

Eastern Illinois University

New Faculty Orientation 2024



EIYOU

New Faculty Guidebook

Promoting a faculty-initiated culture of collaboration, innovation, scholarship, and student-centered teaching excellence.



Contents

| | |
|---|----|
| About EIU | 3 |
| EIU Mission, Vision, and Goals | 3 |
| FDIC Mission | 3 |
| University Highlights | 4 |
| Plan 2028 | 4 |
| We are EIYOU | 5 |
| What I Wish I Knew... | 6 |
| Getting Ready for Your Semester | 7 |
| Supporting Students | 8 |
| Faculty Contracts and Resources | 9 |
| Human Resources | 10 |
| Keys | 10 |
| Panther ID Card | 10 |
| New Faculty First Year Experience | 11 |
| Faculty Development and Innovation Center | 12 |

Important Contacts

Department Administrators/Office Managers ([contact sheet](#))

The department chairs and administrators are the key contacts of each department. They are the first person you should ask when you have a question. In case they don't have the answer, they will most likely be able to point you in the right direction.

Department administrators will set you up with copier access and office space and can point you towards parking information and how to obtain your keys and ID.

Michael Gillespie (mgillespie@eiu.edu), Director, Faculty Development and Innovation Center

If you have any question, please contact Michael Gillespie. He will point you in the right direction to have your questions answered (if he cannot answer them himself). The FDIC helps Eastern Illinois faculty achieve and maintain excellence in teaching, scholarship, and creativity through training opportunities, grants, and fostering a community of collegial learning. Please feel free to reach out to him with any questions or concerns.

New Faculty Essentials

In addition to this guidebook, the **[FDIC New Faculty Essentials webpage](#)** contains all you need to know to get started learning about EIU, its academic support for learners as well as for instructors, and key contacts in departments and in the Faculty Development and Innovation Center (FDIC).

About EIU

Consistently ranked in the top third of Midwest universities in its class by U.S. News and World Report, Eastern has earned its reputation by offering a wide variety of undergraduate and graduate programs taught by an experienced and caring faculty. In addition to reasonable tuition, fees, and room and board rates, Eastern offers a textbook rental system, saving the average student hundreds of dollars per semester.

A variety of excellent on-campus housing opportunities are available on the safe, compact 320-acre campus. Student graduation and retention rates are well above state and national averages, and that success continues after students earn their degrees -- year after year, Eastern ranks high in job placement, alumni satisfaction and employer satisfaction.

Eastern Illinois University is accredited by the Higher Learning Commission and by the Council for the Accreditation of Educator Preparedness (CAEP).

Mission, Vision & Goals

Eastern Illinois University is a public comprehensive university that offers superior, accessible undergraduate and graduate education. Students learn the methods and results of free and rigorous inquiry in the arts, humanities, sciences, and professions, guided by a faculty known for its excellence in teaching, research, creative activity, and service. The University community is committed to diversity and inclusion and fosters opportunities for student-faculty scholarship and applied learning experiences within a student-centered campus culture. Throughout their education, students refine their abilities to reason and to communicate clearly so as to become responsible citizens and leaders.

Eastern Illinois University will be a premier comprehensive university, global in its reach and impact, where personal connections with faculty and staff support students' academic success.

FDIC Mission

The FDIC guides Eastern Illinois University faculty to develop, achieve, and excel in teaching, scholarship, and creativity through multi-modal opportunities designed to empower development, innovation, and continuous improvement in and outside of the classroom.

FDIC Vision

FDIC will promote a culture of collaboration, innovation, scholarship, and student-centered teaching excellence.

FDIC Values

The core values of FDIC that guide our practices are:

- Empowering faculty excellence in teaching, research, and creative activities.
- Promoting best practices benefiting faculty and student success.
- Facilitating an environment for innovation and scholarship through fellowships and grants.
- Advocating inspired use of current and emerging instructional technology to support teaching and learning.
- Fostering a culture of collegiality and collaboration through social and professional activities.
- Identifying and providing access to resources for addressing the changing environment within and outside of EIU.
- Advancing an enriched and quality educational environment to promote diversity, equity, inclusion, and accessibility.

University Highlights

REPUTATION: Eastern’s 2023 graduation rate was 45%. The 2023 retention rate was 70%. U.S. News and World Report’s 2023 Guide to America’s Best Colleges ranked Eastern 14th among all public Midwestern universities with master’s programs.

FACULTY: With 386 full-time faculty members, Eastern offers a 1:15 faculty-student ratio.

STUDENT BODY :

Full-Time and Part-Time Status

| | |
|-------------------------|--|
| Undergraduate | |
| Full-time: 3,894 | |
| Part-time: 508 | |
| Graduate | |
| Full-time: 1030 | |
| Part-time: 925 | |
| High School Dual Credit | |
| Full-time: 2 | |
| Part-time: 2,445 | |

Enrollment by College

| | |
|-------------------------|--------------|
| Business & Technology | 1,663 |
| Education | 1,124 |
| Health & Human Services | 1,003 |
| Liberal Arts & Sciences | 2,437 |
| Other | 2,577 |
| TOTAL | 8,804 |

| Race/Ethnicity: | Number | Percentage |
|--------------------------------|--------------|----------------|
| American Indian/Alaska Native: | 11 | 0.12 |
| Black or African American: | 1,044 | 11.86 |
| Asian: | 313 | 3.55 |
| Hispanic/Latino: | 1,251 | 14.21 |
| Two or more races: | 169 | 1.92 |
| Pacific Islander: | 6 | 0.07 |
| White: | 4,782 | 54.32 |
| International: | 880 | 10.00 |
| Unclassified: | 348 | 3.95 |
| TOTAL | 8,857 | 100 .00 |

For more highlights and facts about EIU, please find the [EIU Fact Book 2023](#).



Plan 2028: EIU's Strategic Plan

EIU is driven by its mission and vision, placing deliberate emphasis on fostering student success, bolstering the economy of the State of Illinois, and serving regional, state, and national stakeholders. Plan 2028, aligned with the Illinois Board of Higher Education's strategic plan, "A Thriving Illinois," is an extension and complement to it. The IBHE plan specifically focuses on harnessing the potential of higher education to promote equity, sustainability, and inclusive economic growth.

Plan 2028 at EIU revolves around four interconnected themes: Achieve, Engage, Create, and Resource. This comprehensive approach encompasses 14 strategic initiatives identified by the campus community, supported by 35 target activities that will be evaluated annually using designated performance metrics or key performance indicators. Each theme of Plan 2028 will be overseen by dedicated "Champions" and responsible lead offices or divisions.

For more information, visit the [Strategic Plan Website](#)

We are EIYOU

“My parents were EIU faculty members, so I have felt the EIU family spirit for my entire life through their careers, my own time as an undergraduate student, and now in my career. I do truly believe that EIU faculty set the stage for our school family.

Home away from home and family can be challenging on many fronts. Faculty who recognizes this can make students (new or a few years in) feel at home at EIU.”

Lauri DeRuiter-Willems, Associate Professor of Public Health

“Being a faculty member at EIU means serving on the front lines of higher education. Many of our students are the first in their families to go to college. Many come from traditionally under-represented populations. Many come from economically disadvantaged homes and communities in the rural and urban Midwest. EIU is their opportunity; it is also ours. As a faculty member at EIU you will have the wonderful opportunity to introduce students to ideas that they haven't been exposed to before, to see them critically think and work their way through them, and blossom as young scholars, informed citizens, and thinking people.”

Don Holly, Professor of Anthropology and Department Chair, Sociology, Anthropology, and Criminology

“To me, being a faculty member at EIU means that you are "all-in" to support the learning and development of students. You consider the value and potential of every student and are continually improving your teaching methods to meet the changing nature of our student body.”

Jeffrey Stowell, Professor and Assistant Department Chair of Psychology

“For me, being a faculty member at EIU means that I care about my students as human beings and understand that they come from all walks of life with many different contextual experiences that impact who they are and how they learn. It means creating a safe atmosphere where students can connect with one another and me while they have fun learning. I like to help students find meaning and purpose in what they are learning and delight in walking with them on this very special part of their journey. At EIU, we are a dedicated family with a passion for teaching. What sets us apart is our genuinely caring and supportive environment which places students firmly in first place!”

Angela Yoder, Professor, Counseling and Higher Education



What I Wish I Knew Before I Became a New Faculty Member

Michael Gillespie, Ph.D.

Director of the Faculty Development and Innovation Center

There is no such thing as a stupid question.

We tell this to our students, so it must be good advice!

- Take your professional development seriously.

Seek opportunities to enhance your teaching, research, and service.

- Accept that you do not know everything.

It is true, you know!?

- Imposter Syndrome is real, but you earned your spot here.

Remember your accomplishments and strengths; they are your “proof-of-self.”

- Share your failures.

You are not the only one who can learn from your mistakes.

- Find a mentor inside your own department.

Understanding departmental expectations is key to your success.

- Find a mentor outside your own department.

It takes a village, and the institution is a village!

- Connect with other new faculty across campus.

This is your cohort, your peers who you will develop with through your career.

- Get out of your office.

Find opportunities to explore, enjoy, and be seen around campus.

- Keep a file of your accomplishments.

It will help with retention, promotion, and give an added boost to a difficult day.

- Save thank you notes.

Save them for just-in-time reminders of gratitude.

- Respect your own time, and your own boundaries.

You are the most important ingredient to a job well done. Take care to take care!

- Find your joy in your job.

Everyone is different, but enthusiasm is contagious!

- Do not be afraid to show your true colors.

Authenticity is the choice to be real, be honest, and be your true self.

Getting ready for your semester

- **Consult the Academic Calendar**
- **Refer to resources from the Council on Academic Affairs**
 - Consult the syllabus policy to ensure symmetry with EIU policies and procedures.
 - All faculty are required to submit a printed or electronic copy of their syllabus to their respective department/program.
- **Request sample syllabi from previous instructors**
 - A faculty member, office manager, or department administrator should be able to help you secure the right sample syllabi, or to provide names of people to ask for sample syllabi. Faculty often post their syllabi on their faculty profiles on your department homepage.
- **Design Learning Activities**
 - Come to an FDIC Workshop or Webinar
 - Here are some AI Teaching Resources and an Assessment Strategies Toolkit
- **Order textbooks:** EIU Textbook Rental System and Faculty Resources; email: textbks@eiu.edu
- **Check out your class's enrollment** via PAWS, and build your class in D2L Brightspace, the learning management system (LMS).
 - Log in to both PAWS and D2L Brightspace using your EIU NetID and password.
 - If you do not have your EIU Net ID yet, your chair can request access for you to start using D2L Brightspace prior to your arrival in August.
 - Once you have access, you can complete the student orientation to D2L to become more familiar with its features from the point of view of your students.
 - There is D2L Brightspace support through the FDIC website, as well as consultation by FDIC staff: Phone: 217-581-7051 or Email: fdic_help@eiu.edu
- **Booth Library has a wealth of information on its website**, including a set of services for faculty to assist with course design, assignment creation, and research support.
 - Each subject area has a resource librarian for more targeted assistance.
 - The university repository, The Keep, is an open access archive of the scholarship, creative output, and administrative records of Eastern Illinois University.
- **The Dean of Students has information on:**
 - Student Standards and Code of Conduct
 - Academic Dishonesty
 - FAQs for Faculty
- Consult the **New Faculty Essentials website** maintained by the FDIC. This includes information on academic policies, important contacts, technology, and much more.

Supporting Students

Here is a list for directing students to the appropriate resources on campus. An online list can be found [here](#).

Support Services for Students in Distress

- **Indicators of students in distress** and available services at EIU (PDF)
- Through the **Academic Alert System (EAS)**, instructors can submit information regarding students who are missing classes or not completing assignments. This is **done through course rosters in PAWS**. In response, Housing staff will reach out to students who live on campus and staff in the Academic Success Center will reach out to students who live off campus.
- An **online referral** can be submitted to the **Student Support Team**, a cross-functional team dedicated to providing assessment, counsel, and referrals to students displaying concerning/distressed behavior.
- The **Office of Accessibility and Accommodations** has several links for Faculty including Faculty FAQ, and a handbook "**Faculty Guide to Accommodating**" (PDF).
- The **Counseling Clinic** in the Human Services Building (581-3413) serves students who need emotional assistance. The "**Assisting Students in Need Handbook**" (PDF) is a valuable resource for faculty including resources for referrals and student conversations.
- The **Dean of Students** in the University Union (581-3827) assists students with a variety of situations, working directly with them and connecting them to appropriate resources on campus by providing direct assistance navigating any situation, aiding identifying the process(es) for resolving academic and co-curricular concerns, and helping empower students to understand resources, explore options, make informed decisions and act on those decisions.
- The **EIU Campus Food Pantry** serves anyone who has a Panther Card. The goal of the EIU Campus Food Pantry is to support those needing help to put food on their table. Panthers are eligible to visit the EIU Campus Food Pantry two times per month. The EIU Campus Food Pantry is located in 1347 McAfee, and open 5 days per week while classes are in session. The **EIU Office of Leadership and Engagement** coordinates such efforts on behalf of students, staff, and faculty.
- **Student Legal Services** (581-6054) offers guidance to students with legal concerns.
- The **University Police Department** (581-3212) responds to concerns involving public safety. Please call 911 in an emergency.
- The **Medical Clinic** in the Human Services Building (581-3013) treats health-related concerns.

Academic Support Services

- The **Academic Success Center** (217-581-6696, 2230 McAfee) offers resources, workshops, and individualized consultations to help students reach their academic goals.
- The **Center for Student Innovation** (217-581-6072, Booth Library) allows students to discover and interact with digital technology such as 3D printing, podcasting and audio recording and production, video recording and production, Virtual Reality (VR), and more. **Library Technology Services** (LTS) in Booth Library has technology for check-out, including laptop computers, web cams, microphones, digital audio equipment, and more.
- **TRIO Student Support Services** (217-581-7849, 1125 McAfee) provides individual TRiO advisors, tutoring, and financial support for low-income and first-generation students and/or students with disabilities.
- **STEP** (Students with Autism Transitional Education Program) (217-581-6361, 1311 Klehm Hall) provides structured support, skill- and strategy-development, small group work and individualized coaching, and peer mentors for students with autism who have been admitted to STEP.
- **Research Engagement and Scholarship Librarians** of **Booth Library** provide course support and individualized research consultations for students.
- The **Tutoring Center** will be opening this fall in the Gregg Technology Center, just west of Booth Library. The Tutoring Center will offer tutoring for 1000 and 2000 level courses, supplemental instruction, academic coaches, and environments for group study.
- The **Writing Center** (217-581-5929, 3110 Coleman Hall) supports student writers from all majors at any stage of the writing process.

Faculty Contracts and Resources

UPI-EIU Contract Information

Unit A and Unit B faculty members are within the bargaining unit for University Professionals of Illinois – EIU Chapter of Local 4100. Unit A faculty are tenure-track faculty, beginning with the rank of Assistant Professor. Unit B faculty are teaching faculty, beginning with the rank of Instructor. Both Unit A and Unit B, as well as adjunct instructors, are considered faculty, though adjunct faculty do not have a bargaining unit.

The VPAA website includes both the Unit A and Unit B contracts, as well as other documents and memoranda pertinent to the contracts and shared governance: [VPAA Faculty Contracts Website](#).

Departmental Application Criteria (DAC)

The Departmental Application Criteria, or DAC, is the set of criteria describing what materials and methods will be used in evaluating performance of employees eligible for retention, promotion, or tenure. Each department's faculty establish these criteria specific to:

- categories of materials and activities appropriate for the department to use for the three areas of evaluation, including those relevant to distance education methods, and the relative importance of these materials and activities; and
- a general statement of the methods to be used for evaluation of teaching/performance of primary duties including classroom visitation by the Department Chair and peers; and also including the means by which any special concerns relevant to evaluation of teaching by means of distance-education methods are to be addressed; and
- a general statement of the methods to be used for evaluation of research/creative activity, and service; and
- the relative emphasis to be given to research/creative activity and service.

Each department's current DAC is available on the VPAA website: [Current Departmental Application Criteria](#).

Faculty Senate and Shared Governance

The Faculty Senate, along with the [Council on Academic Affairs \(CAA\)](#), the [Council on Graduate Studies \(CGS\)](#), the [Council on Teacher Education \(COTE\)](#), and the [Council on Faculty Research \(CFR\)](#), constitute the comprehensive shared governance system of Eastern Illinois University. The goal of the Faculty Senate and the Councils is to represent faculty in the shared governance of the university, in the best interests of the university, its students and employees.

The Faculty Senate (typically the 2nd and 4th Tuesdays at 2:00 PM) represents faculty in all matters affecting the welfare of the university, except in matters within the scope of collective bargaining as determined by Regulations for Collective Bargaining by Academic Employees, or where limited by relevant law.

[Faculty Senate Website](#)

Office of Research and Sponsored Programs

The Office of Research and Sponsored Programs (OSRP) facilitates applications, negotiations, and procurement of grant funding for activities that are consistent with the mission and role of the university. Such activities include research, creative activity, acquisition of equipment, construction and improvement of facilities, and public service.

The office also administers state-appropriated funds that the university allocates for research and creative activity. The office works to ensure compliance with university, state, and federal regulations that govern the conduct of research. This compliance oversight includes coordination of both the Institutional Review Board (IRB) and the Institutional Animal Care and Use Committee (IACUC). OSRP activities are a joint effort involving faculty members, funding agency personnel, university fiscal authorities, and others.

[Office of Research and Sponsored Programs Website](#).

Curriculum Approval Process

Faculty are integral to the curriculum process. New curricula changes, including new courses and degree programs, flow from the faculty member to the departmental curriculum committee, the college curriculum committee, and the university curriculum committee(s) prior to being approved by the President.

[Curriculum Approval and Development Resources Website](#).

Human Resources, Keys, and Panther ID

The **Office of Human Resources** will give you all the information you need about employee benefits, payroll, and more.

Please find below useful information as you start your career at Eastern.

- **Benefits Information**

You can find more information about your benefit options as an Eastern Illinois University employee on their [website](#). Our faculty are provided with a vast array of benefits including: group health, dental, vision, life insurance, disability, retirement, supplemental retirement plans, and tuition waivers.

We encourage our employees to be in control of their benefits. Employees can sign up and access their benefits at [MyBenefits](#).

The Benefits Staff is committed to providing excellent service to employees. If you have any questions, please contact the Benefits Office via email at benefits@eiu.edu or call 217-581-5825.

Contact Information

Old Main Room 2020

Phone: 217-581-5825

Fax: 217-581-3614

benefits@eiu.edu

- **Payroll**

The Payroll Office within the Department of Human Resources is responsible for the maintenance and preparation of all university payroll. Visit their office to complete your W-4 forms for withholding of payroll taxes and electronic fund transfer (EFT) forms for direct deposit of your pay into your bank. You can also have access the [Payroll Schedules](#).

Contact Information

Old Main Room 2011

Phone: 217-581-5510

Fax: 217-581-3614

payroll@eiu.edu

Keys Information

Keys issued to an individual are their responsibility. A Key Request Form must be completed to obtain keys and a department head or responsible person must sign all requests. Key Request Forms can be obtained from [Central Stores](#), 217-581-2899. Central Stores is in the East building of the Facilities Planning & Management complex, 408 West Hayes, Charleston, IL 61920. Office hours are 8am-4:30pm, Monday through Friday.

Panther Card Office

Come to the [Panther Card Office](#) to obtain your new ID. You will need your E# (Identification Number) and a picture I.D.

Contact Information

3040 Student Services Bldg.

Phone: 217-581-4357

campusid@eiu.edu

New Faculty First Year Experience

The first-year experience for new faculty is as rewarding as it is challenging. Learning a new academic environment, prepping classes, and maintaining a research agenda are just three of a variety of concerns, questions, and decisions new faculty face.

The Faculty Development and Innovation Center has established a cohort-based mentoring program for early career faculty to ensure that this transitional period is strengthened by the support of peers. Mentoring programs based on a cohort model aid in building confidence in teaching, research, creative activity, and service while developing a sustainable peer network.

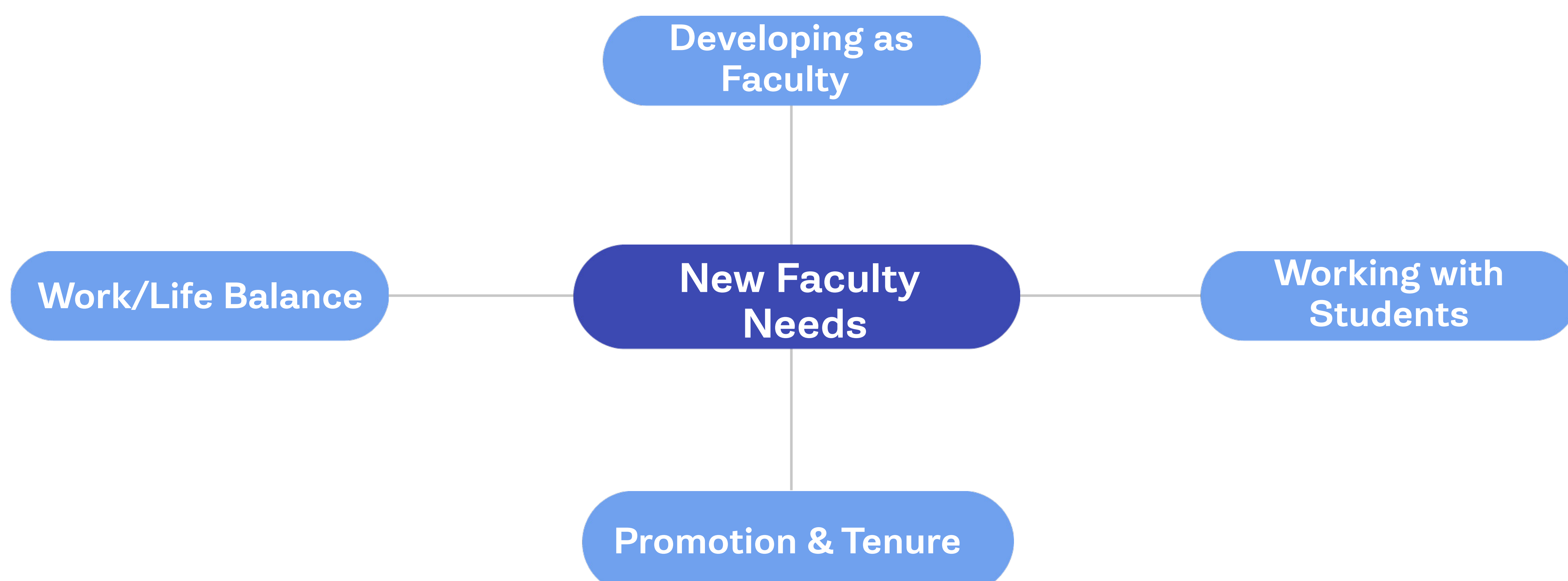
The goals of the Faculty-to-Faculty Mentoring Program are to:

- provide on going support to new and early career faculty;
- connect new and early career faculty with peers across EIU;
- establish a faculty cohort of mutual support, collegiality, collaboration, and community;
- foster a growth mindset for new and early career faculty;
- support faculty participants to refine and expand teaching strategies for enhanced student success;
- encourage effective research skills and publishing strategies;
- nurture development of a productive balance between research, teaching, and service;
- guide each other in progression toward promotion and tenure; and
- assist faculty members' work successfully within both formal and informal norms of their department, college, university, and community.

There are three distinct parts to this program: monthly "meetups" on Microsoft Teams to touch base and talk about interesting or critical issues throughout the academic year; social and cultural events around campus and the community; and a peer-to-peer mentoring program.

The monthly meetups are time for all new faculty, if interested, to check in with each other, hold space and conversation with myself, each other, and invited guests from around campus, as well as explore important issues and topics throughout the year. The peer-to-peer mentoring program links interested new faculty with a member of the EIU community - a faculty ambassador - and two or three other new faculty for a small mentoring cohort. This cohort meets periodically, but also serves as a point of contact throughout the first year (and hopefully beyond!). Finally, the social events, which include a campus tour with resident historian Mark Hudson, an evening of art at the Tarble, sports events, and more, are a way to introduce you to campus, and to introduce campus to you.

The [2024-2025 Meetup and Experience Schedule](#) outlines the dates and times for these events.



Faculty Development and Innovation Center

Visit the FDIC - 1105 Booth Library

The Faculty Development and Innovation Center is located in Booth Library, Suite 1105, at the north end of the ground floor. When entering the library from the north doors, turn immediately right, and then right again and come down the stairs; our office is located at the bottom of the stairs.

Effective professional development enables educators to develop the knowledge and skills they need to address students' learning challenges. To be effective, professional development requires thoughtful planning followed by careful implementation with feedback to ensure it responds to educators' learning needs.

The FDIC provides multiple ways to develop and improve your teaching, research, and creative activities: workshops, webinars, online teaching certifications, fellowships, professional conference attendance directly related to teaching or your primary duties, attendance at professional development activities, classroom observations and visitations, and more.

- **Workshops and Webinars**

Faculty are encouraged to participate in workshops and webinars offered by the FDIC. Various topics are covered throughout each semester including online education technology, student engagement activities, training for use of the Center for Student Innovation, faculty evaluation procedures, self-care and mindfulness. Several guests from across EIU academic areas also invited to share their experiences. For workshop descriptions and registration, please visit the [FDIC Opportunity Registration Page](#).

- **Faculty Learning Communities**

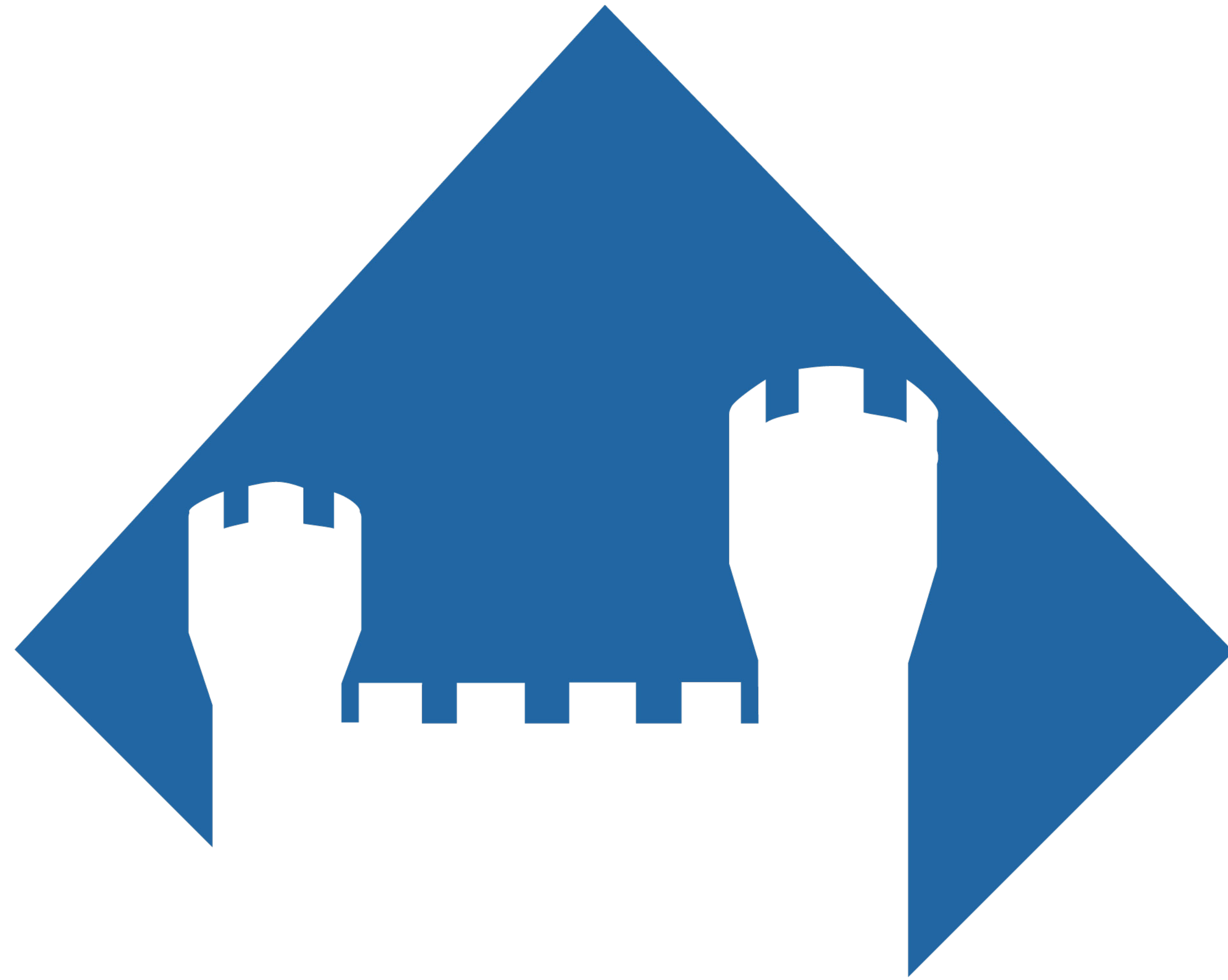
A Faculty Learning Community is a peer-led group of faculty members (6-12 in number) who engage in active, collaborative programming, with a curriculum structured to provide encouragement, support, and reflection on teaching and learning.

FLCs that are facilitated well encourage professional development and the scholarship of teaching and learning, which leads to more engaged participation by faculty in the broader campus community. Sharing common teaching and learning experiences also breaks down discipline-specific boundaries, and promotes interdisciplinary projects and programs, and advancement of the quality of teaching. The successes from FLCs are not only measured in learning outcomes, but also in the caliber of faculty relationships and culture.

The Active Learning FLC is a hallmark program for the FDIC. This FLC focuses on *developing* a cohort of active learning leaders to train, support, and empower other EIU faculty interested in active learning; *identifying* methods to use in active learning spaces in teaching and learning at EIU; and to *presenting* activities that reflect the principles of growth, innovation, and creativity for students *and* instructors.

If you are interested in an FLC, or have an idea for an FLC topic, please contact Michael Gillespie, Director of the Faculty Development and Innovation Center @ EIU. To register for a workshop, please visit [FDIC Opportunity Registration Page](#)





FDIC@EIU

EASTERN ILLINOIS UNIVERSITY™

Faculty Development and Innovation Center

Dr. Michael Gillespie, Ph.D.

*Director, Faculty Development and Innovation Center
Professor of Sociology*

Kim Ervin

Instructional Designer

Chris Cougill

*Instructional Support and
Training Specialist*

Keerthana Saraswathula

*Instructional Support and
Training Specialist*

David Smith

*Instructional Support and
Training Specialist*

1105 Booth Library

217-581-7051

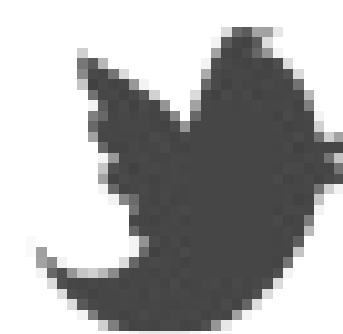
fdic@eiu.edu

<http://www.eiu.edu/fdic>

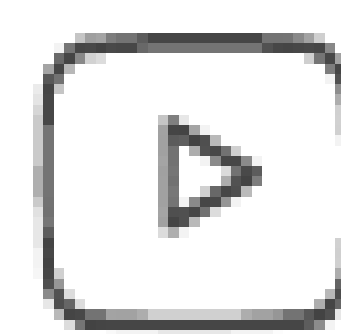


FDIC
Homepage

*Social
Media*

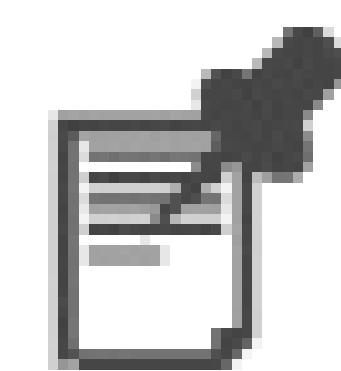


Twitter

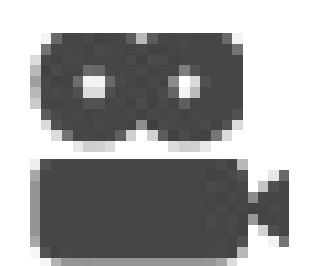


Youtube

Connect & Learn



Workshop
Registration



Kaltura Video
Gallery