James Madison University

New Faculty Resource Guide

Getting Your Career at JMU Off to a Great Start
Welcome to JMU

We are pleased that you have joined the faculty of James Madison University. I believe that you will find the university to be a vibrant academic community that welcomes new faculty and their contributions. I hope that you find this experience to be personally rewarding and professionally satisfying.

Jonathan R. Alger, J.D.
President

Welcome to James Madison University and to our academic community. We are proud that you have chosen to join this very distinctive, world-class faculty, all of whom are deeply committed to advancing the public good by educating and inspiring future generations of enlightened citizens. Here at JMU, we do this by intentionally focusing on engaged learning, civic engagement and community engagement.

We also intentionally foster an inclusive environment, celebrating and welcoming diverse perspectives. Our belief in engagement, inclusion and diversity as integral to meaningful communication and connection is evident throughout Academic Affairs — so we urge you to become involved in any of a number of centers and initiatives where your input will be welcomed and valued.

Just as JMU places a high value on educating the whole student, we also provide an array of resources to support all aspects of faculty members’ lives and careers. In particular, I urge you to take advantage of our Center for Faculty Innovation. CFI is known nationally for its pedagogy research and teaching, its workshops aim to continually increase and uplift the quality of our students’ experience. We also encourage you to seek out others throughout campus, and get to know colleagues and scholars outside of your home department and college. There are exciting and innovative ways to work across disciplines here at JMU, where novel approaches and ingenious research take place every day.

I am as new to JMU as you are, and am extremely proud not only to be the University’s 17th Provost and Senior Vice President, but also to be a professor in the School of Music. I am thrilled to be here, and look forward to getting to know you all! Thank you for joining James Madison University, for your curiosity, and for your commitment to discovery, to collaboration, and to teaching and mentoring our students.

Heather Coltman, D.M.A.
Provost and Senior Vice President

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New faculty members are encouraged to attend New Faculty Orientation, the university-wide Opening Full Faculty Meeting, and their college meetings. This may not be a complete list. Contact your college directly to find out about other programs and events that take place the week before classes.

**Monday, August 21, 2017**

-New Faculty Orientation. New full and part time faculty. Festival Conference and Student Center, 8:15 am– 4:45 pm.

**Tuesday, August 22, 2017**

-College of Visual & Performing Arts New Faculty Opening Meeting/Lunch. Forbes Center, Robert’s Center Conference Room 2105, 12-1:30 pm.

**Friday, August 25, 2017**

- Opening Full Faculty Meeting. Festival Conference & Student Center, 9:00 am- 11:00 am. Refreshments, hosted by the Provost’s Office, starting at 8:00 am. Shuttles available at Student Success Center, Chandler, and Memorial Halls.

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**Friday, August 25, continued**

-College Opening Faculty Meetings following the Full Faculty Meeting. If no time is listed, please contact the College directly to confirm their plans.

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**College of Business**, Departmental Meetings in Festival 11am-1pm and an Faculty & Staff Awards Luncheon at 1pm in the Festival Ballroom.

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**College of Education**, Memorial Hall Auditorium.

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**College of Health & Behavioral Studies**, Madison Union Ballroom, 1-3 pm.

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**College of Integrated Science & Engineering**, East Campus Dining Hall Montpelier Room , 12-2pm.

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**College of Science & Math**, Madison Hall, Room 1001 at 11:30 am.

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**University Programs**, Opening meeting, Madison Union Room 256, 3-4:00 pm.
WHAT IS NEW FACULTY ORIENTATION (NFO)?

New Faculty Orientation (NFO) is a one-day event designed to warmly welcome new faculty to all aspects of life at JMU. The Office of the Provost and the Center for Faculty Innovation (CFI) sponsor this interactive, informative and essential introduction to life at JMU for ALL new full and part-time faculty members.

WHO ATTENDS NEW FACULTY ORIENTATION?

All new full and part-time faculty are invited to NFO. Even if you have been at another institution, you should attend NFO to meet new colleagues and explore the academic culture of JMU.

Letters of invitation from the provost are sent via email in July. If you do not receive an invitation please accept our apologies but please do plan on attending. Sometimes it is hard to catch up with you during your moving process. In order to accurately plan for NFO, please register to attend on the CFI website at www.jmu.edu/cfi.

WHEN IS NEW FACULTY ORIENTATION?

NFO is held the Monday before classes begin. For fall semester 2017 that will be Monday, August 21.

WHERE IS NEW FACULTY ORIENTATION?

NFO is held at the Festival Conference & Student Center on the East Campus of JMU.

There is ample designated parking in lots C12 and D3. (Link to Campus Map).

WHAT IS NEW FACULTY ACADEMY (NFA)?

Distinct from JMU’s one-day New Faculty Orientation (NFO), the New Faculty Academy (NFA) is a year-long developmental and acculturation experience for faculty hired into tenure-track lines and or renewable-term appointments with two or fewer years of full-time academic experience. Participating faculty are identified by deans and receive more information about the program from the Provost and CFI, which facilitates the NFA program.
NFO is designed to...

- Welcome new faculty to the JMU community,
- Provide new faculty with opportunities for networking,
- Enhance the success of new faculty by encouraging a comprehensive approach to career planning,
- Engage new faculty in faculty development opportunities and initiatives,
- Highlight unique aspects of JMU administration, faculty, and student culture, and
- Provide new faculty with timely resources related to teaching, scholarship, service, and more.

Please join us for this exciting and informative day. More information and registration details can be found on the NFO page of the CFI website.

By attending NFO, you will receive a jump drive pre-loaded with:

- JMU Faculty Handbook
- Undergraduate and Graduate Catalogs
- Informational guides about University Resources and Departments
- Community-based Resources and more...

“It was nice to hear from so many varied voices of the faculty and the community at large.”

“The best aspect was to meet other new faculty and to hear a bit from their perspectives.”

“Everyone was warm and welcoming and that goes a long way!! Bravo!”

“The teaching workshop was a great way to focus on specific interests and interact with others; very informative and practical.”
Things to DO to Get Started

Schedule your Onboard Session
The Office of Human Resources (HR) assists new faculty in successfully integrating into employment at the university. Once an A&P or instructional faculty member accepts a position at JMU, the hiring academic unit communicates with HR regarding the need for the new faculty member’s onboard session. The faculty member is contacted by HR, and an onboard appointment is scheduled prior to the faculty member’s first day of work. The quicker your onboard session is completed, the faster you will receive a parking permit, a JACard, an eID and access to the university’s computing system.

In addition, a member of the HR Benefits Team will contact new faculty members to provide information about benefits enrollment and to schedule a consultation with a Benefits Specialist.

If you have questions, call JMU-HIRE (568-4473), or email at humanresources@jmu.edu or go to www.jmu.edu/humanresources.

Things to Do During Your FIRST WEEK on Campus
⇒ Go to New Faculty Orientation!
⇒ Get your JACard from Card Services! The JACard is the official All in One identification card for JMU. It is proof of your affiliation with JMU for classroom, computer lab, and University functions. It can also function as your building access key and bus pass.
⇒ Acquire your parking pass from Parking Services.
⇒ Visit your classroom(s) and familiarize yourself with the technology available.
⇒ Determine the status of your office computer and other computing needs (software, server space, etc.)
⇒ Check out and customize your course on Canvas and contact the Center for Instructional Technology (CIT) for any assistance.
⇒ Visit the Center for Faculty Innovation website to see what programing is being offered. The CFI schedules a variety of workshops, roundtables, fellowships, and symposiums around the areas of teaching, scholarship, career planning and academic culture.
⇒ Explore the Student Success Center, Carrier Library and Rose Library.
⇒ Be sure to get a copy of the appropriate handbook:
Orientation to issues more specific to your college or academic unit will vary. Some colleges provide orientation sessions, while others meet your individual needs at the academic unit level. Check with your department for information regarding the day of your college orientation. Ultimately, you should receive or seek out information regarding the following questions. Keep in mind that the questions and answers relevant to you will vary based on your type of academic appointment.

**College and Academic Unit Structure**
- What is the mission of my college and academic unit?
- Who are my college and academic unit administrators and support staff?
- How is the college and academic unit committee structure organized?
- How does the college and academic unit Curriculum & Instruction (C&I) process work?

**Faculty Roles and Responsibilities**
- What are the academic unit expectations of me this academic year—and in subsequent years—regarding the following: teaching, advising, scholarship/research, service, academic unit/college meetings, committee work, and clinical work?
- What are the policies for promotion and tenure?
- What is the deadline for submission of information for the annual performance review? What format is used? Is there an example? How does the unit’s Personnel Advisory Committee (PAC) function to support faculty?
- What is the typical or expected course load?

**Grading and Advising**
- How do I submit grades using MyMadison?
- How do I access information about my advisees on MyMadison?
- What is the grading policy for my academic unit/course?
- Who receives mid-semester grades and what is the submission deadline?
- In what areas am I expected to advise students? How many advisees will I be assigned? Who can help me understand the advising process?
- What are the FERPA (Family Educational Rights & Privacy Act) and JMU policies regarding the privacy of educational records?
**Course-Related Issues**

What teaching and learning technologies are available to me and who do I contact for help and information?

How do I access course information and rosters using MyMadison and Canvas?

What is the academic unit’s policy on syllabi? Are there sample syllabi available that are indicative of what is taught in this course and what is normally expected of students in this type of course? What are the university’s accreditation requirements for syllabi?

What are the expectations for General Education courses or major program courses?

How do I order textbook(s)?

What are the university holidays for the fall and spring terms?

What are some of the other important course-related dates (last day to add a class, final exam date, etc.)?

What are the policies/procedures/deadlines for students adding and dropping courses?

What is the university’s policy regarding final exams?

What are my responsibilities related to students with disabilities?

How does my academic unit administer “overrides”?

What is the difference between “W,” “WP” or “WF” grades?

What does an “Incomplete” signify? Under what circumstances might I assign an incomplete? How do I change an incomplete to a letter grade?

What is my responsibility for arranging coverage for my classes in case of an unpredicted absence? What is my responsibility for arranging coverage for my classes in a predicted absence, for example: if I’m going to a conference?

What is an Honors Option?

What do I do if a student demonstrates disruptive behavior in class?

How do I refer a student who needs some type of support?

What are the university’s policies on academic dishonesty?

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**Academic Unit Office Policies & Procedures**

What is the academic unit procedure for having course materials (syllabi, exams, etc.) printed?

What clerical, student assistant or graduate assistant help is available?

What is the process for ordering supplies, materials or equipment?

What computer facilities/equipment are available to me for my teaching/research?

What is the policy for requesting research equipment or funds?

Is there money for professional travel to conferences? What are the application and reimbursement procedures?

What academic unit, college, or university grants are available?

What is the policy regarding office hours?

If I have a Monday/Wednesday/Friday or Tuesday/Thursday teaching schedule, am I expected to be on campus the other weekdays?

How are decisions made about course offerings, faculty assignment to courses and scheduling?

What am I scheduled to teach in the spring semester?

How do I apply to teach during the summer sessions?

How can I create an international course or program?

How do I identify a potential mentor?
New faculty have shared that the most invaluable career advice they received in their first year comes from other JMU faculty – those within and outside of their academic units. With this in mind, the CFI turned to five faculty members, all from different departments and career stages, whose success stories align with their personal values and the mission of James Madison University. Across their narratives are common themes – authoring your own journey, ensuring work-life integration, integrating facets of your work, and seeking mentors. Please enjoy their words of wisdom. We hope you will someday contribute lessons of your own to our next class of new faculty.

**Kristen St. John, Geology & Environmental Science**

Be proactive and make a plan. Write down your vision for your career (this is more than the goal of getting tenure), and then use it to help you make strategic decisions, and prioritize your time and effort. Revisit this every 6 months to check-in and evolve your ideas. Be efficient and effective by integrating teaching and research (e.g., student research), or these with service. In this way you play to your strengths and have the potential for broader impact. Don’t isolate yourself by eating lunch at your desk every day, trying to catch up on work. Rather, eat lunch with your colleagues – it’s a great way to build collegiality, get advice, and share with them about what you are doing and why it is exciting. Get up 1 hour earlier to get some emails out of the way when everyone else in your family is still asleep. Exercise - it is great for stress management. Collaborate - you may not have an onsite research "group", so be part of a virtual one with like-minded colleagues at other universities. My long-lasting, nurtured collaborations have been among the most productive and rewarding aspects of my career.
Matt Lee, Psychology

My advice to new faculty getting started here at JMU is to build a network of like-minded peers, scholars, and allies both within and outside of your home department. I think part of being "successful" is to have a healthy balance between your work and home life, and to enjoy your career not focusing your energy on joining every committee, and to be tactful about what matters to you the most. I would also say that thinking "outside the box" about who your peers and colleagues are has been extremely helpful. For me, meeting so many other brilliant faculty, staff, and students in places like the Center for Multicultural Student Services, the Office of the Special Assistant to the President on Diversity, the Office of International Programs, the Center for Faculty Innovation, and all the great people in Student Affairs has really made a difference in affirming how I can contribute to JMU’s mission to educate our students.

Jamie Frye, Health Sciences

The Center for Faculty Innovation (CFI) and the Center for Instructional Technology (CIT) have been two resources that have incredibly impacted my teaching since coming to JMU. My teaching career began by emulating the teaching styles I had been exposed to while gaining my education. My classes were primarily lecture focused. As long as I gave a good lecture, I thought the class was a success until I graded my students’ exam with frustration that they “weren’t getting this.” The CFI exposed me to many teaching methods that have helped me transition my classroom to a learner-centered style. Many of these methods let me grasp what the students do and do not understand BEFORE they take their exam giving me time to help them with difficult concepts. The Center for Instructional Technology has been instrumental in helping me use technology in my classroom. This has been very helpful in my face-to-face courses and essential for my summer online courses. Don’t feel like you have to have your idea completely etched out. Discussing your idea with a professional in CIT will help the idea evolve and the professionals will direct you to the resources you need to put the idea in motion.
Voices of JMU Faculty

Jonathan Gibson, Music

The first time you teach a particular course, especially if it’s a course you suspect you’ll teach again, remember that every hour spent organizing your notes, your thoughts, your student resources, etc. “right” the first time will save days of work down the road. Conversely, if you cut corners this first time around, you’ll probably find yourself cutting the same corner for years.

A wise mentor once taught me the art of “selective irresponsibility”: when there are too many things on your plate to do them all as well as you’d like, permit yourself to make a conscious choice about which courses, which publication, etc. will command most of your attention for the semester and which will not. Forgiving yourself for giving less than 100 percent on some fronts relieves stress and makes you far more productive in the long run.

When you become discouraged about some aspect of your work, by all means vent to a trusted colleague and work to change things for the better, but then remind yourself of how rare and wonderful it is to be able to spend your days doing something 1) that matters, and 2) about which you’re passionate. It’s easy to get bogged down in the negative without remembering how fortunate we are to work in this community.

Mary Gayne, History

My advice to every incoming tenure-track faculty member is to embrace fully the idea that you bring important and highly valued resources to JMU. That is why your academic unit asked you to come here! I encourage you to think of the University as a series of concentric circles—your department, your college, the larger university, and, even, the Harrisonburg community. During the early years, I asked myself questions about how and where I saw myself fitting in and contributing, always making sure that I was being personally attentive to achieving an appropriate balance for my contributions in each of my different circles. These questions weren’t always easy to answer, and sometimes finding the answers required negotiation, patience, and compromise. That said, thus far, my success at JMU is attributable to the supportive networks that I have and am constructing across the University. For me, active involvement and participation in programs which crossed my four different circles—such as CFI, General Education, Madison Collaborative, UREC, and other interdisciplinary initiatives, including the annual Africana conference and the Cultura y Comunidad program—proved to be absolutely critical. You will definitely observe that innovation and initiative are widely valued across the University.
There are many JMU offices and services that support all aspects of your responsibilities as a faculty member.

Career & Academic Planning (568-6555, www.jmu.edu/cap) - Assists faculty in guiding and encouraging students in their academic and out-of-class experiences as they navigate their way toward a rewarding career.

Center for Assessment & Research Studies (568-6706, www.jmu.edu/assessment) - Provides support for all assessment of student learning outcomes at JMU, fosters scholarship on higher education assessment, and sets a high standard for assessment and measurement practices.

Center for Faculty Innovation (568-4846, www.jmu.edu/cfi) - Designs and implements faculty-driven programs and services to support faculty in their multidimensional roles as teachers, scholars, leaders, and advisers.

City Bus Schedule (540-432-0492, www.harrisonburgva.gov/bus-routes) - Bus system offered in conjunction with the City of Harrisonburg with routes on and off campus.

Classroom Technology (http://cit.jmu.edu/classroom_technologies) - Supports mediated teaching classrooms available in multiple locations. Provides classroom key distribution and information regarding classroom equipment. Part of Innovation Services.
Community Service Learning (568-6366, www.jmu.edu/csl) - Information to help identify and coordinate service-learning opportunities for faculty and students.


Computing at JMU (568-3555, www.jmu.edu/computing) - Accounts, computing policies, security, getting connected, computer labs and more.

Counseling & Student Development Center (568-6552, www.jmu.edu/counselingctr) - Provides information and support to help faculty respond to student behavior that may cause uncertainty, concern, and/or alarm.

Dean of Students (568-6468, www.jmu.edu/deanofstudents) - Assists students who are withdrawing from the University and notifies faculty of extended absences when a student is incapacitated or experiencing extraordinary circumstances over the course of several days.

Employee Giving Campaign (568-3863, www.jmu.edu/employeegiving) – Information on ways faculty can support the mission of JMU by donating to the Madison Fund.

General Education Program (568-2852, www.jmu.edu/gened) – The core academic program of James Madison University. It is required of all students regardless of their major or professional program.

Honors College (568-6953, www.jmu.edu/honorsprog) – Offers a setting in which students who share a similar enthusiasm for learning are brought together in intellectual fellowship.

Human Resources (568-3825, www.jmu.edu/humanresources) - Benefit information, retirement and more.

Innovation Services (568-7061, cit.jmu.edu) – Supports the integration of technology into teaching and learning at JMU by sharing information, developing faculty skills, providing resources, developing new technologies, and managing instructional technology systems. Part of JMU Libraries, formerly Center for Instructional Technology (CIT).
University Resources

Interdisciplinary Liberal Studies (IdLS) Program (568-5260, www.jmu.edu/ilds) – Provides content-area education for future teachers and is designed to prepare students to meet subject area competencies required for teacher licensure in Virginia.

Information Technology (568-3555) – Provides computing and electronic support for effective teaching, research, and personal interactions. Get a “quick” start at JMU computing at www.jmu.edu/computing/quick.

Card Services (568-6446, www.jmu.edu/cardctr) - The JMU Card Services office provides the official identification card, JACard, which permits access to most university services and facilities.

JMU Learning Centers (568-2932, www.jmu.edu/learning) - Supports the diverse learning and scholarship needs of students, faculty, and staff through integrated academic support services in a learner-centered and supportive environment. These programs and services include Communication Center, English Language Learner Services, Science & Math Learning Center, Peer Assisted Study Sessions, and University Writing Center.

JMU Zimrides (www.zimride.jmu.edu) - Find friends and co-workers on JMU’s private, ridesharing network.

Libraries (www.lib.jmu.edu) - Information about JMU library services, research gateway to library collections, and much more.

Carrier Library, 568-6150  Music Library, 568-6041  Special Collections, 568-3612
Rose Library, 568-2731  Media Resources, 568-6802

Madison Scholar (568-3674, www.jmu.edu/madisonscholar) - Journal highlighting scholarship at JMU.
**University Resources**

MyMadison – ([www.jmu.edu/gateway/faculty-staff.shtml](http://www.jmu.edu/gateway/faculty-staff.shtml)) - Web-based employee service center to access payroll, training and other employment information.

Office of Student Accountability and Restorative Practices (OSARP) (568-6218, [www.jmu.edu/osarp](http://www.jmu.edu/osarp)) - details the rights and responsibilities of students, reviewing cases involving disciplinary matters and, when necessary, imposing sanctions for violations in accordance with the policies laid out in the JMU Student Handbook.

Office of Disability Services (568-6705, [www.jmu.edu/ods/](http://www.jmu.edu/ods/)) - Assists the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience. These programs and services include Assistive Technology Computer Labs, Disability Services, Learning Strategies Instruction, and Screening and Assessment Services.

Office of Research and Scholarship (568-2700, [www.jmu.edu/research](http://www.jmu.edu/research)) - Support and development of innovative opportunities to promote scholarly activities for the university community and advance economic development for the state and region.

Office of Research Integrity (ORI) (568-7025, [www.jmu.edu/researchintegrity](http://www.jmu.edu/researchintegrity)) - ORI promotes a culture of compliance, research integrity, and high quality research within the University community.

Office of Sponsored Programs (568-6872, [www.jmu.edu/sponsprog](http://www.jmu.edu/sponsprog)) - Support with grants, proposal and budget development, funding searches and more.

Parking Services (568-3300, [www.jmu.edu/parking](http://www.jmu.edu/parking)) - Parking permits, maps, and more.

Registrar (568-6281, [www.jmu.edu/Registrar](http://www.jmu.edu/Registrar)) - MyMadison login, academic calendar, final exam times, posting grades and more.

Statistical Consulting Center (568-6184, [www.jmu.edu/mathstat/stat/consulting.shtml](http://www.jmu.edu/mathstat/stat/consulting.shtml)) - Provides statistical expertise to faculty, staff or students.

View of Wayland Hall
University Resources

Talent Development (568-3845, www.jmu.edu/training/development) - Serves administrative and professional faculty as well as classified staff and wage employees with performance improvement opportunities that contribute to the achievement of the university’s mission.

University Advising (568-7350, www.jmu.edu/advising) – Comprehensive resources to help you advise JMU students through their undergraduate career. University Advising coordinates advising support for academic units, provides training and support to faculty advisors, oversees the development of advising technology delivery systems, and coordinates new transfer student advising. Advising provides essential academic information, regardless of major, to assist in understanding JMU’s graduation requirements.

University Programs (568-2852) - provides oversight and support for large academic programs that involve multiple colleges and departments. These include the General Education Program, Honors Program, Interdisciplinary Liberal Studies (IdLS), Center for Assessment and Research Studies, Pre-Professional Health Advising, Outreach & Engagement, and University Advising. University Programs also functions as the dean’s office for undeclared students and coordinates some university-wide academic projects, including the honor code test, summer session, and the registration of new first year and transfer students into appropriate first-semester schedules.

University Recreation Center (UREC) (568-8732, www.jmu.edu/recreation) - Campus fitness center with a swimming pool, fitness classes, state of the art workout equipment, a climbing wall, and more.
The Center for Faculty Innovation (CFI) provides comprehensive professional development opportunities for JMU instructional faculty at all levels and stages of their careers. CFI initiatives are designed to enhance academic culture and support innovations in teaching, scholarship, and career planning. The CFI is staffed by tenured and tenure-track instructional faculty who, as teacher scholars in their academic disciplines, are committed to creating a sense of shared community grounded in academic excellence.

The CFI’s commitment to comprehensive professional development is one reason why JMU was recognized as one of the nation’s “Great Colleges to Work For” by The Chronicle of Higher Education. JMU was one of 10 large four-year colleges cited for its excellent professional/career development programs.

You can learn more about the CFI’s programs by visiting www.jmu.edu/cfi.

James Madison University aspires to be the model of the engaged university, engaged with ideas and engaged with the world. We view ethical reasoning as the “signature skillset of the engaged citizen.” The Madison Collaborative: Ethical Reasoning in Action is JMU’s university-wide program designed to transform the academic community into one ready and equipped to address today’s challenging moral questions. The program operationalizes ethical reasoning into an Eight Key Question (8KQ) strategy, an inquiry framework for use when encountering moral situations that disrupts automatic fast responses, interrogating them with a wide range of ethical considerations. Preparing students with this critical thinking framework is part of JMU’s strategic plan and faculty are encouraged to teach and use the 8KQ strategy in their courses.

Connect with the Madison Collaborative at www.jmu.edu/mc