

WESTERN WASHINGTON UNIVERSITY

# Department Chairs Orientation

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Fall 2008

Office of the Provost

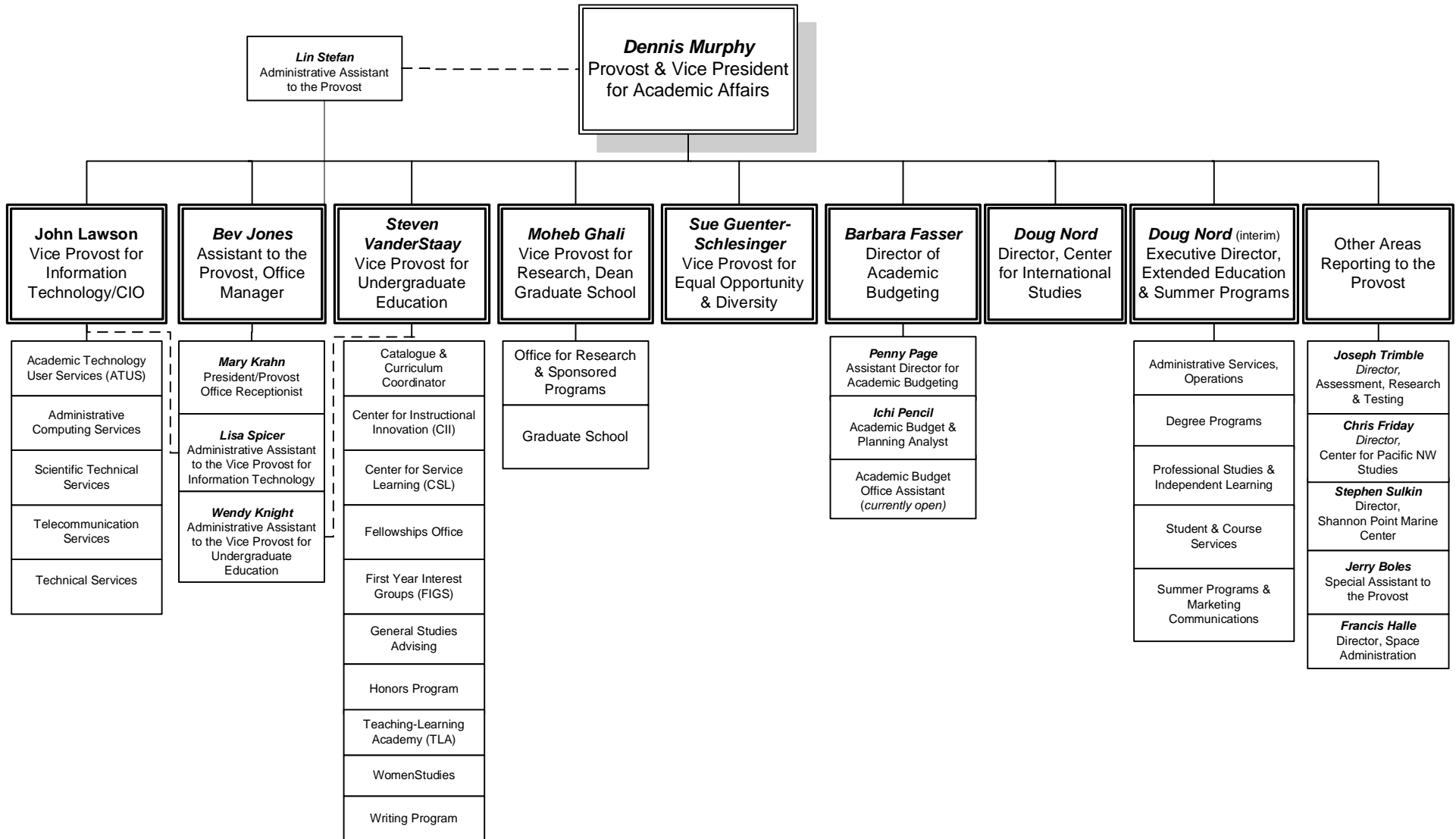
2008 – '09

WESTERN WASHINGTON UNIVERSITY

# Academic Affairs

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*Dept. Chair Orientation Fall 2008*



# Provost's Office

## Old Main 460/470

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**Bev Jones**, Assistant to the Provost, X3345

**Lin Stefan**, Administrative Assistant to the Provost, X3547

**Mary Krahn**, Receptionist, X3480

### You might need to know:

- The President/Provost's Office is open from 7:30 am to 5:00 pm, Monday through Friday. You may leave voice mail messages after 5:00 pm and on the weekends.
- The attached Provost's Office staff directory provides information about which staff member to contact with questions about specific issues.
- In an effort to reduce uncertainty over who to contact for information or advice about University-wide policies, processes and procedures, the Academic Liaison List has been distributed annually to department chairs and their assistants during fall quarter for the past five years (current copy provided).
- The Provost's website is currently under review. The revised version, which will become active early winter quarter, will include a section of useful information specifically for department chairs. Please feel free to contact Bev Jones, X3345, to make requests about information that you would like available on the webpage.
- The *Faculty/Staff Administrative Calendar* contains scheduling and deadline information about a number of faculty-related issues and is available on the Provost's Webpage.
- Dates that faculty members and department chairs will find particularly important:
  - ❖ Tenure and Promotion. Applications are due in the Provost's Office on December 1, 2008. Generally, the President's recommendation will be provided to the candidates, chairs and deans by March 15, 2009.
  - ❖ Professional Leave. This year, applications were due in the Provost's Office on November 17, 2008. Applicants, chairs and deans will be provided with information about leave awards by January 15, 2009.
- If faculty in your department are interested in developing a new academic program and are seeking information about the external/HECB review process, please contact Bev Jones, X3345.

## **Provost's Office Staff**

### **Provost and Vice President for Academic Affairs**

**Dennis R. Murphy, 650-3547**

The Provost and Vice President for Academic Affairs is the chief academic officer of the University and responsible to the President for providing administrative oversight and academic leadership. The primary focus of the Provost is to plan, direct and support instructional and research activities at WWU and to work collaboratively with other University administrators, faculty and staff to achieve these objectives.

### **Vice Provost for Information Technology**

**John Lawson, 650-3917**

The Vice Provost of Information Technology works with all areas of the university to coordinate technology planning and implementation, as well as initiating programs that maintain Western's top ranking in technological applications and use of emerging technologies, and supervises:

- Academic Computing
- Administrative Computing
- Technical Services
- Telecommunications
- Scientific Technical Services

### **Vice Provost for Undergraduate Education**

**Steven VanderStaay, 650-3004**

The Vice Provost for Undergraduate Education (VPUE) develops policies and programs that enhance the undergraduate experience of students, with particular emphasis on first-year students and the assessment of outcome measures concerning engagement and retention. The Provost's designee for a variety of committees, the VPUE also oversees the Honors Program, the Center for Service Learning, the Writing Center, the Center for Instructional Innovation, the Fellowships Office, Western's Writing Instruction Support and the University Catalog.

### **Director for Academic Budgets**

**Barbara Fasser, 650-3938**

The Academic budget Office is responsible for providing administrative direction and coordination of budgets, financial matters, academic fees, and personnel issues for colleges, departments, programs and activities under the jurisdiction of the Provost. It serves as primary support within Academic Affairs for all financial matters, including budget management, faculty hiring and position control, and expenditure monitoring. It also provides assistance with financial planning, forecasts, analysis and training as needed.

### **Assistant Director for Academic Budgets**

**Penny Page, 650-3915**

- Maintains faculty personnel records
- Researches and resolves faculty payroll issues
- Processes faculty contracts
- Approves and processes Academic Affairs Personnel Action Forms
- Maintains faculty recruitment records

## **Assistant to the Provost**

**Bev Jones, 650-3345**

Provides support to the Provost and contributes to the successful operation of the Provost's Office, the Academic Affairs unit and Western Washington University.

- Coordinates university-wide accreditation activities;
- Serves as WWU's liaison with Higher Education Coordinating Board regarding academic program planning, evaluation and approval issues;
- Organizes recruitment activities for senior academic affairs administrator positions, including deans, vice provosts and directors;
- Organizes review of professional leave applications;
- Serves as office manager for Provost's Office

## **Special Assistant to the Provost**

**Jerry Boles, 650-7319**

Responsible for special projects.

## **Administrative Assistant to the Provost**

**Lin Stefan, 650-3547**

Provides administration support to the Provost. Liaison between other members of the Provost's staff, members of the Board of Trustees, the President, campus administrators, faculty, staff and students, as well as state, national and governmental agencies.

- Supports the Provost's daily activities: prioritize calendar, set and coordinate meetings, workshops and special events, make travel arrangements
- Handles confidential assignments including monitoring academic dishonesty files, personnel contracts, grievances, legal contract/documents and other institution-level issues
- Organizes Tenure and Promotion files

## **Administrative Assistant to the Vice Provost for Information Technology**

**Lisa Spicer, 650-3917**

Along with standard administrative tasks, Lisa coordinates

- the Student Tech Fee Committee and project, serving as the STF Committee staff;
- updates websites in the Provosts Office, including web pages for the Provost, Vice Provost for Information Technology, and the Student Tech Fee website

## **Administrative Assistant to the Vice Provost for Undergraduate Education**

**Wendy Knight, 650-2292**

Provides administrative support to the Vice Provost for Undergraduate Education.

- Steven VanderStaay's calendar
- New Faculty Orientation
- PRAXIS newsletter
- VPUE web site

## **Academic Budget and Planning Analyst**

**Ichi Pencil, 650-6837**

- Provides assistance with budgeting issues to Academic Affairs departments and units
- Creates financial, budget, and management reports
- Provides training on Banner, DataW, and Web4U (Finance and HR data)
- Provides training on data queries
- Academic and Service Fees coordination

## **Receptionist for the President/Provost's Office**

**Mary Krahn, 650-3480**

Manages the front office reception desk for the President/Provost's Office, which is the central office of the University. Serves as a general information center for visitors and callers.

- Receives and refers visitors
- Answers multi-line phone and routes calls
- Performs general office and clerical duties
- Monitors student employees

## **Assistant Director of Institutional Research/Analyst**

**Sharon Schmitz, 650-3087**

- Provides routine and ad hoc reporting in support of planning and decision-making activities of administrative and academic departments.
- Works with the Provost and other administrative directors to develop analyses and reports to be used for internal planning functions as well as external reporting needs.
- Provides daily support to departments in gathering, understanding and reporting data from Western's Student Data Warehouse.

## **Institutional Studies Officer**

**Ernie Sams, 650-3931**

- Quarterly Reports to Administrators and Instructional Department Chairs
- Annual Management Information Report
- Faculty Salary Studies for IPEDS, AAUP, NACUBO and W.W.U.
- Faculty Activity Studies for HECB
- Education Cost Studies for HECB

# Vice Provost for Undergraduate Education

## Old Main 480

**Steve VanderStaay**, Vice Provost for Undergraduate Education, x3304

**Wendy Knight**, Administrative Assistant to the VPUE, x2292

<b>What You Need to Know</b>		<b>Whom to Contact/ More Info</b>
<b>Assessment/ Accreditation</b>	All Departments must have 1) a mission statement, 2) an assessment plan, and 3) course-level assessment of student-learning outcomes. <b>Many departments must complete #3.</b> WWU must complete interim accreditation report, addressing GUR assessment. <i>The Office of Institutional Assessment, Research, and Testing (OIART) and the VPUE will propose a plan to departments Winter 2009.</i> "Closing the loop" worksheet. OIART can assist with alumni and graduating senior surveys.	Assessment documents on Provost's web site. Deans/Associate Deans Richard Frye, OIART OIART handbooks Steven VanderStaay  <i>Tools &amp; Techniques</i> Beth Hartsoch, OIART
<b>Current State Mandates and Initiatives</b>	Require departments and universities to adopt programs and policies that: --permit community college students may transfer to Western --"major ready." --facilitate graduation in 4 years. --prepare more students for scientific and technical majors. --improve retention for first-year students.	WA Higher Education Coordinating Board: <a href="http://www.hecb.wa.gov">www.hecb.wa.gov</a>
<b>Professional Development &amp; Support</b>	Resources for course design, assessment, discussion, grading, technology, lecturing, teaching tips, open courseware, etc. @ Center for Instructional Innovation (CII). Faculty Learning Community/Faculty Fellows Support. Writing assistance for students and classes @ Writing Center. Assistance for teachers @ Writing Instruction Support. Teaching Learning Academy (TLA): coordinates "Carnegie discussions" among students, faculty & staff.	VPUE Office and Karen Casto, x4943 <a href="http://pandora.cii.wvu.edu/">http://pandora.cii.wvu.edu/</a>  Roberta Kjesrud, x4566 <a href="http://www.acadweb.wvu.edu/writingcenter">www.acadweb.wvu.edu/writingcenter</a> Carmen Werder, x7329 <a href="http://www.wvu.edu/wis/">www.wvu.edu/wis/</a> <a href="http://www.wvu.edu/tla">www.wvu.edu/tla</a>
<b>Service Learning</b>	Community placements, course integration assistance, faculty fellows program available @ Center for Service Learning.	Tim Costello, x2503 <a href="http://www.wvu.edu/depts/csl/">www.wvu.edu/depts/csl/</a>
<b>First-Year Programs</b>	Freshman Interest Groups (FIGS): 2 GURS linked to a 2 credit seminar. First-Year Experience (FYE): GUR course w/ added outcomes.	Karen Casto, x4943 <a href="http://pandora.cii.wvu.edu/firstyear/fye">http://pandora.cii.wvu.edu/firstyear/fye</a>
<b>Honors</b>	Honors program buys out courses for faculty teaching honors.	George Mariz, x3446 <a href="http://www.wvu.edu/depts/honors/">www.wvu.edu/depts/honors/</a>
<b>Women Studies</b>	Provides seminars and cross-listed courses.	Roseanne Kanhai, x 3266 or Shurla Thibou, x 3534 <a href="http://www.wvu.edu/depts/womenstudies">www.wvu.edu/depts/womenstudies</a>
<b>Catalog</b>	Forms, routing and procedures.	Lisa Zuzarte, x 6275
<b>Fellowships Office</b>	Fellowship application research and support for high-achieving students.	Christine Compston, x4241 <a href="http://www.wvu.edu/fellowships/">www.wvu.edu/fellowships/</a>
<b>New Faculty Orientation</b>	Annual orientation program for new faculty held in September. Chairs introduce new faculty at this event.	Wendy Knight, x 2292 <a href="http://www.wvu.edu/newfaculty">www.wvu.edu/newfaculty</a>

# Closing the Loop

<b>Target criteria</b> <i>Intended outcomes and specific abilities</i>	<b>Evidence</b> <i>Observed outcomes</i>	<b>Analysis</b>	<b>Results &amp; Actions</b>
e.g. Match course offerings with student needs	Over-enrolled in 200 level courses & under-enrolled @ 300 level.	Transfer students, lacking prerequisites, crowded into 200 courses.	Fall 2009 replace 2 300 level sections with 200 level courses.

Source: Frye, Mckinney & Trimble (2006). *Tools & Techniques for Program Improvement: A Handbook for Program Review and Assessment of Student Learning*. Western Washington University: Office of Institutional Assessment, Research & Testing.

# Extended Education & Summer Programs

EESP offices are located at 405 32<sup>nd</sup> Street , Building AE  
(one floor down from Human Resources).

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**Douglas Nord**, Interim Executive Director, x2446

**Kelley Johnson**, Program Support Supervisor, X3320

Extended Education and Summer Programs (EESP) endeavors to assist WWU departments in their efforts to reach out to the broader community. Please visit our website ([www.acadweb.wvu.edu/eesp](http://www.acadweb.wvu.edu/eesp)) for more information, or call us at any time at x3308

## **Independent Learning: Western's answer for students who**

- Have problems with scheduling daytime classes due to work, family or other time commitments
  - Are place-bound
  - Are wanting to try something new
  - Want or need to work at their own place
- These are Western classes that the college controls (identify and hire faculty, identify and approve curriculum).

**Contact:** Maggie Barklind, Maggie.Barklind@wwu.edu, x 2117

## **Summer Session**

- Six and nine week sessions
- Colleges can offer both credit and non-credit options (institutes, youth programs, conferences, community events) under this theme
- Theme for Summer 2009: Diversity, Social Justice and Leadership
- You will be preparing submissions in November

**Contact:** Marlene Harlan, Marlene.Harlan@wwu.edu, x 7221

## **Conference Services**

- Conferences and symposia are an excellent opportunity for colleges and departments to  
Showcase their work at WWU and in the broader community
- College concentrates on content; Conference Services handles the logistics
- Services available year-round

**Contact:** Diana Bakkom, Diana.Bakkom@wwu.edu, x 6821

## **Professional Studies**

- Targeted community outreach complimentary to Western's academic departments' expertise

**Contact:** Lois Longwood, Lois.Longwood@wwu.edu, x6854

### **Youth Programs**

- Providing enriching academic opportunities for K -12 youth

**Contact:** Debbie Gibbons, Debbie.Gibbons@wwu.edu, x6820

### **Senior Programs**

- Engaging senior community members in academic and culturally enriching activities

**Contact:** Lois Longwood, Lois Longwood@wwu.edu, x6854

### **Degree Programs**

- Offering degree programs to place-bound individuals via community college collaboration/partnerships
- Evening and weekend program potential at WWU

**Contact:** Lois Longwood, Lois Longwood@wwu.edu, x6854

# CENTER FOR INTERNATIONAL STUDIES

## College Hall 101

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**Douglas Nord**, Director Center for International Studies X3200

**Patti Basart**, Manager of Operations, X7544.

**THE CENTER FOR INTERNATIONAL STUDIES** is a relatively new organization on campus and is composed of the following units: International Studies Program  
Center for East Asian Studies, Canadian-American Studies, Asian University America Program, Intensive English Program, Korea University Program

Main office is in College Hall 101, Telephone: (360) 650-3298, E-mail: CIS@wwu.edu, Web: <http://www.wwu.edu/international>

### INTERNATIONAL STUDENTS

- **Western has approximately 300 international students on the campus** (@120 are matriculating or exchange students@180 are involved in ESL or culture programs)
- **They come from over 40 different countries** (top sources: Japan, Korea, Canada, China)

**Contact:** Richard Bruce, International Student Advisor x6517

### STUDY ABROAD

- **Western sends approximately 400 students abroad each year to several different countries through a variety of programs—some of which are WWU faculty-led**

**Contact:** Liz Partolan-Fray, Director International Programs and Exchanges x79`

### INTERNATIONAL LECTURE SERIES

- **Weekly presentations by Western faculty, staff and students on various global issues and concerns. (Tuesdays noon-1 p.m. College Hall 131)**

**Contact:** Ann Carlson, Center for International Studies x2345

### INTERNATIONAL SEED GRANT PROGRAM

- **Quarterly competition sponsored by CIS for faculty interested in developing or revising courses with comparative or international content or for the development of new faculty-led study abroad courses. \$1,500 per award.**

**Contact:** Doug Nord, Director, Center for International Studies x3220



# Equal Opportunity Office (EOO)

## Old Main 345

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**Sue Guenter-Schlesinger**, Vice Provost for Equal Opportunity and Diversity,  
ADA Coordinator, X3307, Fax: 650-6311, EOO Website: [www.wvu.edu/eoo](http://www.wvu.edu/eoo)

**Laura Eckert**, Sr. Executive Opportunity Associate, X6307

**Nick Sanchez**, Equal Opportunity Specialist, X7307

**Diane Brearley**, Administrative Assistant, X3307

1. *What does your signature mean on the electronic hiring forms when you are searching for a new faculty or staff member?*

Your signature represents that you have ensured that the search process has followed the appropriate equal opportunity guidelines, and if you are searching for a position in an underrepresented job group, that proactive outreach efforts to attract diverse applicants have been undertaken. The Department Chair reviews all paperwork related to the search to ensure that it is within departmental and college parameters and passes the electronic “Request to Recruit” form forward to the Dean for final signature approval.

2. *What do you do if someone brings you an EO issue or you become aware of one?*

If a student, faculty, or staff member voices a concern to you that is related to a legally protected category [e.g., race, religion, disability, sex (including sexual harassment), national origin, age, veteran status, sexual orientation, marital status or creed], then you should refer the individual to the EOO. Depending on how upset the individual is, you may contact the office, or walk the individual to the EOO yourself. Make sure your Dean is aware of this situation. We do not advise you to attempt to resolve these types of issues yourself, without consulting with the EOO.

Be aware that these issues are at times presented in very subtle forms. Also, if a supervisor (this includes Department Chairs) “knew or should have known” about a potential EO discrimination issue/concern, and chose to ignore it or not take it seriously, there could be liability for him or her.

3. *What do you do if someone brings you an EO issue and asks you to keep it in confidence?*

Because the law requires a supervisor to address a discrimination issue if he/she “knew or should have known” about it, then the supervisor (in this case the Department Chair) must address it. While we respect an individual’s privacy, there are supervisory obligations to not ignore potential discrimination. If the individual indicates at the beginning of the conversation that she/he wants you to keep her or his issue confidential, you should explain your inability to do this and can refer the student, faculty or staff member to a counselor or the Employee Assistance Program.

4. *If you get a new faculty or staff member in your department, what EO training is available and is any EO training required?*

Sexual Harassment Prevention Training is required of all faculty and staff and you should provide a list of your new employees to the Dean's Assistant. This person will contact the EOO to set up the training. Other EO and diversity-related training is available to Department Chairs and their faculty and staff, as well as to any other group on campus. These trainings include, but are not limited to: valuing diversity; issues of sexual orientation; religious discrimination; disability awareness; etc. The EOO can also develop EO-related training to address your particular needs.

5. *In addition to training, what other resources does the EOO offer for you that would be helpful?*

The EOO is integrally involved in the search process and is here to assist you. EO staff brief each faculty and professional search committee at the onset of the search to ensure that all equal opportunity and affirmative action guidelines are followed. The EO staff is available to you for assistance throughout the duration of the search.

The EOO also has a small library on issues of protected category discrimination and diversity-related materials that is available for your use. In addition, each quarter, the EOO offers an internship to students who are interested in gaining experience in equal opportunity, affirmative and diversity areas, and we welcome your referrals of students.

The EOO is here to assist you to provide advice and assistance in dealing with any of the protected category areas as well as broader issues of diversity. We provide informal as well as formal resolution for those individuals who believe they have been the victim of discrimination, and can work closely with Department Chairs in an advisory capacity.

# Office of Space Administration

## Old Main 476

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**Francis Halle**, Director of Space Administration and Management, X3222

**Judy Stanley**, Secretary Senior, X3230

Space Administration manages all academic and administrative space on campus.

Space Admin can assist you on any of the following:

- Strategic Space Planning
- Identification and definition of proposed minor capital requests
- Questions or concerns regarding the status of current minor capital projects
- Any interface issues with Facilities & Operations such as noise, safety concerns, scheduling issues, project scope issues

Space Administration needs to be involved in physical reconfigurations that affect the assignment and efficient usage of space. We are also your first point of contact to:

- Access the existing furniture inventory (Armory)
- Purchase new furniture - where there is an impact on space, building circulation or building systems

We also approve new key requests and manage the booking of the State Car (*on-campus use only*).

# The Graduate School

Old Main 530

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**Moheb Ghali**, Dean of the Graduate School, x2884

**Kirsti Charlton**, Special Assistant to Dean, x3569

**Patricia Johnson**, Acting Assistant Dean, x3571

**Linda Beckman**, Reception, x3170

## GRADUATE CURRICULAR MATTERS

**You need to know** that all curricular matters pertaining to graduate education, such as new degree programs, changes in degree requirements, new courses, and revisions in courses or cancellation of courses, are reviewed and approved by the Graduate Council. The Graduate Dean submits approved changes to the Academic Coordinating Committee for final approval. For new degree programs, Provost approval, following ACC approval, must be obtained prior to submission to HECB.

## GRADUATE ADMISSIONS

**You need to know** that WWU has a centralized Graduate School so all graduate education functions, including Admission of graduate students, is processed in the Graduate School office.

## GRADUATE STUDENT ADVISEMENT

If your Department is offering graduate programs, **you need to assign** or, depending on department culture, elect a graduate faculty member as the **Graduate Program Adviser**. The graduate program adviser is responsible for recruitment, admissions, and the departmental orientation. The Graduate Program Adviser provides academic advisement to graduate students about the plan of study, completion of degree requirements, establishment of the thesis committee, research, etc. Most departments also designate a specific staff support person to assist the graduate program adviser and graduate students. The Graduate Program Adviser and support staff are liaisons for the graduate students with the Graduate School.

## WHAT YOU NEED TO KNOW ABOUT GRADUATE ASSISTANTSHIPS

The Graduate School has 102 graduate assistantship positions: 85 regular and 17 “impact” (allocated to programs impacted by high growth undergraduate enrollment). The regular positions are allocated by the Dean on advice of Graduate Council. The impact positions are allocated by the Dean in consultation with college Deans.

- **In addition, you or your Dean may create additional GA positions.** Because the number of positions available does not meet the need, colleges and departments create additional positions. Last fall quarter there were 88.5 additional positions. GAs appointed to these positions receive the same stipend, the same tuition waiver and health benefits as the Graduate School supported GAs. **Your Potential Responsibility for Tuition:** However, because of the limited tuition waiver budget, department and colleges *may* be charged to cover any deficit in the waiver budget for departmental or college supported GAs.
- **You need to know that GA Workload and Benefits are:**
  - Full-time GAs work 20 hrs/wk.
  - Half-time GAs work 10 hrs/wk.
  - GAs receive stipend that varies by discipline and tuition waiver.
  - GAs also receive health benefits, including membership in the WA state Basic Health program and waiver of Student Health Services fee.
- **Your Department selects and recommends** recipients of graduate assistantships.  
See: [http://www.wwu.edu/gradschool/funding/graduate\\_assistantships.shtml](http://www.wwu.edu/gradschool/funding/graduate_assistantships.shtml)

## **WHAT YOU NEED TO KNOW ABOUT WORK STUDY RESEARCH ASSISTANTSHIPS**

- Work-Study funds are available for graduate students to engage in research with faculty mentors. Student must indicate Work Study on the FAFSA and must be determined as eligible on basis of income by the Financial Aid office.
- The Graduate School refers work study eligible students to faculty who have identified a need for a graduate Research Assistant.
- 2008-09 grad work study hourly wage is \$17.10 (based on equivalent hourly rate for GA's)
- At the end of academic year both the graduate student and mentor submit report on accomplishments. See: [http://www.wvu.edu/gradschool/funding/work\\_study.shtml](http://www.wvu.edu/gradschool/funding/work_study.shtml)

## **WHAT YOU NEED TO KNOW ABOUT AVAILABLE SCHOLARSHIPS AND AWARDS**

- **Graduate Tuition Fee Waiver Scholarship:** provides up to \$1000/quarter for new or continuing students. Department recommends students to receive the award.
- **Recruitment Scholarship:** provides up to \$5000/quarter for **new** students. Limited to Specific Signature Programs (designated by Provost). Departments recommend students to receive the award, Graduate Dean decides on awards.
- **Ross Travel Awards:** Through an endowment from former graduate Dean J. Alan Ross and funds from the National Science Foundation, the Graduate School supports travel by graduate students to present papers at professional meetings and conferences, to exhibit works of art at national and international showings, and to perform, direct or produce within professional performing arts venues. The maximum award is \$500. Four review cycles per year; deadlines are Oct. 1, Dec. 15, March 15, and May 15.  
See: [http://www.wvu.edu/gradschool/funding/ross\\_travel\\_grant.shtml](http://www.wvu.edu/gradschool/funding/ross_travel_grant.shtml)
- **Awards to Enhance Graduate Research:** The Graduate School has established a fund to support Graduate student research. The awards are designed to assist students in accomplishing their thesis or research work. Requests should be confined to activities or equipment that are central to the student's thesis or research and which are not available to the applicant through their Department. Maximum award is \$1,000. Deadlines for applications announced in FAST and in memos sent to department chairs.  
See: [http://www.wvu.edu/gradschool/funding/research\\_opportunities.shtml](http://www.wvu.edu/gradschool/funding/research_opportunities.shtml)

## ***CONTACT INFORMATION***

- Telephone: (360) 650-3170
- Email: [gradschool@wvu.edu](mailto:gradschool@wvu.edu)
- Web: <http://www.wvu.edu/depts/gradschool>

# Office of Research and Sponsored Programs

## OM 530

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**Moheb Ghali**, Vice Provost for Research/Graduate Dean, X2884

**Geri Walker**, Director, RSP, X3082

**Rose-Mary Barstad**, Fiscal Project Officer, X3837

**Tracey Finch**, Grant and Contract Specialist, X6578

### EXTERNAL GRANTS:

- **You need to know** that RSP will assist your faculty in identifying funding agencies and obtaining the guidelines and application forms. *Contact Tracey Finch: x 6578*
- **You need to know** that RSP will assist your faculty in putting together the project budget and completing the assurances and certifications required. *Contact Tracey Finch: x6578*
- **You will need to review** the proposal to assure that the project fits with the mission of your department.
- **You will need to review and approve** the commitment of resources (space, time, equipment, supplies) that are required for the project.
- **You need to inform** the faculty that there are laws and regulations with which we must comply. These involve the protection of human subjects, the protection of animals used in research, managing conflicts of interest, and adhering to ethics policies. [*Contact Geri Walker: x 3082*]
- **You need to know** that RSP is responsible for submitting ALL proposals to the external funding agency, and for negotiating and receiving the award. RSP will open the necessary accounts and process the necessary forms to administer the award. [*Contact Rose-Mary Barstad: x3837*].
- **You need to know** RSP can provide equipment matching funds when required by funding agency published guidelines. [*Contact Geri Walker: x 3082, or Moheb Ghali: x2884*]
- **You need to know** RSP is authorized to approve certain post-award changes on behalf of Federal agencies. [*Contact Geri Walker: x 3082*].

### UNIVERSITY FUNDED GRANTS:

- **You need to review**, evaluate and write assessment for **Summer Research Grant** proposals by faculty in your department. Summer Research: \$5,000 in salary. Reviewed by the Research Advisory Committee. There are 26 awards and we usually receive around 60 applications. Deadline to Chair: Oct. 7, to Dean: Oct. 13 to RSP: Oct. 22.
- **You need to review**, evaluate and write assessment for **Summer Teaching Grant** proposals by faculty in your department Summer Teaching: \$5,000 in salary. Reviewed by the Faculty Development Advisory Committee There are 9 awards and we usually receive around 25 applications. Deadline to Chair: Oct. 7, to Dean: Oct. 13 to RSP: Oct. 22.
- **You will to review**, evaluate and write assessment of proposals by faculty in your department for **Faculty Development Awards**: Maximum of \$1,500 for individual and \$2,500 for departmental awards. Reviewed by the Faculty Development Advisory Committee. Committee reviews quarterly. Proposal due to chair: October 7, January 20, April 13, and July 6.
- **You need to review**, evaluate and write assessment of proposals by faculty in your department for **Grants-in-Aid** (maximum \$2,000) and Pilot Project Funding (maximum \$3,000). Reviewed by the Research Advisory Committee. No deadline, reviewed when submitted.
- **You need to review**, evaluate and write assessment of proposals by faculty in your department for **Mini-grants** (maximum \$1,000), Manuscript Preparation (maximum \$1,500) and Publication Support (50% up to \$750). No deadline, reviewed when submitted.
- **You need to know** that RSP also supports grants for limited-term faculty and Emeriti faculty.
- **You need to know** that RSP supports grants for undergraduate research(maximum \$500): Fall, Winter and Spring review cycles.
- **You need to know** that all guidelines and forms are available: <http://www.wvu.edu/depts/rsp/internalfund.html>

### **HUMAN SUBJECTS REVIEW COMMITTEE (HSRC)**

**You need to inform** faculty members that Federal law requires that all research involving human subjects, even interviews and oral history research, must be reviewed and approved by an institutional review board *before* initiation of the research or collection of data. The National Institutes of Health (NIH) requires all researchers, students, and staff involved with human subjects to complete human subjects' protection training. A copy of a certificate that the researcher has completed the training *must* accompany each research protocol submitted to the HSRC. Please note that HSRC does not meet in summer months. Policy, and forms are available at: <http://www.wwu.edu/depts/rsp/human.html>

### **ANIMAL CARE AND USE COMMITTEE (ACUC)**

**You need to inform** faculty members that Federal law requires that all research involving animals must be reviewed and approved by an institutional review board *before* initiation of the research or collection of data. It is the policy of Western Washington University to provide the best possible care for animals used in research or teaching both for humane reasons and because such animals make for high quality research. Accordingly, all animals owned, cared for, or handled by the University are covered by these policies. In every instance, Western's policies specifically meet or exceed accepted guidelines as well as all applicable federal, state, and local legislation. Policy, guidelines and forms are available at: <http://www.wwu.edu/depts/rsp/animal.html>

### **PATENT AND COPYRIGHTS AND TECHNOLOGY TRANSFER**

**You need to inform** faculty members that The WWU Patent and Copyright Policy is administered by the PATENT AND COPYRIGHT COMMITTEE through the Office of Research and Sponsored Program. Invention and copyright disclosure forms and information on the protection of the author/inventor's rights and the University rights are available at: <http://www.wwu.edu/depts/rsp/tech.html>



# Information Technology Services

OM 470

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**John Lawson**, Vice Provost for Information Technology/CIO, X3917

**Lisa Spicer**, Administrative Assistant to the VPIT, X3917

Information Technology Services is divided into five divisions: Administrative Computer Services (ADMCS); Academic Technology and User Services (ATUS); Telecommunications (Telecom); Technical Services and Scientific Technical Services (SciTech). With the exception of Technical Services and SciTech, each has a help desk that can assist in solving your problem or making sure you get to the right person to assist you.

## ADMCS Help Desk x4444

Director: Bob Schneider x3502

Website: <http://www.wvu.edu/vpit/>

- eSign
- Web4U
- Computer Accounts
- Banner Student
- Banner Finance
- Banner HR
- BI-Query/Data Warehouse
- Computer Status
- Centralized Services
- Security

## ATUS Help Desk x3333

Director: Frank Roberts x3361

Website: <http://www.wvu.edu/atus/>

- MyWestern
- BlackBoard
- Computer Accounts
- Outlook/Exchange Messaging
- U:, P:, W: files
- Remote File Access
- BullsEye Targeted email
- Virus Protection
- Classroom Technology
- Software
- Home use software
- Computer standards

## Telecom Help Desk x3600

Director: Frits Ponsen x3010

Website: <http://www.acadweb.wvu.edu/telecom/>

- Telephones
- Departmental Cell Phones
- Networks
- Voice Mail & CallPilot Voice Mail

## SciTech

Director: Devon Cancilla x7785

Website: <http://www.wvu.edu/depts/scitech/>

- Instrument Center
- Electronics Shop
- Machine/Wood Shop

## Technical Services

Manager: Linc Nesheim x4341

Website: <http://www.wvu.edu/depts/techserv/>

- Hosting Services
- Server Operating Systems
- Server Maintenance
- Server Application Support
- Network Operating Systems

## Other Services of Interest

Administrative Asst.: Lisa Spicer x3917

Website: <http://www.wvu.edu/stf/>

- Student Technology Fee Grants
- Faculty Workstation Grants

You are always welcome to email or call the Vice Provost for Information Technology and Chief Information Officer, John Lawson, with any comments, suggestions or concerns. [John.Lawson@wvu.edu](mailto:John.Lawson@wvu.edu) or x3917... Or drop by for a friendly cuppa joe in Old Main 470. Website: <http://www.wvu.edu/vpit/>

# Academic Budget Office

## Old Main 475

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**Barbara Fasser**, Director, Academic Budgeting, X3938

**Penny Page**, Assistant Director, X3915 (regarding faculty and personnel matters)

**Ichi Pencil**, Academic Budget and Planning Analyst, X6837 (regarding Banner and budgeting)

The **Academic Budget Office** (ABO) is responsible for providing administrative direction and coordination of budgets, financial matters, and personnel issues for colleges, departments, programs and activities under the jurisdiction of the Provost. It serves as primary support within Academic Affairs for all financial matters, including budget management, faculty hiring and position control, and expenditure monitoring. It also provides assistance with financial planning, forecasts, analysis and training as needed.

- **Responsibilities as Financial Manager** ( policy can be found on the University Planning and Budget Office website under policies)
- **Academic Fees** generally due to ABO in January (policies can be found on the University Planning and Budget website under policies)
- **Limited Term Faculty** funding requests generally due to Provost in December or January (form can be found on Provost website under forms)
- **New Faculty Start Up** funds must be requested and approved along with offer letter
  - Can only be used for equipment and supplies. Only one computer to be purchased with Provost funding. No travel on start-up funds.
  - Used within 2 years. Exceptions can be made on time line.
  - High demand funding covers its own start-up
- **Faculty Recruiting:** Provost will provide up to \$3,000 for documented expenses associated with tenure/tenure track searches. One search per position per year only. High demand covers its own recruitment costs
- **Chair Stipends:** Determined by number of base tenured/tenure track FTEF in department. Paid at end of each quarter by base funds in department. Paid at end of summer quarter by Provost
- **Quarterly Appointments More than 1.0 FTE.** For emergency situations only. Has to be approved by Provost in advance of contract. Will be paid as a lump sum at the end of the quarter in which overage occurred. Applied to all ranks
- **Expenditures over \$1,000** have to be routed to ABO prior to Purchasing regardless of source of funds. Must have two signatures on it before it arrives
- **Travel** request forms come through Provost E-Sign for signature

- **Coffee and Light Refreshment** forms come through Provost E-Sign for signature
- **Faculty Grids** are no longer. Salary range tables ok for LTF hiring
- **Faculty Sick Leave Pool** available for LTF class coverage under certain circumstances
- **Academic Fact Book** with some departmental data available at Provost website (can be found on Provost website)
- **Bargaining Contract** – need to read (can be found in UFWW’s corner of the Faculty Senate website)
- **Banner, budget, hiring** process training available one on one
- **Questions** – anytime