



# WELCOME

09.20.11

DAAP New faculty orientation

5:00 Wrap up and Questions



# DAAPresearch

09.20.11

DAAP New faculty orientation







Forward™

The Innovation Collaborative





# College of Design, Architecture, Art and Planning

Mahsino Blamoh

University of Cincinnati - MS Marketing Capstone

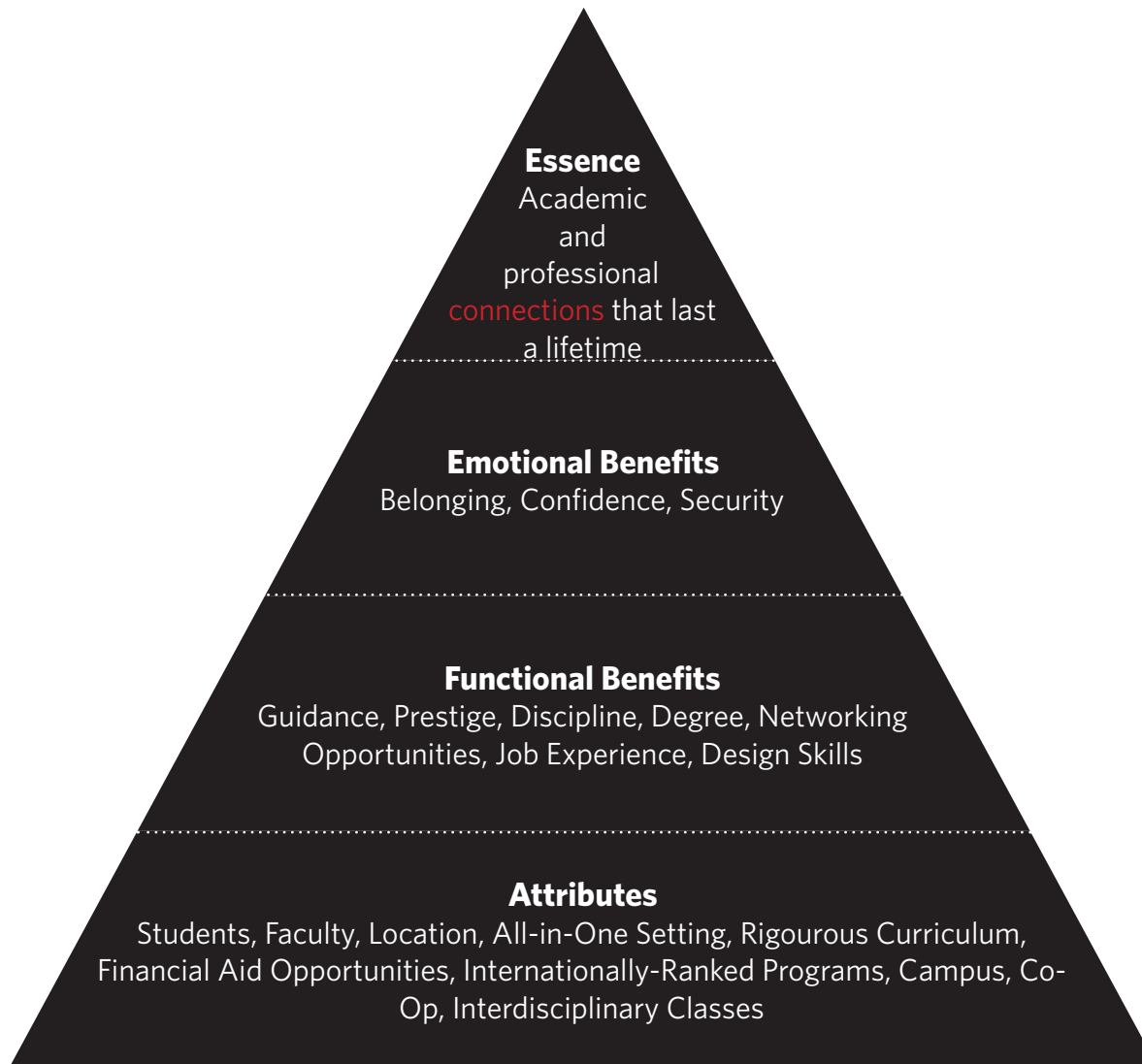
June 3, 2011

it's all about

**CONNECTIONS**



Leveraging Connections  
**BRAND EQUITY PYRAMID**



**BRAND ESSENCE**

Helping make  
professional  
and academic  
**connections** that  
last a lifetime.

Leveraging Connections  
**VALUE PROPOSITION**

Current Belief

"I believe program rankings and financial aid opportunities are my key deciding factors when choosing a school for an undergraduate/ graduate degree."

Current Do

"I ultimately enroll in the school with the highest rankings and lowest tuition."

Customer Proposition

Through our co-op program, interdisciplinary classroom experiences, passionate faculty, and intellectually-curious students, we help students make academic and professional connections that last a lifetime.

Reasons to Believe  
(See DAAPthemes)

Desired Belief

"I believe the connections I make at DAAP through co-ops, multi-disciplinary classes, faculty and students will ultimately prove more valuable than just choosing a cheaper school."

Desired Do

"I decide to enroll at the College of Design, Architecture, Art and Planning."

Leveraging Connections  
**VALUE PROPOSITION**

Current Belief

"I believe every time I hear from DAAP, they're asking for money."

Current Do

"I do not donate to DAAP as much as I could."

Customer Proposition

DAAPthemes were developed as a means of categorizing and communicating all of the things DAAP students, faculty, and alumni do. Keep on the lookout for more DAAP-centered communications to help keep you **connected** to faculty, alumni and current studios.

Reasons to Believe

(See DAAP Themes)  
(See DAAPannual report and DAAPnewsletter)

Desired Belief

"I believe DAAP is interested in keeping me up-to-date on what they're doing and how my money is being sent."

Desired Do

"Once I begin seeing more consistent steps to keep me connected, I will consider donating more."



DAAPthemes Overview

**EXPLAINING DAAP THEMES**

DAAP Students **CONNECT**

DAAP Students **CARE**

DAAP Students **THINK**

DAAP Students **WORK**

DAAPthemes Overview

## **EXPLAINING DAAP THEMES**

### **DAAP CONNECTS**

*Forming academic and professional relationships*

### **DAAP CARES**

*Tackling socially responsible issues*

### **DAAP THINKS**

*Finding new ways to solve problems*

### **DAAP WORKS**

*Showcasing our talent*



DAAPthemes Overview

## EXPLAINING DAAP THEMES

### DAAP CONNECTS

Through our co-op program, interdisciplinary classroom experiences, passionate faculty, and intellectually curious students, we help students make academic and professional connections that last a lifetime.

◀ *Students from DAAP and the College of Business working on the research phase of an interdisciplinary studio sponsored by Procter and Gamble.*





DAAPthemes Overview

## EXPLAINING DAAP THEMES

### DAAP CARES

Whether it's educating and empowering high school students through the vehicle of footwear design or helping build a health clinic in Tanzania, we strive use our creative, problem solving skills to tackle socially-responsible issues.

◀ Vanessa Melendez, industrial design class of 2011 speaking at a TREAD project lecture. Melendez and three other students founded the TREAD project as part of their senior capstone.



DAAPthemes Overview

## EXPLAINING DAAP THEMES

### DAAP THINKS

We don't just make things look pretty, we use a variety of creative methodologies to inform and validate our projects.

Industrial design professor, Peter Chamberlain speaking at TEDx Cincy. Chamberlain spoke about TransForum an output of a 3-quarter long, interdisciplinary, urban transportation studio exploring light rail transit in Cincinnati.



DAAPthemes Overview

## EXPLAINING DAAP THEMES

### DAAP WORKS

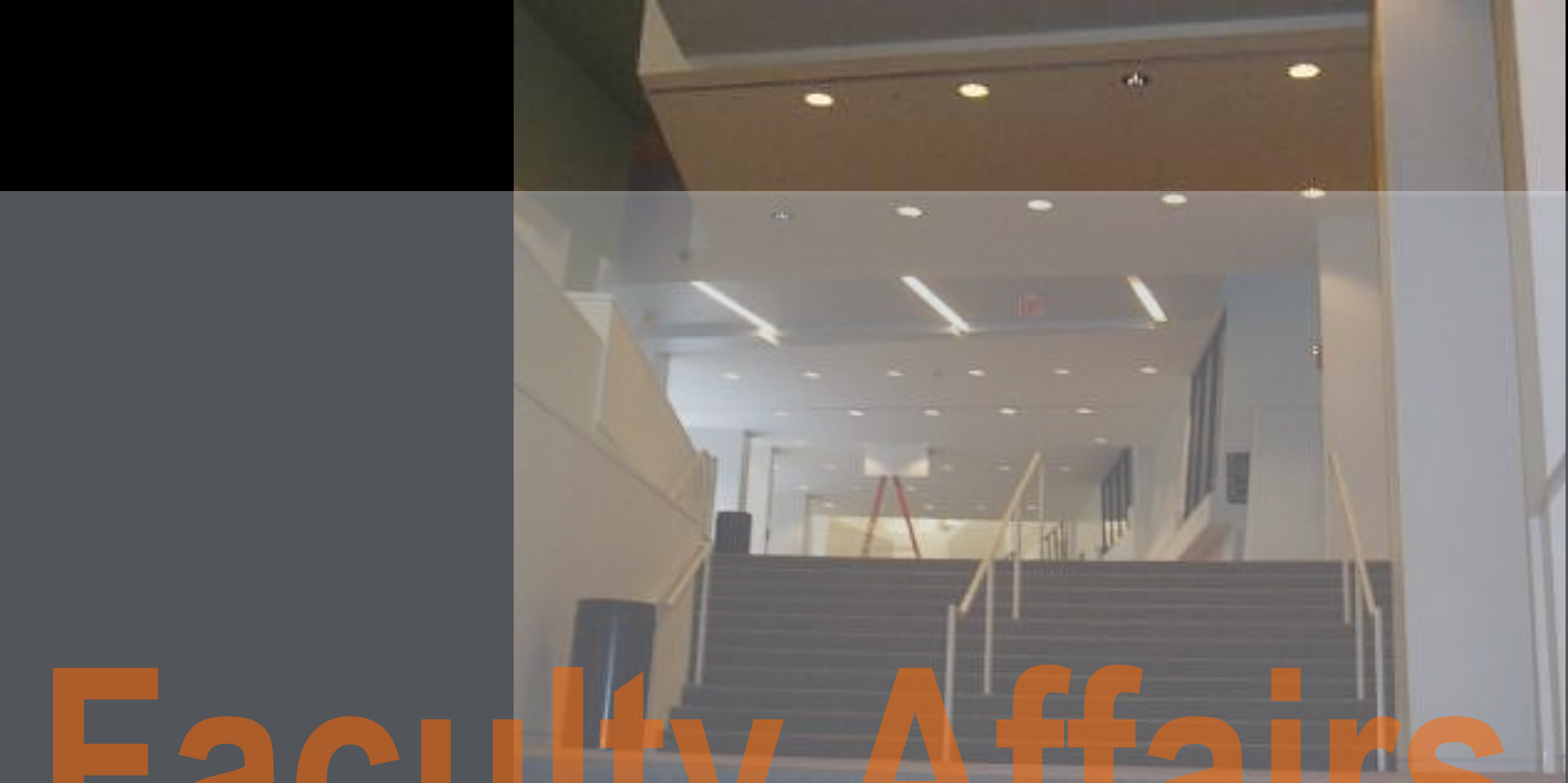
We're known for our work. Every once in a while, we showcase the work of our faculty and students. In addition to our end-of-year senior showcase, our students and faculty participate in various competitions and conferences throughout the year.

◀ CCM Students model hospital gowns at during DAAPworks Fashion Show, 2009. The gowns were created as part of a Hill-Rom sponsored studio hosted at the Live Well Collaborative. Studio participants included fashion designers, industrial designers, biomedical engineers and marketing students.



DAAPthemes Overview  
**EXPLAINING DAAP THEMES**

	Student Projects <b>TREAD PROJECT</b>	Studios <b>ROCHE HEALTH CENTER</b>	Academic Centers <b>COMMUNITY DESIGN CENTER</b>
DAAP <b>CARES</b>	The TREAD Project is a design studio that aims to educate and empower high school students through the vehicle of footwear design. Six DAAPcamps scholarships were awarded to outstanding participants.	Faculty and students worked both in traditional classrooms & studios and on site for three years in order to help design a health center in the Tarime region surrounding the community of Roche, Tanzania.	The Community Design Center organizes collaborative, interdisciplinary community/university partnerships for the research and design of physical improvements which serve the University's urban area.
DAAP <b>CONNECTS</b>	Students connect with professional shoe designers from leading footwear companies who give guest lectures to students.	Students and faculty connected with their counterparts in the College of Medicine and the College of Engineering & Applied Science to design a health center that was then built by the local community.	The center is administered by a registered architect with assistance from co-op students and graduate assistants from the disciplines of Architecture, Planning, Graphic Design, and Industrial Design.
DAAP <b>THINKS</b>	DAAP students and guest lecturers help educate students about ergonomics, ethics, branding, the design industry, and marketing themselves.	Students and faculty researched local design materials, culture, climate and terrain necessary to assist with the final design.	The Community Design Center is currently examining issues involving food service, outdoor markets, groceries and supermarkets in the inner city and low-income neighborhoods.
DAAP <b>WORKS</b>	Shoes designed by the students who participated in the program are showcased at DAAPworks 2011.	The facility opened on April 1, 2011 and received one of only five national awards from the National Council of Architectural Registration Boards.	The Community Design Center hosts forums, presentations, events to educate the general public.



# Faculty Affairs

09.20.11

DAAP New faculty orientation

**Welcome to DAAP!**

***We know that a large university can be a difficult maze to navigate, so here is some basic information that will help you on your way.***

**Getting to know folks:**

Here are some names and numbers of folks in DAAP to help you find answers to some of your initial questions.

Faculty Affairs, the RPT process, curriculum:

Patricia Kucker, Interim Associate Dean for Faculty Affairs & Curriculum

556-1614; [Patricia.kucker@uc.edu](mailto:Patricia.kucker@uc.edu)

or

Gail Trahan, Assistant to the Dean

556-9031; [Gail.trahan@uc.edu](mailto:Gail.trahan@uc.edu)

Academic Technologies, software in labs and classrooms:

Anton Harfmann, Associate Dean for Academic Technologies & Facilities

513-305-0973; [Anton.harfmann@uc.edu](mailto:Anton.harfmann@uc.edu)

Student Affairs, grievances, behavioral/health problems:

Amberly Miller, Assistant Dean for Student Affairs

556-1514; [Amberly.miller@uc.edu](mailto:Amberly.miller@uc.edu)

Student Records, grade changes, drop/adds

Patricia Rogers, Program Coordinator

556-4020; [pat.rogers@uc.edu](mailto:pat.rogers@uc.edu)

Student Advising, transfer students

Erin Miller, Assistant Director/Academic Advisor

556-1542; [erin.miller@uc.edu](mailto:erin.miller@uc.edu)

Kate Petach, Assistant Director/Academic Advisor

556-2764; [kate.petach@uc.edu](mailto:kate.petach@uc.edu)

Wendy Steinberg, Assistant Director/Academic Advisor

556-1573; [wendy.steinberg@uc.edu](mailto:wendy.steinberg@uc.edu)

Research, grants, graduate programs and sponsored projects

Craig Vogel, Associate Dean for Research/Graduate Studies

556-1346; [craig.vogel@uc.edu](mailto:craig.vogel@uc.edu)

Scholarships, DAAPworks, DAAP Ambassadors, Tribunal, Building Tours

Vanessa Strickley, Assistant Director for Student Affairs

556-3920; [Vanessa.strickley@uc.edu](mailto:Vanessa.strickley@uc.edu)

Audio/visual equipment for classroom use  
and

General Building issues and Classroom/Teaching support  
support ticket on Daapspace

Dan Dugan; Equipment Application Specialist

556-2938; [dan.dugan@uc.edu](mailto:dan.dugan@uc.edu)

Facility maintenance or damage – support ticket on Daapspace

Computer support:

Computer Graphics Center, 4425 Aronoff

556-DAAP (3227)

Pay checks, reimbursement:

Judy Smith, Senior Financial Administrator

556-4301; [judy.smith@uc.edu](mailto:judy.smith@uc.edu)

or

Linda Phillips, Director of Business Affairs

556-1203; [Linda.Phillips@uc.edu](mailto:Linda.Phillips@uc.edu)

**School offices & Officers:**

School of Design  
Sooshin Choi, Director: 556-6828  
Dot Cloke, Secretary: 556-4299

School of Architecture and Interior Design  
William Williams, Director: 556-2050  
Kim Lawson: 556-6426

School of Art  
Flavia Bostos, Interim Director:  
Emily Paolucci, secretary: 556-2095

School of Planning  
Xinhao Wang, Interim Director: 556-2378  
Connie Dean, Secretary: 556-4295

**Getting things to you:**

The normal mailing address is:  
Your name  
University of Cincinnati  
DAAP/School of.....  
P.O. Box 210016  
Cincinnati, OH 45221-0016

For anyone that won't deliver to a PO box (eg. UPS, FedEx) use:

Your name  
University of Cincinnati  
DAAP/School of.....  
Aronoff Center for Design and Art  
342 Clifton Court  
Cincinnati, OH 45221-0016

**Getting started:**

You can find the answers to a number of your questions on the UC website, <http://www.uc.edu>. At the top of the home page, select "Faculty & Staff" for a listing of pertinent items.

Some key UC urls to bookmark:

Provost: <http://www.uc.edu/provost/>

Parking: <http://www.uc.edu/parking/>

Benefits: <http://www.uc.edu/hr/benefits.html>

Employee Self Serve [ESS or UC Flex]: <https://www.ucflex.uc.edu/irj/portal>

Registrar's site: <http://www.uc.edu/registrar/>

Links for academic calendars, online class lists and grading

Virtual tour of campus: <http://www.uc.edu/virtualtour/>

Campus maps: <http://www.uc.edu/visitors/>

DAAP Faculty Affairs: [http://www.daap.space.daap.uc.edu/faculty\\_affairs/](http://www.daap.space.daap.uc.edu/faculty_affairs/)

**Your contract**

Your contract is the letter of offer that you signed and returned to us. It indicates the number of years of your appointment, your rank, salary, and provides information on the AAUP contract (see below) and Benefits.

**Timing & frequency**

You will be paid in 12 monthly installments. You will receive paychecks on the last day of the month. If the last day falls on a weekend, you will be paid on Friday. Direct deposit makes life much easier. If you do not have direct deposit, you will receive your paycheck in the mail. You can sign up for direct deposit online with Employee Self Service (ESS) on the UC Human Resources site;

<https://www.ucflex.uc.edu/irj/portal>

To get started with ESS, PASTE YOUR YOUR BROWSER:

[http://www.uc.edu/ucflex/uc\\_flex\\_hr\\_getting\\_started\\_with\\_ess.pdf](http://www.uc.edu/ucflex/uc_flex_hr_getting_started_with_ess.pdf)

In addition to the "your pay statement" options where you sign up for direct deposit, there are other options to process It-4, W-4, direct deposit, address changes, etc.



*Computer*

If you plan to buy a computer, you should first complete and sign the software/hardware request form (located on daapspace website; link from the Faculty Affairs page). After completing the form and having the school director sign it, you will need to work with the Computer Graphics Center (556-DAAP (3227)) to order the hardware/software. The advantages of working this way are: 1) items can be purchased with a DAAP credit card, so it doesn't tie up your own money; 2) there is no sales tax if purchased by the institution, meaning your money will go further; 3) the CGC then knows who has what equipment/software, and ensures appropriate system configuration. 4) You are eligible to receive software in accordance with the DAAP Software distribution policy.

**Getting covered***UC Benefits*

If you have questions about benefits, you can go to <http://www.uc.edu/hr/benefits/> and select "New Hires" and take the tour to get oriented. (Benefits is part of Human Resources and is located in University Hall on East Campus, adjacent to Kingsgate Center.)

**Getting situated:***Your office space*

Your office space is assigned by your School Director, who can inform you of your office location/room number. Any artwork present in the room is part of the UC Fine Arts Collection and should not be handled without professional assistance. Contact Anton Harfmann in the College Office with questions concerning artwork in your office.

*Phone*

You will need to speak to your School Director regarding a phone.

*Mail*

Faculty have mailboxes in the their School offices; consult with your School secretary.

*Parking*

You may purchase a parking decal for Clifton Court Garage (attached to our building) or for any of the other garages or lots. Pricing varies. You can sign up for payroll deduction to make it as painless as something like this can be. Visit <http://www.uc.edu/parking.html>, for further information, including parking maps. If you can't get a decal for the garage you prefer online, as they sell out. Faculty may still be able get them by going to the parking office at Four Edwards Center (513 556-2283). If there is a long line of students, knock on the door to the room where all the parking office employees are; they'll let you in so you can get yours without waiting in line. One of the best faculty privileges around.

*Classrooms*

Your School Director can inform you of the classroom spaces you will be assigned for your courses. It is advisable to visit these rooms well in advance of your first class, so that you are familiar with the amenities (or lack of) and whether you will need any equipment such as audio-visual or computer projection (see next item)

*Classroom equipment*

If you need audio/visual equipment for your class, you can reserve it using DAAPSpace (see below). If you have unique needs you can contact [DAAPAV@UCMAIL.UC.EDU](mailto:DAAPAV@UCMAIL.UC.EDU). Dan Dugan is the person in charge of providing equipment to classrooms. If you have questions, initially you can contact Dan at 556-2938 or [dan.dugan@uc.edu](mailto:dan.dugan@uc.edu).

*Keys*

See the secretary in your School office, who can help you with key requests. You are entitled to request a key for your own office and generally will be allowed to have a key to the classroom(s) in which you teach. You will need to go to Four Edwards Center to pick up your keys. You must have a valid UC ID in order to do so (see next item).

*ID's*

You will need to go to Four Edwards Center to have your ID made. You must present a valid form of identification.

**Business cards**

Business cards can be ordered by your School secretary.

**Getting connected****Email**

Once you are effectively in the UC personnel system, you should contact the UC Help Desk at 556-HELP to set up your email account. You will be assigned an email address with the following format: first-six letters-of-last-name-followed-by-first-and-second-initial@ucmail.uc.edu. Eg. [kuckerpc@ucmail.uc.edu](mailto:kuckerpc@ucmail.uc.edu)

However, you should also make sure that the Help Desk sets you up with an alias of [first.lastname@uc.edu](mailto:first.lastname@uc.edu). Eg. [Patricia.kucer@uc.edu](mailto:Patricia.kucer@uc.edu). It is crucial that you have this email address so that anyone who needs to (including the College office and students) can all find you easily.

***Again, it is crucial that you receive mail through your UC account and that you consistently and frequently check it. ALL College and University correspondence is through the UC email system.***

***It is imperative that you keep your email mailbox cleaned up so that the messages we send you don't bounce back. If you are unsure how to manage this aspect of email, please contact the CGC Help Desk.***

**UC Directory Listing**

You can go to the UC Directory site at <http://ucdirectory.uc.edu> to update your listing. On the lefthand side of the webpage you will see a link for "update Your Listing." Click on that, enter "M" number, and correct or add any information. Please be sure to select the [firstname.lastname@uc.edu](mailto:firstname.lastname@uc.edu) option for your email alias.

**DAAPspace**

DAAPspace (<http://daapspace.daap.uc.edu>) is the college intranet. There are numerous important and highly useful features with which you should become familiar. They include:

**Login:** Your user name will be the same as the username for your email account (eg. Kuckerpc). The first time you login to DAAPspace you will be prompted to change your password from the default password, which is your UCID. If you have problems logging in, you can see a consultant in the CGC

**DAAPspace tutorials:** PLEASE review these, as they include instruction on many computer topics and applications.

**Personal server space:** We provide you with 10 GB of server space on which to store documents, including your own personal website. Users needing more space may apply for an increase in their storage space.

**Course Management:** Instructors can also set up spaces dedicated for courses. This space can include read-only (to students) folders for syllabi and other course documents, a drop-box for submitting digital assignments, a shared workspace for all students in the class (with nearly unlimited storage), as well as a course management utility for making announcements, posting assignments, moderating discussions, and even keeping track of grades. This is a similar, but a more specialized version of the University's BlackBoard system. Instructors can also reserve rooms and audio/visual equipment through DAAPspace with the left hand menu "Facilities"

**Faculty Affairs:** Accessible from DAAPspace News and Info or by going directly to [http://daapspace.daap.uc.edu/faculty\\_affairs/](http://daapspace.daap.uc.edu/faculty_affairs/)

This is a section of DAAPspace set up specifically to provide information and documents of interest to our faculty. Included in this section are:

- DAAP Software Policy
- DAAP RPT Procedural Guidelines
- DAAP Committee rosters
- DAAP Faculty Handbook
- School RPT Criteria Documents
- information regarding research, publication
- UC AAUP Agreement

-links to the Provost site

Other DAAPSpace features: DAAP News and events, DAAP Directory, Course Listings, class lists, and links to common computer related sites within the College and University.

#### *DAAP Faculty Listing*

We will set you up with a faculty profile on the DAAP website and on DAAPspace. You will then need to login and update it with a short bio, degree information, and "topics of research and/or creative and professional work." For examples go to <http://daapspace.daap.uc.edu>, click on "DAAP Directory" then any program and faculty member.

#### **Resources/references**

##### *AAUP contract*

It is highly recommended that you familiarize yourself with the AAUP contract, particularly Article 7 regarding Reappointment, Promotion, and Tenure procedures. The contract can be found at the Provost Office site (look under "For UC Faculty and Staff" then "Faculty Affairs": [http://www.uc.edu/provost/faculty/faculty\\_affairs.html](http://www.uc.edu/provost/faculty/faculty_affairs.html) or on DAAPspace in the Faculty Affairs section.

##### *DAAP Faculty Handbook(s)*

The DAAP Faculty Handbook is available on DAAPspace in the Faculty Affairs section, [http://daapspace.daap.uc.edu/faculty\\_affairs/](http://daapspace.daap.uc.edu/faculty_affairs/). It is highly recommended that you familiarize yourself with the Handbook. If your School also has its own handbook, your School Director or School secretary can provide you with a copy.

##### *DAAP Student Handbook*

The DAAP Student Handbook is available on DAAPspace in the Student section. You need to be familiar with the Student Handbook and its contents, as it contains important information regarding grades, grievances, deadlines, and student code of conduct. Please also emphasize to your students how important it is that they download it and be familiar with it.

##### *DAAP RPT Procedures & School RPT Criteria*

The DAAP RPT Procedural Guidelines are available online by logging on to DAAPspace, or by going directly to the Faculty Affairs section of DAAPspace: [http://daapspace.daap.uc.edu/faculty\\_affairs/](http://daapspace.daap.uc.edu/faculty_affairs/)

The RPT Criteria documents for each School are also available to download from the DAAPspace Faculty Affairs page.

##### *UC Resources*

The OneStop Student Service Center is where students go to search for open classes, register for classes, pay their bills, apply for financial aid, and many other things. You should familiarize yourself with OneStop so you can better advise your students. [www.onestop.uc.edu](http://www.onestop.uc.edu) or 556-1000

The Registrar's website has a link to Calendars, Faculty Resources (eg. Grading information), and Policies and Procedures (eg. Add/drop, grade replacement). It also has FERPA (Family Educational Rights and Privacy Act of 1974) information regarding students' rights to privacy and a FERPA reference sheet for faculty. [www.uc.edu/registrar](http://www.uc.edu/registrar)

UC Center for the Enhancement of Teaching and Learning (<http://www.uc.edu/cetl/>). For Syllabi Design see: <http://www.uc.edu/cetl/teaching/teachdesign.html>  
Also[paste in browser] <http://www.bestteachersinstitute.org/promisingsyllabus.pdf>

# RPT

Mentors

Timetable

Procedures

09.20.11

DAAP New faculty orientation



## **New Faculty Development**

Develop a written two-year plan for each of the three areas listed below. In each area the plan should start out with a clear statement of your goals in that area. The goals must be objective/quantitative so you can assess your own progress. When reached, the goals should contribute to your first reappointment and subsequent promotion and tenure. In addition to goals, the plan should include the methods you will use to achieve each goal. The plan should allow you to answer each of the questions listed under the area headings.

- When must you submit your next reappointment portfolio?
- What information must it contain?
- What is the evaluation process?
- Who performs the evaluations?

### **Teaching**

1. What courses do you plan to teach and how do these relate to the overall curriculum?
2. How do you plan to develop/improve your teaching skills?
3. How do you plan to have your teaching skills evaluated?
4. What are your plans for getting positive teaching evaluations?
5. What materials will you assemble for your teaching portfolio?

### **Research**

1. What are the research questions or hypotheses you are planning to pursue?
2. How does your research contribute to the development of a research thrust within your department/college?
3. Where do you plan to go to get funding?
4. How is the funding source organized?
5. Who decides if you will be funded?
6. In what Journals do you plan to publish your work?
7. At what meetings do you plan to present your work?

### **Service/Networking**

1. What two professional societies do you plan to become active in?
2. What is the organization of each of these societies?
3. Who will serve as a mentor to introduce you around and promote you within the society?
4. What are the committees you plan to try and become involved in?
5. What awards are given by the society that you or your students can go up for?

# Meeting in June 2012

Revised and approved by College Faculty 6/3/04

	Sep 1	Oct 1	Nov 1	Dec 1	Jan 1	Feb 1	Mar 1	Apr 1	May 1	Jun 1	Jul 1	Aug 1	Sep 1
<b>Candidate</b>			Submit List of Internal and External Reviewers	Submit Materials to Send to Internal and External Reviewers	Submit Full Dossier to School RPT Committee [Evaluation Letters to be Returned by Reviewers]	Submit Dossier to First Level of Review (School RPT Committee) (Date Mandated by AAUP Contract)			[in year prior to review] Submit Tentative List of Internal and External Reviewers in Annual Review Meeting				Candidate is to Be Notified by Provost of Decision (Date Mandated by AAUP Contract)
<b>School Committee</b>					Submit Recommendation and Dossier to School Director								
<b>School Director</b>			Submit Request Letters and Materials to Internal and External Reviewers		Submit Recommendation and Dossier to College RPT Committee								
<b>College Committee</b>							Submit Recommendation and Dossier to Dean						
<b>Dean</b>							Submit Recommendation and Dossier to Provost (Date mandated by Provost)						

# Reappointment Calendar

## eRPT pilot program



# Student Affairs

09.20.11

DAAP New faculty orientation

## Student Affairs – Resources for Faculty

- ❖ The **DAAP Student Affairs** team (located in 5470 Aronoff) and our roles – 556-1376
  - Oversight of Student Affairs area, enrollment management/admissions, student concerns, grievances, misconduct issues, appeals, liaison to various UC offices, degree audit  
**Amberly Miller**, Assistant Dean – 556-1514, [amberly.miller@uc.edu](mailto:amberly.miller@uc.edu)
  - Prospective HS student advising, admissions recruitment events, orientation, scholarships, DAAPworks, DAAP Ambassadors, DAAP Tribunal  
**Vanessa Phelan**, Assistant Director for Student Affairs – 556-3920, [vanessa.phelan@uc.edu](mailto:vanessa.phelan@uc.edu)
  - Academic advising, early intervention, orientation, degree audit/Individual Advising Plans (IAPs), liaison to various UC offices; *these individuals should be the first contact for the majority your student-related concerns*  
**Emily Jasinski**, Assistant Director and Academic Advisor – 556-3413, [emily.jasinski@uc.edu](mailto:emily.jasinski@uc.edu)  
School of Design (student last name A-K)  
  
**Kate Petach**, Assistant Director and Academic Advisor – 556-2764, [kate.petach@uc.edu](mailto:kate.petach@uc.edu)  
School of Design (student last name L-Z)  
  
**Erin Miller**, Assistant Director and Academic Advisor – 556-1542, [erin.miller@uc.edu](mailto:erin.miller@uc.edu)  
School of Architecture and Interior Design & Horticulture  
  
**Jennifer Ziarko**, Assistant Director and Academic Advisor – 556-1573, [jennifer.ziarko@uc.edu](mailto:jennifer.ziarko@uc.edu)  
School of Art & School of Planning
  - Student records, degree certification, athletic verification, study abroad credit posting, appeals  
**Pat Rogers**, Program Coordinator – 556-4020, [pat.rogers@uc.edu](mailto:pat.rogers@uc.edu)
- ❖ **DAAP Student Affairs** (includes link to the DAAP College Bulletin/Undergraduate Handbook, academic advising information, college forms, etc.): [http://www.daapspace.daap.uc.edu/student\\_affairs/](http://www.daapspace.daap.uc.edu/student_affairs/)
  - Incomplete paperwork: [http://www.daapspace.daap.uc.edu/docs\\_online/forms/DAAPform-IncompleteWork0309.pdf](http://www.daapspace.daap.uc.edu/docs_online/forms/DAAPform-IncompleteWork0309.pdf)
- ❖ **Office of the Registrar** (class lists, grading): <http://www.uc.edu/registrar/>
  - Records Privacy & Family Educational Rights and Privacy Act of 1974 (FERPA):  
[http://www.uc.edu/content/dam/uc/registrar/docs/FERPA/FERPA\\_for\\_faculty.pdf](http://www.uc.edu/content/dam/uc/registrar/docs/FERPA/FERPA_for_faculty.pdf)
  - Policies and Procedures: [http://www.uc.edu/registrar/policies\\_and\\_procedures.html](http://www.uc.edu/registrar/policies_and_procedures.html)
    - Grade Replacement: [http://www.uc.edu/registrar/policies\\_and\\_procedures/grade\\_replacement.html](http://www.uc.edu/registrar/policies_and_procedures/grade_replacement.html)
    - Religious Observances and Class Attendance:  
[http://www.uc.edu/registrar/policies\\_and\\_procedures/religious\\_observances\\_statement.html](http://www.uc.edu/registrar/policies_and_procedures/religious_observances_statement.html)
- ❖ **One Stop** (calendars; essential site for students): <http://www.onestop.uc.edu/> 556-1000
- ❖ **Counseling Center**: <http://www.uc.edu/counseling.html> 556-0648
- ❖ **Disability Services**: <http://www.uc.edu/aess/disability.html> 556-6823
- ❖ **Learning Assistance Center**: <http://www.uc.edu/aess/lac.html> 513-556-3244



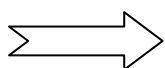
## Student Affairs – Resources for Faculty

- ❖ **Ombuds** (university related conflicts, issues or concerns): <http://www.uc.edu/ombuds/> 556-5956
- ❖ **Judicial Affairs:** <http://www.uc.edu/conduct/> 556-6814
  - Academic Misconduct: [http://www.uc.edu/conduct/Academic\\_Integrity.html](http://www.uc.edu/conduct/Academic_Integrity.html)
  - Student Code of Conduct: [http://www.uc.edu/conduct/Code\\_of\\_Conduct.html](http://www.uc.edu/conduct/Code_of_Conduct.html)
  - Incident Reporting: [http://www.uc.edu/conduct/Incident\\_Reporting.html](http://www.uc.edu/conduct/Incident_Reporting.html)
- ❖ **Records retention information for faculty**  
[http://www.libraries.uc.edu/libraries/arb/records\\_management/index.html](http://www.libraries.uc.edu/libraries/arb/records_management/index.html)  
Janice Schulz, University Records Manager and Archives Specialist, 556-1958, [janice.schulz@uc.edu](mailto:janice.schulz@uc.edu)
  - Student records held by faculty (papers, exams, etc.) should be retained no longer than one year after the quarter in which the work was submitted and then they should be shredded (or returned to the student).
  - Faculty copies of class lists and grade reports can also be shredded after one year.
  - Syllabi and course material (handouts, tests, etc.) CAN be sent to the Archives, however much of that may also be considered intellectual property belonging to the individual faculty member and does not HAVE to be transferred to the Archives.

# FERPA Reference Sheet for Faculty

The Family Educational Rights and Privacy Act of 1974, as Amended (**FERPA**) requires institutions accepting federal monies to protect the privacy of student information. In addition, FERPA affords students the right to review their education records, to request correction of inaccurate records, and to limit information disclosure from those records. An institution's failure to comply with FERPA may result in the Department of Education withdrawal of federal funds.

**All UC faculty and staff are obliged to comply with FERPA regulations.**



As a faculty member, you need to know the difference between **Directory Information** and **Personally Identifiable Information** or **Education Records**:

## **DIRECTORY INFORMATION**

May be disclosed, unless the student has requested otherwise. *Please refer such requests to your department office or to the Registrar's Office.*

- Name
- Student Identifier (non-SSN)  
[new FERPA regs review pending]
- Current mailing address
- Current telephone number
- E-mail address (BOL)
- College
- Class
- Major
- Dates of attendance
- Enrollment status (full/part-time)
- Degrees/honors/awards received

## **PERSONALLY IDENTIFIABLE**

**INFORMATION** (any identifying data other than "Directory Information")

*Including, but not limited to:*

- Social Security Number
- Date of birth
- Residency status
- Gender/race/ethnicity
- Religious preference

## **EDUCATION RECORDS**

*Including, but not limited to:*

- Class schedule
- Grades/GPA and academic standing
- Test scores
- Academic transcripts

"Personally Identifiable Information" or "Education Records" **may be released only to the student** and then only with the proper identification.

*Parents and spouses **must** present the student's written and signed consent authorizing UC to disclose personally identifiable information or education records.*

In all cases, refer callers to the Registrar's Office. This office will review authorization documents, consult the instructor and other offices as necessary, and release information as appropriate.

## **General Practices for Protecting Student Information and Education Records**

- Do not leave exams, papers, or any documents containing a SSN/UCID/Username, grade, evaluation, or grade point average outside your office door or in any area that is open-access.
- Do not record attendance by passing around a class list, which contains the student's SSN/UCID/Username.
- Do not provide tests and assignments scores, evaluations or final grades via e-mail. When contacted by phone, first ask identifying questions (e.g., "What was your mid-term score?" but not "What is your UCID?").

## POSTING GRADES:

Under FERPA, student grades **must not** be released or made available to third parties.

Instructors therefore are restricted from posting grades in classrooms (except as follows), or on web-sites and/or online course management systems unless the student's identity is concealed by a secure student identifier + password entry interface. Do not post grades by SSN/UCID/Username (**neither in whole nor in part**).

### How to Post Grades

- 1) Ask the student to supply you with a self-chosen code identifier. This identifier may be known only to you or your teaching assistant; **or**
- 2) You may create and assign a unique list of randomly generated numbers/characters known and available **only** to you (or your teaching assistant) and the student.

➤ **For each option above, arrange the grade list so students do not fall in alphabetic order.**

## RECORDS ACCESS BY UNIVERSITY PERSONNEL

As a faculty member, you may be allowed access to a student's educational records **if** you can establish *legitimate educational interest* for the request, meaning that you need the information to fulfill a specific professional responsibility.

The following is a list of information items that **are not** considered educational records and therefore are not subject to a student's request for review:

- Law-enforcement records, medical treatment records, alumni records;
- Records maintained exclusively for individuals in their capacity as employees. Records of those who are employed as a result of their status as students (i.e., work-study, student workers, etc.), however, are considered educational records;
- Sole-source/Sole-possession documents: these are notes (memory joggers—**not** grade or GPA related) created and maintained by you, meant for your personal use exclusively. So long as no one other than you ever reads these notes they remain private and are not subject to FERPA. If you share them with another person, regardless of the reason, these notes no longer are considered "sole source." They become part of the student's educational record and are subject to disclosure under FERPA.

⇒ **Grade books are not considered "sole source" documents under FERPA and so must be made available to written student requests for record disclosure.** If a student requests grade book disclosure, all notations pertaining to other students would be stripped out of the pages provided for review.



### FOR MORE INFORMATION

**Douglas K. Burgess, Ph.D.**  
**University Registrar**  
**Phone: 513-556-9930**  
**E-mail: Douglas.Burgess@uc.edu**

Office of the Registrar, Department of Enrollment Management, Division of Student Affairs and Services



Syllabus

Display Office Hours

Online grading, evaluations [x](#)

Blackboard & DAAPspace

Class scheduling [x](#)

# TEACHING

09.20.11

DAAP New faculty orientation



**Resolution on Course Syllabi**  
**Passed by Faculty Senate, May 10, 2001**

***The Faculty Senate advises faculty that course syllabi should include the following information:***

- Instructor's Name, Phone Number, Email Address, Office Number, and Office Hours;
- Short description of the class, including a basic statement of the objectives of the class and the content to be covered;
- Indication of the Breadth of Knowledge (BoK) area(s) of the University of Cincinnati General Education Program, if any, that the course has been designated as fulfilling. If the course has been designated as only partially meeting a BoK area, those other courses that combined with the course satisfy the BoK area should be listed;
- Indication of the Baccalaureate Competencies of the University of Cincinnati General Education Program that the course addresses;
- Prerequisites and co-requisites;
- Titles and authors of required texts;
- Tentative schedule of class meetings with an indication of topics to be considered, assignments and due dates, and examination dates;
- Course Web Page Address (url);
- Electronic Communication Policy;
- Class Attendance Policy;
- Pass/Fail Option, Audit Policy, and Withdrawal Policy;
- Class Grading Policy;
- Academic Integrity Policy;  
*Suggested Statement: The University Rules, including the Student Code of Conduct, and other documented policies of the department, college, and university related to academic integrity will be enforced. Any violation of these regulations, including acts of plagiarism or cheating, will be dealt with on an individual basis according to the severity of the misconduct.*
- Special Needs Policy;  
*Suggested Statement: If you have any special needs related to your participation in this course, including identified visual impairment, hearing impairment, physical impairment, communication disorder, and/or specific learning disability that may influence your performance in this course, you should meet with the instructor to arrange for reasonable provisions to ensure an equitable opportunity to meet all the requirements of this course. At the discretion of the instructor, some accommodations may require prior approval by Disability Services.*
- Other information pertaining to the class

***Further, the Faculty Senate recommends that all faculty:***

- use the Course Syllabus or Course Preview tools in Blackboard to upload course information in advance of the course registration period. (As amended June 07, 2007)
- update course information as needed to accurately reflect course content, structure, pedagogy, and assessment. (As amended June 07, 2007)
- should review the University of Cincinnati Policy With Regard to Copyright as this policy might relate to the development and presentation of course material.