



***Duluth Campus Office of the Associate Dean*** *140 Engineering Building Swenson College of Science and Engineering 1303 Ordean Court*

*Duluth, MN 55811-3025*

*August 26, 2019*

To: SCSE Faculty

From: Rebecca Teasley and Brian Hinderliter, SCSE Associate Deans

Welcome to Fall semester, and the 2019-2020 academic year! It is time for the annual memo with reminders of some important issues and opportunities.

1. Syllabus

A syllabus must be distributed either electronically or hardcopy 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. The syllabus policy includes student learning outcomes. The policy is found at https://www.d.umn.edu/evcaa/academic-policies/syllabus-policy.

 Also, you must submit a copy of the syllabus for each course to your Department Office.

1. 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.

<https://www.d.umn.edu/evcaa/academic-policies/mid-term-grade-alerts>

Mid-Term Grade Rosters will be available starting the week of October 1st. 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.

1. 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. The syllabus policy includes student learning outcomes. The policy is found at https://www.d.umn.edu/evcaa/academic-policies/syllabus-policy

Also, you must submit a copy of the syllabus for each course to your Department Office.

1. 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://d.umn.edu/academic-affairs/academic-policies/grading-policies/mid-term-grade-alerts>

Mid-Term Grade Rosters will be available starting the week of October 1st. 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.

1. Exams Outside of Class Period

It is expected that for most courses, examinations will be given during the regularly scheduled class period. For instances where the instructor deems it necessary for additional exam time beyond the normal class period, the following guidelines apply: https://www.d.umn.edu/evcaa/academic-policies/exams-outside-class

* Department head approval is required for any instructor who wants to schedule an exam in an undergraduate course outside of the regular class time.
* Every semester, a list of undergraduate courses in which exams have been scheduled outside of class time should be sent to the collegiate associate dean or dean for review.
* Faculty must indicate on the course syllabus and any other course information that examinations will be scheduled outside of regular class time. The date and time of the exams should be listed.
* When an exam is scheduled outside of a regularly scheduled class period faculty shouldcancel a normal class meeting time. The cancelled time slot may be used as an optional review period.
* Accommodation must be provided to any student who encounters an academic conflict, such as between an examination scheduled outside of regular class time and the regular class period of another course, or between two exams scheduled to be held simultaneously outside of regular class time.

 **No exam should be scheduled for a period longer than the final exam period**. As stated in the Final Exam Policy: https://www.d.umn.edu/evcaa/academic-policies/final-examinations:

1. Final exams will normally be scheduled in a two-hour block. In order to accommodate transition time, no final exam should be scheduled for longer than one hour and fifty minutes.
2. 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 Brian Hinderliter (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 <https://www.d.umn.edu/evcaa/academic-policies/final-examinations>

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 https://onestop.d.umn.edu/academics/grading-policies. 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.

Final grades are submitted through MyU. You have 72 business hours after the end of final exams to post your grades.

1. 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: https://onestop.d.umn.edu/terms-and-conditions/student-records-privacy.

1. 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/>.

1. Travel Funds for faculty

Travel funds are available this year in the SCSE office to support professional travel for faculty to meetings where you are giving a paper. The applications are competitive. The 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)

If you have start-up funds for travel, those will be used first. 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. If you have any questions regarding faculty travel funds, please send Becky an email. A request for applications is usually sent out about a month before each deadline.

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

For international travel, you can apply to the GPS Alliance which is found at: [http://global.umn.edu/funding/travelgrant/.](http://global.umn.edu/funding/travelgrant/) The dates of application are the same as above.

1. 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.

1. 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 [https://scse.d.umn.edu/research/urop.](http://d.umn.edu/academic-affairs/initiatives/urop-home) The next proposal deadline is expected to be **Monday, October 14, 2019 (please check the UROP webpage above for updated deadlines as it has been known to change without notice)**. ***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 applications in Spring 2020. There may be UROP and/or college support for student and faculty travel to the NCUR meeting at Kennesaw State University from March 26-28, 2020. Information about the 2020 NCUR meeting can be found at <http://www.cur.org/what/events/students/ncur/2020/>

1. 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: https://research.umn.edu/funding-awards/ovpr-funding/grant-aid. Applications must be routed to approvers by **Monday Sept. 16, 2019.**
	+ The Chancellor’s Small Grants will be due to Becky Teasley on **Monday, October 21, 2019**. These are administered by our office. You will not be eligible if you did not submit a report on a previous grant, single semester leaves or sabbatical. 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/.](http://www.duluth.umn.edu/vcaa/hrap/) You will receive an email with the deadline and application process from the EVCAA.
	+ After a faculty member 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. You will receive an email with the deadline and application process from the EVCAA.
1. General Notices

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.