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## IMPORTANT TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean and Director Charlene Gilbert</td>
<td>419-995-8300</td>
<td><a href="mailto:gilbert.583@osu.edu">gilbert.583@osu.edu</a></td>
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<td>419-995-8481</td>
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</tr>
<tr>
<td>Associate Dean Fábio Leite</td>
<td>419-995-8215</td>
<td><a href="mailto:leite.11@osu.edu">leite.11@osu.edu</a></td>
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<td>419-995-8215</td>
<td><a href="mailto:anderson.1782@osu.edu">anderson.1782@osu.edu</a></td>
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<tr>
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<td>419-995-8369</td>
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<td>Human Resources Melissa Coldiron</td>
<td>419-995-8436</td>
<td><a href="mailto:coldiron.25@osu.edu">coldiron.25@osu.edu</a></td>
</tr>
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<td>419-995-8451</td>
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<tr>
<td>Safety &amp; Security Tony Swygart</td>
<td>419-995-8410</td>
<td><a href="mailto:swygart.6@osu.edu">swygart.6@osu.edu</a></td>
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<td>Library/Director Tina Schneider</td>
<td>419-995-8326</td>
<td><a href="mailto:schneider.290@osu.edu">schneider.290@osu.edu</a></td>
</tr>
<tr>
<td>Bookstore Manager Jennifer Rush</td>
<td>419-995-8243</td>
<td><a href="mailto:SM8170@bncollege.com">SM8170@bncollege.com</a></td>
</tr>
<tr>
<td>Student Records Manager</td>
<td>419-995-8294</td>
<td></td>
</tr>
<tr>
<td>Assistant Director of Advising Kristina Healy</td>
<td>419-995-8460</td>
<td><a href="mailto:healy.83@osu.edu">healy.83@osu.edu</a></td>
</tr>
<tr>
<td>OCIO (Technology needs) Help Desk</td>
<td>419-995-8890</td>
<td><a href="mailto:8help@osu.edu">8help@osu.edu</a></td>
</tr>
<tr>
<td>Security Office (General #)</td>
<td>419-995-8499</td>
<td></td>
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<tr>
<td>Sheriff</td>
<td>419-227-3535</td>
<td></td>
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<tr>
<td>Fire/Rescue</td>
<td>911 or 419-221-1221</td>
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The information contained in this handbook has been assembled for convenience. It is not intended to replace the authoritative documents of the University.
PART 1. FINDING YOUR WAY

Location:
The Ohio State University is located two miles east of Interstate 75. It is just north of St. Rt. 309 on Mumaugh Road/Biddle Drive. From Columbus, the major access routes are US 33 to Marysville, St. Rt. 31 from Marysville to Kenton, St. Rt. 309 from Kenton to Lima or US 33 to Huntsville (just west of Bellefontaine), St. Rt. 117 to Lima, east on St. Rt. 309 to campus. (See map in the Appendix).

Parking:
Ohio State Lima has parking areas designated as faculty/staff, students, visitors and handicapped. Free parking is available in the student areas. YOU MAY NOT PARK IN THE HANDICAPPED AREAS AT ANY TIME UNLESS YOU HAVE THE APPROPRIATE HANDICAPPED VALIDATION CARD. If you would like to park in the faculty/staff areas, please register your vehicle with Campus Security, ext. 8067. They will give you a gate card. The gate code for the faculty/staff lots is #1-2-3-4.

Campus:
The Ohio State University at Lima is one of four regional campuses of The Ohio State University and has been operating since 1960. Ohio State Lima shares the Lima campus and its facilities with James A. Rhodes State College. Hence, room assignments place some OSU and RSC classes side by side. The two institutions operate separate academic programs, but RSC students may enroll in Ohio State courses.

The campus consists of eight building for academic use: Galvin Hall, Reed Hall, Technical Education Laboratory, Cook Hall, Public Service Building, Engineering Technologies, Life Sciences and Information Technologies. The Student Services Center, located just off of Mumaugh Road, houses the Admissions Office, Office of Academic Advising, and the Financial Aid office.

Building Abbreviations:
GA-Galvin Hall
RE-Reed Hall
LL-Lima Life Science
CK-Cook Hall
PS-Public Service
SSC-Student Services Center
Programs:
Currently, Ohio State Lima offers a broad-based freshman and sophomore curriculum; bachelor’s degree programs in Biology, Business, Early and Middle Childhood Education, English, Health and Rehabilitation Sciences, History, Psychology, Social Work, Theatre; and graduate coursework toward the Master of Social Work. The first-year engineering course sequence can also be completed on campus. In addition, students can complete a two year Associate of Arts degree. Ohio State Lima draws its students primarily from the surrounding ten county area and across the state. Privately owned, Longmeadow University Residences offers nearby student housing with a convenient pathway to campus. Students are found in all age groups. Many continuing undergraduate students move to the Columbus campus to complete a bachelor’s degree after spending one or two years at Lima; however, an increasing number of students are completing their studies in Lima.

Initial Contacts:
When you first arrive on campus you will want to make contact with someone who can answer your questions and help you become familiar with the campus. If you live near the campus, it is recommended that you make arrangements to visit prior to the start of classes with an appointment through the Associate Dean’s Office or Human Resources. On your initial contact, you will be oriented to the location of the library, faculty mailboxes, faculty duplicating services, and given a tour of the facilities if you wish. It would be advisable that you meet with the Human Resources department at this time.
PART 2. YOUR CONTRACT

Setting Terms:
The Ohio State Lima Associate Dean is responsible for setting the contract terms of adjunct faculty. In some cases, arrangements are made with a departmental chair or staff person on the Columbus campus to whom that function is delegated. In such instances, the department acts as the faculty member’s agent. Usually this is done by email or telephone. A written verification is then sent by the Associate Dean’s Office to the faculty member.

Background Checks
The Ohio State University conducts background checks on all faculty performing services for the university. New faculty and those who have not taught at Ohio State in the preceding 12 months will be required to complete a Disclosure, Authorization, and Release Form included in their letter of offer.

Credentials:
It is OSU policy that credentials for all faculty be on file with the teaching unit; consequently, each instructor is requested to provide a resume or curriculum vitae immediately after being hired, if such documents are not already on file. One copy should be sent to the Associate Dean’s Office.

Salary and Withholding:
Salaries are typically paid on the last day of the month during each semester (Autumn: September, October, November and December; Spring: January, February, March and April). During Summer Term, salaries are paid in May, June, July, and August. Ohio State has a paperless payroll system. Direct deposit enrollment must be completed so your salary can be deposited to the account you have selected. Enrollment will be done online through employee self-service at https://buckeyelink.osu.edu/facultystaff.html.

Federal and state income taxes and the employee contribution to a retirement program are withheld (it is now mandatory to contribute to a retirement plan). OSU does not participate in the Social Security System; however, a 1.45% Medicare Tax is withheld. The auxiliary faculty member must complete tax and information forms in order to be placed on the payroll. Columbus-based faculty or GTAs already under contract or part-time faculty who have previously taught at Ohio State need not fill out tax forms unless changes are desired or a year has passed since previous employment.
Benefits may be available to adjunct faculty depending on the amount of hours worked. Possible benefits include health care, dental, vision and flexible spending account programs. Information is available in the Human Resources Office in #122, Public Services Building. **It is essential that you contact the Human Resources office well in advance of the semester to make sure you have completed all necessary paperwork.**
PART 3. TEACHING YOUR CLASS

Faculty:
The Ohio State Lima faculty consists of two groups. Most instruction is provided by more than fifty full-time faculty members, including both tenure-track and annually appointed faculty, who are assigned by the University to render primary service and full-time teaching duties at the Lima Campus. The second group is made up of part-time lecturers, who teach occasional courses in the areas of their expertise.

Students:
The students at Ohio State Lima fall into three main categories: undergraduate, graduate, and non-credit. However, most classes enroll OSU undergraduates who are completing basic work prior to admission to their major area of study.

Academic advisors, located in the Student Services Center, monitor the scheduling of students into courses. Advisors process “adds,” “drops,” and other course changes in conjunction with the Student Records Manager. All such problems should be referred to the Student Records Manager at ext. 8294. (See “Advising and Registration” entry in Part 4).

Syllabus:
A syllabus should contain the course objectives, the instructor’s name and phone number, office hours, textbooks, assignments, and all other requirements of the course. It is also required to include an academic misconduct statement and disabilities accommodation statement. It is beneficial to also include information on learning support services, such as student counseling, student advocacy, and tutoring. Ordinarily, a syllabus is given to every student on the first day of class and some time is spent explaining it so that students understand it. A PDF copy of this syllabus must be sent to the Associate Dean’s Office via email at lima-syllabus@osu.edu by the first week of class each semester.

The ASC Committee on Curriculum and Instruction Sub-Committee on Assessment now requires that all syllabi for courses that have been approved for GE status include the goals and objectives for the category or categories a particular course fulfills, and a brief statement as to how the course meets those objectives.

Individual instructors may choose how best to present this information in their syllabi. For example, the objectives could be stated verbatim, or they could be incorporated within other course objectives. If the latter approach is used, the specific objectives for the GE must be clearly identifiable to students.
If you are unsure about whether or not your department has additional requirements, please contact the coordinator of your department or the Associate Dean’s office to find out. For additional information, please see the following:

Arts and Sciences Syllabus Template:
http://asccas.osu.edu/curriculum/asc-syllabus-elements

Arts and Sciences Curriculum and Assessment Services: http://asccas.osu.edu/curriculum/ge-goals-and-learning-outcomes

Additional information on development of a course syllabus may be obtained from the University Center for the Advancement of Teaching (UCAT): http://ucat.osu.edu/

Style and Presentation:
Teaching technique is of particular importance in structuring a course, and considerable thought should be given to the specific approaches to be used. The purpose of teaching usually is to introduce material to students, explain it to them, and seek methods of feedback to assure that they understand it. There are a large number of approaches, but the techniques used should be appropriate to the size of the class section and aims of the particular course being taught.

Care should be taken that presentation is made at an appropriate level. Most Ohio State Lima courses are designed for university undergraduates. A common complaint of disgruntled students is that instructors aim their classes either at the “high school” level or a level too high for their comprehension; usually the latter. Continual watchfulness of student reaction in class and attention to other student feedback can assist you in striking a good balance while still achieving the objectives of the course.

Please be aware that you can also utilize Carmen, Ohio State University’s online learning management system, to create course activities and share materials. For assistance with this system, please refer to the Appendix or http://elearning.osu.edu/carmen-help/. You can also contact the Office of Technology Services for any further questions at 419-995-8890.

Ordering Textbooks:
Most instructors prefer a textbook, students are accustomed to having one, and most departments expect its use. Sometimes, the instructor may choose the text from a list approved by the academic/home department. In some cases, primarily when hiring is done just prior to the beginning of the course, a text already has been ordered to facilitate instruction. In general, textbook orders should be placed when registration begins, typically during the 5th week of the previous term. Even if you choose not to use
a textbook, please notify the bookstore to let them know. We are being mandated by Federal law (Higher Education Opportunity Act) to provide students with this information so that they will have more freedom in choosing where to buy their textbooks. **It is mandatory that you contact the bookstore by the time students are able to register for the semester. The Assistant Dean will notify you of the textbook ordering deadline by email.**

Below are directions for placing your textbook order online.

- Go to [www.lima.osu.bncollege.com](http://www.lima.osu.bncollege.com)
- Select “Faculty Resources” at the top right corner (this will take you to [www.facultyenlight.com](http://www.facultyenlight.com))
- At the top select “Sign In” or “Create account” if you need to set up an account (simply follow the prompts)
- Select “Adopt”
- Select “Term,” “Department,” and “Course”
- Your class should populate below, select the correct section
- Add or search for your materials or select “No Materials Required For This Course”
- Upon finding your text, select “Adopt This Book”
- Select “Continue”
- Select “Required” or “Recommended” for students
- Select “Submit Order”
- You will receive a confirmation page

If you have questions, contact Jennifer Rush (SM8170@bncollege.com). After a day or two has passed, check the bookstore website ([www.lima.osu.bncollege.com](http://www.lima.osu.bncollege.com)) to ensure that your texts have been correctly recorded.

The Bookstore is located on the first floor of the Public Services Building. Jennifer Rush is the bookstore manager. Jennifer may be contacted at 419-995-8243. Bookstore related questions should be addressed to the Assistant Dean, at 419-995-8369 or via email.

Ohio State Lima does not provide desk copies of textbooks to faculty. Desk copies of adopted textbooks must be ordered directly from the publisher well in advance of need. Desk copies can be ordered through the bookstore website. When you have found the text that you are interested in, there will be a “Request Desk Copy?” note, and a link to “Print”. Select “Print”. You will be taken to a brief form to fill out, which will be submitted directly to the publisher. The publisher information will be listed to the left of the form. If you don’t hear back within 7-10 days, be sure to follow up with the publisher. The faculty services assistants can also help you with obtaining your desk copy.
Classroom Equipment
Nearly all classrooms contain the most requested multimedia equipment available for classroom instruction including a Microsoft Windows based desktop computer connected to the OSU Lima network, a VGA laptop input, a DVD and VCR player, all connected to a permanently installed projection system. In addition, most classrooms also have access to an overhead (transparency) projector. Other A/V equipment may be available for you on a reservation/scheduled basis, such as document cameras, stereos, video cameras, flipcharts, slide projectors, etc. You should always verify that the room assigned to your class has the equipment you will need. If it does not, you will need to make arrangements in advance with the Office of the Chief Information Officer (OCIO) at 614-688-4357 (5-8-4357) or help@osu.edu. Be sure to say you are in Lima.

The desktop computers in campus classrooms have a standardized distribution of software installed for basic classroom presentations including support for word processing, spreadsheets, and slide presentations as well as programs for viewing PDFs, pictures, and videos. Detailed information about the standard software available on these classroom computers is available in the OCIO office in Galvin Hall. If you require specific software to facilitate the teaching of your course, please check with this office for additional information and support. Please note that you should use your Ohio State Lima username and password (NOT your name.#) to log in to the computer in your assigned room.

Please check well in advance of the beginning of the semester to make sure your classroom has the appropriate equipment and software installed to facilitate the teaching of your class. If the appropriate equipment or software in your assigned room cannot be provided by OCIO, please call the Assistant Dean.

Class Meetings and Locations:
Classroom assignments are listed on the course schedule website at http://lima.osu.edu/academics/lima-class-schedules.html. From time to time, classroom assignments do change. Every effort will be made to contact the instructor if this happens. It is a good idea to check the schedule of classes as any updates will be listed there. Any special needs or requests for classroom changes should be made to the Assistant Dean, as soon as possible.

Please do not permit students to be in your class or switch sections without approval. Your permission will be sought if a student wishes to add your course after the first day of the semester. Permission to change a student’s schedule is given only by the student’s academic advisor. Any enrollment changes not authorized and processed by the
Registration Office can result in failure to earn credit. Please be sure to take roll using the official class roster to ensure your students are properly enrolled.

A considerable part of the first class meeting should be devoted to class structure, expectations of the instructor, requirements placed on students, and grading procedures. A copy of the course syllabus should be given to each student and he/she should be aware of its contents. Students coming into class after the first day, regardless of the reason, should be informed about these matters as well and should be given a copy of the syllabus. The tone set the first day usually carries through for the course, so considerable preparation should be done to set a positive tone.

At particular times throughout the semester, an instructor should make time available during class to discuss upcoming requirements, make general comments about performance, and review expectations. Discussion in class of individual student cases and performance should be scrupulously avoided.

Class Rosters:
Class rosters may be obtained through the SIS: Student Information System from the following web site: http://buckeyelink.osu.edu/facultystaff.html. Select the “Faculty Center” link. Occasionally an adjunct faculty member may not have access to print out their own class rosters. If this happens, most likely you have not yet been entered completely into the HR system. Either the Associate Dean’s office (ext. 8214) or the Student Records Manager (ext. 8294) can print them for you if needed. Problems with rosters (i.e., students attending but not on the roster, on roster but not attending, or listed as unpaid) should be reported to the Student Records Manager. Please see the handout in the appendix that shows how to use the Faculty Center for accessing class rosters.

Library Assignments:
Class assignments involving extensive use of library resources should be discussed with the Library Director, in advance to ascertain that the sources are available and to assist the librarian in meeting the aims of the instructor. Books from the regular collection may be placed on “reserve” for specific lengths of time (see “Library” entry in Part IV).

Examinations:
Exams and tests during the semester are the prerogative of the instructor. At Ohio State Lima, we strongly encourage at least one “mid-term” examination be administered and returned to students prior to the course withdrawal deadline, usually the tenth Friday of the semester. Deadlines for shorter sessions and workshops differ. Some type of formal evaluation very early in the semester is also recommended. Students may drop a course
during the first four weeks of a semester with no entry on their records. **A final examination is a University requirement.** There are few exceptions to this policy and **all final exams must be administered at the designated time during finals week (University Faculty Rules 3335-7-19 and 3335-7-20).** The schedule for finals differs from the standard class meeting schedule and can be found on the course schedule website prior to the start of the semester. Faculty are responsible for administering all examinations, including make-ups. Do not ask office assistants, student workers or anyone other than faculty to proctor exams.

**Grades:**
Grades are to be posted via the SIS: Student Information System via the “Faculty Center” link at this address: [http://buckeyelink.osu.edu/facultystaff.html](http://buckeyelink.osu.edu/facultystaff.html). If you are having trouble posting grades, please contact the Student Records Manager at ext. 8294 or the Associate Dean’s office at ext. 8215. Please see the handout in the appendix concerning the posting of grades. **It is imperative that grades be submitted on time.** Failure to submit the grades on time often produces difficulties for students. Grade point average is computed on the basis of the marks that are submitted. Graduations, scholarships, honors, financial aid, probations, and dismissals often hinge on the outcome of grades submitted on the due date. If you have a student whose name is not available online, you should report this to the Student Records Manager. Grade submission deadlines can be found at [http://registrar.osu.edu/registration/index.asp](http://registrar.osu.edu/registration/index.asp), under Important Dates, select the appropriate semester.

Federal privacy laws explicitly prohibit, the public posting of grades in any manner which would allow anyone other than the specific individual from knowing his/her grade. Care should be taken in giving out grades and in returning materials, such as tests and papers that evaluate students’ performances, so that privacy is maintained.

Change in grades after their final submission can be made using a form available from the Records Coordinator. University Faculty Rule 3335-7-23 states, in part that “such changes shall be made only when an error has been discovered in evaluation or recording of a grade. In no case will a grade be revised in accordance with criteria other than those applied to all students in the semester.” Since students are provided the opportunity to petition for grade changes for up to two semesters after a grade has been awarded, we request that you preserve your records associated with this course for at least two semesters.

**Class Cancellations:**
Adjunct faculty are expected, without supervision, to undertake their obligation for meeting classes, grading, consulting with students, and all other matters concerned with
the course. They are expected to meet at each scheduled class time and cancellation should be the rare exception. However, when instructors cannot be present, they should make arrangements for a substitute class. In a substitute class, students should undergo a learning experience equal to that normally received if the regular instructor had been there, usually through the use of a guest lecturer at the regularly scheduled class time and place.

If a class must be cancelled, it is important to notify students as soon as possible. The faculty member should first notify students through Carmen, email, or other agreed upon methods. Contact the Faculty Services Assistants to post a sign to your classroom door notifying students who may have missed the Carmen announcement or email. Also, please be sure to notify Janet Anderson in the Associate Dean’s office at anderson.1782@osu.edu or 419-995-8215.

If the cancellation is due to illness, remember to submit your leave form through http://eleave.osu.edu.

In the event of an emergency, contact the Associate Dean’s office (419-995-8215) when you are able to do so.

Weather conditions seldom provide sufficient reason to cancel classes at the Lima Campus. If weather forces a delay, classes will usually begin at noon. Activities or classes scheduled to begin on or after the delayed time will be conducted in a normal manner with students held responsible for any material presented. For example, if the university delays until noon, any class that begins at noon or after will begin at its normal time.

The Buckeye Alert text messaging system will notify you of closings or delays if your cell phone number is in the HR system. To verify that you have registered for Buckeye Alert, please follow the steps below.

- Go to https://buckeyelink.osu.edu/facultystaff.html
- Use your OSU name.# and password to log in
- Click on “Personal Information Summary”
- Click on “Change Phone Numbers”
- Enter your cell number in the “Mobile” field, if not listed
- Click “Save”

When a cancellation or delay occurs, area radio and television stations are informed. When conditions suggest a delay or cancellation, it is a good idea to check multiple stations.
Ohio State Lima’s weather policy can be found at [http://lima.osu.edu/assets/lima/uploads/FacStaff/weatherPolicy.pdf](http://lima.osu.edu/assets/lima/uploads/FacStaff/weatherPolicy.pdf).

**Early Alert**
At the start of the semester and again at the mid-way point, the Academic Advising Office will contact all faculty members with an Early Alert Roster for each of their classes. Faculty members are required to return the rosters, and identify any students that may be struggling in a class for any reason. Anyone identified will be contacted by their academic advisor. Students may be encouraged to touch base with their instructors or to utilize resources such as the Learning Center. If there are no students who need to be contacted, please respond with that information. Early Alert Rosters should be returned to the Assistant Director of Advising at the Student Services Center.

**Student Evaluations (SEIs)**
Near the conclusion of the course, all faculty members are required to give students the opportunity to evaluate their courses. The University provides electronic student evaluations which will show up in a student’s “self-service” area in the Student Information System.
PART 4. : OFFICES, PEOPLE AND SERVICES:

Dean and Director:
The senior administrative official at the Ohio State University at Lima is the Dean and Director, Charlene Gilbert. The Dean’s executive assistant is Lori Schleeter.

Associate Dean:
The Associate Dean’s area of responsibility includes the academic programs and student affairs. The Associate Dean is Fabio Leite and his assistant is Janet Anderson.

Assistant Dean:
The Assistant Dean, Roger Nimps, is responsible for course and room scheduling, and textbook orders.

Human Resources:
The Human Resources office provides coordination and consultation in the employment process including recruitment and selection, reward and recognition, performance management and retention for faculty and staff; serves as a liaison with the Office of Human Resources in Columbus regarding benefits and payroll function; and manages the employee relations function. The office may be reached at 419-995-8436.

Advising and Registration:
There are five professional staff members assigned to advising students concerning their academic programs. They assign students to courses, regulate student course changes, and administer student withdrawals from courses. The Advising and Registration area is located in the Student Services Center. The academic advisors are Wendy Hedrick, Karen Meyer, Marissa Snyder, Amy Langhals, and Lori Schleeter. Kristina Healy serves as Assistant Director of Academic Advising, and the Records Manager is also housed in Advising. Bryan Albright is the Associate Director of Enrollment Services.

Bookstore:
The bookstore is located on the first floor of the Public Services Building and is open on Monday and Tuesday, 8:00 a.m. - 6:00 p.m., and Wednesday, Thursday and Friday from 8:00 a.m. - 5:00 p.m. There are no weekend hours. Hours do differ slightly between semesters and during Summer Term. The Barnes & Noble Bookstore houses textbooks (see “ordering textbooks” entry in Pt.3), general school supplies, snack food and souvenir items. The telephone number is 419-995-8342 and the Manager is Jennifer Rush.
Cafeteria and Commons:
The Baron’s Bistro and the Commons are two places on campus where food is available. The Commons area is located in the basement of Galvin Hall and hosts an array of vending machines, including some with convenience foods. There is also a microwave available.

The Baron’s Bistro is located in Reed Hall and provides students with both hot and cold menu items in a casual dining area. Breakfast and lunch are served. Hours of operation are Monday thru Friday 7:00 a.m. to 2:00 p.m. Hours vary during the Summer Term. The Food Service Manager is Brett Bartlett.

Communications:
In addition to information on academic programs and how to navigate through a university career, Ohio State Lima’s website (http://lima.osu.edu/) contains useful information on upcoming events and news about campus. The Office of Advancement sends out all media releases from the campus. To post an upcoming event to the website, submit the event at http://lima.osu.edu/eventsubmit.html. To also have a media release prepared for the posted event, or for other communication information, contact Pamela Joseph, Director of Public and Community Relations, at joseph.122@osu.edu, ext. 8284.

Courier to Columbus:
A courier from Lima campus travels to the Columbus Campus on most Wednesdays throughout the year, carrying mail and other items between the two campuses. Staff and faculty may use this service. Please contact the faculty services assistant for help with pickups from Columbus or drop offs. All mail addressed to the Columbus Campus should be sent by campus courier.

Faculty Services:
Typing and duplicating of materials used in courses is done for faculty members by the Faculty Services assistant. Nancy Vennekotter serves as the assistant in Galvin. She can be found in the Learning Center, Galvin 310. Julie Paxton serves as the assistant for Science, Reed, and Public Service. Julie can be found primarily in Science, #318. Office assistance is available from 8:00 a.m. to 5:00 p.m. Each provides back-up coverage for the other, so if you cannot contact your usual assistant, please contact the other. There are also student workers available to help during the academic year. To avoid delay in the typing or duplicating of your materials, please give as much advance notice as possible. Copiers and mailboxes are located in Galvin #428, Galvin #220 (code: 1985), Reed #130, and Science #318. Please make it a habit to check your mailbox each time you teach your class.
Phillip A. Heath Center for Teaching and Learning:
The Heath Learning Center is located in Galvin Hall Room 310. The purpose of the center is to provide assistance in all mathematics, statistics, foreign language, chemistry, and physics courses as well as writing across the curriculum. Students demonstrating academic strength in these respective areas are recruited and trained as tutors by faculty coordinators for Math and Writing. The coordinators also work alongside the tutors in assisting students. The Math Center provides informal tutorial sessions in math and statistics. The sessions are offered on a walk-in basis. The Center is overseen by Doug Sutton-Ramspeck, Professor of English.

Library:
The library is located in Cook Hall and is open Monday through Thursday, 8:00 a.m. to 8:00 p.m., Fridays from 8:00 a.m. to 5:00 p.m. and Saturdays from 10:00 a.m. to 2:00 p.m. during the semester. Hours vary slightly between semester and during the summer. Please check the library web site at http://osu.campusguides.com/lima/home to see hours of operation.

The Library has a collection of over 80,000 volumes and serves both Ohio State Lima and Rhodes State College. Through Ohio State’s online library catalog, you have access to all OSU collections. There is also a statewide system called OhioLINK that links approximately 85 academic and a few public library catalogs. You may request items electronically through either of these catalogs. There is no charge and it typically takes 3-5 working days for your materials to arrive. When items arrive, the library staff will check them out to you and send them to your office. If you do not receive your items through campus mail, please contact the library.

In addition to borrowing privileges, you also have access to over 200 online databases across a wide variety of disciplines, many of which are full text. You may also take advantage of the library’s “closed reserve” system which allows instructors to place materials in the library for library use only or limited use. In addition, electronic reserves are also available. Please see Kathy Stedke, the circulation supervisor for all such requests.

Office of the Chief Information Officer (OCIO):
OCIO coordinates all computer, media and networking services for Ohio State Lima. A call center in Columbus, the Help Desk, is operated to provide a single point of contact for computing questions, audio/visual equipment requests, and various technical services. Lima’s on-site Help Desk staff members are located in 335 Galvin Hall and can be contacted via 614-688-4357 (5-8-4357) or Help@osu.edu. Be sure to say you are in Lima. For immediate in-class issues, call 4-HELP (614-247-4357 or 5-74357).
Computer facilities for instruction support are located in 305, 336, 340, and 451 Galvin Hall and need to be reserved for instructional use. There are also computers available for student use in the psychology lab, the library, the Phillip A. Heath Center for Teaching and Learning in 310 Galvin Hall, and science lab areas in the Science Building. All lab computers have internet access and access to shared laser printers.

Distance learning via live two-way video is accommodated in rooms 207 Public Service, 310K, and 318 Galvin Hall. Distance learning resources are coordinated by OCIO at ext. 8890. Room reservations should be given to Mike Buckland at ext. 8871. OCIO provides technology for instructional use, including installed projection systems with integrated computers, video players, and whole-room sound. Other available services can provide limited video recording, media duplication, and media supplies.

OCIO staff members are available from 8:00 a.m.-6:00 p.m. Monday through Thursday and 8:00 a.m.-5:00 p.m. on Fridays. Help Desk hours may vary between terms and during the summer term. Evening faculty should call in advance for any special equipment requests needed during their class hours.

Safety and Security:
In case of an emergency, please follow the steps below.

Call 9-1-1 with the following info:
   Your name
   Type of emergency
   Specific building and location

If calling from a campus phone, dial 9-9-1-1.

Call Security, ext. 8499, and give the following info:
   Your name
   Type of emergency
   Specific building and location
   Verify Bath EMS has been called

In any emergency, the Bath Township EMS unity should be notified first, so as to have transport capabilities as soon as possible.

Please notify Campus Security at ext. 8499 once you have called 9-1-1. Security will respond to any accident scene or illness situation and, if needed, will go to the parking lot to direct EMS. If you use a pay phone, no coins are needed to call ext. 8499.
Security personnel are on campus 24 hours a day, including weekends. During evening hours, the parking lots and walks are well lit for your safety. For any reason, you may call security and request an escort to your vehicle. The security office is also equipped to assist you if you should lock yourself out of your car or if you have minor car trouble such as a dead battery or a flat tire.

Fire safety is a serious concern and evacuation procedures are a vital part of a fire safety program. Evacuation plans are located near the entries to all classrooms on campus and show the location of the nearest fire exit doors.

Notice:
The policy of The Ohio State University, both traditionally and currently, is that discrimination against any individual for reasons of race, color, creed, religion, national origin, sex, ages, handicap or Vietnam-era veteran status is specifically prohibited. Title IX of the Education Amendment Act of 1972 prohibits sex discrimination and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap in educational programs and activities. Accordingly, equal access to employment opportunities, admissions, educational programs, and all other University activities is extended to all persons, and the University promotes equal opportunity through a positive and continuing affirmative action program.

The University’s Office of Human Resources, 1590 North High Street, Suite 300, Columbus, Ohio, 43201, phone 614-292-2800, is responsible for the coordination of matters relating to equal opportunity and this nondiscrimination policy. Information concerning violations of the policy and inquiries regarding University compliance with equal opportunity mandates, affirmative action, the requirements of Title IX of the Education Amendment of 1972 Act, Section 504 of the Rehabilitation Act of 1973, and other applicable statutes and regulations pertaining to equality of opportunity may be addressed to the director or associate director of Affirmative Action at the address and telephone number indicated.

Further policy guidelines pertaining to affirmative action at The Ohio State University are detailed in the University Operating Manual, Section 1.0. Copies of this operating manual are available for reference in college and department offices throughout campus.
APPENDIX

CHECKLIST FOR ADJUNCT FACULTY
CAMPUS MAP
SIS: FACULTY CENTER CLASS ROSTER
SIS: FACULTY CENTER GRADE ROSTER/POSTING GRADES
A CHECKLIST FOR NEW ADJUNCT FACULTY

After you have received your contract in the mail or via email, please follow the checklist below to ensure you are ready to begin teaching when the semester begins. If you are missing something below or have questions, please contact the appropriate person as soon as possible.

- Return the signed contract to the HR office as soon as possible. When it is received, you will be emailed a link to complete your background check. The HR office will retain your original contract, and then forward a copy to the Associate Dean’s office.

- The HR Assistant will enter your employee information into the HR system and forward you additional paperwork as soon as your background check has been processed. This will also include the passcode for the faculty/staff parking lot and a vehicle registration form. 419-995-8622

- **Additional paperwork must be completed before you will have access to online resources such as class rosters, e-mail, or Carmen, mentioned below.** (Full-time annually appointed lecturers will be given a brief orientation with HR to explain benefits.)

- The Faculty Services Office Assistants will prepare your campus mailbox and can assist you in day-to-day things like copies or supply requests. 419-995-8451

- If you need an office key, please contact Debbie Horvath in Facilities at 419-995-8691.

- Be sure to regularly check the online course schedule at [http://lima.osu.edu/academics/lima-class-schedules.html](http://lima.osu.edu/academics/lima-class-schedules.html) to verify your classroom assignment, textbook order and course enrollment numbers. Please contact the Office of the Chief Information Officer (OCIO) if you have any technology needs or questions at 8help@osu.edu or 8-HELP (614-688-4357 or 5-8-4357).

- To order textbooks, please visit [https://adoptions.efollett.com/OnlineAdoptionsWeb/onlineAdoptions.html?storeNumber=220&langId=en_US](https://adoptions.efollett.com/OnlineAdoptionsWeb/onlineAdoptions.html?storeNumber=220&langId=en_US), or contact the Assistant Dean at 419-995-8369.

- Familiarize yourself with the Faculty Center through Buckeye Link, Ohio State’s Online Academic Center, to ensure that you can print class rosters before your first class. Buckeye Link can be found at [http://buckeyelink.osu.edu/facultystaff.html](http://buckeyelink.osu.edu/facultystaff.html) Final grades must also be entered here. OCIO at 419-995-8890 can assist you with any questions you may have.

- Ohio State’s Online Learning Management System, Carmen, can be found at [https://carmen.osu.edu/](https://carmen.osu.edu/). Carmen enables you to create course activities and share materials online. For questions, please contact OCIO.
Location:
The Ohio State University is located two miles east of Interstate 75. It is just north of St. Rt. 309 on Mumaugh Road/Biddle Drive. From Columbus, the major access routes are US 33 to Marysville, St. Rt. 31 from Marysville to Kenton, St. Rt. 309 from Kenton to Lima or US 33 to Huntsville (just west of Bellefontaine), St. Rt. 117 to Lima, east on St. Rt. 309 to campus.

Building Abbreviations
GA-Galvin Hall
RE-Reed Hall
LL-Lima Life Science Building
CK-Cook Hall
PS-Public Service
VSSC-Student Services Center
Faculty Center Class Roster

Navigation Path:
- Open a browser window.
- Go to http://buckeyelink.osu.edu/facultystaff.php.
- Select Faculty Center.
- Authenticate using your name and password.
- Click the (Class Roster icon) on the Faculty Center page to access your class roster. (Note: A Printer Friendly Version is available by clicking the button at the bottom right of the page.)

Faculty Center

Class Roster

12383 - HISTORY 151 - Am C1 To 1877

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<td>2</td>
<td>100199707</td>
<td>Jawani Linda Danielle</td>
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<tr>
<td>3</td>
<td>1001000550</td>
<td>Midgall Tyrone</td>
<td>R/ND</td>
<td>5.00</td>
<td>Humanities - World Literatures/Music</td>
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<td>4</td>
<td>06167513</td>
<td>Mills Roland</td>
<td>Graded</td>
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<td>Engineering - Aero and Astronautical Eng</td>
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<tr>
<td>RETURN</td>
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Faculty Center Grade Roster

Navigation Path:
- Open a browser window.
- Go to http://buckeyelink.osu.edu/facultystaff.php.
- Select Faculty Center.
- Authenticate using your name.n and password.
- Click (Grade Roster icon) on the Faculty Center page next to the appropriate class in "My Teaching Schedule" to access your grade roster. Note: Grade Rosters will not appear until generated by the Office of the University Registrar and then only for an instructor if he/she been designated to Grade/Approve/Post in the Schedule of Classes. Questions regarding access to the Grade Roster should be directed to your College/Department Scheduling Contact.

To post grades:
- Select a grade for each student from the drop down box in the Roster Grade column.
- Review the assigned grades.
- Click the "POST" button.