

# UMBC

AN HONORS UNIVERSITY IN MARYLAND

*Department of Computer Science and Electrical  
Engineering*

## **New Faculty/Staff Guide**

7/23/2019RD, updated9.26.19 UPDATED 6.25.2020

**NOTE: DUE to COVID-19 PLEASE BE ADVISED UP TO DATE CAMPUS  
INFORMATION MAY BE FOUND ON THE RETRIEVERS RETURN ROADMAP**

**<https://covid19.umbc.edu/>**

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Welcome to the Department of Computer Science and Electrical Engineering (CSEE) at UMBC! We hope that your time with us is rewarding. In order to provide you with some commonly needed information, we have put together this brief information guide that will cover topics frequently asked about by new adjunct or full-time faculty. We hope that this guide is helpful in getting you settled at UMBC.

**Staff Directory- Note staff are working remotely please use email to contact them.**  
**Department of Computer Science and Electrical Engineering**

Shared Business Services – [COEIT Shared Business Services](#)- Engineering Suite 202

**CSEE Payroll** POC:-Brandi Loftus, [bloftus@umbc.edu](mailto:bloftus@umbc.edu) , ext. 5-1774

**Pre and Post Awards** – Alex Via [ahart3@umbc.edu](mailto:ahart3@umbc.edu) Eric Vooy [ericv2@umbc.edu](mailto:ericv2@umbc.edu) and Gina Fischer [ginam@umbc.edu](mailto:ginam@umbc.edu)

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CSEE Front Desk – ext. 5-3500

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Associate Chair, Mohamed Younis – ITE 318, 410-455-3968 [younis@umbc.edu](mailto:younis@umbc.edu)

**Mailing Lists (for courses, students, and faculty):**

For an extensive list of CSEE-related mailing lists and instructions visit:

[https://www.csee.umbc.edu/systems/index.php/CSEE\\_Mailing\\_Lists](https://www.csee.umbc.edu/systems/index.php/CSEE_Mailing_Lists)

To send a mailing to all students in a course, go to the “Faculty Center,” click on teaching schedule and then class roster, and click “notify all students.” It is also possible to send a mass email using blackboard, or you can visit <http://lists.umbc.edu> and request to have a new list created on UMBC’s listserv.

## GETTING STARTED

### Initial Tasks

**Paperwork Requirements:** A COEIT Shared Business Services Specialist will contact you for all required paperwork. The HR website provides electronic payroll forms and instructions that are available to print here: <https://hr.umbc.edu/payroll/payroll-preparerapprover/new-hires/>. You will need to complete the HR paperwork via DocuSign. The lists of acceptable documents for I-9 identification can be found at <https://hr.umbc.edu/files/2017/08/i-9-paper-version-9-2017.pdf> or in any new hire packet. For those working during a single semester, the Business Services Specialist will inform you about the dates of the first and last paychecks for the semester. Usual deductions for taxes and FICA, plus health insurance, retirement, and parking, for full-time employees, are taken from each paycheck.

**Timing of Initial Pay:** Timing of initial pay is dependent on the completion of your required payroll paperwork and where the submission of this paperwork falls in the payroll schedule. UMBC runs on a bi-weekly pay cycle. For further information, please see the Business Services Specialist. The payroll calendar is available at <https://hr.umbc.edu/payroll-calendar/>.

**Paper Checks or Direct Deposit:** You will also be able to complete a direct deposit form when submitting your payroll and other required paperwork, if you wish for your paycheck to be deposited into an account of your choice. If you have completed a direct deposit form, please allow one to two pay cycles for this to take effect. Until it has taken effect, you will receive a paper check. For those opting for direct deposit, you will not receive a paper advice statement indicating all taxes and deductions. Instead, you will be able to view your advices, W-2 information, and update your address on the POSC site, <https://interactive.marylandtaxes.com/Extranet/cpb/POSC/User/Start.aspx>, once you have created a username and password. Any questions or problems can be directed to [COEIT Shared Business Service Center](#).

**Campus Card ID:** Campus Card Services is located on the first floor of the University Center and is open Monday-Friday 8:00am-4:00pm, (443-612-2273). Visit this office to get your ID card, either during New Faculty Orientation, or on your own. You will need to provide proof of your identity and an appointment letter. The card is necessary for access to the department hallways before 8:00am and after 10:00pm, and will provide access to the gym located in the Retriever Activities Center (RAC), library, and other campus facilities. Faculty, staff and students also use this card for riding UMBC Transit. For more information, please see <http://campuscard.umbc.edu/>. Beginning July 1, 2019 a new law provides free ridership services for all regular USM faculty and staff members on the Maryland Transit Administration (MTA) light rail transit system, metro subway, local bus service, commuter bus service in the Baltimore region, and any other system and service specified by the MTA.

The MTA has created a sticker that can be affixed to university employee identification cards. In order to access transit, employees are required to present their university ID badges with the sticker. The institution is in the process of purchasing the stickers for employees who wish to participate in the program. Parking Services will be coordinating efforts with the MTA on the sticker purchase. Employees wishing to obtain a sticker may contact [Parking Services](#) for more details.

In the meantime, employees wishing to take advantage of this benefit **before** the stickers are available may obtain a State ID badge that will allow them to access the participating transit vehicles. In order to obtain the ID card, employees must complete the [Maryland Capitol Police ID Request Form](#). A photo ID, such as a Maryland Driver's License, Maryland MVA Identification Card, Passport, or current Military ID card must be shown to process the request form. These documents must be shown, in person, to:

Andy Clark  
Assistant Vice Chancellor for Government Relations  
University System of Maryland, Office of Government Relations  
9 State Circle, Suite 201  
Annapolis, MD 21401

**Parking and Transit Information:** Parking permits can be obtained from Parking Services once you have obtained a UMBC ID or with your signed appointment letter. For those who teach night courses, it may be best to use the gated lots 2 or 8, or the lower level of the Administration Drive Garage after 3:30pm. Metered spaces may also be available in the Commons Garage or on the second floor of the Administration Drive Garage. Meters accept debit cards. Faculty may park in designated spaces with a staff parking permit (non-gated, gated, and daily), issued with a fee. Parking Services is located in the Facilities Management building, Room 100, on Poplar Avenue. Allow extra time to park at the beginning of the semester, when parking is especially tight. Parking zones are enforced Monday-Thursday from 7:00am-7:00pm and Friday from 7:00am-3:30pm during the Fall and Spring semesters. For more information, including permit fees and parking maps, visit <http://www.umbc.edu/parking/rr.htm>, email [parking@umbc.edu](mailto:parking@umbc.edu), or call ext. 5-2551. For more information on other forms of transit, please see <http://www.umbc.edu/transit/>.

**Supplies:** A range of supplies, from exam essay booklets and computer-graded test forms (scantrons), to markers and file folders, can be acquired by request from the staff in ITE 325. If items are unavailable, please consult with Cheryl Dunigan [cdunigan@umbc.edu](mailto:cdunigan@umbc.edu). The bookstore also sells a variety of basic office supplies and teaching supplies, if you wish to purchase your own.

**Telecommunications:** Each office is equipped with a telephone. Long-distance calling is restricted to UMBC-related business, with personal toll calls prohibited except in unusual circumstances. Phones are also equipped with phone voicemail. Office staff also take messages for faculty members when the main office number is called and will place any messages in your mailbox or send them to you via email. To obtain a long distance code (**FAC**), please see the Business Services Specialist. Please use only your FAC code and DO NOT give the code to students. If your phone is not equipped with a speaker, and you need a speaker phone for a conference call, please submit your request to the Business Services Specialist so that a phone may be installed for the date/time it is needed. If your phone is an older model and not equipped with a speaker or display and you wish to upgrade, please see the Business Services Specialist.

## **Making Connections:**

*Department Website* - Our department website, <https://www.csee.umbc.edu/>, contains information on the various programs available to students, as well as contact information for our faculty. The department website is maintained by departmental faculty and staff.

*Announcements, etc.* - Information can be posted on our department Facebook page. The department Box (online storage account) contains department meeting minutes, policies, and other important information. If you see any updates, want to share accomplishments, or want to publicize an event, please notify the Administrative Assistant.

*Shared Documents* - UMBC uses Google Drive and Box to allow for file sharing and collaboration. These resources are accessible on your myUMBC homepage. You may also want to back-up your files. DoIT, the UMBC IT department, can assist you with this task.

*UMBC Directory* - Our UMBC-wide directory, <http://www.umbc.edu/search/directory/>, can be used to find anyone listed in the UMBC community, including faculty, students, and staff. Email

addresses, campus locations, and campus phone numbers may be listed. You can select your displayed information by going into your Profile on your myUMBC homepage.

*UMBC Alerts* - You can sign up for UMBC Alerts, called E2Campus, which will send emails and text messages (if you opt-in) informing you of emergency events on campus including weather related closures, power outages, and police activity on or near campus. It is important to sign up for these alerts so that you receive this important information. To sign up for Alerts, please sign on to myUMBC and click on "Alerts" in the drop down menu under the bell symbol at the top of the page. You will be prompted to click a link to opt-in to the text message alert system. **YOU ARE HIGHLY ENCOURAGED TO SIGN UP.**

**Computer Equipment:** Your office will be equipped with a computer for your use. If you are an adjunct, please remember that the computers will be shared. You will be granted AD (administrative) access to log into the computer, along with access to the networked copy machines. For any technical problems, please see the Administrative Assistant for information on how you can submit an RT ticket for DoIT if this is something that cannot be easily fixed by staff.

**Start-up Accounts (Full-Time Faculty):** If you have been granted a start-up account as part of your hiring package, please see our department. Generally this money is used for travel for research and/or conferences, as well as for computer equipment, depending on how it has been allocated. The COEIT Shared Business Service Center will be able to tell you what remains of your budgeted allowance and how you may use your funds.

**Moving Expenses:** To be reimbursed for moving expenses (if this is part of your start-up agreement), you will need to provide receipts of all expenses for which you are requesting reimbursement. These receipts should show the method of payment as a proof of the charge and should be itemized as necessary. Please see [Shared Business Services](#) for more information.

## First-Year Timeline

**Key Dates:** Academic calendars, final exam calendars, and registration appointment calendars for students are available on the Registrar's Office website here: <https://registrar.umbc.edu/>. The department also maintains a Department Events calendar on Google Calendar with committee meetings, department events, and other important campus-wide event dates. If there is something you'd like to add to this calendar, please email the Administrative Assistant.

**Course Scheduling Process:** Course scheduling occurs four times a year: Fall classes are scheduled at the beginning of the previous Spring, Summer classes are scheduled in the Winter, Spring classes are scheduled at the beginning of Fall, and Winter classes are scheduled in the Summer. Processes differ for Summer and Winter sessions versus regular semesters. The Associate Chair creates the schedule based on requests of individual faculty. These requests are solicited by program directors, and then coordinated to meet departmental needs as well as UMBC's needs/requirements. Please be aware that the preferred courses and teaching times faculty submit are suggestions, and that changes may be needed in order to provide a schedule that is convenient to our students and meets the scheduling requirements of the Registrar, room availability, and program needs. Once this information has been finalized, the Program Management Specialist will

enter the schedule into the PeopleSoft system where it will be finalized by the Registrar's office and then be made available for students to view.

**Due to constraints caused by the COVID-19 pandemic, faculty may be required to teach their courses entirely online, for the time being.**

## Expectations

All faculty are expected to:

- Teach their assigned classes in a way that is consistent with past practices, following the course materials provided by the lead instructor, mentor, or department, and consulting with the department and/or mentor before making any significant changes to the course structure and assigned work
- Hold regular office hours (typically two hours per week)
- Appear promptly to teach all scheduled classes
- Maintain consistency with each course's standardized syllabus
- Follow the common course structure in the case of coordinated classes
- Consult with the instructor's mentor, if assigned
- Establish a clear academic integrity policy, consistent with university standards, and report and penalize violators
- Attend mandatory Title IX training
- Respond in a timely fashion to student and department contact
- Check departmental mail in ITE 309 regularly
- Check UMBC email account regularly
- Post course syllabus online and provide a copy to the CSEE department
- Provide course materials to department (and post these materials online to the extent that's feasible)
- Follow departmental and university policies (e.g., regarding course enrollment, TA/grader management, religious holidays, and student accommodations)
- Return work promptly (most assignments should be returned within two weeks at the most, and one week when possible)
- Inform students of their standing in class before the semester drop deadline and respond to requests for student status information for UMBC's FYI student alerts program
- Administer the Student Course Evaluation Questionnaire (SCEQ) during the last two weeks of classes

## CAMPUS

### Departmental Resources

**Office Space:** The Department endeavors to make office space available to all full-time and adjunct instructors. Full-time faculty members are assigned private offices whenever possible, while adjunct faculty typically share office space with others who teach at different times or on different days. Problems regarding office space should be brought to the attention of the Academic Affairs Manager.

**Office security:** Only those faculty member(s) assigned to a particular office will have keys to access that office. Staff members also have master keys, should you find yourself locked out of your office during business hours. If you are locked out of your office after hours (or find your classroom

locked), contact UMBC Police (ext. 5-5555). If you have no phone available, emergency lines are available around campus (on poles with blue lights) or in many elevators. The main CSEE Suite ITE 325 and Faculty Mail Room ITE309 are card swipe accessible.

**Mail Exams and Other Materials:** All sensitive materials including exams, packages that have arrived via USPS or FedEx/UPS, and textbooks, will be left in the **faculty member's mail box in the card swipe access mailroom ITE 309**. If you need to leave something sensitive for someone, please see the Front Desk Administrative Assistant at the ITE Suite 325 front desk for help.

**Makeup Exams** – Students may miss examinations for legitimate reasons. Scheduling may make it difficult to give a makeup examination in a timely fashion, particularly for adjunct instructors. The department offers scheduled make up dates throughout the semester. The exact dates, times, and locations will be shared with instructors at the beginning of each semester. Instructors are asked to provide our Program Management Specialist with the following information when scheduling a make-up exam: student's name, Campus ID, course number, length of time allotted, special instructions (i.e. use of scantrons, bluebooks, and calculators). Reminder emails will be sent out prior to exam dates. The CSEE conference rooms ITE 325 B, ITE346 or ITE 234 may be reserved to give makeup exams yourself at any time by filling out the [Room Reservation Form](#). The form is found on the CSEE website Faculty Resources – Department Affairs/Business Services page.

**Photocopying/Photocopy Requests:** Departmental copy machines are located in the Faculty Mail Room, ITE 309 and the CSEE Suite ITE 325. (*TAs, Graders and RAs may use ITE346-A*) To prevent excessive photocopying, we encourage course materials to be provided via Blackboard, especially course syllabi and required readings, such as journal articles, course notes, and other supplemental readings.

Please note that as a general rule, faculty are not permitted to make copies of articles for supplemental readings for their entire class when other options can be used, such as posting on Blackboard or use of library reserves or e-reserves, described below. Additionally, office equipment is not to be used for personal needs. If you have any questions please consult with office staff for assistance.

**Color Printers:**

There are no color printers available within the department. The library and [Common Vision](#) have fee-based color printers. (See Library Services, below.)

**Large-Format Printers:**

The department does not have a large-format printer. To print posters, visit the Graphics Lab in BIO 102, or Common Vision UMBC Design & Print Center, located in the Commons Building.

Payment at the Biology printer is through chartstring only.

[Commonvision](#) will accept payment with Campus ID (your card must be loaded) or chartstring. For details and hours of operation visit <http://www.umbc.edu/thecommons/commonvision/>



### **CSEE Shared Spaces:**

*Mailroom*- Please do not leave books or other media in mailboxes. Ask the Front Desk Associate to put the book in another faculty member's office or to leave it in the designated box in the office for a student.

Mail is delivered to the department daily before 11:00 a.m. Place any outgoing mail in the "out mailbox" located at the front desk in ITE 325. Personal mail, with stamps affixed, can also be left in this outgoing box or in any number of mailboxes on the campus.

Mail to other departments and offices on campus or in the University System can be placed in an intercampus envelope, addressed and placed in the outgoing mail box for daily pickup. Please see the office staff if you have a situation that requires the use of FedEx or UPS (only for critical, time-sensitive UMBC activities). If there is another mail related issue not addressed here, please see the Front Desk Associate.

*Graduate Room (ITE 305)*--The graduate room is open to graduate students to take tests, study together, to read, or study independently. Some computers are there for use.

*Conference Rooms ITE 325 B, ITE 346 and ITE 234* are conference rooms which are available to schedule through the [Room Reservation Form](#). The form is found on the CSEE website Faculty Resources – Department Affairs/Business Services page. *If the request for use is immediate and less than two days advance time please contact a CSEE staff member in the ITE 325 suite.*

## **Additional Resources**

**Food Options:** Food is available at many locations around campus, including the Commons (food court style), University Center (Chik-Fil-A and Starbucks), The Skylight Room, True Grit's Dining Hall, Administration Building (first floor), Yum Shoppe, Subway in Research Park, and in the lobby of AOK Library. Hours and menus (as available) are located at <http://www.dineoncampus.com/umbc/>.

### **ATMs:**

There is a PNC Bank office in the Commons. There are PNC ATM machines in the Commons and a SECU ATM outside the first floor of the University Center.

**NOTE: The hours for the gym and the library have been impacted by the COVID-19 pandemic. Faculty and Staff members should consult the gym website and the library website, to receive the most updated information about gym and library hours.**

**Gym:** Access to the facilities of the Retriever Activity Center (RAC), including the pool, weight room, indoor basketball courts, exercise machines, and free group fitness classes, is currently free to faculty, staff, and students. Access is open to those with a valid UMBC campus identification card. Hours of operation as well as the group fitness class schedule are posted online at [www.umbc.edu/rac](http://www.umbc.edu/rac).

**Library:** The Albin O. Kuhn (AOK) Library (<http://www.umbc.edu/aok/main/index.html>) provides standard library and research support services. Resources not immediately found within UMBC's databases or collection can often be acquired through the University System of Maryland's Interlibrary Loan program.

*Access to Library Materials* – As an instructor, your UMBC photo ID provides access to the library and its resources. Access includes the ability to check out library materials and make interlibrary loan requests. The library holdings include a wide range of books, journals, archived materials, films and videos, and increasing access to electronic resources. Library loan periods for faculty are lengthy, but be sure to keep track of, and return, books on time to avoid late fees. It is also possible to request a library book or article that is available at another University System of Maryland institution through the Interlibrary Loan by completing an online form. In addition to books and journals, the library has a collection of CDs and DVDs, which can be useful in classes or checked out for personal use. These are housed in the media center on the second floor of the library, across from the periodicals desk. Photocopying of library materials for course purposes or UMBC-based research can be accomplished with the use of a D-card, which can be acquired from office staff or by purchase with your own funds.

Depending on what you are teaching, arrangements can be made for tutorial sessions on the utilization of library materials for course papers or projects for your classes. Contact the reference desk or check the library website to discuss specific needs and scheduling, should this be appropriate to your course(s).

*Electronic Materials* – Many of the library's collections are available for review or access through electronic means. This includes books and journals at UMBC, other University System schools, and a growing number of online retrieval systems and databases. To the degree that your time and duties permit, you may wish to explore the options available on the library web page. Reference librarians can also assist in specialized searches.

*Faculty Services* – The Faculty Services page provides answers to commonly asked questions that faculty may have on the items discussed above: <http://aok.lib.umbc.edu/services/faculty/>

*Journal/Collection Access* - Please see the Library's main page and click on the appropriate search tab.

*Library Specialist* - Joanna Gadsby is the Reference and Instruction Librarian and can be contacted via email as [gadsby@umbc.edu](mailto:gadsby@umbc.edu) or calling ext. 5-2358.

*E-reserves for Class* - The library operates a reserves system for supplemental materials for courses, which may include a physical copy of a book, article, or DVD, or e-reserves to upload journal articles or book excerpts. <http://aok.lib.umbc.edu/reserves/facinfo.php>

**Arts:** Please see the following site for event calendars for the various Arts departments on campus, including Theatre, Dance, Music, and Visual Arts: <http://artscalendar.umbc.edu/category/arts/>

**Sports:** Visit <http://www.umbcetrieviers.com/info/schedule/> to see the upcoming schedules of UMBC's sports teams as well as additional Athletics information.

**Wellness:** The Wellness Initiative website provides information on campus wellness programs, wellness resources, and additional information: <http://www.umbc.edu/wellness/>

**University Health Services:** Services at UHS include basic health care, massage, and acupuncture, among other services. These services are available to faculty as well as students. <http://www.umbc.edu/uhs/>

**Lost & Found:** The Lost and Found is located in the Commons lobby at the Commons Information Center. They do not accept found articles of clothing. The Information Center can be reached at

ext. 5-1000 and hours of operation are: Monday-Friday 8:00am—10:00pm and Saturday-Sunday 10:00am-8:00pm.

**Safety & Security:** For your added security, access to the department Suite 325 begins at 8:30am and stops at 4:30pm. Your campus ID card provides access to the building and department hallways outside of normal business hours by swiping your card at the front doors. **Campus police are available via their direct number 410-455-5555 or if calling from an on campus phone dial extension 5-5555 or through the blue light emergency poles throughout campus.** If there is an incident on campus that requires a response from Baltimore County Police, you can call campus police first, who also have a direct line of communication with the county precinct. **Campus police offer an escort service for anyone who does not feel comfortable walking to their cars or to the bus stop alone after dark. Please call their direct line 410-455-5555 to request this free service.**

## TEACHING AND PEDAGOGY

**Departmental Teaching Expectations:** Teaching expectations depend on the faculty position. A full-time faculty teaching load is five course units per year in keeping with UMBC and the Board of Regents policy. Full-time faculty who do not have an exception from this requirement are expected to teach four scheduled courses per year and reach the fifth course through a combination of thesis, dissertation, or independent studies, by teaching a combined undergraduate/graduate course, or by teaching a fifth course. Further details are available in the Department Workload policy. Part-time faculty teaching requirements vary according to specific contract agreements. New/adjunct faculty will usually have a teaching observation once a semester.

**Departmental Advising Duties:** Full-time faculty advise students who major in our programs twice a year during pre-registration advising. Students cannot enroll without advisor approval for Fall or Spring terms. Faculty should expect to be assigned between 15-30 students depending on the program. Advising takes place over mid-October to mid-November for Spring advising and mid-March to mid-April for Fall advising. Students may also contact faculty throughout the year with additional questions regarding their academic progress. The [COEIT Advising staff](#) may assist with questions regarding training and can assist with complex student issues.

**Faculty Development Center:** UMBC's Faculty Development Center provides notable online resources and workshops throughout the year focusing on teaching and pedagogy. Their current "Adjunct Faculty Handbook" contains advice on important issues such as a timeline for starting up a semester, dealing with students in distress, a profile of UMBC's student body, academic integrity, and a "Things I Wish I'd Known" section, among other useful items. It also provides information on UMBC's key instructional technology systems, such as PeopleSoft Student Administration (used for enrolling, giving permission, and grading) Blackboard, and classroom "clicker" training. <http://fdc.umbc.edu>

**New Course Development:** The FDC's "Pedagogy" link, <http://fdc.umbc.edu/resources/pedagogy>, provides important information regarding key elements of setting up a new course, including what to do the first day, leading class discussion, grading, and how to build a syllabus to UMBC standards, inclusive of key policy statements. You should also consider speaking with your

colleagues or asking for input as you develop your courses, particularly regarding the level of readings, evaluation techniques, and other questions as they arise.

**Designing a Syllabus:** Each course instructor is expected to develop and distribute a course syllabus outlining the requirements for fulfilling course obligations. Ideally, the syllabus should include: course number and title; instructor name and contact information; office hours and location; a schedule of readings, assignments, and quizzes and/or exams; information on how student work will be evaluated; and pertinent university policies.

Syllabi are collected from faculty each semester and housed electronically on Box. To get copies of syllabi to assist you in creating a syllabus for the course(s) you are teaching, please see the Administrative Assistant. For additional information, please see <http://fdc.umbc.edu/resources/pedagogy/creating-a-syllabus/>.

### **Policy Segments to Include in Your Syllabus**

**Grading Standards/Policies:** Please refer to <http://fdc.umbc.edu/resources/pedagogy/creating-a-syllabus/> or prior syllabi for an idea of how grading has been handled in your course before. As a course instructor, you are encouraged to outline your grading system in some detail in your course syllabus, including a list of graded assignments, any relevant details about missed or late assignments, and how final course grades will be assigned. Instructors should not deviate from their published grading procedures. Assigning actual grades and the work and evaluation standards that go into that outcome are at the discretion of the instructor.

*Capricious and Arbitrary Grading* - Students can and do file grievances if grading appears arbitrary or capricious, so attention to fairness to all students is a must. Should you encounter this issue with a student, please review the university's policy here [http://www.umbc.edu/gradschool/essentials/proc\\_grading.html](http://www.umbc.edu/gradschool/essentials/proc_grading.html). If you have questions please talk with the Program Director.

**Final Grades** - Final course grades are due within a specified deadline which will be determined by the Registrar's Office during the semester, and must be submitted via PeopleSoft, accessed in the same way you locate course lists (myUMBC>Faculty Center>Classes & Grades). PLEASE SUBMIT GRADES IN A TIMELY MANNER !! *Warning: After entering your grades in the "grade roster", you MUST change the status to "Approved" and click "Save."* If you do not take these two steps, your grades have not been submitted! You can tell that the grades are correctly submitted if you re-open the grade roster and there are no drop-down menus available to change the grades.

*Submitting grades after the deadline results in administrative burden and should be avoided.*

**Grade Change Requests:** <https://registrar.umbc.edu/grade-change-requests/>

Grade changes following this deadline must be completed through [DocuSign](#).

*Incompletes* - Students sometimes request incomplete grades, due to health, personal problems, or other complications that may interfere with completion of work on time. Provision of incompletes is at the discretion of the faculty member, but it implies an ongoing responsibility until the incomplete is removed. Faculty should consider and advise students on their stance on incompletes, since making them available extends responsibility for students beyond the semester. Failure to complete assigned work or exams without the request for an incomplete may result in a final

grade assigned on that basis. Those students should be awarded a grade of “F.” Students who request and are granted incomplete status at the undergraduate level usually have one semester to complete the unfinished work for the course. After one semester the grade automatically changes to an F. Students should be informed of this policy before agreeing to an incomplete. Faculty should make specific agreements with students as to a timetable for completion of unfinished work or exams. If the incomplete grade is fulfilled, the faculty member must complete a [Change of Grade form, through DocuSign](#). Graduate student incompletes will not change to an F and therefore can be changed at any time before a degree is posted. Graduate students may graduate with an “I” on their transcript, as long as they have completed their program’s requirements.

**Academic Integrity:** A suggested paragraph for faculty to include in their syllabi and other relevant resources regarding academic integrity are located here:

[http://www.umbc.edu/undergrad\\_ed/ai/faculty.html](http://www.umbc.edu/undergrad_ed/ai/faculty.html)

**Student Support Services:** Please see <http://www.umbc.edu/sss/facinfo.htm> for the suggested SSS statement to include in your syllabus.

**Academic Success Center:** <https://academicsuccess.umbc.edu/>

The Academic Success Center provides centralized support for all students. Anyone can make a referral to get help <https://academicadvocacy.umbc.edu/student-referrals/submit-a-referral/>

**FYI (First-year Intervention) Alerts:**

The First Year Intervention program is coordinated by the Learning Resources Center (LRC). Its goals are to (1) identify freshmen who are having difficulty with a course, (2) notify these freshmen of their poor performance by mail and suggest campus support services, and (3) notify Student Support Services that these students need help.

For more information about the FYI program, contact John Rollins (jrolli1@umbc.edu) or visit [http://www.umbc.edu/lrc/fyi\\_report.htm](http://www.umbc.edu/lrc/fyi_report.htm)

**Office Hours:** Faculty who are teaching are expected to post office hours for students who are seeking an individual meeting. Faculty are expected to keep their office hours, unless unusual circumstances (such as illness or transportation problems) intervene. If a faculty member is unable to keep office hours, she/he should email students or contact the Front Desk Associate (ext. 5-3500) so a notice can be placed on your office door. Keeping office hours is especially important for full-time faculty during the pre-registration advising period. We recommend that all teaching faculty members provide students with an e-mail address and phone number to facilitate contact outside routine office hours. Please notify Keara Fliggins [fliggins@umbc.edu](mailto:fliggins@umbc.edu) of your office hours prior to the start of the semester.

**Title IX Syllabus Language:** As an instructor you are considered a “Responsible Employee”; therefore, you must take Title IX Training and you should also have language in your syllabus notifying students with information. Please refer to the Human Resources webpage: <https://humanrelations.umbc.edu/sexual-misconduct/gender-equitytitle-ix/sample-syllabus-language/>

**Program and Course Evaluation:** Each course offered during a regular semester is evaluated via a campus-wide system, known as Student Evaluation of Education Quality (SEEQ), in which the students evaluate their instructors online during a specified period each semester. For more information about student course evaluations, please visit: <https://oir.umbc.edu/student-course-evaluations/>. The secure online system grants students 24/7 access during the evaluation period. Students will receive an email with a link to the surveys for classes in which they are enrolled. Surveys may be accessed via these links or via Blackboard. Instructors will receive an email communication from StudentCourseEvaluations@umbc.edu with a link to their courses. This link can be used for monitoring response rates throughout the evaluation process, and to review survey results after final grades have been posted. Email reminders will be sent to students periodically throughout the evaluation window. Please encourage your students to complete the online evaluations.

Faculty are also evaluated on the basis of teaching in their probationary, 3<sup>rd</sup> year, promotion and tenure, and post-tenure reviews. These may involve either the statistical data or added feedback from students who have taken your courses. Overall academic programs in the Department are also evaluated. Adjunct faculty SCEQs are evaluated for purposes of promotion to Adjunct II status and for contract renewal.

**Classroom Technology:** For a list of what rooms contain what technologies, please see <http://www.umbc.edu/oit/classroomtechnology/instructions/>. To request a SMART room, please see the Scheduling Coordinator(s) to place your request while the schedule is being built. We may not be able to provide a SMART room for you if you delay your request until after the Registrar’s Office has done its initial placement of courses in the upcoming schedule.

**Blackboard:** Many instructors provide a Blackboard site in conjunction with their courses. The university automatically creates a Blackboard for regularly scheduled courses in the semester. However, the course remains unavailable to students until the instructor builds it and makes it available. Blackboard can be used to post important announcements, syllabi, grades, and class documents such as supplemental readings. Blackboard can also be used for self-paced assignments and discussion boards. Hybrid and online courses have Blackboard components, but traditional classes can also utilize this feature. Blackboard is accessed directly from your myUMBC homepage, and additional information can be found here [https://wiki.umbc.edu/display/faq/Blackboard or](https://wiki.umbc.edu/display/faq/Blackboard+or) by contacting DoIT.

**PeopleSoft Administration:** Faculty will have access to PeopleSoft SA (Student Administration), the system used to authorize students to register for classes, generate class lists, provide permissions for students to register once the course is closed (full), enter final grades, and more. Granting students permission to enroll in a closed course and come off the waitlist is at the discretion of the instructor. When making such decisions, please keep in mind the number of seats in the classroom, reasons for the students’ requests, and the students’ proximity to graduation. See Advising Coordinator for guidance.

The Program Management Specialist, Yemisi Aina [yaina1@umbc.edu](mailto:yaina1@umbc.edu) ITE 325-E, will submit a request for new faculty to gain access to PeopleSoft SA. Questions regarding access should first be directed to Yemisi, and then through an RT ticket should further problems arise. For most course-related needs, PeopleSoft SA is accessed by going to myUMBC>Faculty Center> Classes & Grades.

**Accessibility & Disability Services (ADS):** Frequently classes will include students with various types of special needs, including vision, hearing, mobility, or learning disabilities. UMBC's policy and practice is to do what we can to accommodate these students, including providing note-takers, interpreters, and accessible classroom spaces. Your assistance is key to responding effectively to disabilities, especially those that are less visible, such as learning disabilities. The Office of Student Disability Services (ext. 5-2542) works with students with special needs for testing or classroom support. They may contact you about making arrangements; for example, for a student to take an examination in an alternative format or location. SDS uses a ticket system for instructors to upload exams: <https://sds.umbc.edu/faculty-form-for-accommodated-test-submission-pink-form/>. Once a student has taken an exam at the SDS office, one of our student admin workers or our administrative assistant will pick up the exam. For more information about SDS, please visit the faculty resource page: <https://sds.umbc.edu/resources/information-for-faculty/>. Please do your best to assist these students in their progress toward college degrees by making your class friendly to students with special needs.

If you, in your interactions with students in your class(es) perceive that they may require the assistance of the Office of Student Disability Services or of the UMBC Counseling Center (ext. 5-2472), be cautious in how you approach these subjects. If a student is having trouble in a course, it is appropriate to inquire as to the focus and cause. If the student mentions either personal problems or special needs issues that have not previously been identified, you may advise them of the availability of the UMBC resources. Do not diagnose or label a student's problem or require them to seek help, since this would be unethical and beyond the parameters of your position. Please see <https://sds.umbc.edu/> or <http://www.umbc.edu/counseling/> for more information.

**A/V Resources:** A/V Services has a limited supply of mobile A/V technology carts, which they will allow you to reserve for one-time or occasional use. If you know you will need A/V technology for all or most of your class meetings, please ask your department Scheduling Coordinator to request a "SMART room" on your behalf from the Registrar's Office during development of the schedule. Classroom instruction has priority for all A/V equipment. Equipment must be requested **by the UMBC end user**. Do not request equipment on another's behalf. Submissions must be made **at least 48 business hours** in advance. All loans are restricted to **same day use** during Fall and Spring semesters. Portable equipment must be **picked up by the requestor** (UMBC faculty or staff), unless a TA or assistant is accompanied by a signed note on departmental letterhead. A/V carts (which include a data projector, computer, speakers, and VCR/DVD player) will be delivered to your classroom by A/V Services staff.

The Audio-Visual Services department is located in ENGR 020, or can be reached at ext. 5-2461. Their office hours are Monday-Thursday 8:00am-10:00pm and Friday 8:00am-4:00pm. See <http://www.umbc.edu/oit/classroomtechnology/about> for more information. You may request services online via the request form, available through the above link.

**Test Grading Services:** Faculty who administer exams with computerized grading sheets (scantrons) can utilize the computer grading service on campus. The scantron test scoring process is located in the Technology Support Center on the first floor of the AOK Library. For more information, including hours, please visit the Technology Support Center's website: <https://doit.umbc.edu/tsc/>. For questions about scoring, please consult the scantron FAQ page, <https://wiki.umbc.edu/x/EAGRAQ>.

**Bookstore:** Orders for books are processed through the UMBC bookstore, which sets deadlines for book order request forms. Keara Fliggins the CSEE Graduate Program Specialist will forward deadlines and instructions each semester, and request instructors to submit book requests well in advance for the semester's start each term when they are teaching. **PLEASE BE MINDFUL OF DEADLINES AND RESPOND IN A TIMELY MANNER.** If a faculty member needs assistance with contacting publishers, the faculty member should contact Keara Fliggins the CSEE Graduate Program Specialist at <mailto:fliggins@umbc.edu>.

The Bookstore also sells a variety of supplies and computer equipment or software available for you to purchase. <http://bookstore.umbc.edu/home.aspx>

**FERPA:** FERPA is a federal law that pertains to student privacy rights in regards to their academics. For instance, a parent cannot call the university and request information on their child's grades unless a FERPA form is on file, granting that parent access to classified student information. Please see the <http://umbc.edu/ogc/docs/2011%20FERPA%20Notification.pdf> for the Notification of Rights Under FERPA policy and the FERPA consent form, <http://umbc.edu/ogc/docs/FERPA%20Voluntary%20Consent%20for%20Release%20of%20Records.pdf>, for more information.

**Amendment of Education Records Under FERPA:** A parent has the right to request that inaccurate or misleading information in his or her child's education records be amended. While a school is not required to amend education records in accordance with a parent's request, the school is required to consider the request. If the school decides not to amend a record in accordance with a parent's request, the school must inform the parent of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the parent has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the student's record for as long as the record is maintained. However, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about a student. FERPA was intended to require only that schools conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Thus, while FERPA affords parents the right to seek to amend education records which contain inaccurate information, this right cannot be used to challenge a grade, an individual's opinion, or a substantive decision made by a school about a student. Additionally, if FERPA's amendment procedures are not applicable to a parent's request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.



## GETTING HELP

**DoIT (Department of Information Technology):** At <http://doit.umbc.edu/>, you can find more information on the technology used on campus, including instructional technology or technical support either through FAQ pages or by submitting an RT ticket for additional assistance.

**Using RT Tickets:** RT tickets are the help desk ticket system that DoIT (Department of Information Technology), the Registrar's Office and Course Scheduling, as well as other departments use on campus to resolve issues. Submit a ticket by going to myUMBC>Help> Request Help and choosing the appropriate queue for your ticket, depending on the issue you need resolved. If you do not choose the appropriate queue, the resolution of your issue may be delayed. You can also ask the Administrative Assistant for help placing an RT ticket request, should you have any questions.

**Student Difficulties:** The Academic Success Center provides centralized support services to all undergraduate students at UMBC, and is located in Sherman Hall – B Wing – 3<sup>rd</sup> Floor. [AcademicSuccess.umbc.edu](http://AcademicSuccess.umbc.edu) CliftonSaul ([sauc@umbc.edu](mailto:sauc@umbc.edu) tel. 410-455-8805) is the Advocate who is dedicated to the COEIT departments. Don't wait until a student is failing! At the first sign of a behavioral or grade change please act. **Use the REFERRAL SYSTEM to get students the help they need to succeed. Referrals can be submitted online at: [AcademicAdvocacy.umbc.edu](http://AcademicAdvocacy.umbc.edu)** The success of the program is based on a coordinated care approach to helping students. "Student Success is everyone's responsibility all of the time!" By offering support in areas such as tutoring, writing, math, mental health, finances, housing, disabilities, etc..., the Academic Success Center can navigate the various issues that may be impacting a student's success.

**Disruptive/Troubled Students:** For information from the Faculty/Staff Guide for helping students in distress, please see either <http://www.umbc.edu/counseling/index.php?page=forfaculty> or <http://fdc.umbc.edu/resources/adjunct/students-in-distress/>. For more information on UMBC's counseling services, please see <http://www.umbc.edu/counseling/index.php?page=home>. If you are unsure who to contact, or if the Counseling Center is closed, please see <http://www.umbc.edu/saf/files/BRAC.T.pdf>. BRAC.T is the Behavioral Risk Assessment and Consultation Team.

**Student Academic Misconduct:** Should you encounter an instance of academic misconduct, please refer to the policies and forms located at [http://www.umbc.edu/undergrad\\_ed/ai/faculty.html](http://www.umbc.edu/undergrad_ed/ai/faculty.html) for instructions on how to best handle your particular situation.

**AIM:** AIM is used for requests such as moving furniture, cleaning office space, or reporting problems with facilities. There are three ways to request services:

- 1) You may use the RT ticket instructions above and click the links under Facilities and Operations.
- 2) You may go directly to the Facilities Management website, <http://www.umbc.edu/fm/>.

3.) You may contact the Academic Affairs Manager to submit an AIM request in the system.

## RESOURCES AND REQUIRED/OPTIONAL TRAINING AVAILABLE

**Faculty Development Center:** To find a schedule of the FDC's up-coming programs, please visit: <http://www.umbc.edu/fdc/>.

**Departmental Faculty Mentors:** Each new full-time faculty member is assigned to a more senior faculty mentor, with whom he/she will work to provide advice and guidance with regard to teaching, research, and issues relating to tenure. Please note that, while one faculty member is assigned, seeking advice from additional/other faculty is often useful. Don't necessarily seek advice from, or only ask questions of, the faculty member to whom you are assigned. Adjunct Faculty may contact the CSEE Associate Chair or a senior faculty member with questions.

**Computing and Research Resources:** The Department of Information Technology (DoIT, <http://doit.umbc.edu>) provides computing support for both instruction and research support. As a faculty member, you have access to site licensed software, which is available to download (please see section VII. C. Downloading Software).

**IRB:** For information regarding compliance with Human Subjects regulations for research or teaching, please see <http://www.umbc.edu/irb/>. You can find links regarding regulations, procedures, forms, training, as well as news and upcoming events related to research compliance.

## DEPARTMENTAL POLICIES AND GUIDELINES

*Organizational structure: UMBC main campus and Shady Grove campus faculty members report to the CSEE departmental Chair.*

**Roles and Committees:** Many of the following roles/committees are voted on, most of which are elected each year:

Chair (five year term); Associate Chair; Computer Science Undergraduate Program Director; Computer Engineering Undergraduate Program Director; Computer Science Graduate Program Director, Electrical Engineering/Computer Engineering Graduate Program Director, Cyber Security Program Director, Data Science Program Director

Standing Committees:

Department of promotion and tenure committee

Post-tenure review committee

Faculty search committee

Computer engineering undergraduate committee

Computer science undergraduate committee

Computer engineering graduate committee

Computer science graduate committee

Electrical engineering graduate committee

Computer science graduate admissions committee

**Graduate Faculty Membership:** Please note that, if you are teaching at the graduate level, you should also become an associate or regular member of the Graduate Faculty (see more information at <http://www.umbc.edu/gradschool/about/faculty.html>). *IF ADVISING GRADUATE STUDENTS YOU AT LEAST NEED MEMBERSHIP AT THE ASSOCIATE LEVEL.*

**Staff and Their Roles:** Please see “Sources of Help in the Department” below for more information on who in the department can help you with what.

### **Full-Time Faculty**

**Promotion and Tenure Policies:** [http://www.umbc.edu/provost/Faculty\\_Handbook/section6.pdf](http://www.umbc.edu/provost/Faculty_Handbook/section6.pdf)

**Workload:** USM Workload Policy <http://www.usmh.usmd.edu/regents/bylaws/SectionII/II125.html>

**Service on Committees:** Service on committees is an expectation of all full-time faculty. However, it is long-standing departmental guidance that new or junior faculty be very selective in their engagement in service activities both within and beyond the Department. There are many opportunities for service, and choices should be made with advice from the faculty mentor and other colleagues as needed.

### **Adjunct Faculty**

**Adjunct Faculty Handbook (FDC):** <http://fdc.umbc.edu/resources/adjunct/>

**Adjunct Policy:** <http://fdc.umbc.edu/resources/adjunct/umbc-adjunct-policies-and-procedures/>

**Service on Committees:** Service is not expected of adjuncts except in a limited fashion. Those who serve over time as adjuncts and/or teach multiple courses are sometimes asked to be engaged in service, at their discretion.

**Other Policies** Most current departmental policies are located on Box:  
<https://umbc.box.com/s/4njsbxf7zha51toh6wyjowqqus32df36>

**Handling Student Grievances:** Conflicts with students are not uncommon; however, by being as clear as possible about your expectations and standards, and by making every effort to be impartial to all individuals and groups, it may be possible to avoid such conflicts. Faculty advising students regarding requirements for graduation should also be careful not to advise a student about anything on which they are unclear. Instead, they should seek advice or refer the student to an appropriate authority to ensure that advice is well-founded.

A student’s first stop with a question or concern in a course should be with the faculty member. Faculty should listen responsively to student concerns about course requirements and be prepared to explain their reasoning for them. Although there is no expectation that instructors should be infinitely flexible or give up their standards, reasonableness should rule. Should a concern of a student or students escalate beyond the faculty member’s ability to resolve it,, either the student or the instructor may present the problem to the Program Director for consultation. After both the faculty member and Program Director have been consulted, if necessary, the Chair and/or

Associate Chair may be consulted. In some instances the Chair or senior faculty may have suggestions for alternative solutions or knowledge of others who may be helpful in resolving a conflict. Certainly not all conflicts are resolved to the satisfaction of students or faculty; however, it is generally best if the situation can be resolved without the necessity to move to formal processes.

**Canceling Class/Weather Policy:** Occasionally campus will be closed when weather creates unsafe driving conditions or when other emergencies which prompt campus closure arise. Decisions about closure are made at the earliest time possible, often early morning. Please check [umbc.edu](http://umbc.edu), [my.umbc.edu](http://my.umbc.edu), call 410-455-6789, or sign up for E2Campus alerts. Although UMBC will distribute closing information to regional news outlets, please do not depend on the news media for complete, accurate, and up-to-date information. For UMBC's inclement weather closing procedure, please refer to <http://www.umbc.edu/facultystaff/inclementweather.html>.

When the campus is open, it is generally expected that classes will be held. If your personal circumstances, such as weather, illness, or another emergency, make it impossible for you to reach campus, notify the department office and notify your class via email or through Blackboard that class will be cancelled. Class cancellations should be kept to a minimum. Please notify the department and students as soon as possible so that class cancellation notices can be placed outside the classroom in the event that students do not receive the email. If the situation permits, you may wish to consider alternatives such as a film or video, guest speaker, or other classroom activity. If you know in advance that you may need to miss a class, scheduling an alternative activity for students is desirable.

**Summer/Winter Teaching Opportunities:** In addition to the regular semesters, the Department offers courses during the four-week winter session in January and each of the two six-week summer sessions. An email will go out to Program Directors soliciting proposals for summer and winter courses. Faculty teaching in winter or summer will receive contracts from and be paid by the Office of Summer and Winter Programs.

Courses in these sessions must have sufficient enrollment to run, and so must be of particular interest or meet student needs. There is no guarantee that the department will approve a proposed course, nor is it guaranteed that the course will enroll a sufficient number of students to allow it to run as scheduled. Courses from either the regular catalog or special topics courses may be offered. Additional information regarding salary levels and required enrollments is circulated with the solicitations for summer/winter course proposals.

## INFORMATION TECHNOLOGY

**Resources for teaching:** The Department of Information Technology provides information on instructional technology for traditional classrooms, online classrooms, and hybrids here: <http://doit.umbc.edu/services/instructional-technology/>.

**Resources for research:** DoIT provides support for research including high performance computing, storage, networking, and software/software support. More information can be found here: <http://doit.umbc.edu/services/research-support/>.

**Downloading Software:** DoIT provides links for site licensed software downloads for students and faculty and staff here: <https://wiki.umbc.edu/display/faq/Software+Downloads>.

## TRAVEL POLICIES

**Policies/Procedures:** Policies and procedures, as well as all required forms, are located here <https://businessservices.umbc.edu/travel/>. Please see the department Accountant for additional information including pre-approval of travel reimbursement through the department or your grant/start-up fund (if applicable), receipt policies, and permitted expenses. Additional questions can be directed to Peggy Ingle in Financial Services, [pingle@umbc.edu](mailto:pingle@umbc.edu).

**Paperwork Requirements: Before making any travel arrangements, an E-travel must be completed with estimated timing and costs of the trip.** Instructions on how to file an E-travel can be found at <https://businessservices.umbc.edu/9-2-e-travel/>. Please see a COEIT Shared Business Services associate for help making preparations for your travel including transportation, hotel reservations and/or registration fees. After travel is complete, a travel reimbursement form along with supporting receipts and documentation must be submitted to the Accountant. Receipts will be required for all expenses being reimbursed, with the exclusion of food expenses covered by per diem. Food expense receipts not being covered by the per diem rate must be detailed and itemized. If no receipts are available, a bank or credit card statement showing the transaction amount is acceptable proof of purchase, or for food expenses without receipts, the per diem rate can be applied. Receipts should show that the transaction was complete (conference registration or hotel folios, for example, do not always show either payment type or the last 4 digits of the card used. If this is the case, please provide a back-up proof of purchase). Please see the Accountant with additional questions.

## RESEARCH FUNDING AND FELLOWSHIP OPPORTUNITIES

**Working with Internal/External Colleagues:** Research collaborations are common. Funded research involving collaborators in other departments at UMBC or elsewhere in or outside academia requires additional effort and advice. In cases of collaboration, please seek help from the Department Chair.

**Research Centers AND Laboratories:**

<https://www.csee.umbc.edu/research/research-labs/>  
<https://coeit.umbc.edu/research-centers/>

**Summer Faculty Fellowships:** Summer Faculty Research Fellowships are geared primarily toward junior faculty, and new full-time faculty are required to apply for funding in their first year. Applications are available at <http://dreshercenter.umbc.edu/scholarly-resources/summer-faculty->

[research-fellowships/](#), <http://www.umbc.edu/mipar/facultysupport.php>, and <http://www.irc.umbc.edu/irc-sfrf/>

**Special Research Assistantships/Initiative Support:** SRAIS is a funding program intended to support student assistance to conduct research. The application and requirements for these competitive awards can be found at [http://www.umbc.edu/research/internal\\_funding/srais\\_fy2014\\_rfp.html](http://www.umbc.edu/research/internal_funding/srais_fy2014_rfp.html)

**Additional Fellowship Opportunities:** There are several other types of fellowships for which full-time faculty are eligible. Their parameters vary and announcements typically come out throughout the academic year. Eligible faculty are encouraged to apply and seek input from mentors and colleagues on how to increase the odds of success.

## PROCUREMENT

When you need supplies there are different ways to get the help you need.

### PAW PROCUREMENT SYSTEM (PPS) login via MyUMBC

Within the PPS there are 3 user roles

- The shopper – anyone who is an employee of UMBC can be in this role
- The requester – this role is used by departmental staff, Shared Business Services staff and in some rare cases a PI may identify an employee for this role
- The Approver – this role used Shared Business Services Staff member

If the supplier is not in the PPS and the purchase costs less than 5K dollars then you will need to ask someone in the department to make the purchase using the P-CARD to make the purchase outside of the PPS.

Note CSEE staff members with P-CARDS: Cheryl Dunigan, Geoff Weiss, Brandi Loftus

## SOURCES OF HELP IN THE DEPARTMENT

This chart will guide you to the best person within the Department's office staff to see for particular questions or issues. While many of these tasks are shared, generally one person has special expertise in the detail of one domain. They are your best bet to find an answer quickly. *The list of tasks under each of the following roles is subject to change and is not all inclusive of the many various duties and support services that the CSEE staff provide.*

### Academic Affairs Manager ITE 325-F

Chair support

Front office support

Dept. Meetings

DPT&C

Key Control

AIM Requests

25 LIVE

PAW System Reuester

Supervise student office workers

Supervise Program Management Specialists  
Supervise General Associate Office staff  
Contract Support (RA, TA, Adjuncts, Faculty Appointments)  
Onboard new hires  
Faculty Workload Report – admin support  
Office/Space Assignments

**Student Workers ITE 325 Front Desk and Float**

Front office support  
Mail distribution  
Phones  
Conference Rooms Set Up, Clean Up  
Supply Closet Inventory  
Visitor Check-in / Greeter  
Deliveries – interdepartmental, Dean’s Office and ADMIN Building  
Administrative Support for CSEE Staff

**General Associate ITE 325 Front Desk**

Front office support  
Mail distribution  
Phones  
SFS Contracts/tracking/database management  
DoD CySP Contracts/tracking w/Dr. Alan Sherman  
General Office Support for staff and faculty  
P-Card Purchases  
PAW System Requester  
Academic Affairs Manager support  
Chair support

**Undergraduate Program Management Specialist ITE 325-E**

Front office support  
UG program support  
Conference Room Reservations (please complete form: <https://forms.gle/Mb6eHhxjLYPUwaGX6>)  
Parking Codes  
Card Swipe Access Permissions (please complete form: <https://forms.gle/TLwVrvQkqejr9ow5>)  
Card Swipe Access Removal (please complete form: <https://forms.gle/2ago61iYFHfGn57d6>)  
Classroom scheduling  
Course Scheduling (coordinated with the Associate Chair)  
GA Healthcare enrollment  
Payroll/paycheck pickup  
Key Control Backup

**Computer Systems Manager ITE 302**

Dept. laptops/equipment  
Maintains CSEE Servers  
Maintains CSEE Labs

Access to Microsoft tools  
Access to DREAMSPARK  
Computer help  
Computer Accounts  
Computer Repair  
CSEE server email lists  
P-Card Purchases for computer/electronics equipment  
PAW System Requester  
Phones in conjunction w/DoIT  
Maintains CSEE Equipment Inventory  
Supervises Student Workers

**Graduate Program Management Specialist ITE 325-I**

Front office support  
Graduate Program support  
Graduate Program admissions  
Graduate Program tracking  
Graduate Faculty/Student Advising- The Graduate Program Directors make the assignments  
Graduate program events and orientations  
Textbook orders and coordination  
Grade Change Form Submissions w/approvals  
FED EX - supplies  
Copiers ITE 325-H, ITE 309 and ITE 346A – supplies, maintenance  
Back up payroll/paycheck pickup  
Key Control Backup

**STUDENT GROUPS** *(not an exhaustive list)*

Hack UMBC  
Game Development Club (GDC)  
Cyber Defense Team  
CWIT Student Council  
Computer Science Education  
Association for Computing Machinery (ACM)  
CyberScholars  
Linux Users  
SGA

**COEIT [Shared Business Services](#)** *(list is limited –please see website for more information)*

- Purchasing/supplies/lab equipment
- Oversee and manage all financial activities
- Monitor budget and provide reports as needed/requested Payroll
- Grants
- Payroll related matters
- P/D-card supervisor
- Faculty travel/memberships



- Sensitive inventory
- Foundation account management
- Long distance codes
- Onboard new hires HR paperwork
- Resource for financial course scheduling decisions (analyze Summer/Winter faculty salaries/course break-even limits; collaborate with Scheduler to monitor potential course cancellations)

## **PRIORITIZING AND TIME MANAGEMENT**

Beginning a demanding job in a new position is always challenging. You will have many questions and should not hesitate to ask promptly as soon as a question arises. New teaching, scholarly and organizational responsibilities will take considerable time and effort – the learning curve is steep. We've all been through it and want to assist you to be successful in all dimensions of your work. For full-time, tenure-track faculty, keep in mind that focusing on your research remains an essential goal during your early years. Work with your designated mentor, your junior colleagues, other faculty and staff and make sure to identify your own best use of time to accomplish all of the varied goals involved in an academic position. Adjunct faculty members should feel free to reach out to the Program Directors with any questions in addition to the Associate Chair.