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August 19, 2016

To: SCSE Faculty

From: Penelope Morton, Associate Dean

Welcome to Fall semester, and the 2016-2017 academic year! It is time for the annual memo with reminders of some important issues and opportunities.

I. Syllabus

A syllabus must be distributed for each class that is taught at the University of Minnesota. This is not just for pedagogical reasons, but also for legal ones. My understanding is that a student may withdraw, at any time and with a full tuition refund, from any class in which no syllabus was distributed. There are guidelines for syllabi on-line at <http://www.d.umn.edu/vcaa/SyllabusPolicy.html>. Also, you should submit a copy of the syllabus for each course to your Department Office.

II. Early Evaluation of Students

University regulations require that students be given some **written** evaluation of their work prior to the end of the eighth week of class. For courses in which freshman students are enrolled I would encourage you to give some substantive feedback by the sixth week, giving a “wake-up call” to those students who need to work harder. Many of our incoming freshmen do not understand how high our expectations of them are. Also, instructors are required to notify students in 1xxx- and 2xxx-level courses when they (students) appear to be in danger of receiving a grade of D, F or N based on their academic performance through the eighth week of the semester. <http://www.d.umn.edu/vcaa/Mid-TermAlertsforAcademicPerformance.html>. Mid-Term Grade Rosters will be available starting the week of October 3rd. More information on this will be sent from the registrar’s office during the 5th week of the semester. Remember that the last day for students to withdraw is the end of the 10th week. See the UMD calendar at: <https://docs.google.com/document/d/1aoHSvIwTqj_R-xlf2YZiYQnoAASsZhyB5dA24PPS8Ig/edit>

III. Final Exams and Incompletes

Final exams must be given at the time stated in the final exam schedule in the semester class schedule or the Common Exam Schedule. Requests for exemptions come from the instructor through the Department head to me (email is fine). Also note that students are not be required to take three (3) final exams on the same day, and there are detailed procedures for which exams should be rescheduled. This is covered on-line at <http://www.d.umn.edu/vcaa/FinalExams.html>.

Incompletes (a grade of I) are to be given **only** when a student has made arrangements with the instructor prior to the time the instructor submits final grades. See the section on grading at <http://www.d.umn.edu/vcaa/GradingandTranscripts.html>. If a student is given a grade of I, there should be a **written** record of the work the student needs to complete before a permanent grade for the course will be assigned. Leaving a blank grade for a student is **NOT** an option. <http://www.d.umn.edu/vcaa/documents/incomplete_grade_form.pdf>

Final grades are submitted through MyU. You have 72 business hours after your exam to post your grades.

IV. FERPA

The Family Education Rights and Privacy Act limits disclosure of much of the information about a student. This includes grades in courses and performance on course tests and assignments. Graded materials must be returned directly to the student, or in a sealed envelope addressed to the student, **they cannot be left on a chair by the door to be picked up, or in a box, or in a container on a wall.** Grades on exams, assignments, projects, or for the course, must not be posted by name, nor by UM ID number or Social Security Number, nor be posted in alphabetical order. Use only sites within the UMD domain for notifying students about grades and progress. Please be very careful in giving out any information about student performance over the phone, as it is difficult to verify that you are speaking to the student. If you are the lecture instructor in a large course with TAs or instructors in labs or recitations, please be sure that they are aware of these rules. The UM policies are on the web at:

<http://onestop.umn.edu/grades_and_transcripts/student_education_records_policy.html> .

V. Academic Integrity

UMD policies and procedures on academic integrity are now campus-wide and operated out of the office of Vice Chancellor for Academic Support and Student Life. Information and “what to do if” may be found at <http://www.d.umn.edu/conduct/> .

VI. Travel Funds for faculty

A very limited amount of money is available this year in the SCSE office to support professional travel for faculty to meetings where you are giving a paper. E**ffective August 1, 2016** there are deadlines for requests:

**March 15** for travel between May 1 and August 31 (summer travel)

**August 15** for travel between Sept 1 and Dec 31 (fall semester travel)

**December 15** for travel between January 1 and April 30 (spring semester travel)

An ad hoc committee will review and prioritize these requests and make a recommendation to the dean.

If you have start-up funds for travel, those will be used first. We will still ask for matching money from the departments. Highest priority will be given to those proposals that directly advance an individual’s scholarship and/or advance the college’s strategic goals for education, research, and outreach.

I will be administering these funds so please submit a request to me by email (pmorton@d.umn.edu), outlining the type of travel, date and destination, estimate of expenses, and other sources of funding.

VII. Travel funds for students

We also have a small fund to support student travel (both undergraduate and graduate) to professional meetings to make presentations. Students may receive this funding only once, so it is intended to be for the “capstone” presentation that they may make. The form is available on-line at <http://www.d.umn.edu/scse/documents/TravelFundRequest.pdf> , and should be submitted to the SCSE Development Officer, Carrie Sutherland.

VIII. Undergraduate Research

The UROP program continues. I encourage you to recruit undergraduate students for research projects, and then encourage students to apply for a UROP grant. Please make sure that students are aware that the UROP awards will come as scholarships and may affect their financial aid packages. Details are found at <http://www.d.umn.edu/urop/>. Proposals are due **Monday,** **October 3, 2016**. **\*\*NEW\*\* *A student can have had only two UROPs, so check with the student to make sure s/he is eligible.***There will be another round of UROP application Spring 2017. There may be UROP support for student and faculty travel to the NCUR meeting at University of Memphis from April 6-8, 2017. There will be more on funding status as we progress through the Fall semester. Information about the 2017 NCUR meeting can be found at <http://www.cur.org/ncur_2017> .

IX. Internal Support of Research

There are several sources of internal funding from the university to support scholarly activity.

* In the past many SCSE faculty have received support from Graduate School Grants-in-Aid of Research, Artistry, and Scholarship. GIA Information is available at: <http://www.research.umn.edu/advance/gia.html> . Applications must be routed to approvers by **Monday Sept. 19, 2016.**
* The Chancellor’s Small Grants will be due to the dean on **October 14, 2016**. These are now administered by our office. Guidelines are as follows:
	+ Requests of up to $3,000; 1/3 match by department(s) is encouraged
	+ Maximum of three-page proposal
	+ Proposal must be signed by department head(s)
	+ Attach a short 2-page c.v. for each key personnel
	+ Proposal should address one or more of the UMD Strategic goals
	+ Funds should serve as pilot funding leading to preliminary data that can be used either to apply for external funding to continue the project or proof of principle for a larger scale project that is internally funded
	+ Proposals should represent innovative ideas for interdisciplinary research, innovations in teaching, or impactful outreach projects
	+ Preference will be given to those who have not received them in the past
	+ Please address the following:
		- What is the novel idea or innovation
		- How will this pilot funding be used to initiate the project
		- How will success or other outcomes be measured
		- What is the larger impact if successful and continued or expanded
		- What is the plan for transitioning to other more sustainable support if successful
* A Single Semester Leave provides a term for the purpose of scholarly pursuits. Eligibility requirements for these leaves are given in the UEA contract and application forms can be found at: <http://www.duluth.umn.edu/vcaa/hrap/>. These are due to the Department Head **September 30**, **2016** and then they are forwarded to the SCSE Office (Attn: Penny Morton). Applications will be reviewed by a three-member SCSE faculty committee and recommendations from this committee and this office are passed on to the EVCAA. Please remember that these leaves are open to everyone and will be assessed on merit. We have a course release in the 3rd or 4th year for tenure-track faculty, so priority is no longer given to untenured faculty.
* After faculty on a tenure/tenure track appointment has completed six or more years or a term faculty has completed ten or more years of employment, s/he is eligible for a sabbatical. Sabbaticals are for up to 12 consecutive months, and may include parts of more than one academic year. More than one compensation option is available. See the UEA contract <http://www1.umn.edu/ohr/policies/governing/unit9contract/duluth/> for details on sabbatical leaves. There is also information at: <http://policy.umn.edu/Policies/hr/Leaves/FACLEAVES.html> Application forms available at <http://www.duluth.umn.edu/vcaa/hrap/>. Applications should be due in our office by **Thursday Dec.1, 2016** for sabbatical leaves for the 2017-18 academic year.

X. General Notices

The most recent information on policy and procedures is on-line at http://www.d.umn.edu/catalogs/programs/ . There is no longer a UMD print format catalog.

The policy Library is on the Academic Affairs website:  <http://www.d.umn.edu/vcaa/policies.html>, for all other information.

Dates and related information for updating FIRs, Form 25 preparation, promotion and tenure, merit evaluation, etc. will be sent when that information is made available from the EVCAA and Dean.