

FAQ for Faculty

Academic

1. How do I submit a book order for my classes?

Online book ordering made simple!

- Go to the Lima OSU bookstore by clicking [here](#).
- Select “Faculty Resources” at the top right corner (this will take you to 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 to ensure that your texts have been correctly recorded.

2. How do I order desk copies of that book?

Desk copies can be ordered through the bookstore website when placing your textbook order.

- When viewing 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 do not hear back within 7-10 days, be sure to follow up with the publisher.

The faculty services assistant can also help you with obtaining your desk copy.

3. I would like to request a specific classroom or change classrooms due to size or configuration problems. Whom should I contact?

- Please contact Bryan Albright at 567-242-7274 or albright.34@osu.edu
- Be sure to include the reason for your classroom request.
- Remember that classroom space is at a premium, so the more information and the earlier your request, the better your chances of getting your requested classroom.

4. How should I go about cancelling a class because of illness or emergency?

In the case of illness:

- Notify students through Carmen, email, or other agreed-upon methods.
- Notify the faculty services assistant so that signs can be posted to your classroom door: Nancy Vennekotter, vennekotter.7@osu.edu; 567-242-7229
- Notify the Associate Dean's office: Julie Klingler, klingler.67@osu.edu; 567-242-7215
- Remember to submit your leave form through <http://eleave.osu.edu>.
- In the event of an emergency, please call the Associate Dean's office (567-242-7215) as soon as you are able to do so.

5. How do I upload my course syllabus to the syllabus archive?

- At the start of each semester, Julie Klingler will email a reminder to send in your syllabi.
- Please submit these as PDFs via email to lima-syllabus@osu.edu.
- To name your document, please use the following format: Year_SEMESTER_DEPARTMENT_Course #_Instructor.
- Example: 2014_SPRING_MUSIC_3030_YoungM.

6. What if I am having problems with the SIS? How do I post final grades? How do I access the class roster?

If you are unable to view a class when going into the Faculty Center in SIS at <http://buckeyelink.osu.edu> contact Julie Klingler to ensure that you are listed as the instructor of record. If you are a new faculty member, the HR department may still need additional paperwork from you.

To post final grades:

https://registrar.osu.edu/sishelp/Grade%20Roster/grade_roster_grade_enter_post.pdf

To access the class roster:

<http://buckeyelink.osu.edu>

Please print copies of each class roster and forward to the Associate Dean's office within the first two weeks of the semester.

To change grades after official posting or to update Incompletes:

https://registrar.osu.edu/sishelp/Grading/grade_workflow_instructor.pdf

Help documents for SIS: <https://registrar.osu.edu>

7. I need help with Carmen. Whom should I contact?

Contact the Help Desk at 614-688-4357 or 8help@osu.edu. Be sure to say you are in Lima.

8. How do I put something on reserve in the campus library?

The Lima Campus Library, located in Cook Hall, places books, articles, DVDs, etc. on reserve. Forms are available at the Circulation Desk. Please contact Kathy Stedke for assistance at 567-242-7220 or stedke.1@osu.edu.

For details on all services provided by University Libraries, visit <http://library.osu.edu>

9. How do I go about scheduling a peer review of my teaching?

As a rule, regular faculty should have two peer reviews of their teaching done per academic year prior to their sixth-year review. Whenever possible, peer reviews of regular faculty members should be completed by the TIU, so please contact your home department and request that a colleague be assigned to conduct a review of your teaching. For auxiliary faculty, or for regular faculty whose home departments are not responding adequately to your requests, please contact the chair of the Teaching Effectiveness Committee, who will assist you in locating a faculty member from your academic discipline or division, who is willing to conduct a peer review of your instruction. Please note that regular faculty should not themselves ask a colleague to provide a peer review for inclusion in the P&T dossier. According to OAA guidelines, such a request needs to come from a third party (TIU representative, department coordinator, chair of the Lima Campus Teaching Effectiveness Committee, or the Assistant or Associate Dean).

10. If I am concerned about the behavior or demeanor of a student, how should I proceed?

If you are concerned about a student, there are several steps you may take:

- If you are comfortable, ask to speak with the student outside of class. Let the student know that you are concerned. Share your observations in a direct and nonjudgmental manner.
- Allow and encourage the student to respond to your concerns. Be willing to listen. Having someone express concern, being willing to listen, and understand the student's situation goes a long way in helping the student feel supported.
- Help the student identify resources that can help with the specific concerns he/she is facing. Depending on the issues, students have access to several resources on and off campus such as Counseling Services, the Office of Disability Services, Academic Advising, Financial Aid, Student Advocacy, and so on. Sometimes students are simply unaware that help is available. At other times they may be reluctant to ask for help.

- If you feel unable to help the student, be straightforward with them. You may tell them that you are not sure how to help and offer them information about a resource that may be more helpful, such as Counseling Services.
- If you are unsure what to do next, please feel free to call one of the therapists in Counseling Services (refer to contact information below). We cannot contact students based on a recommendation, but we can offer information, advice, or suggestions to faculty members who have concerns about students. And we can offer guidance in making a referral to the student.
- If you are concerned about the student's immediate safety, you may want them to have access to a professional before they leave your office. If you are concerned that the student may harm themselves or someone else, it is ok to ask this directly. If a student states that they are considering suicide or hurting another person in the near future, they should have access to help as soon as possible. If the student is willing, offer to call one of the therapists from your office and they can talk on the phone. You may walk the student into our office for a "crisis" appointment at any time if we are available. If you are unable to reach one of the therapists and are concerned about letting the student leave your office, you can call Security (x8499) for guidance. If a student makes a direct threat of harm to him/herself or another, you may call 9-1-1 for assistance as well. This will ensure that the student is transported to the appropriate facility and receives an evaluation.

Samantha Haudenschild, PsyD
 Galvin room 107
 567-242-7158
haudenschild.11@osu.edu

11. What should I do in cases of non-academic misconduct? That is, unruly or disruptive conduct?

For questions regarding non-academic misconduct, please refer to the University's Code of Student Conduct, which is also available online at <http://studentaffairs.osu.edu/csc/>. Faculty should include this link to the Code of Student Conduct in their syllabi and encourage students to read it, and faculty and staff should familiarize themselves with it as well. As indicated in this document, non-academic misconduct includes a variety of behaviors, including, for example, those that endanger the health and safety of others, destruction of property, drug or alcohol use or distribution, and disorderly or disruptive conduct. If faculty or staff are encountering problems of a non-academic nature with students, you should contact Shane McCrory at 567-242-7337 or mccrory.6@osu.edu who is Ohio State Lima's Code of Conduct Officer. **If you feel threatened or endangered, call Campus Security at 567-242-7400.**

Dealing with Disruptive Individuals

- Disruptive behavior is described as any behavior that interferes with other students, faculty or staff and their subsequent access to an appropriate educational or work environment.
- This behavior should not be overlooked or ignored. Remain calm. When appropriate, inform the individual that such behavior is inappropriate and that there are consequences for such disruptive behavior.

- Keep your supervisor and/or the appropriate level of personnel apprised of the incident(s) and feel free to contact the Office of Student Conduct for help when deemed appropriate.
- Disruptive behavior should always be documented. To document the incident, write a factual and detailed account of what transpired and capture with words that are clear what actions were recommended or taken. It is also important to share the documentation with the appropriate personnel. A written complaint alleging a violation of the code of student conduct should be made with the university as soon as possible following the discovery of the alleged violation. ***With the exception of extraordinary circumstances, the written complaint must be filed within six (6) months for non-academic misconduct cases (3335-23-04) (B-Q) and one (1) month for academic misconduct (3335-23-04) (A) from the date the university official becomes aware of the alleged violation and identifies the student(s) who allegedly committed the violation. With the exception of extraordinary circumstances, the university must initiate charges, if any, within one (1) year of the filing of the complaint.***

12. What should I do if I suspect a student of academic misconduct?

- For questions regarding academic misconduct, faculty members should consult the University's Committee on Academic Misconduct website (<http://oaa.osu.edu/coamfaqs.html>) for a detailed description of what constitutes academic misconduct and how to respond to it.
- Faculty who wish to file an academic misconduct case need to rely on the COAM website for a detailed description of the process. What follows is an abbreviated set of guidelines to serve as a starting point:
 1. If you suspect that a student has violated the University's *Code of Student Conduct*, we (COAM) recommend that you notify the student of your suspicion (this notification is not mandatory.) This can be done via a personal, **private** conversation (a witness is recommended) or via e-mail.
 2. If you suspect that a student has plagiarized an assignment, read [Preparation of Evidence for Cases Involving Alleged Plagiarism](#).
 3. Ask your department's chairperson (or associate dean) to write a letter acknowledging that he/she is aware of the allegations against the student.
 4. Accumulate the following documents:
 - Completed reporting template
 - Evidence supporting your allegation
 - Chairperson's letter
 - Course syllabus
 5. Submit academic misconduct report using <https://oaa.osu.edu/coamfaqs.html#howdoireport>

If you have any questions regarding this process, please contact COAM at 614-292-7262.

13. Students asking questions about courses in other fields? To which advisor should I send them?

Sean Boley

- College of Engineering
- John Glenn College of Public Affairs

Wendy Hedrick

- Dental Hygiene
- School of Health and Rehab Sciences
- Nursing
- Public Health
- Pre PT & OT
- College of Education and Human Ecology
- Social and Behavioral Sciences
- Pre-Law
- History

Lori Schleeter

- Mathematical and Natural Sciences
- Arts and Humanities
- English
- College of Pharmacy
- School of Architecture
- College of Engineering
- Pre-Professional Programs

Karen Meyer

- Fisher College of Business

Deborah Barton

- College of Education and Human Ecology
- Continuing Education – Education Students

Marissa Snyder

- College of Social Work
- Psychology
- College of Food, Ag. and Environ. Sciences
- Exploration

Courtney Roeder

- Theatre
- Academy (College Credit Plus)
- Continuing Education (except Education)

Additional information regarding the areas of expertise of our advisors can be found at <https://lima.osu.edu/academics/academic-advising/meet-the-advisors.html>. You can also call the office at 567-242-7510.

14. How do I go about setting up a video conference with colleagues in Columbus or elsewhere?

Contact the Help Desk at 614-688-4357 or 8help@osu.edu. Be sure to say you are in Lima.

15. What is the process for taking student groups to off-campus locations?

1. Each student must completely fill out the Travel Liability Waiver and Medical Information Form. Contact the Associate Dean's office if needed.
2. Copies of the completed forms must be forwarded to the Associate Dean's office prior to the trip.
3. For reporting purposes, a copy of a travel roster should be emailed to the Associate Dean's office (Julie Klingler at klingler.67@osu.edu) and must include:
 - Instructor/employee name
 - Student names
 - Event/activity
 - Date and time
 - Which course/group/team
 - If for a course, title and catalog #
 - How many students
 - If staying overnight, where and for how long
 - If crossing states, in which states activities are taking place

Business

1. I am presenting a paper or commenting on a panel at a conference or engaging in other travel related to my professional development or university business and wish to use faculty travel money to pay for it. How do I proceed?

- Complete a pre-trip worksheet (<https://lima.osu.edu/faculty-and-staff/administration/business-office/>) as soon as you become aware of your travel dates, and submit it to the Associate Dean for approval. Indicate on this request the reason for travel, provide documentation of the conference or other professional activity involved, and note the funding source (e.g. faculty travel funds, undergraduate research mentoring award, start-up funds, research and special projects grant, etc.)
- Once approved, the Associate Dean will forward the pre-trip worksheet to the Business Office. Your Travel Request will be entered online to generate a T Number. Your assigned T Number will be forwarded to you by email.
- Once a T Number has been received, faculty should reference that T Number for all PCard transactions or reimbursement requests associated with that travel.

2. I need to use a PCard to make a purchase. What is the process?

- Before making a PCard purchase, an eRequest must be completed and approved. Please start the process here, <https://erequest.osu.edu>. The faculty services assistants can help you with the process if necessary.
 - For first time PCard users, faculty must complete and return the PCard Internal Control Form, located on the Ohio State Lima Business Office home page, <https://lima.osu.edu/faculty-and-staff/administration/business-office/> to the Business Office (PS 120).
- The Lima Campus holds PCards in the Business Office (PS 120), which can be signed out by faculty and staff. All purchases must be pre-approved.

- Each completed PCard transaction requires submission of the original receipt with a printed copy of the approved eRequest to Cheri Wise (PS 120).
- **Be sure to alert the vendor of Ohio State's tax-exempt status.**

3. I want to employ a student worker. What should I do?

If this is a new position:

1. The HR Generalist needs a short description of job duties and the job qualifications. Contact HR for additional details.

For all positions:

1. Contact HR for applications to review.
2. Once a student is selected to hire, send HR an email with the student's name and the date the student will begin working.
3. The student also needs to come to the HR Office and complete the Hire Paperwork Packet. This paperwork MUST be completed and turned in BEFORE the student can begin working.
4. Near the end of each term, HR will send out a Continuation/Termination Form for each student employee that the supervisor needs to complete and return to the HR Office. This will let HR know if the student is to remain on the payroll for that department or needs to be removed from payroll. It also lets them know if that department might be looking for another student to hire.

For an additional resource, please refer to the Student Employment Program FAQs, <https://lima.osu.edu/faculty-and-staff/administration/human-resources/student-employment-program-faq.html>.

4. How do I reserve a campus vehicle for university-related business?

Send an email to LIMA-cars@osu.edu noting the dates you wish to use the vehicle and the kinds of vehicle you wish to reserve (e.g. campus car, 10-passenger van, or the bus). Your request will be answered by LIMA-cars@osu.edu.

A Driver Registration Form is required for all employees who wish to drive a University-owned vehicle. The Driver Registration Form can be found at <https://lima.osu.edu/faculty-and-staff/administration/busine.ss-office/> and must be returned to the Business Office to be kept on file prior to driving any University vehicle.

5. I received grant money from Ohio State Lima (URMC, startup funds, research & special funds). How long do I have to spend that money?

If you received a grant from the Research & Special Projects Committee, you generally have one year to spend those funds, unless otherwise specified in the project description.

If you received an award from the Undergraduate Research Mentoring Committee, it should be used within three years.

New faculty who receive start-up funds must expend those funds within four years.

Please forward all grant award notifications to Devon Phelps at PS 120 or phelps.2@osu.edu. Devon will notify you of the User number assigned to your grant.

Facilities

1. I need to have work done in my office, classroom or building; or wish to report a problem with campus facilities. What should I do?

- Go to <http://lima.osu.edu>
 - Highlight Faculty & Staff, then Administration.
 - When the drop-down menu appears, select Facilities.
 - Click on submit a work request.
 - Enter your email address.
 - Click submit.
 - If you are prompted for a password, type in "work."
1. Fill in your personal information.
 2. Select location. This will be a building, parking lot, the quad, etc.
Area/Room Number – Type in your room number, women's/men's bathroom, classroom number, etc.
 3. Select the type of problem that best describes your issue.
 4. Describe the problem you would like to have fixed.
 5. Type in the password: "work".
 6. Click Submit.

2. I lost my campus keys. What do I do?

Please contact Debbie Gordon in Facilities for assistance.

3. How do I make use of the campus 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. There are two drop-off locations on our campus. They are in the Facilities Office in Galvin Hall 049 and also in the Dean's Office PS 208. You can also contact the Faculty Services Assistant to schedule this. Please drop off items by the end of the Tuesday workday. All mail addressed to the Columbus Campus should be sent by campus courier.

Administrative

1. How do I know if the campus has been closed or delayed due to weather or another emergency?

Please sign up for Buckeye Alert to be notified via text message to your cell phone of any campus delays or cancellations. You will NOT be notified of any individual class cancellations via Buckeye Alert.

Go to <http://buckeyelink.osu.edu>

- Use your OSU name.# and password to login
- Click on "Personal Information Summary"
- Click on "Change Phone Numbers"
- Enter your cell number in the "Mobile" field, if not listed.
- Then click save
- At that point, you are registered for Buckeye Alert!

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.

2. How do I sign up for Buckeye Alert?

See above

3. How do I add an event to the campus calendar?

Go to: <http://lima.osu.edu/events>

- Fill in the form. Please include the time, day, date, and place in the description area.

The event will not show up immediately on the calendar. There is a stopgap in place, so accidental postings do not make it on the website. You may receive a call from the Advancement Office for clarification.

Some helpful hints that move the process along faster:

- Our name is The Ohio State University at Lima or Ohio State Lima. There are no hyphens or OSUs.
- For times, the style is 1 a.m., 12:30 p.m. If one of the times in a series has minutes, they both get minutes. For example, 2:30-3:00 p.m. or 11 a.m.-1 p.m. For phone numbers, the area code goes in (), so (567) 242-0000.

4. How do I reserve a room for an upcoming meeting or event?

- For PS 207, attached to the Dean's Suite, contact the Julie Klingler at 567-242-7215.
- For all other meeting room requests, please contact Mike Buckland at 567-242-7137. If there is another person that needs to be notified regarding that room reservation, Mike will coordinate with them.

Prior to your meeting or event, please note: If you need event set-up to go along with these room reservations, be sure to fill out a work order with facilities. If you have technology needs, contact OCIO at 614-688-4357 or 8help@osu.edu. Be sure to say you are in Lima.

5. I want to start a new student organization. How do I do this?

All campus groups must register with the Student Activities Office (GA 066) during the first four weeks of the semester. Registration forms will be sent to the advisors of campus groups in early August for Autumn Semester. Any new group not receiving a registration form may pick one up in the Student Activities Office.

Registration forms are due by the last class day of the fourth week of any semester.

Required on the registration form are the following:

- Name of organization and purpose of organization
- Names of faculty advisor(s) and officers
- Office location of faculty advisor(s)
- Telephone numbers for faculty advisor(s)
- OSU/Rhodes State email addresses
- Website and/or club email
- Signature(s) of Advisor(s)
- A roster within 30 days of the registration deadline

Important Notes:

- Student Organizations need to maintain a membership of at least three members and have a current faculty or staff advisor.
- All events and activities must be properly scheduled and registered with the SAO to ensure they do not overlap, and facilities are available.
- It is important to collaborate with other Student Organizations and Departments on and off campus.
- Stay involved by attending Student Organization Orientations and leadership workshops through the Student Activities Office.
- Although not required, we encourage each organization to assign one member to attend Student Senate meetings.

6. Is there a policy outlining my OSU email signature?

The Ohio State University has guidelines describing the approved format of your email signature. Please see the link below for complete details:

<https://brand.osu.edu/email-signature/>