

The Ohio State University at Lima

---

# Handbook for Term Faculty

---

*Office of the Associate Dean  
May 24<sup>th</sup>, 2011*

---



## TABLE OF CONTENTS

<b>FINDING YOUR WAY</b>	3
Location, Parking, Campus, Programs, Initial Contacts	
<b>YOUR CONTRACT</b>	5
Setting Terms, Background Checks, Credentials, Salary and Withholding, Travel Policy	
<b>TEACHING YOUR CLASS</b>	7
Faculty, Students, Syllabus, Style and Presentation, Ordering Textbooks, Class Meetings and Locations, Rosters, Audio-visual Aids and Library Assignments, Examinations, Grades, Class Cancellations, Student Evaluations	
<b>OFFICES, PEOPLE AND SERVICES</b>	13
Dean and Director, Associate Dean, Advising and Registration, Bookstore, Cafeteria, Communication, Human Resources, Courier to Columbus, Faculty Services, Safety and Security	
<b>*IMPORTANT* CHECKLIST</b>	19



## IMPORTANT TELEPHONE NUMBERS

	<b>NAME</b>	<b>TELEPHONE</b>	<b>EMAIL</b>
Dean and Director	John Snyder	419-995-8300	snyder.4@osu.edu
Associate Dean	Michael A. Cunningham	419-995-8214	cunningham.13@osu.edu
Assistant to the Dean	Jeanne Moorman	419-995-8481	moorman.35@osu.edu
Assistant to the Associate Dean	Lori Schleeter	419-995-8215	schleeter.5@osu.edu
Human Resources	Whitney Clark	419-995-8436	clark.1961@osu.edu
Faculty Services- 4 <sup>th</sup> Floor	Debra Mumper	419-995-8388	mumper.4@osu.edu
Faculty Services-Science Bldg	Nancy Vennekotter	419-995-8451	vennekotter.7@osu.edu
Faculty Services-Reed Hall	Jane Higbie	419-995-8382	higbie.10@osu.edu
Technology Services	Jim Kerr	419-995-8890	kerr.63@osu.edu
Safety & Security	Amy Hover	419-995-8067	gomez.r@rhodesstate.edu
Library/Director	Tina Schneider	419-995-8326	schneider.290@osu.edu
Bookstore Manager	Barbara Williams	419-995-0610	o22omgr@fheg.follett.com
Bookstore Text Manager	Annie Jones	419-995-8243	o22otxt@fheg.follett.com

Sherriff

419-227-3535

Fire/Rescue

911 or 419-221-  
1221

The information contained in this handbook has been assembled for convenience. It is not intended to replace the authoritative documents of the University.

## PART 1. FINDING YOUR WAY

### Location:

The Ohio State University is located two miles east of Interstate 75. It is just north of St. Rt. 309 on Mumaugh Road/Biddle Drive. From Columbus, the major access routes are US 33 to Marysville, St. Rt. 31 from Marysville to Kenton, St. Rt. 309 from Kenton to Lima or US 33 to Huntsville (just west of Bellefontaine), St. Rt. 117 to Lima, east on St. Rt. 309 to campus. (See map in the Appendix).

### Parking:

OSU Lima has parking areas designated as faculty/staff, students, visitors and handicapped. Free parking is available in the student areas. **YOU MAY NOT PARK IN THE HANDICAPPED AREAS AT ANY TIME UNLESS YOU HAVE THE APPROPRIATE HANDICAPPED VALIDATION CARD.** Term faculty may request a guest parking hang tag and gate card that will allow them to park in the faculty/staff area. There is no charge for that but gate cards and hang tags must be returned to the Associate Dean's Office at the end of each quarter. If you do not wish to park in the faculty/staff areas, you may park in any visitor space that is available or in the student parking areas. Please keep in mind that there may not always be visitor parking spaces available each time you come. If you are teaching two to three quarters a year, you should register your vehicle with Campus Security. Contact Amy Hover at extension 8067 to register your vehicle with Campus Security.

### Campus:

The Ohio State University at Lima is one of four regional campuses of The Ohio State University and has been operating since 1960. Ohio State Lima shares the Lima campus and its facilities with James A. Rhodes State College. Hence, room assignments place some OSU and RSC classes side by side. The two institutions operate separate academic programs, but RSC students may enroll in Ohio State courses.

The campus consists of eight building for academic use: Galvin Hall, Reed Hall, Technical Education Laboratory, Cook Hall, Public Service Building, Engineering Technologies, Life Sciences and Information Technologies. The Agricultural Services Center, Located just off Mumaugh Road, houses Allen County Extension, Farm Services, Allen County Soil and Water Conservation District and Natural Resources and Conservation District.

## Building Abbreviations

GA-Galvin Hall

RE-Reed Hall

LL-Lima Life Science

LA-Portable Trailer 1 or 2

LM-Portable Trailer 3 or 4

CK-Cook Hall

PS-Public Service

## Programs:

The current mission of Ohio State Lima is to offer a broad-based freshman and sophomore curriculum, bachelor's degree programs in Biology, business, Early and Middle Childhood Education, English, Health Management, History, Family Financial Management, Psychology, degree completion programs in education, graduate coursework toward the Master of Social Work, and selected upper division and graduate courses in education and other disciplines. Students can also complete a two year Associate of Arts degree in general studies. Ohio State Lima draws its students primarily from Allen and the surrounding counties. While there are currently no dormitories on campus, plans for student housing are being developed. Students are found in all age groups. Most continuing undergraduate students transfer to the Columbus campus to complete a bachelor's degree after spending one or two years at Lima; however, an increasing number of students are completing their studies in Lima.

## Initial Contacts:

When you first arrive on campus you will want to make contact with someone who can answer your questions and help you become familiar with the campus. If you live near the campus, it is recommended that you make arrangements to visit prior to the start of classes with an appointment through the Associate Dean's Office. On your initial contact, you will be oriented to the location of the library, faculty mailboxes, faculty duplicating services, and given a tour of the facilities if you wish. It would be advisable that you meet with the Human Resources Director, Whitney Clark, at this time.

## PART 2. YOUR CONTRACT

### Setting Terms:

The Ohio State Lima Associate Dean is responsible for setting the contract terms of part-time (term) faculty. In some cases, arrangements are made with a departmental chair or staff person on the Columbus campus to whom that function is delegated. In such instances, the department acts as the faculty member's agent. Usually this is done by email or telephone. A written verification is then sent by the Associate Dean's office to the faculty member.

### Background Checks

The Ohio State University reserves the right to conduct background checks on all faculty performing services for the university. New faculty and those who have not taught in the preceding 12 months will be required to complete a Disclosure, Authorization, and Release Form included in their letter of offer.

### Credentials:

It is OSU policy that credentials for all faculty to be on file with the teaching unit; consequently, each instructor is requested to provide a resume or curriculum vitae immediately after being hired, if such documents are not already on file. One copy should be sent to the Associate Dean's office.

### Salary and Withholding:

Salaries are typically paid on the last day of the month during each quarter. (Autumn: October, November and December), Winter (January, February and March) etc. During Summer Quarter, salaries are paid either once or three times, depending on the length and dates of the course. Ohio State has a paperless payroll system. A direct deposit form must be completed so your salary can be deposited to the account/so you have selected. Direct deposit forms are available through the Human Resources office on this campus.

Federal and state income taxes and the employee contribution to a retirement program is withheld (it is now mandatory to contribute to a retirement plan). OSU does not participate in the Social Security System; however, a 1.45% Medicare Tax is withheld. The special faculty member must complete tax and information forms which are essential to being placed on the payroll. Columbus-based faculty of GTA's already under contract or part-time faculty who have previously taught at Ohio State need not fill out tax forms unless changes are desired or a year has passed since previous employment.

Benefits are available to term faculty. Possible benefits include health care, dental, vision and flexible spending account programs. Information is available in the Human Resources Office in 222 Public Services Building. **It is essential that you contact the Human Resources office well in advance of the quarter to make sure you have completed all necessary paperwork.**

\*Fee waivers are available only to graduate associates (GTA,GAA,GRA)

### Travel Policy:

Ohio State Lima does recognize the need to provide travel allowances for those instructors who must travel a fair distance to teach their classes. Typically those traveling from Columbus or other regional campuses may be eligible for travel reimbursement. Your letter of offer will indicate whether or not you have a travel allowance. You will not have to fill out a form if your letter of offer indicates you have a travel allowance built in to your salary. If your letter of offer indicates that you have a travel allowance that is not part of your regular salary, you must submit a travel log for each month of travel during the quarter up to the stated limit on your letter of offer. Travel amounts on the travel log form should be recorded in whole number increments. The employee i.d. number must also be present along with your signature in two different places on the form. Travel will be dispersed via direct deposit. The travel reimbursement form is available in the Appendix.

## PART 3. TEACHING YOUR CLASS

### Faculty:

The Ohio State Lima faculty consists of three groups. Most instruction is provided by more than sixty full-time faculty members, including both tenure-track and term faculty, who are assigned by the University to render primary service and full-time teaching duties at the Lima Campus. A second group is comprised of regular faculty and graduate teaching associates (GTA's) from the Columbus campus who are assigned by their respective departments to teach specific courses at Ohio State Lima. There are usually three to six persons in this group on campus during any particular quarter. The third group is made up of part-time lecturers. They are drawn from the nearby region to teach occasional courses in the areas of their expertise.

### Students:

The students at Ohio State Lima fall into three main categories: undergraduate, graduate, and non-credit. However, most classes enroll OSU undergraduates who are completing basic work prior to admission to their major area of study.

Academic advisers, located in room 148 Public Services Building, monitor the scheduling of students into courses. Advisers process "adds," "drops," and other course changes in conjunction with the Records Coordinator, Kevin Smith. All such problems should be referred to Kevin in room 148 Public Services Building. (See "Advising and Registration" entry in Part 4).

### Syllabus:

At the time they are hired, part-time instructors may be given an outline of the course they will be teaching to help them prepare a syllabus for use by students. In other cases, instructors may have to request an outline from their respective departments in Columbus. Often, a department is able to provide a sample syllabus.

A syllabus should contain the course objectives, the instructor's name and phone number, office hours, textbooks, assignments, and all other requirements of the course. Ordinarily, a syllabus is given to every student on the first day of class and some time is spent explaining it so that students understand it. A copy of this syllabus should be sent to the Associate Dean's office via email. Please see the section titled "Syllabi Archive".

Care should be given to assure that any course objectives as determined by your respective department on the Columbus campus are met. While instructors usually have freedom to handle course presentations in their own way, they are obliged to adhere to course requirements set by their department.

For more information, consult “Teaching at The Ohio State University: A Handbook,” which may be found at <http://ftad.osu.edu>, click on Resources on Teaching, scroll down to Handbooks, and click on the document.

### Syllabi Archive

All instructors must send an electronic copy of each of their syllabi to the Associate Dean’s office. They must be in “pdf” format. They should be sent to [syllabus@lima.ohio-state.edu](mailto:syllabus@lima.ohio-state.edu). If you have any questions regarding this procedure, please contact Lori Schleeter in the Associate Dean’s Office.

### Style and Presentation:

Teaching technique is of particular importance in structuring a course, and considerable thought should be given to the specific approaches to be used. The purpose of teaching usually is to introduce material to students, explain it to them, and seek methods of feedback to assure that they understand it. There are a large number of approaches, but the techniques used should be appropriate to the size of the class section and aims of the particular course being taught.

Care should be taken that presentation is made at an appropriate level. Most Ohio State Lima courses are designed for university undergraduates. A common complaint of disgruntled students is that instructors aim their classes either at the “high school” level or a level too high for their comprehension; usually the latter. Continual watchfulness of student reaction in class and attention to other student feedback can assist you in striking a good balance while still achieving the objectives of the course.

### Ordering Textbooks:

Most instructors prefer a textbook, students are accustomed to having one, and most departments expect its use. Usually, the instructor may choose the text from a list approved by the respective department. In some cases, primarily when hiring is done just prior to the beginning of the course, a text already has been ordered to facilitate instruction. In general, textbook orders should be placed as early as possible with the Bookstore since it can take up to seven or eight weeks to fill some orders. Even if you choose not to use a textbook, please notify the bookstore to let them know. We are being mandated by Ohio Law to provide students with this information so that they will have more freedom in choosing where they buy their textbooks. So, it is mandatory that you contact the bookstore months in advance of the start of the quarter.

The Bookstore is located on the first floor of the Public Services Building. Barb Williams is the bookstore manager and Annie Jones is the textbook manager. Annie may be contacted at 419-995-8243 and Barb at 419-995-8243.

Ohio State Lima does not provide desk copies of textbooks to faculty. Desk copies of adopted textbooks must be ordered directly from the publisher well in advance of need. Forms for this purpose are available in the faculty services area on the fourth floor of Galvin Hall. Your assigned faculty support person can assist you with obtaining your desk copy.

### Classroom Equipment

Please check well in advance of the beginning of the quarter to make sure your classroom has the appropriate equipment to facilitate the teaching of your class. The classroom equipment list is found on our web site at <http://www.lima.ohio-state.edu/ots/classrooms.htm>. If the appropriate equipment is not in your assigned classroom and cannot be provided by The Office of Technology Services (419-995-8890), you will need to call Nadine Gurto in “Room Scheduling” to request a change of classroom. Nadine may be reached at 419-995-8221.

### Class Meetings and Locations:

Classroom assignments are listed on the schedule of classes website at <http://www.lima.ohio-state.edu/schedule>. From time to time, classroom assignments do change. Every effort will be made to contact the instructor if this happens. It is a good idea to check the schedule of classes as any updates will be listed there. Any special needs or requests for classroom changes should be made to Nadine Gurto in Room Scheduling (extension 8221) as soon as possible.

All students in class should have a current OSU fee receipt and approved schedule showing enrollment in that specific section of that specific course. Instructors are obliged to check the class to determine that all students have those documents. All those not having them should be sent to the Advising and Registration area (148 Public Services Building) since they are in class without authorization. Their registration will be verified or processed at that time.

Please do not permit students to be in your class or switch sections without approval. Your permission will be sought if a student wishes to add your course after the first day of the quarter. Permission to change a student’s schedule is given only by the student’s academic adviser. Any enrollment changes not authorized and processed by the Registration Office can result in failure to earn credit.

A considerable part of the first class meeting should be devoted to class structure, expectations of the instructor, requirements placed on students, and grading procedures. A copy of the course syllabus should be given to each student and he/she

should be aware of its contents. Students coming into class after the first day, regardless of the reason, should be informed about these matters as well and should be given a copy of the syllabus. The tone set the first day usually carries through for the course, so considerable preparation should be done to set a positive tone.

At particular times throughout the quarter, an instructor should make time available during class to discuss upcoming requirements, make general comments about performance, and review expectations. Of course, discussion in class of individual cases and performance should be scrupulously avoided.

### Class Rosters:

Class rosters may be obtained through the SIS: Student Information System from the following web site: <http://www.buckeyelink.osu.edu/facultystaff.php>. You would then need to select the “faculty center” link. Sometimes a part-time faculty member may not have access to print out their own class rosters; if this happens, it is most likely that it is your first quarter teaching and you have not yet been entered into the HR system. Either Lori Schleeter (ext: 8214) or Kevin Smith (8294) can print them for you if needed. Problems with rosters (i.e., students attending but not on the roster, on roster but not attending, or listed as unpaid) should be reported to Kevin Smith in 148 Public Services Building. Please see the handout in the appendix that shows how to use the faculty center for checking class rosters.

### Audio-Visual Aids and Library Assignments:

Most classrooms have a television, VCR, screen, and overhead projector permanently assigned. Other A/V equipment is available for you on a reservation/scheduled basis, such as stereos, tape players/recorders, flip charts, slide projectors, etc. You should always verify that the room assigned to your class has the equipment you will need available. If it does not, you will need to make arrangements with the Office of Technology Services in Galvin Hall (ext 8890) for your A/V needs. A list of classroom equipment can be found at <http://www.lima.ohio-state.edu/ots/classrooms.htm>. Information about videos and other media is also available from this office. In addition, you should receive a pamphlet from the Office of Technology Services outlining equipment and services provided (also see Part IV).

Class assignments involving extensive use of library resources should be discussed with the Reference Librarian, Tina Schneider, beforehand to ascertain that the sources are available and to assist the librarian in meeting the aims of the instructor. Books from

the regular collection may be placed on “reserve” for specific lengths of time (see “Library” entry in Part IV).

### Examinations:

Exams and tests during the quarter are the prerogative of the instructor and most employ them. A wide variety of such evaluations are used—short answer, essay, multiple choice, problem solving—and the instructor is free to utilize those he/she believes appropriate to the objectives and size of the class.

At Ohio State Lima, we strongly encourage at least one “mid-term” examination be administered and returned to students prior to the course withdrawal deadline, usually the seventh Friday of the quarter. Deadlines for shorter sessions and workshops differ. Some type of formal evaluation very early in the quarter is also recommended. Student may drop a course during the first two weeks of a quarter with no entry on their records. **A final examination is a University requirement.** There are few exceptions to this policy and **all courses must meet during finals week at the designated time (University Faculty Rules 3335-7-19 and 3335-7-20).** The schedule for finals week differs from the remainder of the quarter and is distributed via email to all faculty before the quarter begins and again at mid-quarter. Faculty are responsible for administering all examinations, including make-ups. Do not ask office assistants to proctor exams.

### Grades:

There are a variety of grading schemes for different kinds of courses. The official University marking system is reproduced here to assist the instructor.

Grades are to be posted via the SIS: Student Information system via the “faculty center” at this address: <http://www.buckeyelink.osu.edu/facultystaff.php>. If you are having trouble posting grades, please contact Kevin Smith in Records and Registration at 419-995-8294. Please see the handout in the appendix concerning the posting of grades. **It is imperative that grades be submitted on time.** Failure to submit the grades on time often produces difficulties for students. Grade point average is computed on the basis of the marks that are submitted. Graduation, scholarships, honors, financial aid, probation, and dismissal often hinge on the outcome of grades submitted on the due date. If you have a student whose name is not available on-line, you should report this to Kevin Smith in 148 Public Service building at extension: 8294. Grade submission deadlines can be found at the following link: <http://www.ureg.ohio-state.edu/ourweb/more/>.

Federal privacy laws prohibit, explicitly, the public posting of grades in any manner which would allow anyone other than the specific individual from knowing his/her

grade. Care should be taken in giving out grades and in return of materials, such as tests and papers that evaluate students' performances, so that privacy is maintained.

Change in grades after their final submission can be made using a form available from Kevin Smith (8294), records coordinator. University Faculty Rule 3335-7-23 states, in part that "such changes shall be made only when an error has been discovered in evaluation or recording of a grade. In no case will a grade be revised in accordance with criteria other than those applied to all students in the quarter." Since students are provided the opportunity to petition for grade changes for up to two quarters after a grade has been awarded, we request that you preserve your records associated with this course for at least two quarters.

### Class Cancellations:

Part-time instructors are expected, without supervision, to undertake their obligation for meeting classes, grading, consulting with students, and all other matters concerned with the course. Part-time instructors are expected to meet all classes and cancellation should be the rare exception. However, when instructors cannot be present, they should make arrangements for either a make-up or substitute class. A make-up class should be scheduled at the earliest possible date at a convenient time for all students. In a substitute class, students should undergo a learning experience equal to that normally received if the regular instructor had been there, usually through the use of a guest lecturer at the regularly scheduled class time and place.

**The Associate Dean's office is to be notified as soon as possible when a faculty member is unable to attend.** After 5:00 p.m., there will be no one to report this to, so it is imperative that you notify this office as soon as a problem arises. The notification, however, does not relieve the special faculty member from his/her obligations to provide a make-up or substitute class experience for the students. In the case of absence, the faculty member should obtain and complete an absence form stating why class was missed or cancelled and how the time will be made up. Applications for leave forms are available from the faculty services area on the fourth floor of Galvin Hall.

Weather conditions seldom provide sufficient reason to cancel classes at the Lima Campus. If weather forces a delay classes will usually begin at 10:00 a.m. Students and faculty/staff should report to the place they would normally be at that time. For example, if campus delay until 10:00 a.m., and 8:00-10:20 class has been canceled for the day; however, a class offered from 8:00-11:00 would still be holding class for one hour starting at 10:00. Activities scheduled to begin on or after the delayed start time will be conducted in a normal manner with students held responsible for any material presented.

When a cancellation or delay occurs, area radio and television Stations are informed. A list of radio and television stations with updated cancellation/delays can be found at <http://www.lima.ohio-state.edu/cancellations/index.php>. Sometimes not all stations can be notified. Therefore, when conditions suggest a delay or cancellation, it is a good idea to check multiple stations.

### Student Evaluations (SEI's)

Near the conclusion of the course, all faculty members are required to permit students to evaluate their courses. The University provides electronic student evaluations only. Student evaluations will show up in a student's "self-service" area in the Student Information System.

## PART 4. : OFFICES, PEOPLE AND SERVICES:

### Dean and Director:

The senior administrative official at the Ohio State University at Lima is the Dean and Director, John R. Snyder. He oversees the entire operation of this campus. The Dean's executive assistant is Jeanne Moorman.

### Associate Dean:

The Associate Dean's area of responsibility includes the academic program. The Associate Dean is Michael A. Cunningham and his assistant is Lori Schleeter.

### Human Resources:

The Human Resources office provides coordination and consultation in the employment process including recruitment and selection, reward and recognition, performance management and retention for faculty and staff; serves as a liaison with the Office of Human Resources in Columbus regarding benefits and payroll function and manages the employee relations function. Whitney Clark is the Human Resources Manager on the Lima Campus. She may be reached at 419-995-8436.

### Advising and Registration:

There are six professional staff members assigned to advising students concerning their academic programs. They assign student to courses, regulate student course changes and administer student withdrawal from courses. The Advising and Registration area is located in 148 Public Services Building. The academic advisors are Kristina Healy, Wendy Hedrick, Donna Lamb, Karen Meyer, Shane McCrory, Mary Beth Siferd and Marissa Snyder. Jenny Carter is the Office Staff Coordinator. Bryan Albright is the administrative director, while Kevin Smith serves as Records Manager.

### Bookstore:

The bookstore is located on the first floor of the Public Services Building and is open on Monday and Tuesday, 8:00-6:00, and Wednesday, Thursday and Friday from 8:00-5:00. There are no weekend hours. Hours do differ slightly between terms and during Summer Quarter. The Follett Bookstore houses textbooks (see "ordering textbooks" entry in Pt.3), general school supplies, snack food and souvenir items. Computer software is available at [www.efollett.com](http://www.efollett.com) at education prices. Faculty/staff receive a 10% discount on everything except computer supplies and food/drinks. The telephone number is 419-995-8342 and the Manager is Barbara Williams.

### Cafeteria and Commons:

The Cafeteria and the Commons are two places on campus where food is available. The Commons area is located in the basement of Galvin Hall and hosts an array of vending machines, including some with convenience foods. There is also a microwave available there.

The Cafeteria is located in Reed Hall and provides students with both hot and cold menu items, as well as a spacious dining area. Breakfast, lunch and dinner are served. Hours of operation are Monday thru Thursday 7:00 a.m. to 3:00 p.m. and Friday 7:00 a.m. until 2:00 p.m. The Food Service Manager is Brett Bartlett.

### Communications:

In addition to information on academic programs and how to navigate through a university career, the Ohio State University at Lima's website ([www.lima.osu.edu](http://www.lima.osu.edu)) also contains useful information on school closings, upcoming events, and an online version of The Communicator, a weekly publication from the Student Activities Office. The Office of Communications sends out all media releases from the campus. To post an upcoming even, e-mail [events@lima.ohio-state.edu](mailto:events@lima.ohio-state.edu). For other communication information, contact Pamela Joseph, Director of Communications, at [joseph.122@osu.edu](mailto:joseph.122@osu.edu), extension 8284.

### Courier to Columbus:

A courier from Lima campus travels to the Columbus Campus on most Wednesdays throughout the year, carrying mail and other items between the two campuses. Part-time instructors may use this service. Please contact the faculty services secretary, Deb Mumper, to schedule this. Deb may be reached at 419-995-8388. All mail addressed to the Columbus Campus should be sent by campus courier.

### Faculty Services:

Typing and duplicating of materials used in courses is done for all faculty members by the office assistant in the faculty services area, Galvin Hall Fourth floor. Office assistance is available from 8:00 a.m. to 5:00 p.m. Arrangements can also be made through the evening receptionist in PS 148. To avoid delay in the typing or duplicating of your materials, please give as much advance notice as possible. Mailboxes for special faculty members are generally located on Galvin fourth or second. Occasionally, someone may be in Cook Hall if they are coaching. Please make it a habit to check your mailbox each time you come to teach your class.

### Phillip A. Heath Center for Teaching and Learning:

The Heath Center is located in Galvin Hall Room 310. The purpose of the center is to provide assistance in all mathematics, statistics, foreign language, chemistry and physics courses as well as writing across the curriculum. Students demonstrating academic strength in these respective areas are recruited and trained as tutors by coordinators Patricia Johnson (Mathematics) and Doug Sutton-Ramspeck (Writing). The coordinators also work alongside the tutors in assisting students. The Math Center provides informal tutorial sessions in math and statistics. The sessions are offered on a walk-in basis.

### Library:

The library is located in Cook Hall and is open Monday through Thursday, 8:00 a.m. to 8:00 p.m., Fridays from 8:00 a.m. to 5:00 p.m. and Saturdays from 10:00 a.m. to 2:00 p.m. during the quarter. Hours vary slightly between quarter and during the summer. Please check the library web site at <http://www.lima.ohio-state.edu/library/about.php> to see hours of operation.

The Library has a collection of over 80,000 volumes and serves both Ohio State Lima and Rhodes State College. Through Ohio State's online library catalog, you have access to all OSU collections. There is also a statewide system called OhioLINK that links together approximately 85 academic and a few public library catalogs. You may request items, electronically through either of these catalogs. There is no charge and it typically takes 3-5 working days for your materials to arrive. When items arrive, the library staff will check them out to you and send them to your office. If you do not receive your items through campus mail, please contact the library.

In addition to borrowing privileges, you also have access to over 200 online databases across a wide variety of disciplines, many of which are full text. You may also take advantage of the library's "closed reserve" system which allows instructors to place materials in the library for library use only or limited use. In addition, electronic reserves are also available. Please see Kathy Stedke, the circulation supervisor for all such requests. (Please refer to Audio-Visual Aids and Library Assignments" entry in Part 3.)

The Library has a staff of four people. Tina Schneider is the director, Rena Hunter is the Reference and Instruction Librarian, Kathy Stedke handles closed-reserve, electronic reserves and fines and Jennifer Carpenter is the serials/interlibrary loan supervisor.

### Office of Technology Services:

The Office of Technology Services (OTS) coordinates all computer, media and networking services for OSU Lima. A call center, the Help Desk, is operated to provide a single point of contact for computing questions, audio/visual equipment requests, and various technical services. The Help Desk is located within the OTS office area in 335 Galvin Hall and can be reached at extension 8890.

Computer facilities for instruction support are located in 305, 336, 340, and 451 Galvin Hall. 305 and 451 Galvin Hall are designated computer classrooms and are available only for regular class meetings. There are no “open lab” hours for this room. The other computer labs are “open” for student use. There are also computers available for student use in the psychology lab, the library, the Center for Teaching and Learning in 310 Galvin Hall, and science lab areas in the Science Building. All lab computers have Internet access and access to shared laser printers.

Distance learning via live two-way video is accommodated in rooms 207 Public Service, 310K, 318, 330 Galvin Hall, and all classrooms on Galvin Hall third floor can have a mobile system rolled in. Distance learning resources and scheduling is coordinated by Lynn Trinko.

Nearly all classrooms contain televisions, VCRs, screens and overhead projectors. You can visit <http://lima.osu.edu/ots/rooms.htm> to see what equipment is available in each classroom. Other equipment such as slide projectors, LCD projectors, computer carts, cameras, stereos, etc., must reserved in advance. The equipment is maintained in the OTS offices and workspaces in Galvin hall, and is delivered to classrooms when requested. At least 24 hours notice is requested. On occasion, faculty members may be asked to pick up and return their own equipment. The Help desk is the coordinating center for OTS operations, and is open 8:00 a.m.-7:30 p.m. Monday through Thursday and 8:00 a.m.-5:00 p.m. on Fridays. Evening and weekend faculty should call in advance to have equipment available during their class hours. Help Desk hours are slightly different between terms and during the summer session. Please note that it is necessary to contact them for a username and password in order to log in to the computer in your assigned classroom.

### Safety and Security:

OSU Lima and Rhodes State College employ specific safety/security personnel. All public safety or security matters of an emergency nature should be referred directly to the appropriate local agency listed in the front of this document under “Important Telephone Numbers”. Campus security should then be contacted by dialing extension 8499 from any campus phone or pay phone. If you use a pay phone, no coins are needed. Less urgent matters of campus security and safety should be referred to Roger

Gomez, Safety and Security Director, extension 8067. Security personnel are on campus 24 hours a day including weekends. During evening hours, the parking lots and walks are well lit for your safety and comfort. For any reason, you may call security and request an escort to your vehicle. The security office is also equipped to assist you if you should lock yourself out of your car or if you have minor car trouble such as a dead battery or a flat tire.

Fire safety is a serious concern and evacuation procedures are a vital part of a fire safety program. Evacuation plans are located in all classrooms on campus and show the location of the nearest fire exit doors.

If you have any questions or concerns about the content of this handbook, please do not hesitate to contact the Office of the Associate Dean.

Notice:

The policy of The Ohio State University, both traditionally and currently, is that discrimination against any individual for reasons of race, color, creed, religion, national origin, sex, ages, handicap or Vietnam-era veteran status is specifically prohibited. Title IX of the Education Amendment Act of 1972 prohibits sex discrimination and Section 504 of the Rehabilitation Act of 1973 Prohibits discrimination on the basis of handicap in educational programs and activities. Accordingly, equal access to employment opportunities, admissions, educational programs, and all other University activities is extended to all persons, and the University promotes equal opportunity through a positive and continuing affirmative action program.

The University's Office of Human Resources, 1590 North High Street, Suite 300, Columbus, Ohio, 43201, phone 614-292-2800, is responsible for the coordination of matters relating to equal opportunity and this nondiscrimination policy. Information concerning violations of the policy and inquiries regarding University compliance with equal opportunity mandates, affirmative action, the requirements of Title IX of the Education Amendment of 1972 Act, Section 504 of the Rehabilitation Act of 1973, and other applicable statutes and regulations pertaining to equality of opportunity may be addressed to the director or associate director of Affirmative Action at the address and telephone number indicated.

Further policy guidelines pertaining to affirmative action at The Ohio State University are detailed in the University Operating Manual, Section 1.0. Copies of this operating manual are available for reference in college and department offices throughout campus.

## APPENDIX

CHECKLIST FOR TERM FACULTY

TRAVEL LOG FORM

CAMPUS MAP

SIS: FACULTY CENTER CLASS ROSTER

SIS: FACULTY CENTER GRADE ROSTER/POSTING GRADES

## CHECKLIST FOR TERM FACULTY

### Human Resources

Contact Whitney Clark in Human Resources to see if you have to fill out any paperwork for your appointment. Return all paperwork as quickly as possible. Please contact Whitney via phone or email. Her email is [clark.1961@osu.edu](mailto:clark.1961@osu.edu) and you may telephone her at 419-995-8436.

### Associate Dean's Office

Contact Lori Schleeter, in the Associate Dean's Office, to schedule an appointment to be oriented to the campus. Optional.

### Bookstore

Place your textbook orders with Annie Jones at the Follett Bookstore.  
Phone: 419-995-8243.

### Parking

If you are teaching for one quarter and would like a faculty/staff hangtag and gate card pass or gate code, please contact:

Lori Schleeter  
Office of the Associate Dean

419-995-8215

### Classroom Assignments

Check your classroom assignments to make sure there have not been changes:  
<http://www.lima.ohio-state.edu/schedule/>.

### Classroom Equipment

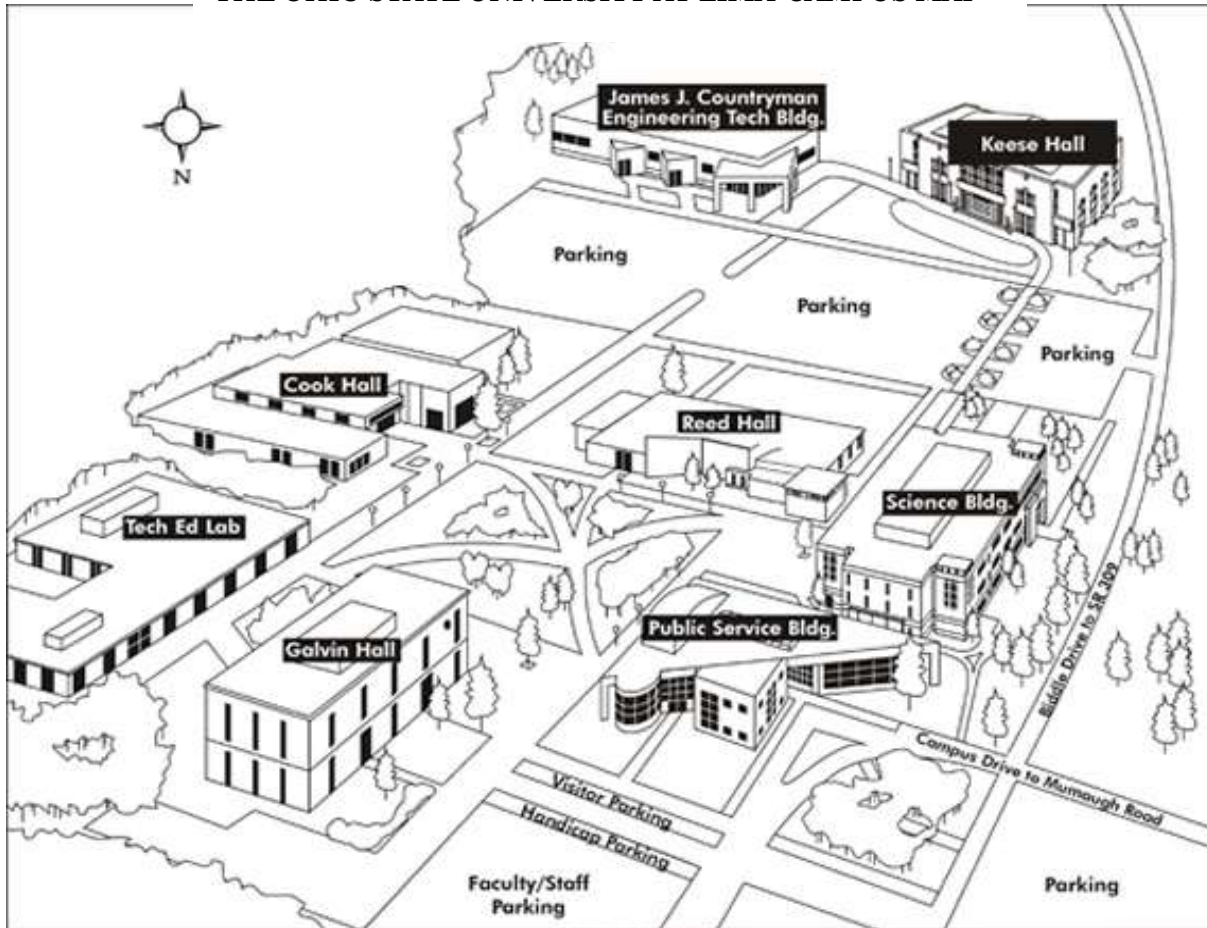
Check to make sure your assigned classroom has the appropriate equipment:  
<http://www.lima.ohio-state.edu/ots/classrooms.htm>. If you do not have the equipment you need, contact technology services at 419-995-8890. If the equipment cannot be provided for that classroom, contact Nadine Gurto in room scheduling to change your room assignment. Nadine may be reached at 419-995-8221.

### Class Rosters

Make sure you have access to your class rosters by going to  
<http://www.buckeyelink.osu.edu/facultystaff.php>. Go to the Faculty Center link and put in your

OSU name.# and your password. If you do not have access, you may contact Lori Schleeter in the Associate Dean's office to obtain a copy. She may be reached at 419-995-8215.

## THE OHIO STATE UNIVERSITY AT LIMA-CAMPUS MAP



### Location:

The Ohio State University is located two miles east of Interstate 75. It is just north of St. Rt. 309 on Mumaugh Road/Biddle Drive. From Columbus, the major access routes are US 33 to Marysville, St. Rt. 31 from Marysville to Kenton, St. Rt. 309 from Kenton to Lima or US 33 to Huntsville (just west of Bellefontaine), St. Rt. 117 to Lima, east on St. Rt. 309 to campus.

### Building Abbreviations

GA-Galvin Hall

RE-Reed Hall

LL-Lima Life Science Building

LA-Portable Trailer 1 or 2

LM-Portable Trailer 3 or 4


CK-Cook Hall

PS-Public Service



## Faculty Center Class Roster

**Navigation Path:**

- Open a browser window.
- Go to <http://buckeyelink.osu.edu/facultystaff.php>.
- Select Faculty Center.
- Authenticate using your name.n and password.
- Click  (Class Roster icon) on the Faculty Center page to access your class roster. (Note: A Printer Friendly Version is available by clicking the button at the bottom right of the page.)

**Faculty Center**

**Class Roster** [View PDF Statement](#)

**12383 - HISTORY 151 - Am Civ To 1877**

**Class Roster Information**

Course	<b>HISTORY 151</b>	Institution	The Ohio State University
Title	<b>Am Civ To 1877</b>	Term	Winter 2005
Class Number	<b>12383</b>	Session	Regular Academic Session
Class Section	<b>10</b>	Level	Undergraduate
Component	<b>Recitation</b>		

Day	<b>Mon Wed</b>	Instructor	<b>Robinson,Jack</b>
Time	<b>3:30PM - 4:30PM</b>		
Room	<b>Ramseyer 0110</b>		

Enrollment Status: **Enrolled** [change](#)

Display Graduating Students:

Total Students: **5**      Class Capacity: **30**

**Enrolled Students** [Print](#) [Print](#) [Print](#)

Notify ID	Name	Grade Basis	Units	Program and Plan	Level
1 <input checked="" type="checkbox"/>	100113691 <a href="#">Jean Elena Giza</a>	Graded	3.00	Environment & Natural Resource - Env and Natl Res Under/Resource Development	Junior
2 <input type="checkbox"/>	100189707 <a href="#">Jessica Linda Casella</a>	Graded	5.00	Humanities - Women's Studies/Sexuality Studies	Junior
3 <input type="checkbox"/>	100100088 <a href="#">Noah Trent Wade</a>	R/NR	5.00	Humanities - World Literature/Music	Senior
4 <input type="checkbox"/>	06167513 <a href="#">Miles Richard S</a>	Graded	5.00	Engineering - Aero and Astronautical Eng	Senior
5 <input type="checkbox"/>	06164403 <a href="#">Sara Elizabeth J. Lindhorst</a>	Admin	5.00	Social & Behavioral Sciences - Psychology	Senior

[NOTIFY SELECTED STUDENTS](#)      [NOTIFY LISTED STUDENTS](#)      [Printer Friendly Version](#)

[RETURN](#)      [GRADE ROSTER](#)

**See reverse side for additional information.**

