

Rhode Island College

# **A GUIDE FOR DEPARTMENT CHAIRS**

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*Revised, edited, and modified from the 2011 Chairs' Manual prepared by Shani Carter*

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# **Table of contents**

## **I. Welcome Letter**

From Provost Helen Tate

## **II. Introduction and First Steps**

Internalize role as chair  
Get to know your faculty  
Review the AFT Union Contract  
Review the Adjunct Union Contract

## **III. Departmental Logistics**

Faculty and adjunct contracts  
Departmental Advisory Committees (DAC)  
Summer Chair  
Department Meetings  
College and Departmental Committees  
Department ByLaws or Manuals  
Relationship with departmental staff  
Honors and Awards  
Representation at college events  
Assessment  
Building maintenance, equipment, and lab safety  
Using queries  
Budget

## **IV. Faculty-Related Tasks**

Communication with Faculty  
Department Schedules, Faculty Schedules, and Load  
Annual Reviews  
Promotion and Tenure  
Adjuncts

- V. Student-Related Tasks**
  
- VI. Appendix A: Calendar highlighting important dates and deadlines for chairs**
  
- VII. Appendix B: Support for Student Concerns**
  
- VIII. Appendix C: Instructions on how to perform various tasks, including in PeopleSoft**
  
- IX. Appendix D: List of useful resources and links**
  - A. Who To Ask**



## RHODE ISLAND COLLEGE

Dear Department Chairs,

Thank you for your willingness to serve in this important role! Being department chair can be challenging but also extraordinarily rewarding and impactful.

While this manual provides lots of valuable information and guidance, please note that it is not policy, nor is it maintained by the Office of the Provost. This manual is truly a guide *for chairs by chairs*. In other words, it is the collective wisdom of many chairs who wanted to make the learning curve for all chairs just a little less steep. Its very existence speaks volumes about the RIC spirit and the strength of our community. To all those who have contributed to this guide over the years, thank you!

In order to ensure that all chairs can benefit from the collective wisdom of former chairs, I am instituting some structures that I hope will help sustain this good work. First, I have created a Department Chairs Advisory Board (DCAB) made up of experienced chairs nominated by their deans to advise the Provost and Academic Deans on matters of importance to department chairs and to support the Provost's Office in our efforts to provide chairs with the resources, information and professional development needed to carry out their duties and responsibilities.

Second, we are creating space on the Office of the Provost webpage specifically designed to support department chairs and faculty. This manual will be included in those resources, and the DCAB will be responsible for updating and revising the manual, as well as recommending other resources to support chairs and faculty.

Finally, the Office of the Provost, the Academic Deans, and DCAB will work collaboratively to develop ongoing professional development opportunities for chairs. Below is a list of the inaugural members of the DCAB. I want to thank them for their leadership, counsel, and contributions to this guide. Thank you, DCAB inaugural members for your proactive leadership, your mentorship of each other, and your counsel. I am looking forward to working with you!

### **Inaugural Department Chairs Advisory Board**

Praveena Gullapalli  
Lesley Bogad  
Sarah Knowlton

Jenn Meade  
Susan Weiss

With gratitude,

A handwritten signature in black ink, appearing to read "Helen Tate".

Helen Tate  
Provost and Vice President of Academic Affairs

## INTRODUCTION AND FIRST STEPS

This document was written as a “guide” for chairs to use to make your jobs easier. It is not prescriptive, but merely a starting point as you learn the lay of the land in your individual departments. Each department has a different culture and you will learn to make this job your own. The intention is that this guide will be a “living document,” updated regularly to align with the changing nature of the job and the changing contexts of the college.

### 1. Internalize role as chair

As chair, you are no longer in the role of a regular faculty member. The role is written with some “authority” vested in you. While you are not the “supervisor” of the faculty in your department, you are now the leader and guide. As chair, you can help to shape the vision of the department for years to come. Chairs also inherit departmental cultures and histories that shape what you do and how you can do it. As evaluator and mentor, your voice may carry more weight than it did previously, so it is important to use that role delicately and always strive to gain the input and opinions of all faculty members. As chair, your own personal opinions can be misconstrued as official departmental policy so it is important to be intentional about how and who you represent when you speak to faculty, staff, and students. In this job, you will be “managing” many details and administrative tasks, and you will be “leading” your department as a mentor and guide.

### 2. Get to know your faculty

Getting to know the faculty in your department in a new way is helpful in establishing department culture and supporting your colleagues. How you do this will depend on the culture of your department. You could meet with each professor in your department one-on-one in the faculty member’s office. You could send out a survey to gather information about each person if you don’t already know them well. You could have faculty interview each other and share that information with you. In any case, the purpose is to determine each faculty member’s goals, preferences, and perspectives that they may not have shared with you as a departmental colleague.

### 3. Review the [AFT Union Contract](#)

The RIC Faculty are members of RIC/AFT 1819. The AFT contract will be a guiding document for you as chair and it is essential that you familiarize yourself with it and keep it handy. You will refer to it often.

### 4. Review the [Adjunct Union Contract](#)

The adjunct professors are not members of RIC/AFT 1819. Rather, they have their own bargaining unit, and their own contract with Rhode Island Council for Postsecondary Education. Make sure that you know the rules for hiring adjuncts, spelled out in their contract. In addition, every semester, the Human Resources office sends out a list of Adjunct Faculty by seniority which you must use to guide your assignment of courses and ensure that the adjunct with the most seniority is given first choice to teach a course for which they are qualified.

# DEPARTMENTAL LOGISTICS

## 1. Faculty and adjunct contracts

Two of the most important documents you will need to reference are the (1) [AFT contract](#) for full time faculty and (2) [Adjunct faculty contract](#).

## 2. Departmental advisory committees (DAC)

According to the AFT Contract, “Department faculty determine the size, structure, and method of selection of departmental advisory committees” (6.2) The process of selecting a DAC varies and should be named in your Department ByLaws if they are available; there is no one way to determine the role and composition of your DAC. You should be sure to use your DAC as an Advisory Committee to help with department business as detailed in the contract (section 6). Specifically, the DAC is responsible for writing the annual faculty evaluation of the chair (6.4).

## 3. Summer Chair

Summer chair position is often continued by the academic year department chair, but a different summer chair can be appointed (5.17b.). The specific dates can be found in the academic calendar. The summer chair is paid a predetermined number of credits for each summer session. If someone else is assuming the role of chair for the summer, the existing chair should do everything they can to make information and relevant documents accessible for a smooth transition.

## 4. Department Meetings

### Schedule

Department chairs should hold a department meeting once per month, during September, October, November, December, February, March, April, and May. These are usually held during one of the Wednesday Free Periods. Different schools try to hold meetings on different Wednesdays; if you have faculty who are joint appointments, you should reach out to the joint appointment chairs to coordinate alternating meeting dates whenever possible.

### Invitations

All full time faculty members should be invited, including joint appointments. Under the new adjunct contract, “adjunct faculty may attend departmental meetings, may participate in all discussions concerning adjunct-related issues and concerns, and may vote on matters pertaining to adjuncts as determined by the Department Chair.” Therefore, please remember to notify adjuncts of department meetings. If the department wishes to discuss issues that do not affect adjuncts, these items can be scheduled when adjuncts are not present.

### Agenda

The agenda can include announcements and all department business, such as: schedules; enrollment; curriculum; etc. The chair should ask department members for suggestions for agenda topics.

The AFT Department Representative and the RIC Council member -- as well as members from other committees across campus, if appropriate -- should be given space on the agenda or a way to report new business from those committees.

## **5. College and Departmental Committees**

There are a number of RIC Council Committees where faculty can volunteer to serve. Remind your faculty to watch for the emails from the Committee on Committees to volunteer. Also, you may get notification that a position opens up on the Curriculum Committees. As chair, you may have conversations with faculty to help them make decisions about creating a balanced service agenda.

In addition, departments have representatives to the [AFT](#), [RIC Council](#), and the technology liaison. It is likely these positions are filled when you start as chair, but you'll need to stay on top of this and make sure that your department is represented.

## **6. Department ByLaws or Manuals**

While not mandated by contract, department By Laws or Manuals can be helpful for consistency and institutional memory. Your department may already have a set of bylaws, and in some cases there may not be any. If your department does not have By Laws, it would be appropriate to ask other department chairs to share theirs with you as a model so that the DAC can draft a version specific to your department.

Types of things that may be found in the bylaws:

- Responsibilities of the chair, consistent with the contract
- Responsibilities of DAC, consistent with the contract
- Nomination and election of chair, consistent with the contract
- Standing committees and brief description
- DAC, appointment and membership
- Process for changing committees of DAC
- Examples of ad hoc temporary committees (e.g., search committees, student evaluation review committee)

## **7. Relationship with departmental staff**

As a department chair you may either have an administrative assistant assigned to you or you may share one with other or multiple departments. Departmental administrative assistants are categorized according to different ranks. There are many different ways to work with your admin assistant. One thing to keep in mind is that every three to six years your administrative assistant has a new boss so do your best to be kind, clear and explicit about your expectations while learning from your administrative assistant, as well. Here are the things you are required to do as chair. Administrative assistants are members of Council 94.

A chair is responsible for

- Signing weekly time cards
- Approving vacation days
- Supervising daily tasks

#### Other departmental staff

Some departments have other staff working within the department. These are governed by their employee contracts, and chairs are generally responsible as supervisors.

### **8. Honors and Awards**

#### Honors program and departmental honors

Information about the College Honors Program can be found here:

<https://www.ric.edu/academics/college-honors-program>

A faculty member in your department is appointed as the departmental honors liaison if your department chooses to participate. Information regarding college and departmental honors should be on the department website.

#### Cap and Gown Awards

Each Spring, Department Chairs turn in the Departmental Awards for graduation, in consultation with the awards committee if one exists in the department. In some cases, funds are associated with these awards, and in these cases the chairs must work with the Foundation to have the appropriate checks cut.

### **9. Representation at college events**

Chairs should recruit faculty to participate in the following events.

#### **Summer**

Orientation

- Program for new students. Faculty are paid for participating

#### **Fall**

Prospective Students Open house

- Saturday event for people interested in applying for admission.

#### **Spring**

Graduate Studies Open House

- One-day event in January for people interested in applying for admission.

Accepted Students Open House

- Saturday event for accepted students to meet with faculty.

Cap & gown

- Last Wednesday of the semester, Free-Period, for graduating senior awards.

Commencement

- In May, Graduate (Thursday evening) and Undergraduate (Saturday morning)

Alumni awards dinner.

- May event for departmental alumni award winners.

Faculty by contract are supposed to be available two weeks before the first day of class until graduation.

## **10. Assessment**

Assessments happen at institutional, school, and departmental level. As chair, you should make sure you know what assessments your department is responsible for and ensure that they happen in an appropriate and timely manner.

## **11. Building maintenance, equipment, and lab safety**

Some chairs will have responsibilities for building maintenance, equipment and safety (e.g., lab safety). In some cases there are departmental committees to help address these issues. Generally the degree of responsibility will be different between departments.

A few helpful pieces of information:

- To report a non-emergency building problem, use the RIC Service Center ticket system (<https://servicecenter.ric.edu/TDClient/1794/Portal/Home/>)
- In an emergency such as a flood, call Facilities.
- If there is a serious emergency such as a chemical spill or injured student or faculty call 911.
- There is a campus wide Biosafety Committee (<https://www.ric.edu/department-directory/biosafety-program>)
- Though RIC has no chemical hygiene officer, there is a contract with Triumvirate Environmental for yearly lab safety and Right to Know training. Contact Facilities for more information.

## **12. Using queries**

Queries are used to find summary data in PeopleSoft, such as enrollment in all department courses. These will be an important source of information for the chair. The MIS department can often create new queries for you if you know the data you want to show in the report. The appendix has a [list of queries, what they are and how to use them](#). Many administrative assistants are also trained in how to run queries and can be very helpful in gathering information when you need it.

## **13. Budget**

The budget office can give you an overview of the financial side of Peoplesoft available to you. Generally chairs will often:

- Look at budget reports in Peoplesoft
- Manage departmental budget (for some chairs this is more detailed than others, depending on the department)
- Meet with your Dean each spring to discuss your department budget.

# FACULTY-RELATED TASKS

One of the key roles of the department chair is to assist and guide faculty in both daily business, like organizing workload, and significant milestones, like promotion and tenure. This section provides guidance on these faculty-related tasks.

## 1. Communication with Faculty

Creating a departmental culture of trust and transparency depends a great deal on communication. As a chair, you have the opportunity to help your faculty feel invested in and well-informed about the policies and procedures of the school and college. Regular communication -- emails, faculty meetings, and one-on-one meetings -- are essential. Even if there is very little to report, it helps to let faculty know that! Some chairs send out a weekly or monthly email blast to share resources, summarize important campus issues, or reflect on relevant current events that impact teaching and learning. Others maintain a blog or Google Classroom or social media space just for the department. How you approach this will depend very much on your personal style and your existing departmental culture... but talk to your fellow chairs to learn about communication strategies that have been effective and efficient.

## 2. Department Schedules, Faculty Schedules, and Load

Each semester, the department chair is responsible for the updating and inputting the schedule of courses. You will work on setting the department schedule (what courses are offered) and then you will work on setting each faculty member's schedule (what each person is teaching). Some departments work with faculty directly on their personal schedules first, and then make the departmental changes in the system. Others make all the changes and then consult with faculty to assign courses based on the updated offerings.

### a) Setting the Department Schedule

One way to determine the courses that your department will be running in any given semester is to run a [Peoplesoft query for department class](#) listing for the current or previous semester, download it into excel, and note all needed changes in the spreadsheet. The technical process of how to input new information and changes will be shared on a semester by semester basis.

### b) Setting the Faculty Schedules (load)

Once you have determined the courses that are being offered, it is your responsibility to work with each faculty to build their personal load for the semester. The AFT contract stipulates that the chair is responsible for scheduling and there are no stated conditions (including faculty seniority) that need to be taken into account for full time faculty. The process by which a chair and a faculty member discuss and negotiate this is unique to each department and largely dependent on size and culture, but clear communication is essential. Some chairs meet one on one with faculty each term to discuss the load for the next semester. Others meet/email with faculty teams to negotiate who teaches which section. In any case, the goal is to try to allow each person to teach days, times,

and courses that work for them while holding students' needs and departmental and institutional needs in the forefront.

Per the AFT Contract, each faculty member's workload consists of 48 credits over each 2 year period, typically (but not always) made up of 12 credits per semester. The department chair is responsible for helping faculty meet this goal while covering all necessary courses in the department. It is important to stay focused on and aware of the 48 credit cycle as you set the schedule each semester. Sometimes faculty elect to teach courses outside of the department (FYS, for example) and it is essential that a chair be aware of how such courses fit into a faculty member's load. You can run a query for the department schedule you have just updated or look back to a prior equivalent semester as a starting point and ask faculty to review the courses they have been assigned. Full time faculty have priority over adjuncts for any course for which they are qualified to teach.

**c) Entering Faculty Load**

At the beginning of each semester, the department chair enters/updates each faculty member's load in the PeopleSoft system. This process has two steps: [Maintaining Term Workload and Submitting Payroll Contracts](#) to ensure people get paid for any overload credits. .

As you are entering faculty workload, teaching duties (both in and outside of the department) will be generated automatically in the system but other non-teaching duties need to be added manually. One way to ensure that you have all of the correct information about an individual faculty member's load is to have faculty fill out a LOAD WORKSHEET ([like this one](#) or something you create yourself) each semester so that you have a clear understanding of all non-teaching credits in a person's load.

**d) When Credits fall above or below 12...**

If a faculty member has more than 12 credits in a given semester, they can choose whether they want the "extra" credits paid out as overload or held inload to offset past or future shortfalls.

If a faculty member has fewer than 12 credits in their load, they must make up those credits either by inload credits "banked" from a prior semester or by inload credits in a subsequent semester within the contract period. It is helpful to work with the faculty member to anticipate future load at this time so that a faculty member does not end up short of 48 at the end of the contract period. See How To for details.

**e) Submitting Payroll Contracts**

Any faculty (or adjuncts) who are teaching overload credits need a contract to ensure that they are paid. [See How To for details.](#)

NOTE: As chair, you cannot submit your own load in the system. Confirm with your dean to ensure that your load is correct and submitted each semester. Your chair stipend is not included in your load. It is paid via Special Monthly paychecks, split between 2 pay periods each semester.

### **3. Annual Reviews**

Annual reviews of faculty are conducted on a calendar year basis (Jan-Dec). In November, chairs send out an email to faculty requesting that they submit a self-report ([Personal Data Form](#)). Quantitative student evaluations (but not specific, unsigned written comments as per the AFT contract) of teaching are also included in the Annual Review. Chairs consult with the DAC (per the specific department bylaws) about the content of the faculty evaluations and the numerical scores given to each faculty member regarding salary increments. With that input, chairs write their evaluations on the [Annual Faculty Evaluation and Recommendation Form](#) that they receive from Human Resources. At the end of this form, a chair must include a statement indicating if a pre-tenure faculty member is making satisfactory progress towards promotion and tenure. The Annual Faculty Evaluation and Recommendation Form is signed by the chair and the faculty member and submitted to the Dean by early February.

#### **a) Criteria for Evaluation**

The [RIC/AFT contract](#) stipulates the criteria that should be used to evaluate faculty. Broad categories include Teaching Effectiveness (including course evaluations, peer observations, etc) and Professional Competence (including research, leadership and service.)

#### **b) Documentation: Faculty Personal Data Form**

The Personal Data Form that the faculty submit to the chair is a central piece of documentation to use in the Annual Evaluation.

#### **c) Documentation: Peer Observation**

In order to support all faculty in maintaining innovative, best practice in their classrooms, each department should have a process (detailed in the department bylaws) by which faculty are regularly observed while teaching, and those observations should be clearly documented in writing. This document is submitted to the chair and can be used as part of the annual review.

#### **d) Documentation: Student Course Evaluations**

Chairs should receive copies of the course evaluations from both spring and fall at the end of each semester. The department chair should share the evaluations with the individual faculty, and review them to include as data in the annual evaluation.

#### **e) Other Documentation**

Faculty also can submit their vita, publications, and other documentation of their work to the DAC and the Chair to be used in drafting the Annual Evaluation.

#### **4. Promotion and Tenure**

Supporting junior faculty in their path towards promotion and tenure is an important part of being a department chair. The Annual Reviews (see above) are key to this process, and the conversations between a chair and a pre-tenure faculty member at each annual review are key to supporting faculty in the process of moving towards tenure. In these conversations, you should remind the faculty member of the evaluation criteria laid out in the contract, and also be transparent about any departmental interpretations or norms (should a candidate include external letters, for example) that are a part of department culture. You should also discuss college-wide, school-wide, and departmental service on committees and help the faculty member build a service portfolio that connects them across campus and also leaves time for important scholarly work. The Provost holds a meeting each year to talk about the promotion and tenure process. Encourage your pre-tenure faculty to attend these meetings (even in their early years) and attend the meetings yourself to learn more about the college norms and how to support faculty moving forward.

The Tenure and Promotion process begins formally in November when the faculty member submits their portfolio to the department's DAC. The process of reviewing portfolios is a very serious one taken on by the DAC and represents the first and most significant hurdle that the faculty member will face in the process. The contract is the rubric for evaluation, and the DAC letter (whether in support or not) should be specific in reflection upon the contractual terms.

The DAC communicates their recommendation to the chair and then you must write an independent letter on behalf of the faculty member.

#### **5. ADJUNCTS**

The department chair is responsible for hiring adjunct faculty to cover classes that can not be covered by full time faculty. You are also considered the direct supervisor of those adjuncts so you should be sure that they are well informed for the semester. Some departments have adjunct manuals or other support documents for this purpose. In addition, there may be an Adjunct Advisory Committee established in each department, the size of which shall be left to the discretion of the adjunct faculty in each department. This committee shall meet as its members see fit and may meet with the department chair as necessary to discuss matters of interest to either party. Per the [Adjunct Contract](#), Adjunct faculty are entitled to apply for level advancement at different points in their career. You should be familiar with that process which includes class observations and a letter of support from you, as chair.

## **STUDENT-RELATED TASKS**

Department chairs also serve as a resource to students -- both undergraduate and graduate students -- who may come to the chair seeking help and advice. Some of these issues are simple administrative tasks like being added to a course, or getting approval to transfer in a course from another institution. Other issues can be more complicated such as fielding questions or complaints about faculty, advising, or managing student work study assignments. Information regarding student related issues can be found in APPENDIX B.

## APPENDIX A: THE CHAIR’S CALENDAR

A chair’s journey through the year

The Administrative Calendar can be found here (insert link once calendar has been posted).

The Academic Calendar can be found [here](#).

Information in **bold** and in *italics* refer to important dates and deadlines for chairs.

Date/ Approximate time during the semester	Task/event/deadline	Notes, Resources/links, Suggestions
<b>3 weeks before Fall classes start</b>	<b>Identify (if not already identified) lowly enrolled courses in order to assess whether they are needed/can be cancelled</b>	<b>This is in anticipation of contractually mandated dates</b>
<b>2 weeks before Fall classes start</b>	<p><b>Department chairs in consultation with deans will establish minimum anticipated enrollment for all required fall classes, and inform all faculty members of the status of their course.</b></p> <p><b>Communicate with faculty in lowly-enrolled courses that need to run and that will be offered on IS formula for load calculation.</b></p>	<b>Contractually mandated dates (<a href="#">AFT contract</a>)</b>
<b>1 week before classes start</b>	<b>Faculty members may be offered the opportunity, but shall not be required, to teach low-enrolled courses. <u>If deadline is missed, faculty members shall teach the course at full rate.</u> Faculty have 2 days after notification to respond.</b>	Check the <a href="#">Adjunct Contract</a> for procedure on dealing with changing adjunct assignments because of the need to reassign full-time faculty
Week before Fall classes start	Opening convocation; new faculty orientation; school-based meetings with Deans	One way to communicate these beginning of semester tasks is to send a welcome

		back email to all faculty with news, updates, reminders of upcoming meetings, dates, and deadlines, etc
Late August/early September	Director of Faculty Advising sends list identifying the number of advisees per faculty in department. This list is used to identify those faculty who receive additional FLH for advising more than 30 students.	See <a href="#">here</a> for instructions on how to get advisee totals by faculty member and to identify students without advisors. See section 10.21 in the <a href="#">AFT contract</a> .
<b>During first 3 weeks of the Fall semester</b>	<b>Enter faculty load into PeopleSoft and generate/submit contracts as necessary (including adjunct faculty contracts)</b>	<b>See <a href="#">here</a> for instructions on how to submit faculty load &amp; contracts</b>
First week of classes	First Year Student Convocation  End of first week is last day students can add classes without permission.	
One week of each month	Department meeting	Different departments hold meetings on different dates. Establish a schedule and notify faculty. See logistics for input on setting agendas and using department meetings productively.
Second week of classes	Students can add with permission of instructor and chair; chair needs to enroll students into classes.  End of second week is last day to drop class without 'W'. See W policy in the <a href="#">MAPP</a> .	See <a href="#">here</a> for instructions on how to add students. It can be helpful to send out an email to remind faculty to check their rosters to be sure that all students who should be added are added, and students who have not attended can be dropped.

Early October	HR distributes the PDR forms to be used in the annual evaluation process.	Send an email out to all faculty asking them to fill out the PDR and submit by Nov. 30.
Early to mid October	<b>Chairs forward to Deans list of tenure and/or promotion candidates.</b>	<b>Note: It is around this time that sabbatical applications are due to the provost. Be aware of any faculty who are intending to apply for SABBATICAL so that you can plan for class coverage accordingly.</b>
<i>About one week before midterm grades are due</i>	<i>Once you are sure that faculty all have appropriate course assignments, circulate tentative list of available spring courses to adjunct faculty; HR circulates list of adjuncts with seniority rankings.</i>  <i>Adjuncts let the chair know their preferences within two weeks of receipt of available courses.</i>	<i>This is laid out in the <a href="#">Adjunct Contract</a>.</i>
Mid to late October	Midterm grades due (grades are required to be submitted for all students).	It can be helpful to send out an email to all faculty to remind them to submit Midterm Grades.  (See the <a href="#">MAPP</a> .)
Mid to late October	Advisors should be meeting with students regarding spring courses and (if necessary) midterm grades.	It can be helpful to send out an email to all faculty to remind them to meet with all advisees. If your department has developed such things, share models for group advising, or sample emails to send students, or advising worksheets to support faculty in this task.  See <a href="#">here</a> on how to assign an

		advisor.
Early Nov	Registration for spring semester starts (beginning with priority registration for students)	See the <a href="#">Academic Calendar</a>  This can be a busy time for chairs as students may need assistance enrolling in classes that require chair approval.
Early November	Deans forward list of tenure and/or promotion candidates to Provost	See the Administrative Calendar
<i>By Nov 15</i>	<i>Adjunct advancement applications for Spring semester due to Deans.</i>	<i>See <a href="#">Adjunct contract</a> for criteria and process; See the Administrative Calendar</i>
<b>Nov 30</b>	<b>Annual evaluation, tenure, promotion files and binders due to DAC.</b>	<a href="#">See the discussion above.</a>
On or before December 1 (of the third year of a department chair whose term is set to expire June 30).	Faculty members shall meet to nominate/select an individual to serve as department chair.	
<i>By Dec 1</i>	<i>Adjunct faculty notified in writing of tentative course assignments for the spring. Within 2 weeks of being notified adjunct faculty return list to department chair indicating acceptance (or not).</i>	<i>See the <a href="#">Adjunct contract</a>.</i>

<b>December- January</b>	<b>Chairs prepare Faculty Annual Evaluations using the PDR documents faculty submitted by Nov. 30.</b>	<b>Per the contract (8.2), the chair will consult with the DAC for input in the process including the assigning of salary increments. In some departments, DAC are charged (per the By-Laws) to assist more specifically with this task. (<a href="#">See discussion above.</a>)</b>
<b>3 weeks before Spring classes start</b>	<b>Identify (if not already identified) lowly enrolled courses in order to assess whether they are needed/can be cancelled</b>	<b>This is in anticipation of contractually mandated dates</b>
<b>2 weeks before Spring classes start</b>	<b>Department chairs in consultation with deans will establish minimum anticipated enrollment for all required fall classes, and inform all faculty members of the status of their course.</b>  <b>Communicate with faculty in lowly-enrolled courses that need to run and that will be offered on IS formula for load calculation.</b>	<b>Contractually mandated dates (see the <a href="#">AFT contract</a>).</b>
<b>1 week before classes start</b>	<b>Faculty members may be offered the opportunity, but shall not be required, to teach low-enrolled courses. If deadline missed, faculty members shall teach the course at full rate. Faculty have 2 days after notification to respond.</b>	
<b>During first 3 weeks of the Spring semester</b>	<b>Enter faculty load into PeopleSoft and generate/submit contracts as necessary (including adjunct faculty contracts)</b>	<b>See <a href="#">here</a> for instructions on how to submit faculty load &amp; contracts</b>

Late January	Director of Faculty Advising sends list identifying number of advisees per faculty in department. This list is used to identify those faculty who receive additional FLH for advising	See <a href="#">here</a> for instructions on how to get advisee totals by faculty member and to identify students without advisors. See section 10.21 in the <a href="#">AFT contract</a> .
First week of classes	End of first week is last day students can add classes without permission.	
Second week of classes	Students can add with permission of instructor and chair; chair needs to enroll students into classes.  End of second week is last day to drop class without 'W'. See W policy in the <a href="#">MAPP</a> .	See <a href="#">here</a> for instructions on how to add students. It can be helpful to send out an email to remind faculty to check their rosters to be sure that all students who should be added are added, and students who have not attended can be dropped.
Approximately Feb 1	<b>Chairs submit the Faculty Annual Evaluation to the individual faculty members to review and sign before submitting all evaluations to the dean.</b>  <b>Annual evaluations, including tenure and promotion portfolios and recommendations due to Dean by this date.</b>	<b>See the contract (article 8) for specific guidelines on how to deliver the evaluations to faculty.</b>  <b>See the <a href="#">AFT contract</a> and <a href="#">here</a> for the process.</b>
By February 1	Selection process of department chair normally to be completed (by President.)	
First week of each month	<b>Department meeting</b>	<b>Different departments hold meetings on different dates. Establish a schedule and notify faculty. See logistics for input on setting agendas and using department meetings productively.</b>

Mid-February	Deans forward tenure and promotion recommendations to Provost	
Late February	Summer session registration begins	This can be a busy time for chairs as students may need assistance enrolling in classes that require chair approval.
<i>By March 15</i>	<i>Adjunct advancement applications for Spring semester due to Deans.</i>	See <a href="#">Adjunct contract</a> for criteria and process; See the <i>Administrative Calendar</i>
<i>About one week before midterm grades are due</i>	<i>Once you are sure that faculty all have appropriate course assignments, circulate tentative list of available summer and fall courses to adjunct faculty; HR circulates list of adjuncts with seniority rankings.</i>  <i>Adjuncts let the chair know their preferences within two weeks of receipt of available courses.</i>	<i>This is laid out in the <a href="#">Adjunct contract</a>.</i>
Mid-March	Provost submits tenure and promotion recommendations to President	
Mid to late March	Midterm grades due (grades are required to be submitted for all students)	It can be helpful to send out an email to all faculty to remind them to submit Midterm Grades.  See the <a href="#">MAPP</a>
Mid to late March	Advisors should be meeting with students regarding Fall courses and (if necessary) midterm grades	It can be helpful to send out an email to all faculty to remind them to meet with all advisees. If your department has developed such things, share models for group advising, or sample emails to

		<p>send students, or advising worksheets to support faculty in this task.</p> <p>See <a href="#">here</a> on how to assign an advisor.</p>
Late March	Deadline for submitting Cap and Gown Award recipient information	Information on Cap and Gown Award should come via email from The Provost's Office and the RIC Foundation.
April	Registration for fall courses begins with priority registration	<p>See the <a href="#">Academic Calendar</a></p> <p>This can be a busy time for chairs as students may need assistance enrolling in classes that require chair approval.</p>
Early April	President notifies faculty of promotion and tenure decisions by this date	See the Administrative Calendar
<i>By April 15</i>	<i>Adjunct faculty notified in writing of tentative course assignments for the spring. Within 2 weeks of being notified adjunct faculty return list to department chair indicating acceptance (or not).</i>	<i>See the <a href="#">Adjunct contract</a>.</i>
<i>By May 1</i>	<i>Adjunct faculty notified in writing of tentative course assignments for the fall. Within 2 weeks of being notified adjunct faculty return list to department chair indicating acceptance (or not).</i>	<i>See the <a href="#">Adjunct contract</a>.</i>
Mid-May	<p>Commencement. Faculty attendance contractually required.</p> <p>End of academic year. Commencement marks the end</p>	

	of required duties for academic year faculty.	
May-August	<p>Summer Sessions (I &amp; II)</p> <p>Chairs may choose to serve as summer chair or the department may appoint another faculty member to serve as chair for either or both summer sessions.</p> <p>Summer chairs responsible for communicating with faculty about lowly enrolled summer courses and cancelling summer courses when necessary and appropriate and for dealing with faculty and student issues in those courses. They are also responsible for handling any other department related issues that might arise.</p>	

## APPENDIX B: Support for Student Concerns

One of the many chair roles is to work with students in your department or help faculty who come to you with a student concern.

### Academic concerns

- **Advising**
  - **Chair:**
    - Advises when student advisor is not available
    - Course substitutions and transfer authorization forms
    - Works with Records on any questions or concerns about student graduation audits
  - **Assigning advisors** to majors in your department
    - The chair assigns majors to faculty in the department. Different departments will likely have different ways to figure out assignments. Please note that there is contract guidance regarding the number of advisees assigned to your faculty. (RIC AFT contract section 10.21)
    - OASIS has professional advisors for some majors, and they can also help students who are considering changing majors, etc.
  - **Advising resources** can be found here:  
<https://www.ric.edu/academics/our-faculty/advising-resources-faculty>
- Student taking courses in your department
  - **Starfish** is the place to go when you or your faculty have academic concerns about a student (not attending class, in danger of failing, etc.)

### Student support for non-academic concerns

- **H.O.P.E. team referral form**
  - The FAQ section lists when it is appropriate to submit a referral form.
  - To make a referral, go to the FAQ section on how to make a referral:  
<https://www.ric.edu/department-directory/dean-students-office/helping-others-pursue-excellence-hope-team>
- Other student services:
  - You can find links to the food pantry, Counseling Center, Dean of Students, Unity Center, etc. at this link:  
<https://www.ric.edu/student-experience/student-health-wellness-and-support>
  - The Counseling Center has a number for Faculty and Staff for consultation support for students.  
<https://www.ric.edu/department-directory/center-health-and-wellness/counseling-services>
  - Financial aid FAQ:  
<https://www.ric.edu/department-directory/office-financial-aid/financial-aid-frequently-asked-questions>

- Housing:  
<https://www.ric.edu/department-directory/office-residential-life-housing/living-campus-frequently-asked-questions>

**Withdrawal** from a course for medical reasons, withdraw from all classes for any reason, request tuition adjustment, etc.

- **Dean of Students:** <https://www.ric.edu/department-directory/dean-students-office>

### **Student complaints about a faculty member or course**

- General steps student complaints (please see the [Manual of Policies and Procedures](#):)
  - Students should talk directly with the professor first, if possible
  - If it can't be resolved with the professor, go to the chair.
  - If there is still an issue, it can be taken to the academic Dean or the Vice Provost for Undergraduate Affairs, depending on the situation.
  - If there are issues of harassment, discrimination, etc., contact the Office of Institutional Equity:  
<https://www.ric.edu/department-directory/office-institutional-equity>

### **Handbooks, Forms and Resources**

- Student Handbook: [Microsoft Word - Student Handbook 2020\\_2021.doc \(ric.edu\)](#)  
(<https://www.ric.edu/documents/student-handbookric.edu>)
- [The Records Office](#) (for student forms)  
(<https://www.ric.edu/department-directory/records-office/records-office-forms>)

## **APPENDIX C: HOW TOs**

Instructions on how to perform various tasks, including in PeopleSoft

Table of contents:

Suggested response to unsolicited resumes

How to get to and navigate Campus Solutions

How to run queries

How to add or change a major/minor

How to assign an advisor

How to assign an instructor

How to get a course roster

How to find out information about your classes

How to enroll/drop students from classes

How to enter faculty workload, review cumulative load and submit contracts

How wait lists work

How to access your budget

## **Unsolicited Resumes**

When an unsolicited resume arrives, you may need to notify the applicant of the current collective-bargaining situation. Following is a sample e-mail for this purpose:

Good afternoon, Mr. Smith,

I am writing in regard to the application for an adjunct faculty position that you recently sent to Rhode Island College. We appreciate receiving your application, and we believe your credentials are quite impressive.

The staffing process for adjunct faculty members is governed by the contract that their union, the RIC/AFT Adjunct Union, has with the Rhode Island Council for Postsecondary Education.. This contract requires that we staff the courses based upon seniority of adjunct faculty members.

Although we may be unable to have you join us at this time, if our staffing needs increase in the future, we will contact you for an interview.

Thank you for your interest in teaching and Rhode Island College.

Sincerely,  
Your name

Chair, XXX Department

## How to get to and navigate Campus Solutions

Most of the chair-related functions you will need to access will be through 'Campus Solutions'. If you are on campus, you can click on the 'Staff/Admin' tab on your MyRIC homepage and then on 'Campus Solutions (On Campus)' at the bottom right (under 'Administrative Systems', circled in green). (Note that below 'Campus Solutions' is the link to the Financial Systems.)

The screenshot shows the MyRIC homepage with the 'Staff/Admin' tab selected. The page is divided into several sections:

- HR Payroll:** Includes links for Absence Request (BOG/PSA), View My Timesheets (BOG/PSA), View Paycheck, RIC Tuition Waiver, and Mobile Number for RICAlert.
- Manager Selfservice:** Includes links for Approve Absence Request, Approve Timesheet, View My Employees Timesheet, Maintain Student TimeCards, Student Payroll Inquiry, and Financial Requisition Approval.
- ITS Systems Maintenance:** Displays a March Maintenance Schedule for RIC's Administrative Systems with dates from 3/1/2021 to 3/10/2021 and details about system interruptions.
- Be BOLD Campaign:** Features a banner for 'THE FUTURE IS BOLD' with the text 'Visit ricfoundation.org today to learn how you can be BOLD — and support the area at RIC that means most to you.'
- Administrative Systems:** A list of links including Campus Solutions (On Campus), Financial Systems (On Campus), and HR Systems (On Campus). This section is circled in green.
- Faculty/Staff Links:** A list of various links including Parking Permit Info, Meal Plan Add/Update, Vision2015 ImplementationPlans, Vision2020 ImplementationPlans, Institutional Research Reports, Campus Solutions (Off Campus), StarFish, Blackboard, RIC Rooms (EMS), Faculty/Staff Office 365 Email, Faculty Toolbox, Adams Library, RICalendar, CollegeNet/Authorized Users, Paystub RI (State Bivw Pay), Fall Course Bulletin, Spring Course Bulletin, Smart Catalog(AuthorizedUsers), and PeopleAdmin. This section is circled in orange.

If you are off campus, you will need to select 'Campus Solutions (Off Campus)', further up on the right side of the page (circled in orange). This option is also available from the 'Faculty' tab (see below, circled in orange).

The screenshot shows the Campus Solutions landing page with the following sections:

- Faculty Center:** Class Search, Browse Course Catalog, Class Roster, Grade Roster, My Schedule.
- Advisor Center:** Advisee Academics, Advisee General Info, Advisee Student Center, Advisee Transfer Credit, My Advisees, Service Indicators.
- Advisement Module:** Create Contact Log, Search Contact Log, Setup My Appointment Schedule.
- ITS Systems Maintenance:** March Maintenance Schedule for RIC's Administrative Systems.
  - 3/1/2021 (Monday): 4 pm to 6 pm - Campus Solutions may have some interruptions
  - 3/2/2021 (Tuesday): 4 pm to 6 pm - Financials will not be available
  - 3/8/2021 (Monday): 4 pm to 6 pm - HR will not be available
  - 3/10/2021 (Wednesday): 4 pm to 6 pm - MyRIC may have some interruptions
- Faculty/Staff Links:** Parking Permit Info, Meal Plan Add/Update, Vision2015 ImplementationPlans, Vision2020 ImplementationPlans, Institutional Research Reports (circled), Campus Solutions (Off Campus) (circled), StarFish, Blackboard, RIC Rooms (EMS), Faculty/Staff Office 385 Email, Faculty Toolbox, Adams Library, RICalendar, CollegeNet(Authorized Users), Paystub RI (State Biwk Pay), Fall Course Bulletin, Spring Course Bulletin, Smart Catalog(AuthorizedUsers), PeopleAdmin.

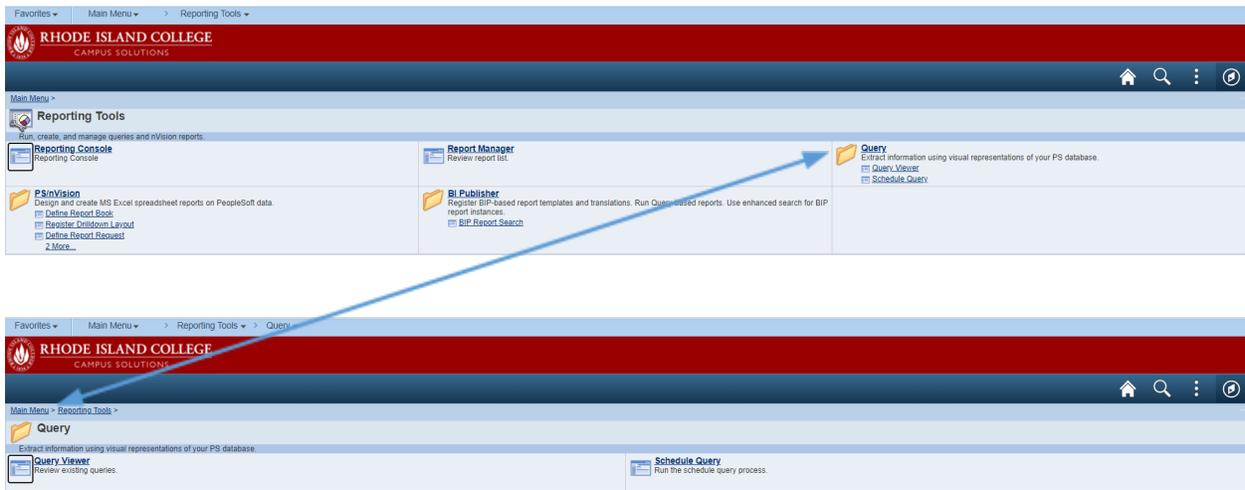
This is the Campus Solutions landing page. There are two ways to navigate it – using tiles or the drop-down menu.



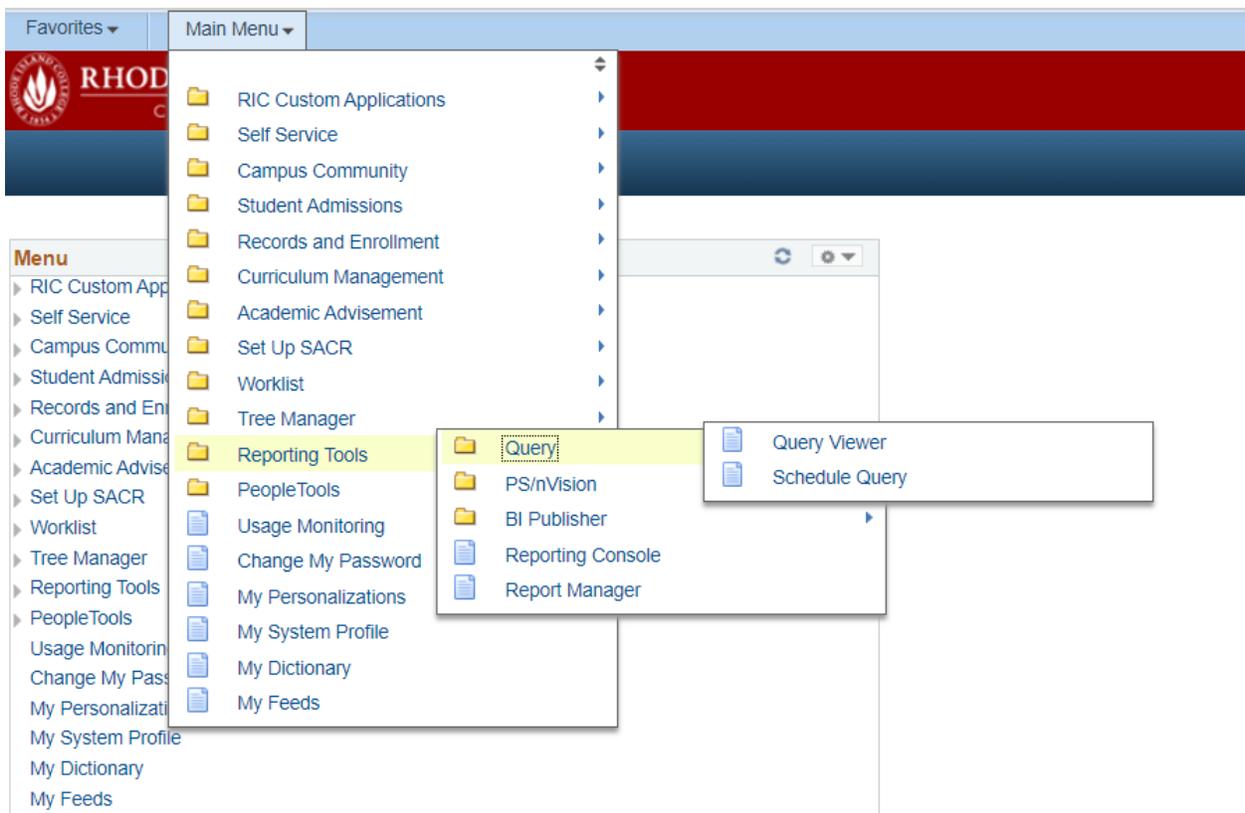
The 'Menu' dropdown contains the following items:

- RIC Custom Applications
- Self Service
- Campus Community
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Academic Advisement
- Set Up SACR
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
  - Usage Monitoring
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary
  - My Feeds

Clicking on a menu option, such as 'Reporting Tools' will bring you a page with the various nested options displayed as tiles. You can click through sets of tiles to the desired option.



Alternately, you can use the drop-down menu from the bar at the top to navigate the various options.

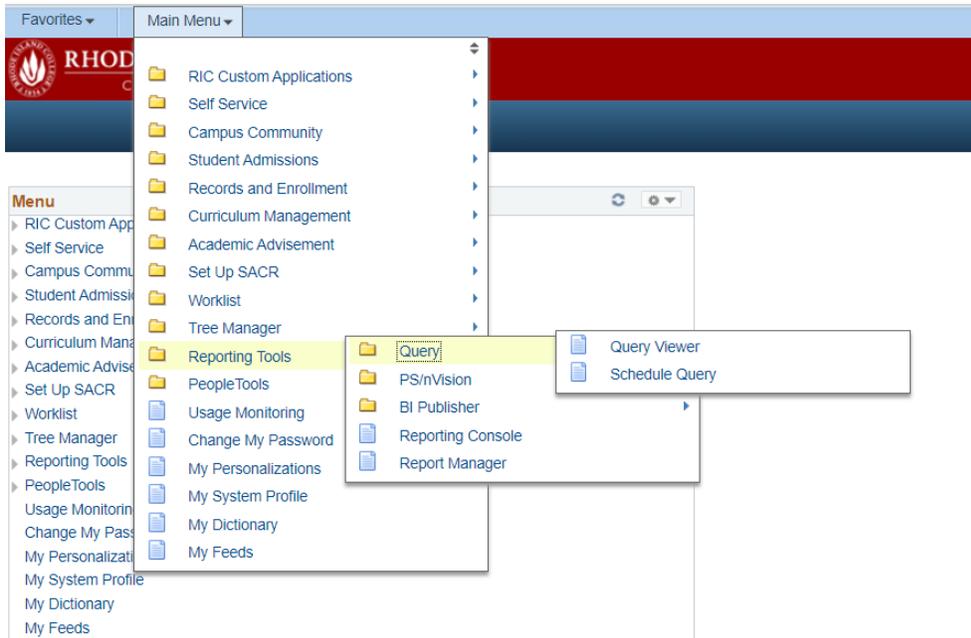


## How to run queries

Queries allow you to access relevant information in PeopleSoft, the software system that RIC uses to manage information about courses and people.

Queries are Reporting Tools and the path to get to the Query Viewer, which allows you to find and run queries, from the Main Menu is:

Reporting Tools Query Query Viewer



(You can also click on 'Reporting Tools' on the Main Menu box and use the tiles – the path is the same.)

The first time you use this function, you will need to search for the queries that you need using the search function. It's usually easiest to search by description and/or using the advanced search function. The screenshot below shows the results of a search for a description beginning with 'department'.

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with   
 [Advanced Search](#)

**Search Results**

\*Folder View

Query				Personalize	Find	View All	First	1-15 of 15	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
ZRPY_DEPT_TBL	Department Table	Public	CHARTFIELD	HTML	Excel	XML	Schedule	Lookup References	Favorite
ZRSRR014_DEPT_SEM_CLASSES	Department Class Listing	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZRSRR072A_DEPT_GRADUATES_REP	Department Graduates Rpt GRDG	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZRSRR072_DEPT_GRADUATES_REP	Department UGDG Graduates RPT	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZRSR_DEPT_MAJOR_REP	Department Majors Report	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZRSR_DEPT_MAJOR_REP_AC	Department Majors Report AC	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZRSR_DEPT_MAJOR_REP_EMAIL	Department Majors Report Email	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZRSR_DEPT_MAJOR_REP_EMAIL_AC	Department Major Rpt Email-Act	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZRSR_DEPT_MAJOR_REP_SHORT_VERS	Department Majors Report-Short	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZRSR_DEPT_MAJOR_REP_SHORT_V_AC	Department Maj Rpt-Short-Activ	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZRSR_DEPT_MINOR_REP_EMAIL	Department Minors Report Email	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZRSR_DEPT_SEM_CLASSES	Department Class Listing	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZRSR_DEPT_SEM_CLASSES_DAY	Department Class Listing	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZRSR_DEPT_SEM_CLASSES_DAY_A	Department Class Listing	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZRSR_DEPT_SEM_CLASSES_DAY_ALL	Department Class Listing	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Once you have identified the query that you need you can click on 'favorite' so that it will automatically show up in your query viewer in a list of your favorites, like this:

## Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

My Favorite Queries									
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
ZRSRR072_DEPT_GRADUATES_REP	Department UGDG Graduates RPT	Public		HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="-"/>
ZRSR_DEPT_ALL_MAJORS_MINORS_EM	All MAJ/MN not only under DEPT	Public		HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="-"/>
ZRSR_DEPT_GPA_CUM_GPA_BYDEPT	Dept GPA and Cum GPA	Public		HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="-"/>
ZRSR_DEPT_SEM_CLASSES_DAY_ALL	Department Class Listing	Public		HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="-"/>
ZRSR_FACULTY_CLASS_ROSTER	Faculty Class Roster Enri+Drop	Public		HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="-"/>
ZRSR_FACULTY_CLASS_RSTR_BY_CLS	Faculty Class Roster by Class	Public		HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="-"/>
ZRSR_STUDENTS_WITHOUT_ADVISOR	Students Without Advisor	Public		HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="-"/>
ZRSR_UAD_STUDENTS_WITH_ADVISOR	Students with Advisor	Public		HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="-"/>

You can view the results of the query in different formats – HTML, Excel, or XML. Clicking on the format of your choice will take you to a screen where you can input search parameters.

For example, this is the screen for the ‘Department Class Listing’ query from the list above:

### ZRSR\_DEPT\_SEM\_CLASSES\_DAY\_ALL - Department Class Listing

Academic Organization

Term

Session

NB: The ‘session’ for the academic year is ‘1’. For the summer it is either ‘6W1’ or ‘6W2’ depending on summer session.

The parameters will vary depending on the query you are running. For example, this is the screen for the ‘All Maj/Mn’ query.

### ZRSR\_DEPT\_ALL\_MAJORS\_MINORS\_EM - All MAJ/MN not only under DEPT

Academic Career

Academic Organization

Term

Units Taken for Progress

Total Cumulative Units

Cumulative GPA

**A partial list of useful queries:**

Query Name	Description
ZRSR_DEPT_SEM_CLASSES_DAY_ALL	Department class listing
ZRSR_DEPT_SEM_CLASSES_DAY	Department class listing showing waitlists
ZRSR_DEPT_SEM_CLASSES_DAY_A	Department class listing with instruction mode
ZRSR_ACAD_ADVISOR_COUNTS	Advisee count by ADVISOR
ZRSR_UAD_ADVISEE_LIST_BY_ADVIS	Advisor Advisee List by Advisor
ZRSR_MY_ADVISEES_LIST	My Advisees List by Advisor
ZRSR_UAD_STUDENTS_ADVISORS_TRM	UAD Student Advisor Rpt Term
ZRSR_STUDENTS_WITHOUT_ADVISOR	Students without Advisor
ZRSR_UAD_STUDENTS_WITH_ADVISOR	Students with Advisor
ZRSR_DEPT_MAJOR_REP_EMAIL_AC	Department Major Rpt Email-Active
ZRSR_DEPT_MAJOR_REP_EMAIL	Department Majors Report Email
ZRSR_DEPT_ALL_MAJORS_MINORS_EM	All MAJ/MN not only under DEPT
ZRSR072_DEPT_GRADUATES_REP	Department UGDG Graduates RPT
ZRSR_DEPT_GPA_CUM_GPA_BYDEPT	Dept GPA and Cum GPA
ZRSR_ALL_GRDG_EMAIL2	GRDG stdnt for Email -last term (grad student)
ZRSR_FACULTY_CLASS_ROSTER	Faculty Class Roster Enrl + Drop
ZRSR_FACULTY_CLASS_RSTR_BY_CLS	Faculty Class Roster by Class

## How to change or add a major/minor

The path is: Main Menu > RIC Custom Applications > RIC Academic Departments > Use > Change Major Request Form

It will take you to a search screen asking for the student's information:

You can choose to add a major, change a major, add a minor or change a minor. If you choose to add, a new row will appear in which you can add the major/minor (and an advisor if necessary). If you choose to change, then you are given the option to identify which major/minor is being changed.

**Change of Major Action**

Add a Major   
  Change a Major   
  Advisor Change Only   
  Add a Minor   
  Change a Minor

**Current Major**

	Academic Career	Student Career Nbr	Academic Program	Academic Program Descr	Academic Plan	Academic Plan Descr	Academic Sub-Plan	Academic Sub-Plan Descr	Effective Date
1	UGDG		1 UGA&S	Ugrad Degree Arts & Sciences	ANTH-BA	Anthropology-BA			01/18/2019

## How to Assign an advisor

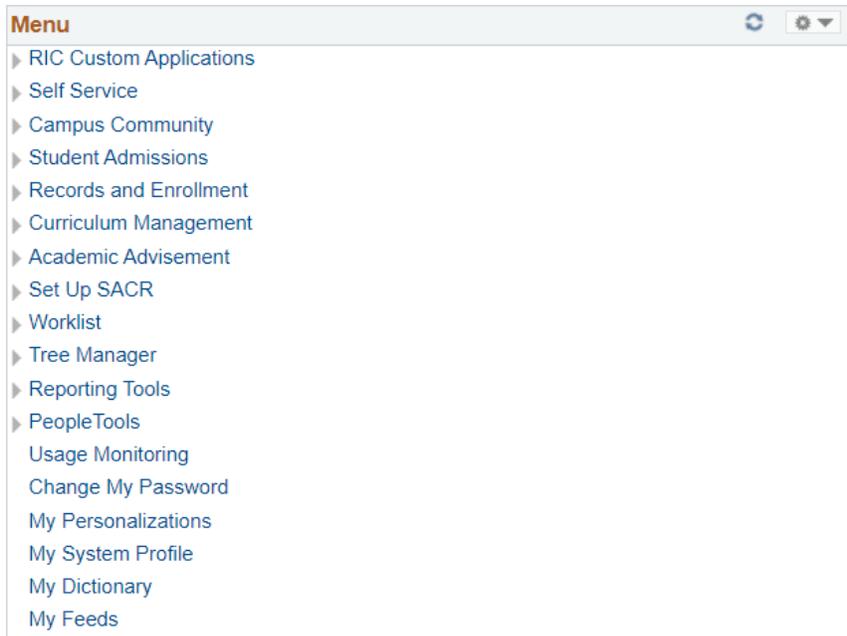
There are two ways to assign an advisor.

### #1

Starting on the Campus Solutions page this is the trail to get to the change major form. That form has an option to add or change an advisor.

Main Menu > RIC Custom Applications > RIC Academic Departments > Use > Change Major Request Form

On the Campus Solutions page you can use the drop-down menu at the top or you can use the list.



You make the following selections:

Main Menu > RIC Custom Applications > RIC Academic Departments > Use > Change Major Request Form

You can see the breadcrumb trail at the top of this screenshot. You search for the student.



### RIC Change Major Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

ID

Campus ID

National ID

Last Name

First Name

Case Sensitive

[Basic Search](#)

Which gets you to a screen like this:

**Change of Major Action**

Add a Major  
  Change a Major  
  Advisor Change Only  
  Add a Minor  
  Change a Minor

**Current Major**

Academic Career	Student Career Nbr	Academic Program	Academic Program Descr	Academic Plan	Academic Plan Descr	Academic Sub-Plan	Academic Sub-Plan Descr	Effective Date
1 UGDG	1	UGA&S	Ugrad Degree Arts & Sciences	ANTH-BA	Anthropology-BA			01/18/2019

Select advisor change and then you can choose an advisor to assign to the student.

#2

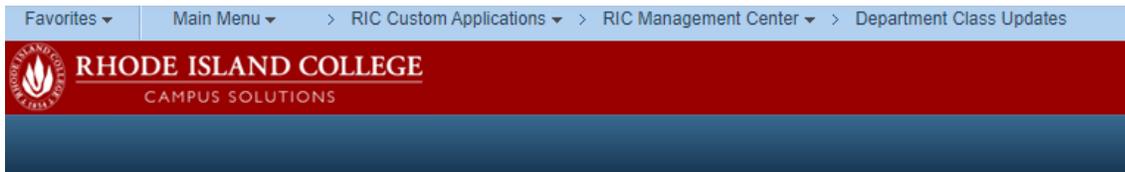
The other way is this route:

Main Menu > Records and Enrollment > Student Background Information > Student Advisor

## How to assign an instructor to a class

There are certain windows of time when you are able to change the instructor assigned to a class. You also use this function to change an assignment to 'Staff' to remove a course from a faculty member's workload. That way when you work on their workload only classes that they are actually teaching will show up.

The path is: Main Menu > RIC Custom Applications > RIC Management Center > Department Class Updates



### Department Class Updates

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**

Term

Academic Organization

[Basic Search](#)

The search will bring up the list of your classes. At the right side is the option to replace or add an instructor. The magnifying glass (search) will bring up a list of instructors who have taught in your department, with the most recent additions at the bottom of the list.

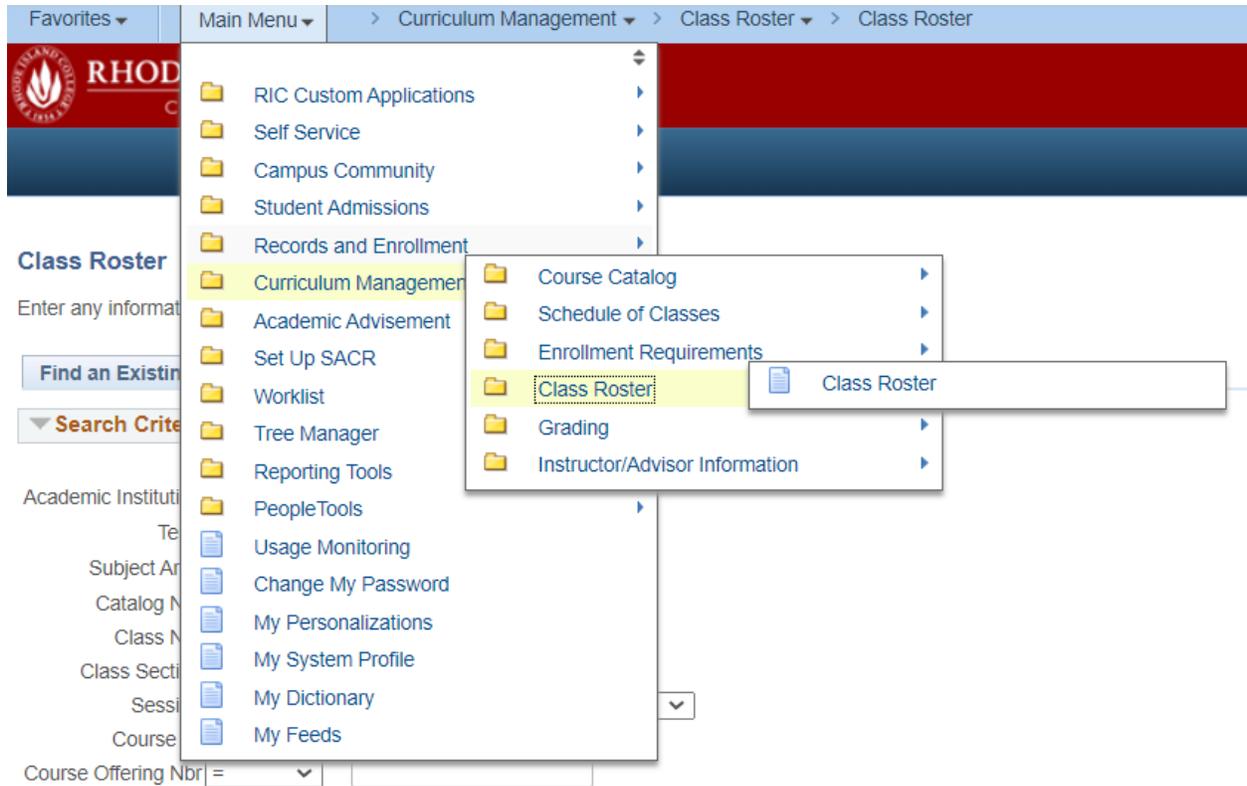
Action	New Instructor	Name
Replace <input type="button" value="v"/>	<input type="text"/> <input type="button" value="Search"/>	
Replace <input type="button" value="v"/>	<input type="text"/> <input type="button" value="Search"/>	
Replace <input type="button" value="v"/>	<input type="text"/> <input type="button" value="Search"/>	
Replace <input type="button" value="v"/>	<input type="text"/> <input type="button" value="Search"/>	
Replace <input type="button" value="v"/>	<input type="text"/> <input type="button" value="Search"/>	

## How to get a course roster

There will be times when you may need to access the rosters for various classes, especially if you need to check on students who are on the waitlists.

The path is:

Main Menu Curriculum Management Class Roster



You can search for one specific class or get a list of all of the courses for your department, depending on how many of the search fields you fill out. Filling out term and subject area only will return a list of all courses in your department.

### Class Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

---

**▼ Search Criteria**

Academic Institution

Term

Subject Area

Catalog Nbr

Class Nbr

Class Section

Session

Course ID

Course Offering Nbr

[Basic Search](#)  [Save Search Criteria](#)

Once you have selected your course, you can toggle between seeing students who are currently enrolled, students who have dropped, students who have enrolled and those who have dropped, and those on the waitlist by choosing the appropriate option from the 'enrollment status' drop down menu.

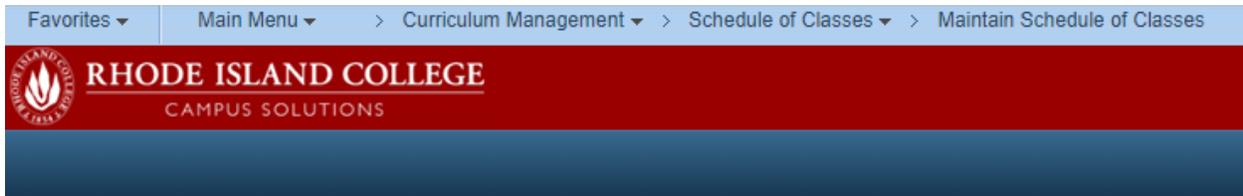
\*Enrollment Status

---

## How to find out information about your classes

This is one way to see how your department's courses are described in the system. This search will bring up a list of classes by term. Clicking on a class will bring up information about that class that is in the system – including pre-requisites, wait list settings, meeting times and more.

The path is: Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes



### Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

Academic Institution	=	▼	RICOL	
Term	=	▼		
Subject Area	=	▼		
Catalog Nbr	begins with	▼		
Academic Career	=	▼		▼
Campus	begins with	▼		
Description	begins with	▼		
Course ID	begins with	▼		
Course Offering Nbr	=	▼		
Academic Organization	begins with	▼		

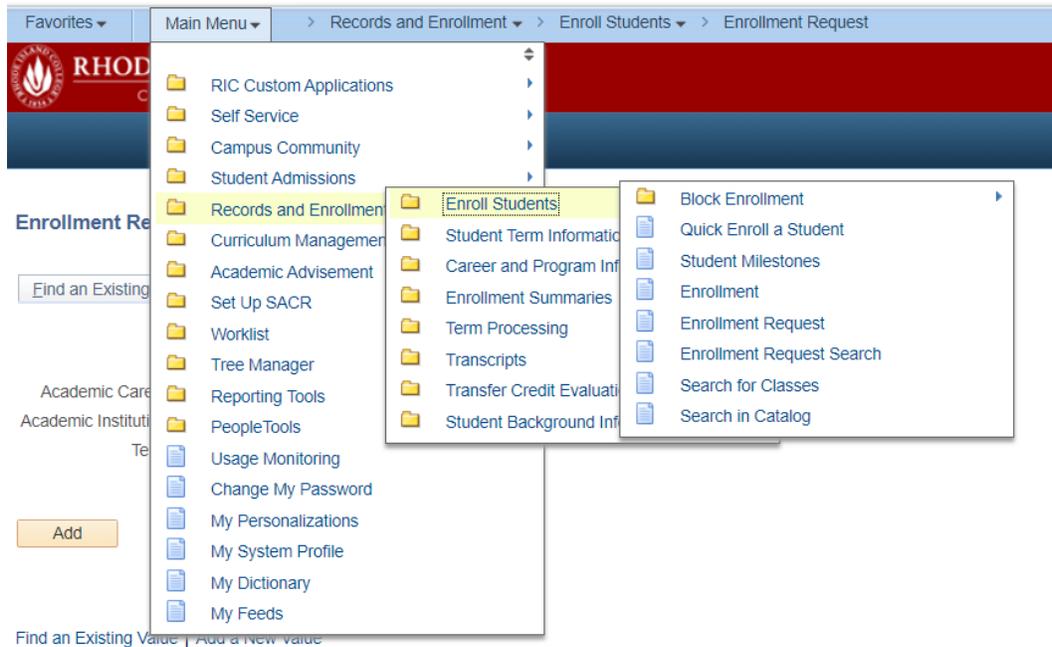
Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

## How to enroll/drop students from classes

The enrollment request form is used to both add and drop students. The path is:

Main Menu   Records and Enrollment   Enroll Students   Enrollment Request



Clicking on 'Enrollment Request' takes you to this screen for information about the student and the term. (You can enter the student's ID if you know it or search for it.)

### Enrollment Request

ID

Academic Career

Academic Institution

Term

Click 'Add'

The enrollment request form allows you to choose what you want to do (enroll or drop among other options – circled in orange).

Enter the class number if you know it or you can search for the class. If you are manually enrolling a student it is likely that there are special circumstances (for example, the system is not acknowledging that a student has met the prerequisites or the class is full). You will have to identify the appropriate override at the bottom of the form (circled in blue).

NB: Chairs do not have permission to enable all of the listed overrides; some can only be overridden by the dean.

The screenshot shows an enrollment request form with the following details:

- Enrollment Request ID: 0000000000
- Status: Pending
- User ID: PGULLAPALLI
- Operator: Enrollment Access
- Sequence Nbr: 1
- Action: Enroll (circled in orange)
- Class Nbr, Related Class 1, 2, Start Date, Instructor ID, Repeat Code, and Transcript Note fields are present.
- Override section includes checkboxes for Grading Basis, Units Taken (0.00), Designation, and Permission Nbr.
- Additional Overrides section includes checkboxes for Appointment, Career, Closed Class, Class Links, Requisites, Service Indicator, Time Conflict, and Unit Load (circled in blue).
- Dynamic Dates checkbox is also present.
- Drop This Class if Enrolled checkbox is at the bottom.

Click 'Submit'. If your request has not been processed, error messages will appear in the status field at the top of the form and in the box at the bottom of the page.

Error Messages	
Message Sequence	Last Update DateTime

[Student Appointments](#)

[Study List](#)

[Term History](#)

## **Entering faculty workload, reviewing cumulative workload and submitting contracts**

As chair you are responsible for entering faculty workload every semester. You enter workload for all full-time faculty in your department and for all adjunct faculty teaching during that semester.

Your Dean will enter your workload, so you should make sure to communicate to them any unusual circumstances regarding your load. You are able to review your workload (but not make any changes) before it is submitted.

Some things to keep in mind regarding workload:

Full-time faculty are expected to teach 48 FLH over a 4-semester cycle (Early Spring courses are counted as a part of Spring load; Summer courses do not count towards this total). This means that if faculty teach fewer than 12 FLH in one semester, they will need to make up the remaining FLH elsewhere before the end of the 4-semester cycle.

If faculty teach more than 12 FLH in any given semester they can decide to either take the extra FLH as overload and get paid for it or can keep all the FLH in-load. (Keeping the extra FLH in-load can act as a 'bank' to compensate for future semesters falling below 12 FLH.)

Faculty who have reassigned time during a semester may not be paid for overload and can carry a maximum of 14 FLH in-load.

At the end of the 4-semester cycle, everything over 48 FLH has to be taken as overload and paid out. This means that in that 4<sup>th</sup> semester you will need to know how much in-load FLH each faculty member has accrued over the previous 3 semesters so that you enter only enough FLH in-load to get a faculty member to 48 FLH in-load. Everything else is overload. (See below for how to review the 2-year cumulative workload for faculty.)



Sometimes you enter part of a course's FLH as in-load and part as overload (especially at the end of the 4-semester cycle). To do this, you would check the 'Split Load' box and then click the '+' at the end of that row. The system then creates another row for that same class.

Split Load (click +)	Assignment FTE %	Worldk Enrl	Actual Enrl	Course Component	Actual Component	Last Updt Oprd	Last Updt Date-Time	
<input type="checkbox"/>	33.33	30	30	Lecture	Lecture			+ -
<input type="checkbox"/>	33.33	11	11	Lecture	Lecture			+ -
<input type="checkbox"/>	16.67	15	30	Lecture	Lecture	GRAWSON	02/08/2021 3:48:11.000000PM	+ -
<input type="checkbox"/>								+ -
<input type="checkbox"/>		15	30	Lecture	Lecture	GRAWSON	02/08/2021 3:48:14.000000PM	+ -

Here the ANTH 235 was split. The system created another row with all information duplicated. You then have to split the FLH as appropriate and assign the load (here it was split 2 FLH in-load and 2 FLH overload but it can be other combinations as necessary). You should then also split the course enrollment in the same ratio (here it was split in half to reflect the split in FLH).

**Workload Definition**

Academic Institution: RICOL Rhode Island College Total Term FTE% 83.33

Term: 1212 Spring 2021

Instructor Assignment Class: FULLTM Full Time

Calculate Workload:  Assigned FTE %: 100.00

Limit Workload:  Instructor Multiplier %: 100

**Workload Assignment**

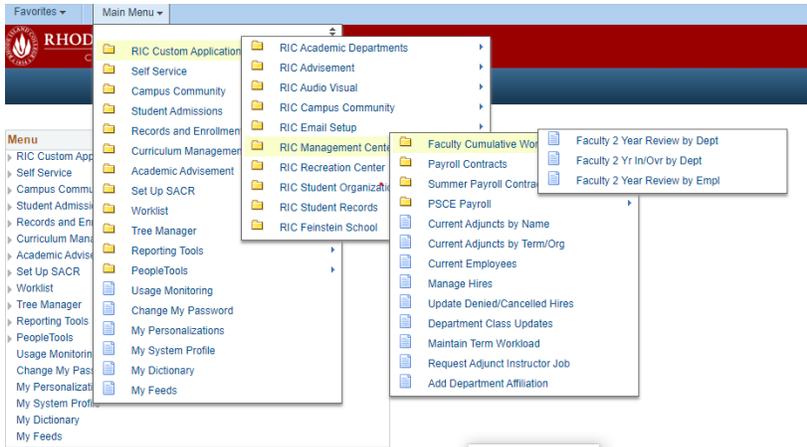
* Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	Session	* Assign Type	Work Load	App Load	Split Load (click +)	Assignment FTE %	Worldk Enrl	Act Enrl
Introduction to Archaeology	ANTH	102	01	21696		Regular	Inload - Instruction	4.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	33.33	30	
Urban Anthropology	ANTH	338	01	22333		Regular	Inload - Instruction	4.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	33.33	11	
Bones and Stones-How Arch Know	ANTH	235	01	22420		Regular	Inload - Instruction	2.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	16.67	15	
Additional prep.							Overload - Additional Prep	1.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Bones and Stones-How Ar	ANTH	235	01	22420		Regular	Overload - Instruction	2.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		15	

Save Return to Search

**You can check the 2 Year Cumulative Workload here:**

Main Menu > RIC Custom Applications > Management Center > Faculty Cumulative Workload

You have 3 ways to review the cumulative workload – by department; in-load/overload by department; or by faculty member.



In all of these cases, the relevant term for the search parameters is the fall during which the 4-semester cycle began. (It's helpful that only those fall semesters that begin a 4-semester cycle come up as options when clicking on the magnifying glass.)

### Faculty 2 Yr Review by Dept

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Term

Academic Organization

If any of the workload that you have entered is in overload, a contract will be generated. You will need to submit the contracts to begin the process of approvals and generating the checks.

### You can access the contracts here:

Main Menu > RIC Custom Applications > Management Center > Payroll Contracts > Submit Instructor Contracts

Enter the term and the list of people in your department requiring a contract should appear. Click the NOT SUBMIT item next to the faculty member's name to access the contract. Double check for accuracy and click the yellow SUBMIT FOR APPROVALS button.

Favorites ▾ Main Menu ▾ > RIC Custom Applications ▾ > RIC Management Center ▾ > Payroll Contracts ▾ > Submit Instructor Contracts

- RIC Custom Application
- Self Service
- Campus Community
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Academic Advisement
- Set Up SACR
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Usage Monitoring
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary
- My Feeds

- RIC Academic Departments
- RIC Advisement
- RIC Audio Visual
- RIC Campus Community
- RIC Email Setup
- RIC Management Center
- RIC Recreation Center
- RIC Student Organization
- RIC Student Records
- RIC Feinstein School

- Faculty Cumulative Workload
- Payroll Contracts
- Summer Payroll Contract
- PSCE Payroll
- Current Adjuncts by Name
- Current Adjuncts by Term
- Current Employees
- Manage Hires
- Update Denied/Cancelled Hires
- Department Class Updates
- Maintain Term Workload
- Request Adjunct Instructor Job
- Add Department Affiliation

- Submit Instructor Contracts
- Instructor Contracts Report
- Review Contracts by Emplid
- Review Contracts by Department
- Review My Contracts

## How wait lists work

Wait lists are set up by the chair by requesting the Records Office that the wait list for a course be activated. Most classes have a wait list size of 5 students, but the chair can determine if that is the right size.

Once a course is closed, students add themselves to the wait list. Chairs and administrative assistants can also add students to the wait list. It is an option under enrollment request. If a student drops the course and the chair has chosen to “auto-enroll”, the first person on the wait list will be added. If it is not set on “auto-enroll”, when a space opens up the first person on the wait list is not moved and others not on the wait list could add.

You can check to see the status of a class waitlist by looking at the class details from the ‘Class Search’ listing of classes.

Class Search (Click on a class to get to Class Detail). The ‘Class Availability’ box shows the wait list capacity and the number of students on the wait list.

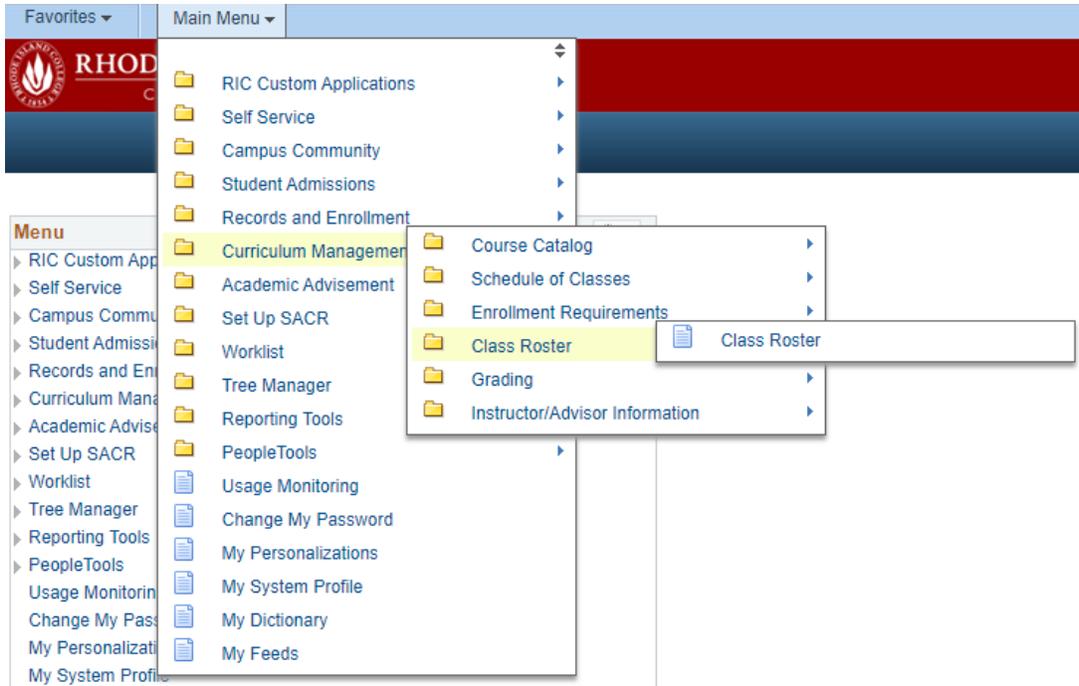
Class Availability			
Class Capacity	30	Wait List Capacity	5
Enrollment Total	25	Wait List Total	0
Available Seats	5		

Class Availability			
Class Capacity	30	Wait List Capacity	5
Enrollment Total	30	Wait List Total	5
Available Seats	0		

Wait lists update overnight. So you may see a course where the wait list did not move forward. If you wait 24 hrs and it is still not moving there may be another problem. If there is a problem, check the record of the student in the #1 position before contacting the Records office. The wait list student will be blocked from the class if there is a missing prerequisite, time conflict, student is registered for the same course but a different section, or adding the course will bring the student over 18 credit hours. This can cause the wait list to be “stuck” (i.e., it will not advance the students lower on the waitlist into the class).

You can get the list of students on the waitlist by going to the class roster:

Main Menu   Curriculum Management   Class Roster   Class Roster



Filling in the 'term' and 'subject area' fields will bring up a list of all courses for a term in a department/area. Fill in more information to bring up specific courses.

## Class Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

▼ **Search Criteria**

Academic Institution  RICOL

Term

Subject Area

Catalog Nbr

Class Nbr

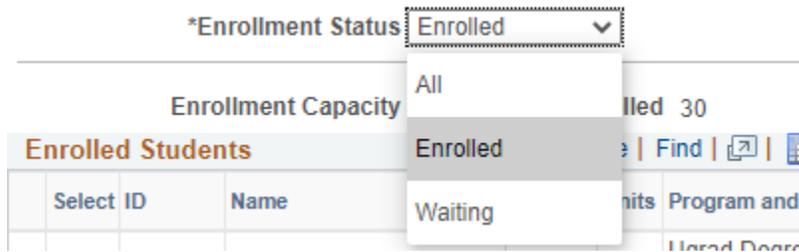
Class Section

Session

Course ID

Course Offering Nbr

After selecting a course, the drop-down menu gives you the option of pulling up only the waitlisted students:



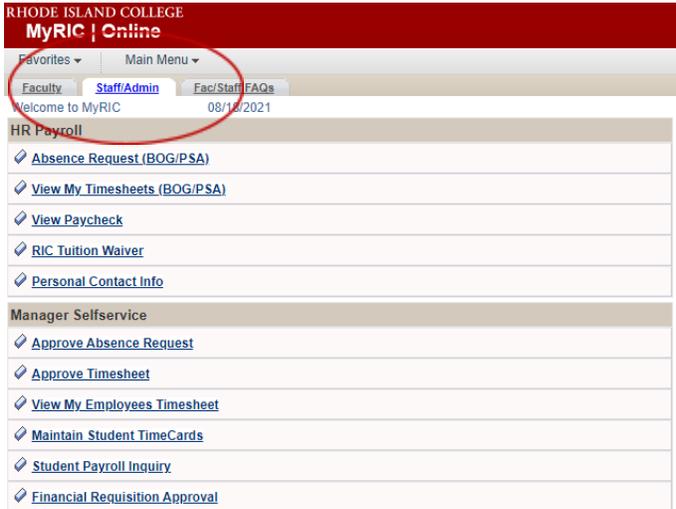
After the first day of classes, students cannot add to the wait list. The department chair and faculty have to monitor the wait lists at that point. The auto-enroll function does not work after the first day of classes.

Students are often confused about wait lists and think that once on a wait list they are enrolled in the class. When a student is added to a class from the wait list, they are not notified; this can lead to students being registered for courses without being aware of it. Thus, it is important for chairs to monitor wait lists periodically and be aware of potential confusion.

Questions about wait lists can be directed to the Records Office.

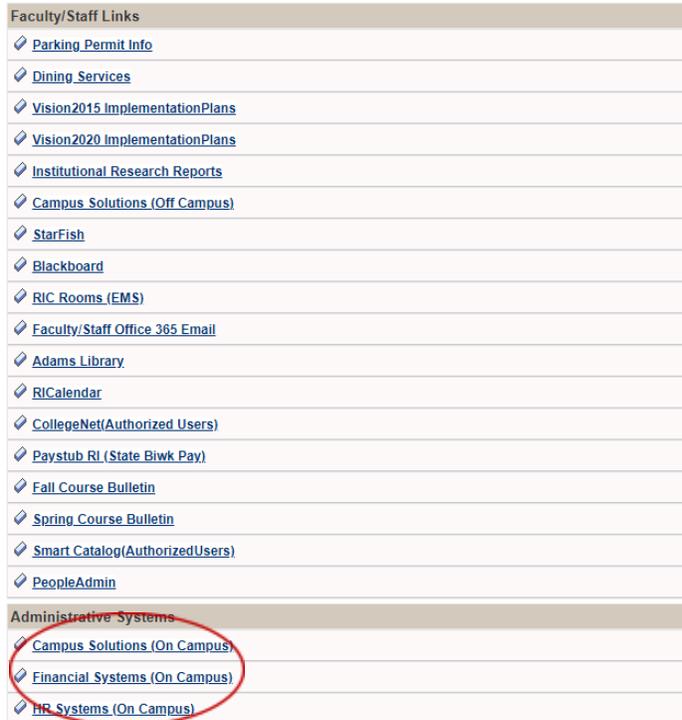
## How to access your budget

You can only access your Financials page from on campus. You can do so from the Staff/Admin tab on your MyRIC homepage:



The screenshot shows the MyRIC Online homepage. At the top, there is a red header with "RHODE ISLAND COLLEGE MyRIC Online". Below the header, there are navigation tabs: "Faculty", "Staff/Admin", and "Fac/Staff FAQs". The "Staff/Admin" tab is selected and circled in red. Below the tabs, there is a "Welcome to MyRIC" message with the date "08/12/2021". The main content area is divided into two sections: "HR Payroll" and "Manager Selfservice". The "HR Payroll" section includes links for "Absence Request (BOG/PSA)", "View My Timesheets (BOG/PSA)", "View Paycheck", "RIC Tuition Waiver", and "Personal Contact Info". The "Manager Selfservice" section includes links for "Approve Absence Request", "Approve Timesheet", "View My Employees Timesheet", "Maintain Student TimeCards", "Student Payroll Inquiry", and "Financial Requisition Approval".

The link to the Financials page is on the bottom right:



The screenshot shows the "Faculty/Staff Links" section. It contains a list of links, each preceded by a small icon. The links are: "Parking Permit Info", "Dining Services", "Vision2015 ImplementationPlans", "Vision2020 ImplementationPlans", "Institutional Research Reports", "Campus Solutions (Off Campus)", "StarFish", "Blackboard", "RIC Rooms (EMS)", "Faculty/Staff Office 365 Email", "Adams Library", "RICalendar", "CollegeNet(Authorized Users)", "Paystub RI (State Biwk Pay)", "Fall Course Bulletin", "Spring Course Bulletin", "Smart Catalog(AuthorizedUsers)", and "PeopleAdmin". Below this list is the "Administrative Systems" section, which contains three links: "Campus Solutions (On Campus)", "Financial Systems (On Campus)", and "HR Systems (On Campus)". The "Financial Systems (On Campus)" link is circled in red.

On the Financials page, the 'Commitment Control' link takes you to a regularly updated budget that you can download as an Excel file.

The budget is split into two sections:

Account	Description
60210	Pers Serv - Class Perm
60218	Pers Serv - Fam Med Ins Waiver
60240	Pers Serv - Student Help
60250	Pers Serv - Nonclass Perm
60255	Instructional Payroll
60257	Dept Chair Stipends
60263	Spec Pers Serv - Lecturers
60278	Benefits - Metropolitan
60280	Benefits - Employees' Retire
60281	Benefits - FICA
60285	Benefits - TIAA-401A (P/R#249)
60286	Benefits - TIAA -Retirement
60292	BOG Retiree Hlth - (P/R# 290)
60294	Benefits - Ret Medical Insur
60295	Benefits - Medical Insurance
60297	Benefits - Dental Care
60298	Benefits - Vision
	Personnel & Benefits
60323	Office Supplies
60324	Dues & Subscriptions
60331	Printing And Binding
60332	Advertising
60345	Food - Meetings
60360	Repairs - Copier Maintenance
60382	Rental - Equipment
60432	Educ & Rec Supplies
60455	Misc Supplies & Expenses
60797	Lease - Purchase Payments
	Operating & Other Expenditures
	Total Expenditures

This part deals with personnel and is fixed. It's not available to you; money cannot be moved between personnel and operating.

This is your operational budget. You can move money between these budgets if necessary. Costs for copier repair and lease are fixed and those amounts are not available to be moved elsewhere.

*\*Contact the Budget Office if you would like more in depth training on the budget process and Peoplesoft access.*

## APPENDIX D

### List of useful links and resources

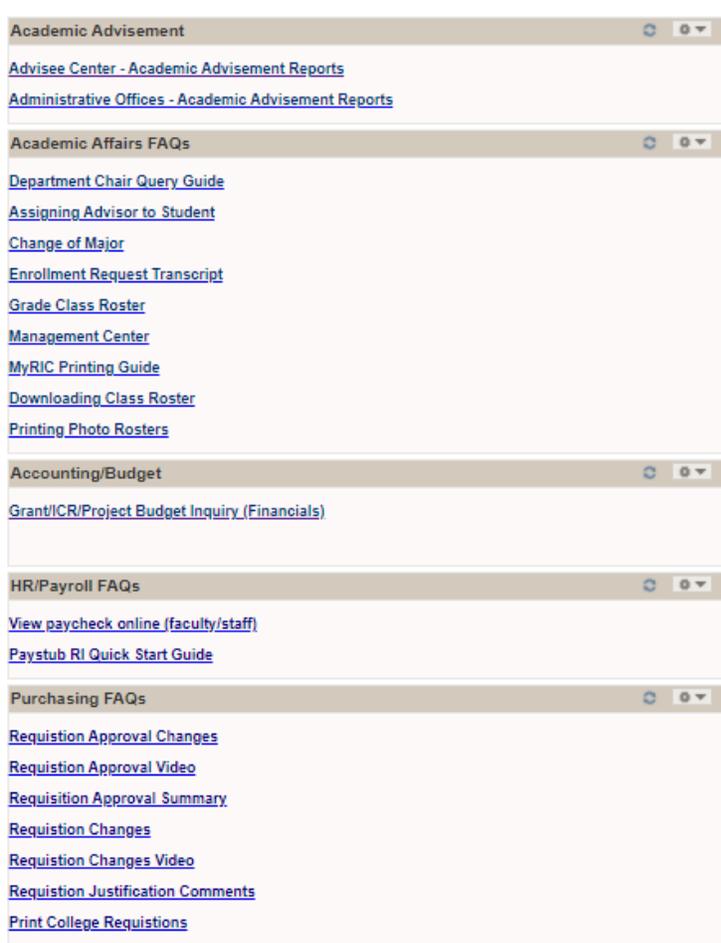
#### Who to ask

About	Resource	Contact info/links
Academic policies – including withdrawals, incompletes, grievances regarding grades/courses	MAPP Holly Shadoian Deans	MAPP: <a href="https://www.ric.edu/documents/manual-academic-policies">https://www.ric.edu/documents/manual-academic-policies</a>
Advising	Director of Faculty Advising (Michelle Brophy-Baermann)	<a href="mailto:facultyadvisingdirector@ric.edu">facultyadvisingdirector@ric.edu</a>  <a href="https://www.ric.edu/academics/our-faculty/advising-resources-faculty">https://www.ric.edu/academics/our-faculty/advising-resources-faculty</a> (this page has links to various resources and manuals/guides)
Students who are missing classes, students about whom you are concerned	HOPE team Dean of Students Office	<a href="https://www.ric.edu/department-director-y/dean-students-office/helping-others-pursue-excellence-hope-team">https://www.ric.edu/department-director-y/dean-students-office/helping-others-pursue-excellence-hope-team</a>  <a href="https://www.ric.edu/department-director-y/dean-students-office">https://www.ric.edu/department-director-y/dean-students-office</a>
Math Placement	New Student Programs	<a href="https://www.ric.edu/department-director-y/office-new-student-programs/orientation-math-placement">https://www.ric.edu/department-director-y/office-new-student-programs/orientation-math-placement</a> (has link to register for placement exam)
First Year Writing	Director of Writing (Becky Caouette)	<a href="https://www.ric.edu/academics/first-year-writing-fyw">https://www.ric.edu/academics/first-year-writing-fyw</a> (has link to Directed Self-Placement)
Transfer students/courses	Articulation Agreements Transfer Evaluation System (TES) Admissions Office	RI Transfers: <a href="http://www.ritransfers.org/">http://www.ritransfers.org/</a>  TES: <a href="https://www.collegesource.com">TES: TES: Public View Management 01 (collegesource.com)</a>  <a href="https://www.ric.edu/admissions-financial-aid/undergraduate-admissions/transfer-students">https://www.ric.edu/admissions-financial-aid/undergraduate-admissions/transfer-students</a> (has the above links and more)
About mistakes/corrections on student transcripts/academic advisement report; about graduation audits; course substitutions	Records Office Terry Riley-Wilcox (student last names A-K) Amy Avila (student last names L-Z)	Amy Avila: <a href="mailto:aavila@ric.edu">aavila@ric.edu</a> Terry Riley-Wilcox: <a href="mailto:triley@ric.edu">triley@ric.edu</a>  <a href="https://www.ric.edu/department-director-y/records-office/records-office-forms">https://www.ric.edu/department-director-y/records-office/records-office-forms</a> (various forms)

FERPA	Records Office	<a href="https://www.ric.edu/returning-students/ferpa">https://www.ric.edu/returning-students/ferpa</a> (overview of FERPA)  <a href="https://www.ric.edu/department-directory/records-office/records-office-forms">https://www.ric.edu/department-directory/records-office/records-office-forms</a> (release of education records form and other forms)
Other questions/concerns regarding student conduct	Student Handbook Student Conduct Board Dean of Students Office	<a href="https://www.ric.edu/documents/student-handbookric.edu">https://www.ric.edu/documents/student-handbookric.edu</a>  <a href="https://www.ric.edu/department-directory/office-dean-students/student-code-conduct">https://www.ric.edu/department-directory/office-dean-students/student-code-conduct</a>
Mistakes/corrections on the semester course schedule	Records Office	Tamecka Hardmon Dennis McGovern
Faculty load, scheduling courses, course cancellations	Deans RIC AFT Contract	<a href="https://www.ricraft.org/">https://www.ricraft.org/</a> (Has a link to the current contract)
Keys to offices, access to buildings	Office of Campus Police	<a href="https://www.ric.edu/department-directory/office-campus-police">https://www.ric.edu/department-directory/office-campus-police</a>
Submitting check requests/requests for reimbursement	Accounting Office, Accounts Payable	Donna Vessella Deborah Iannuccilli
Hiring Full-time faculty	Human Resources	<a href="https://www.ric.edu/academics/our-faculty">https://www.ric.edu/academics/our-faculty</a> (has search committee documents)
Budget	Budget Office	The Budget Office page has links to various forms and manuals that might be useful. Rob Eaton (for how your budget is created) Olubunmi Okele (for transfers between accounts)

**Other places to find resources:**

There are several manuals/guides/resources that are available on **the 'Fac/Staff FAQs' tab on the MyRIC homepage**, on the right hand side (screenshot below):



The faculty page of the RIC website has links to various resources, including hiring information and search committee forms: <https://www.ric.edu/academics/our-faculty>

Towards the bottom there are a series of quick links for faculty (screenshot below):

## Resources for Faculty

[Office of the Provost and Vice President for Academic Affairs](#) →

[RIC/AFT-Empowering the Faculty of Rhode Island College since 1967](#) ↗

[Rhode Island STEAM Center](#) ↗

[RIC Writing Board](#) →

[Writing Center](#) →

[Center for Research and Creative Activity](#) →

[Student Code of Conduct and Student Conduct Board](#) →

[H.O.P.E. Team](#) →

[Library Services for Faculty](#) ↗

[Adjunct Faculty Contract](#) ↗

[RIC/AFT Contract](#) ↗

[RIC/AFT Request Form](#) ↗

[Academic Policies and Procedures](#) Ⓞ

[Application for Level Advancement for Adjunct Faculty](#) Ⓞ

[Course Approval/Request for Overload](#) Ⓞ

[Department Chairs' Manual](#) Ⓞ

[Information Services Policy on Responsible Computing](#) Ⓞ

[Policy of RI Board of Governors on Program and Institutional Review Processes Guidelines](#) Ⓞ

[Program Review Template](#) Ⓞ

[Request for Reassigned-Time for Scholarship, Creative Endeavors, Public Service, and/or Applied Research](#) Ⓞ

[Report Academic Integrity Violations](#) ↗

[Rhode Island College Catalog](#) ↗

[Supplemental Funding Request Form](#) Ⓞ

[Code of Conduct Reporting](#) ↗