivalent to 3 undergraduate credits. There is an official statement in the undergraduate catalog (p. 124 at the start of Course Descriptions) making clear that 1/3 unit is equivalent to “at least 15-17 hours of work per week, including work outside the classroom as well as scheduled class and laboratory time.” Depending on the number of scheduled hours per week, this expectation translates to 2-3 hours of effort outside of class for every class hour.

**Graduate level:** The internal and external currency for academic credit is the “credit.” The Academic Standards section of the graduate catalog states an expectation of “at least 56 hours of total effort (including classroom time) for each graduate credit. *This means that a student in a 3-graduate credit 14-week course is expected to expend at least 12 hours of total effort per week. A student in a 2-graduate credit 7-week course is expected to expend at least 16 hours of total effort per week.*”

**Now the confusing part:** Undergraduate credits and graduate credits at WPI are different currencies! The conversion is 1 graduate credit = 1/6 undergraduate unit (= 1.5 undergraduate credits).
Undergraduates are allowed to take graduate courses and apply them toward their undergraduate degree, and many do. Thus, a semester-long graduate course carrying 3 graduate credits counts as $\frac{1}{2}$ unit (4.5 undergrad credits) toward the undergraduate degree. A 7-week graduate course carrying 2 graduate credits counts as 1/3 unit (3 undergrad credits) toward a Bachelor’s degree.

**Exam Scheduling Policy**

Instructors are asked to schedule exams during regularly scheduled class periods. If you feel strongly about scheduling an exam for a longer period of time outside of the regular class schedule, WPI policy is that the exam must take place in the evening. Furthermore, the date and time must be announced and published during the first week of class.

Instructors are asked to be sensitive to problems associated with allowing students to stay late to complete an exam. The next class using the room may not be able to start on time, and they may have an exam as well. (It’s safe to assume that the next instructor will be annoyed if the room isn’t vacated by 5 minutes before the hour.) Furthermore, not all students in your class may have equal opportunity to take advantage of the extra time if they have another class to go to in the next hour.

**Grade Standards**

All of WPI’s options for letter grades are presented in Section 4 of the Undergraduate Catalog: and in the *Grading System and Academic Standards* section of the Graduate Catalog. Both can be accessed at [wpi.edu/academics/calendar-catalogs](http://wpi.edu/academics/calendar-catalogs). Instructors have substantial leeway in deciding how to assign grades in courses. The most important thing is to communicate in writing with students how grades will be determined. The faculty-approved guidelines for undergraduate project grades (IQPs, MQPs) are published in the Undergraduate Catalog.

**Holidays and Religious Observances**

WPI holidays are shown on the academic calendar (see “Calendars”). You may wish to avoid scheduling exam dates on major religious holidays. A handy site for identifying religious holidays is [www.interfaith-calendar.org](http://www.interfaith-calendar.org).

WPI has a *Policy on Religious Observances*, in accordance with Massachusetts state law: "Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he/she may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any students because of his/her availing himself/ herself of the provisions of this section."

**Independent Study (ISP)**

Students may occasionally approach you asking to do an independent study or ISP (independent study/project), if they have interest in a special topic that isn’t accommodated by a regular course or if they have a scheduling conflict with a course. You are not obligated to advise these types of learning experiences. Registration is done with a paper form that can be found on the Registrar’s website. ISPs are designed most commonly for 1/3 unit of academic work, but occasionally a student may propose 1/6 or 2/3 unit; it’s negotiable.
Instructional Design Support

WPI has an instructional designer, Caitlin Keller (cakeller@wpi.edu, x6401, see photo), who can assist faculty with design, development and implementation of online, blended, or technology-enhanced courses and pedagogical practices. As Director of the Morgan Teaching and Learning Center, Professor Chrys Demetry provides pedagogy consultations as well.

Learning Management System (LMS) Sites: Canvas (and Blackboard/myWPI)

During the 2016-17 academic year WPI transitioned from Blackboard, more commonly called “myWPI,” to Canvas. As of June 30, 2017, Blackboard is no longer available and Canvas is the only option. Course sites are created automatically, but instructors are not required to use them. (Sites do not become visible to students unless the instructor activates/publishes the site for student access.) Course sites are generated using a blank shell and include Banner student and instructor enrollments. You can request to re-use content from a past course offering, to merge multiple sections into one master course site, and/or to add course support staff to your site (e.g. TAs) by filling out the form linked at wpi.edu/+canvasrequest. Help for Faculty resources can be found at wp.wpi.edu/canvas/. Staff are also available for individual appointments; contact atc-ttl@wpi.edu. If you ever need immediate help, call the ITS Service Desk at x5888 or use the 24-hour Canvas Support Hotline (see Help menu in Canvas).

Office Hours

WPI has no institute-wide requirements or guidelines for instructor office hours, but the culture is that some office hours are expected. Please note that a few departments DO have specific guidelines about the number of office hours, so it’s best to check with a colleague in your department. They seem to vary from 2 hours/week to 5 hours/week, or “by appointment. Virtual (online) office hours are not distinguished from face-to-face office hours.

Online Courses

WPI online programs are administered through our Corporate and Professional Education (CPE) office. They support all of the Graduate online programs, which are targeted toward working professionals pursuing their degree part-time. Stacy Chiaramonte, x4671 schiaramonte@wpi.edu is the point of contact for those programs. If you are interested in offering an undergraduate course online, speak with Debra Boucher in the Dean of Undergraduate Studies office for assistance. The ATC (Academic Technologies Center) is also available to provide guidance and assistance at atc-ttl@wpi.edu.

Reading Period or Finals Period

Unlike many universities, WPI does NOT have a reading period or finals period. If instructors give a cumulative “final” exam, it’s scheduled within the regular 7-week term (undergraduate courses) or 14-week semester (most graduate courses). However, in AY 2017-18 WPI is experimenting with “reading days” for the first time, but just in B-term and C-term when there is more possibility of classes being cancelled because of snow. If we do have an official snow day (classes cancelled) then we would follow the class schedule for the cancelled day on the reading day near the end of the term. Instructors would not need to schedule the make-up, but they could choose not to use it. If there are no official snow days during the term, then reading day is intended to be used as a breathing/rest/study day for students.

Teaching Assistants (TAs) and Graders

Each department has its own process for assigning TAs, graders, and senior tutors or undergraduate Peer Learning Assistants (PLAs) to courses. If you feel you need more of this type of support, you’ll
need to negotiate with your department head. Graduate students with teaching assistantships are expected to work up to 20 hours per week supporting the course(s) to which they are assigned.

Textbook Orders
Most departments have an administrative assistant who coordinates book orders for department faculty. For questions about textbook costs and availability of digital or print course packs, contact the WPI Bookstore Textbook Manager, Jacque Lucey at jlucey@wpi.edu or x5247. Instructional librarians will also help you identify any available e-books and other resources for your course. The reading list for course packs should be supplied at least one term prior to the course offering. Students benefit from a longer lead time for textbook orders too, since the bookstore can find more used copies.

Waitlists
Once a class enrollment limit is reached, students may add their names to the waitlist. If a seat becomes available in a waitlisted class, the open seat will be offered via email to the first student on the waitlist. The Registrar’s Office sends students a standard email to which they must respond by the given deadline to claim the seat offered. Even if there appear to be open seats in a course, instructors should NOT offer a student a seat prior to the start of the term since other students may be first in line.

The day before each term starts, waitlists are frozen until the end of the add-drop period (usually 4 days into the term). During this period, if a class has a waitlist then a student must obtain the instructor’s signature on a paper “Add-Drop Form” in order to be admitted to the class. Students must bring these forms to the Registrar’s Office to be processed. Instructors should feel no pressure to add students beyond a course’s capacity; indeed the capacity is often defined by seating constraints or good pedagogy.

If your class has students on the waitlist, the Registrar will send you an electronic copy (pdf file) of the waitlist that includes the date and time when each student was added to the list. If you are accepting additional students during the first few days of the term, you may wish to do so by order of the waitlist.

Wait list procedures are often adjusted, so watch for an email announcement from the Registrar’s Office or Dean of Undergraduate Studies in case there are changes for the upcoming semester.

Writing Tutors and Teaching with Writing
Trained peer writing tutors are available in WPI’s Writing Center: wpi.edu/+writing. These tutors provide workshops and individual peer tutoring in a range of communication projects, such as course papers, dissertations, oral presentations, Spanish language projects, and more, including written, oral, and visual communication. All services are free to undergraduate and graduate students. Ryan Madan (ryanmadan@wpi.edu, x6561, left photo) coordinates the Writing Center. Lorraine Higgins (ldh@wpi.edu, x5503, right photo), Director of Communication Across the Curriculum, is also available to meet with faculty to discuss teaching with writing in courses and projects. Workshops related to Writing Across the Curriculum are a regular part of the Food for Thought teaching & learning seminar series.
2. COURSE OPERATIONS – ONCE COURSES ARE UNDERWAY

Athletics – Potential Conflicts with Coursework
Participation in athletics is an important part of undergraduate education at WPI for many students. Coaches and students know that academics come first. At the same time, some conflicts with scheduled class activities or assessments may arise occasionally, and students might ask if you can make alternative arrangements. In these cases, instructors are asked to be as flexible as possible to accommodate student athletes.

Class Email Addresses
You can send a group email or select individual recipients via Canvas course sites. Student email addresses are also listed in Banner, and there is an “Email Class” option at the bottom of the Class List listing in Banner class lists. A final option is to create a mailing list or “alias” (such as ES2001-D16@wpi.edu) at the following site: wpi.edu/Academics/CCC/Services/Email/mailinglist.html.

Computer Problems
If you have a problem with the computer or LCD projector in your classroom, call the Academic Technology Center (x5220, atc@wpi.edu). If you have a problem with your office computer, contact Information Technology Services (ITS) at 508-831-5888, its@wpi.edu, or by submitting the online web form at its.wpi.edu/help.

Copiers and Making Copies
Different departments have different traditions and processes for making copies of documents for courses and other professional needs, so check with an administrative assistant in your department. Some instructors have made their classes paperless, with electronic documents posted on Canvas so that students may choose to print their own. There is a printing services department in the basement of Boynton Hall that can be used for large printing jobs. Copiers and scanners are also available in Gordon Library. See Poster Printing later in this document.

Course Withdrawal
Unlike many other universities, WPI does not have a formal withdrawal process for undergraduate courses. Students can make course changes (add or drop) without penalty through the 5th day of the undergraduate term, not including weekends. On days 6-10, add/drops are permitted only with instructor approval and with payment of a late fee. No add/drops are allowed after day 10. Students may still stop participating in a course after that point, however, and “take an NR” (grade of No Record). There is no mechanism like withdrawal. Some will contact you to explain why they are dropping the course; others probably will not.

The course change/withdrawal process is somewhat different and more traditional for graduate courses. For details, see wpi.edu/offices/registrar/course-registration/add-drop.

Exam Proctoring
WPI instructors proctor their own exams, or arrange for their TAs to do so. (If TAs proctor exams independently, they may benefit from specific guidance on how to circulate in the classroom, answer questions, etc.) The Office of Disability Services does operate an Exam Proctoring Center (EPC) for students who have documented disabilities that entitle them to extended time on exams or assistive technology. The EPC contacts instructors to let them know about this service, and there is an online portal to provide instructions, upload documents, etc. Because of space limitations, the EPC is available only for students with documented disabilities.
**Makeup Policy and Student Illness**

WPI does *not* have a policy specifying the conditions under which instructors should or must provide makeup opportunities to students (e.g., if a student misses an exam or an extended part of the term due to illness.) The Committee on Advising and Student Life took up this issue and has published some suggestions and guidelines. See “What To Do When Students Miss Graded Work” in Section III of this resource binder or online at wpi.edu/academics/faculty/morgan-teaching-learning-center/professional-development/new-faculty.

If you want to ask students for documentation about an illness (“a note from the doctor”), be aware of the limitations. If students visit the WPI Health Services Office, they can pick up a form indicating that they “have been seen,” but the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule prevents the release of more detailed information.

**Students with Academic Difficulties**

Refer students to the Academic Resources Center unit within Academic Advising, which offers one-on-one academic success skills coaching and also coordinates tutoring services and help sessions for large first-year courses. Students can see session offerings and make appointments at wpi.edu/student-experience/resources/academic-resources-center. If you are concerned about the academic progress of a student, contact the Academic Advising Office at x5381 or academic-advising@wpi.edu.

**Students with Disabilities**

If a student provides documentation from WPI’s Office of Disability Services (ODS) and is approved for accommodations, instructors are required by federal law to provide accommodations with the support of ODS staff and in collaboration with the student. Students are strongly encouraged to disclose to faculty early in the term and must submit a request to ODS that accommodation letters be sent to their professors. Instructors are notified about accommodation letters via an online platform called Clockwork. If a student tells you that s/he has a disability that, without accommodation, will impact their academic performance or participation and does *not* provide this letter, then you are not obligated to provide accommodations and should refer them to ODS for formal approval.

For more information and resources to support students and facilitate WPI courses in an accessible manner, see wpi.edu/academics/faculty/disability-services or contact ODS staff at x4908 or DisabilityServices@wpi.edu. The Syllabus Checklist elsewhere in this binder includes an example syllabus statement about academic accommodations.

**Students in Emotional Distress**

Please refer students to the Student Development & Counseling Center (SDCC), also known as West Street House. This Center offers counseling services, stress management sessions, and a variety of other holistic student development programs. **Charlie Morse** (emorse@wpi.edu, x5540, see photo) directs the SDCC; he and his staff are great sources of advice and feedback.

Another important resource is the **WPI Care Team**. This group of professional staff meets weekly to receive, consider and, when appropriate, act upon information or behavior(s) of concern exhibited by a student or group of students. If you are concerned about a student or notice distressed, disruptive, or dangerous behaviors, please fill out the form at wpi.edu/offices/dean-students/concerned-about-student, and the Care Team will follow up in an appropriate manner.
Tutoring Services
A variety of tutoring and academic success services are available to students in your courses. Information can be found on the Academic Resources Center website (part of Academic Advising): wpi.edu/student-experience/resources/academic-resources-center. Call the Academic Advising Office if your students need tutoring services that don’t seem to be available. For writing tutors, see Writing.

3. COURSE OPERATIONS – END-OF-TERM

Course Evaluation Forms
Paper course evaluation forms, also known as student ratings of instruction or “student course reports”, are sent to all instructors by the Provost’s Office typically about two weeks before the end of the term. All instructors are expected to distribute these forms in class on a day of their choosing. (Administering on the same day as an exam is NOT recommended.) The packet of forms includes instructions for distribution and return of forms.

Course Evaluation Results
You will receive an electronic summary of the quantitative results by email, typically within a week after the grading deadline. The original forms (with students’ written responses to open-ended questions) will be returned to you by campus mail. Historical data for all instructors and school-wide averages for particular questions can be found on Banner: click on WPI Student Course Reports in the Faculty Services listing.

Grade Submission - Courses
Course grades are submitted electronically on Banner. After logging in, go to Faculty Services, then Course Information Menu, then Final Grade Entry. Grade submission deadlines for faculty come up more quickly than at many other universities. For example, if the term ends on a Thursday, final grades are likely to be due by 5pm on the following Tuesday. The Registrar or Dean of Undergraduate Studies usually sends a reminder each term about the grading deadline. Course grade changes may also be made on Banner.

Grade Appeals
WPI undergraduate and graduate students have the right to appeal a course or project grade on grounds of arbitrariness, prejudice, and/or error. Challenge of an instructor’s grading standard is not sufficient grounds for appeal. The Faculty Review Committee oversees the appeals process. The details of the grade appeal procedure are described in the Policies and Procedure section of the undergraduate catalog and the Grading System and Academic Standards section of the graduate catalog.

4. CAMPUS-WIDE POLICIES RELATED TO COURSE OPERATIONS

Academic Honesty Policy
WPI has a faculty-approved Academic Honesty Policy, which is important to follow both for the benefit of student learning, professional practice, and for the integrity of WPI transcripts and degrees. The Faculty Guide to Academic Integrity at WPI is a great resource and is online at wpi.edu/about/policies/academic-integrity/faculty-guide. If you are ever unsure about how to address a possible case of academic dishonesty,
Associate Dean of Students Greg Snoddy (gsnoddy@wpi.edu, x5800, see photo) is the go-to person for information and advice.

Copyright & Fair Use
WPI has a website dedicated to information on copyright law and fair use guidelines, for content creators and for instructors and students who wish to use copyrighted content in their courses and projects: wpi.edu/about/policies/copyright-compliance. There are many gray areas, so if/when you have questions, contact Jessica O'Toole (jrotoole@wpi.edu, x4960) or other research and instructional librarians in Gordon Library for advice.

Exam Scheduling Policy – see Section 1

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 among other items.

It is important to note that WPI gives parents of financially dependent students 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 the student informs us otherwise. If the student is financially independent, the student must notify the Registrar of his or her independent financial status by using the Financially Independent Student form available in the Registrar’s Office.

Please visit this site for more information: wpi.edu/offices/registrar/policies-procedures/ferpa. If you have questions, please contact the campus FERPA officer Sarah Miles, University Registrar (smiles@wpi.edu, x5211, see photo).

A consequence of FERPA is that graded work must be returned to students in a manner that protects the privacy of those grades. Therefore, for example, homework with the grade shown on the front cannot be left in a box in the hallway for students to pick up.

Policy on Religious Observances – see Section 1

5. PROJECT OPERATIONS AND MISCELLANEOUS ACADEMIC ISSUES

Project Advising
Ask your department head and other mentors for advice on when to get involved in MQP and IQP advising since it varies by department. The best way to learn about project advising is to be a co-advisor on a MQP and/or IQP before advising one alone for the first time.

Several Food for Thought seminars offered each year by the Morgan Teaching and Learning Center typically relate to project advising. Handouts from these sessions are archived on the Morgan Center Canvas site. You’ll find seminar and workshop materials, example project advising (IQP and MQP) syllabi, and more. If you are unable to find the site in Canvas, go to your Courses area, click on the "All Courses" link and star the Morgan Center site to display in your Canvas dashboard.
The Interdisciplinary & Global Studies Division (IGSD) oversees the IQP; the interim Dean of the IGSD, Kent Rissmiller (kjr@wpi.edu, x5019, see photo), can help you learn more about IQPs and help you find a project to co-advice when you are ready. There are also project advising resources, including the template for an IQP syllabus, on the IGSD website: wpi.edu/academics/faculty/support/writing-resources/project-resources/iqp-advising. Many of these resources can be easily adapted to MQP advising.

Project Registration

Project registration (for IQPs and MQPs) is done electronically and must be initiated by the student. Instructions can be found at wpi.edu/offices/registrar/forms/iqp-mqp-registration. Call the Registrar’s Office if you have any difficulties with the process.

Grade Submission – Projects

IQPs and MQPs receive both “term grades” and “final grades.” Term grades are attached to the academic credit in each term. For example, 1/3 unit of project work in A-term might earn a C. The next 1/3 unit of the same project in B-term might earn a B, and the last 1/3 unit in C-term might earn a B. The advisor would then decide on the project’s final grade—perhaps a B in this case—which would appear with the project description highlighted on the student’s transcript. The final project grade for IQPs and MQPs is taken into consideration for graduation with honors. See the Undergraduate Catalog for more information.

Term grades are submitted electronically on Banner just like course grades and are subject to the same grade submission deadlines. Final project grades, however, are submitted with a “CDR” (Completion of Degree Requirement) as part of the electronic submission process for project reports. After students submit their reports electronically, the advisor will be prompted to “approve” the report, which just means the project has concluded and is ready for grading. Students are then prompted to print a CDR form and deliver it to the advisor. The advisor then fills in the letter grade and delivers the form to the Registrar’s Office. CDR submission deadlines are typically AFTER the end of the term, with one important exception: in D-term, seniors who are planning to graduate in May must submit their CDRs by a specific deadline that is about a week BEFORE the end of D-term. Submission deadlines are published on the Registrar’s website.

Project Advising Evaluation

The Student Report on IQP Learning and Advising and the Student Report on MQP Learning and Advising are administered when students submit their final reports on the e-projects system. The questions on those forms can be found elsewhere in this resource binder. To access your results, go to the e-projects page and follow links to IQP Evaluations and MQP Evaluations: web.wpi.edu/Pubs/E-project.

6. RESEARCH, LAB, AND GRADUATE ACTIVITY

Grants Application Process

The Office of Sponsored Programs (OSP) website is a treasure trove of information: proposal toolkits, key forms, budget templates, funding opportunities, and more: wpi.edu/offices/osp.html. All grant proposals, large and small, submitted to either government agencies, corporations, or foundations, must be reviewed by the OSP prior to submittal.
Institutional Review Board (IRB)
Federal mandate 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. Please visit this site for complete information: wpi.edu/research/support/compliance/institutional-review-board. When you have questions, contact the IRB Chair, Professor Kent Rissmiller (kjr@wpi.edu, x5019, see photo). Note that there is an abbreviated IRB process for student project teams conducting research using surveys, interviews, and focus groups.

Intellectual Property Policy
WPI’s policy can be found at wpi.edu/about/policies/intellectual-property. (At the time this document went to press, “roperty” instead of “property” was necessary in that URL!) For IP questions related to inventions and licensing, see also Technology Transfer.

Laboratory Safety Requirements
WPI’s Office of Environmental Health and Safety (EHS) maintains an extensive website with resources and policies that are important to faculty who are establishing laboratories: wpi.edu/offices/environmental-health-safety/laboratory. For example, the Laboratory Experiment Safety Form (third link from bottom) must be completed by every student or student team who is planning to conduct an experiment as part of an MQP, independent study or graduate project, and then reviewed with the laboratory manager and faculty advisor. Contact the Director of EHS, Daniel Sarachick (dtsarachick@wpi.edu, x5298), with any questions related to lab safety.

Poster Printing
The Academic Technology Center office on the 1st floor of Fuller Labs provides poster printing services for a modest fee. See instructions at web.wpi.edu/Academics/ATC/Media/poster.html

Startup Funds
If you received startup funds as part of your initial appointment and want to know how to access them, start by consulting with your Department Head.

Technology Transfer/ Intellectual Property & Innovation
The Office of Intellectual Property & Innovation functions to identify, evaluate, protect, classify, market, and license the intellectual property assets developed by WPI researchers, as well as significant users of WPI resources. More information can be found on the office’s website (wpi.edu/offices/intellectual-property-innovation) or by contacting the Director, Todd Keiller (ipi@wpi.edu, x4907, see photo).

Thesis and Dissertation Submission Procedures
Graduate student theses and dissertations must be submitted electronically. All submission procedures are compiled at the Electronic Thesis & Dissertations website: wpi.edu/+etd, including links to important submission deadlines. Just as for undergraduate MQPs, the deadlines for May graduation are especially tight!
7. GENERAL FACULTY ISSUES

Expense Reports
To be reimbursed for reimbursable expenses related to your job (talk to your department head if unsure), complete and submit the “Expense Report” spreadsheet found on the Accounting website: wpi.edu/offices/controller/forms. Note that original receipts must be submitted, including an itemized receipt for meals (i.e., not just the credit card slip).

Faculty Handbook
A link to the complete Faculty Handbook can be found on the Faculty Governance homepage: web.wpi.edu/Campus/Faculty/index.html. The handbook includes policies on appointments, tenure, and promotion; policies related to leaves and stopping the tenure clock; faculty governance information; and other policies approved by the faculty.

Faculty Meetings
All faculty members with all types of appointments are encouraged to attend monthly faculty meetings. WPI does not have a faculty senate. Instead, elected faculty governance committees develop proposals and motions, which are then brought forward to the entire Faculty for voting. At this time, only tenure-track and tenured faculty members are voting members of the Faculty. Non-tenure track faculty do attend and participate in discussion and deliberations, and their contributions are valued.

Ombudsperson
The Ombuds Office will help faculty, students and staff deal with any issues and conflicts that may arise at the university. The office is independent from all other offices on campus. It is impartial and offers a safe, confidential way to help individuals deal with concerns. For more information and contact information for current ombudsperson(s), see wpi.edu/offices/ombudsperson.

Policies & Compliance
For a complete list and detailed explanation of all of WPI’s policies, see wpi.edu/about/policies. Jon Bartelson, Chief Compliance Officer, is an excellent point of contact for policy-related questions (jonb@wpi.edu, see photo).

Professional Development
Professional development programs and services for faculty are widely distributed at WPI. The Morgan Teaching and Learning Center coordinates programs and services related to instructional and educational development, as well as broader programming for new faculty. (See more information in Section 2 of this binder.) From a portal on the Morgan Center’s Canvas site, all WPI faculty have access an extensive digital library of faculty development programs available on-demand. 20-Minute Mentor Commons is a collection of more than 100 videos offering focused guidance on common teaching questions and challenges in just 20 minutes. Magna Commons is a collection of longer, more comprehensive online seminars.

The Office of Sponsored Programs and Gordon Library provide some professional development programming as well. Some offerings from the Human Resources Division may also be relevant to faculty.

Some faculty members have funds in a Professional Development Account (PDA); inquire in your department office. Department Heads may also distribute funds on a case-by-case basis.