EDST New Faculty Handout 2014

Department Head: Ala Samarapungavan (ala@purdue.edu)
Assistant Head: Carole Pistole, has signature authority for EDST in Head’s absence (pistole@purdue.edu)

EDST SharePoint: https://collaborate.education.purdue.edu/edst/default.aspx

Faculty Web Presence:

- To be added to the EDST faculty directory and website please contact EDST webmaster Laura Wright <wrightlv@purdue.edu>
- To set up your individual faculty webpage please contact edit@purdue.edu

EDST Faculty Reviews

Annual Performance Review

- Conducted by EDST Performance Review and Awards Committee and Department Head
- Purpose: To document and evaluate annual performance for departmental accountability metrics and merit pay
- For instructions, submission deadlines, and report template please visit the Annual Performance Review EDST SharePoint site.

Annual Primary Committee Review

- Conducted by EDST Primary Committee
- Purpose: To evaluate progress towards tenure/promotion (In your 1st year you receive qualitative feedback. From your 2nd year on you receive quantitative ratings as well as qualitative feedback in Discovery, Learning, and Service/Engagement)
- For instructions, submission deadlines, and report template please visit the EDST Tenure and Promotion Policies SharePoint site.

Human Research Protection

- For information about regulations concerning Human Research Protection, IRB approval of research, and certification and training requirements for research personnel, please visit the Human Research Protection Program site.

Grant Preparation Support for External Grants

- Central/Discovery Park (DP) Pre-Award Center
- COE Grant Support Specialist: Karen George Friedman <Vkgeorgef@purdue.edu>
- If you anticipate needing extra office or lab space, course releases for funded projects, or other forms of significant financial support from the department for new projects, please discuss these with the Department Head and obtain written agreements (email records will suffice) before grant submission.

Teaching
• **Blackboard Learn**: Online Course Management System

• **Course Syllabi**: Link to fillable syllabus template. Please provide electronic copies of syllabi for all courses taught PRIOR to the start of each semester to the Carol Cox (cgcox@purdue.edu).

• **Grading**: Grades must be entered online in the last week of the each semester. Enter through the mypurdue portal and click on the faculty tab to enter grades for each course manually or push grades electronically from Blackboard.

• Faculty must be **FERPA CERTIFIED** to access student data and enter grades. For information on certification go to the Registrar’s FERPA site.

• **Textbook orders**: Please provide textbook orders to Carol Cox (cgcox@purdue.edu) by the deadlines requested (you will receive email requests each semester). This information is required by the Provost’s office.

• **New course or course change proposals**: Contact your program area convener to obtain program area approval and the Chair of the EDST Curriculum & Graduate Committee for information on procedures and timelines for approval.

• **Study Abroad Programs**: If you are interested in developing or leading student study abroad programs contact Associate Dean of Engagement and Global Affairs Carla Johnson (carlacjohnson@purdue.edu).

**Graduate Student Advisement**

• Please go to the COE Office of Graduate Studies for information on the COE Graduate Studies Handbook and filing a Plan of Study

• The graduate office sends out regular email notifications about graduation deadlines etc.

• The course catalog and course schedule are available through the mypurdue portal

• Graduate students working on research projects under your guidance should sign up for EDPS 69900 graduate research credits commensurate with their research effort.

**Business Travel**

• Enter the through the Purdue Employee Portal and Click on the Travel System (Concur) link. In Concur, click on the Request tab to fill out your trip request BEFORE you travel and when your trip is done, complete and submit your Expense report in the CONCUR. Leslie Sigg (sigg@purdue.edu) provides EDST faculty and graduate students with support for filling out Concur forms.

**Technology Support** (for official business only): edit@purdue.edu
Clerical Staff Support

- EDST Head Secretary: Sandi Olson <sjolson@purdue.edu>
- EDST Receptionist and Main Office Secretary: Carol Cox <cgcox@purdue.edu>
- PCGC Secretary and EDST Webmaster: Laura Wright <wrightlv@purdue.edu>
- Program area support for Special Education, Counseling and Development: Carol Cox <cgcox@purdue.edu> until new hire comes on board (hopefully by the end of August)
- Program area support for Educational Leadership, Educational Psychology, Measurement, Research Methodology, and Gifted and Talented Education: Leslie Sigg <sigg@purdue.edu>

Program Area Clerical Staff Functions

- Program area clerical staff assist with reserving rooms for program area or other business meetings, ordering of supplies, leave request forms, routing forms for appropriate permissions and signatures, and digitizing/maintaining databases for program area data (e.g., student records if needed for licensure).
- They also provide reception functions for the program areas.
- Our clerical staff DO NOT provide copying, manuscript preparation and editing, or research/instructional material preparation services, to faculty.

Main Office Clerical Staff Functions

- Main office clerical staff serve as liaisons to the Department Head and can assist you in setting up appointments with me, expediting signatures etc.
- Carol Cox coordinates collection of syllabi, textbook orders etc.
- Sandi Olson collects course scheduling information and works with space management to allocate rooms for instruction. Please note that there are severe scheduling constraints, the registrar’s office and university space management require course scheduling information several months before the start of each semester and it is very difficult to accommodate late changes in schedules.

Reporting Outside Activities: If you engage in professional/business activities outside the scope of your Purdue contract (e.g., external consulting for pay, lobbying etc.) you are required to fill out the appropriate disclosures annually. For more information please explore the following site:

- Conflict of Interest Policy and Procedures