Faculty Procedures Handbook

International Training Fund

Three Park Place

Annapolis, MD 21401

Important Contact Information

Cathy Merkel, UA Registrar
Morris Lawrence Building (ML), Room 123
(734) 677-5390, or (734) 677-5391

UA ITP Instructor Helpdesk
Morris Lawrence Building Front Desk
(734) 477-8989 (x8989 from any campus phone)

Required Instructor Meetings

There is a required orientation meeting for ALL instructors. The all-instructor meeting will be in the Towsley Auditorium of the Morris Lawrence Building at Washtenaw Community College. Please consult your calendar of events for the exact time. One-day faculty presenters are exempt.

Daily Schedule

ITP courses operate on the following schedule:

Sunday-Wednesday
  AM session 8:00am – 12:05pm
  Lunch 12:05 – 1:00pm
  PM session 1:00pm – 5:05pm

Thursday (AM courses)
  Half Day 7:00am – 11:05am

Friday (PM courses)
  Half Day 7:00am – 11:05pm

It is the obligation of the instructor to utilize the entire allotted time for each class session.

Administrative Forms

Please refer to the link "Administrative Forms" on https://itfinstructor.uanet.org/ for pertinent Administrative Forms, such as:

1. ITF Payment Information.
2. Metropolitan Travel Services information.
3. Hotel List.
4. Equipment Shipping Request Form.
5. Expense Form.
6. WCC HR Letter for first-time and returning faculty.

Paychecks

Direct deposits are deposited on the last day of the program. Please contact the WCC payroll office to make changes to your direct deposit information at (734) 973-3597.

Instructor Resume

Every instructor teaching at the Instructor Training Program must have an updated resume on file with the UA's Registrar's Office. If you would like to submit an updated resume, please reach out to the Registrar's Office.

Course Syllabus and Lesson Plan

Planning the curriculum, assessment, and instruction for an ITP course is the responsibility of the instructor(s). Each lead instructor must submit a syllabus and lesson plan to the UA Curriculum Coordinator in the Registrar's Department. The syllabus and lesson plan must follow the templates provided by the Curriculum Coordinator. Your syllabus and lesson plan MUST be reviewed each year. Any updated course material must be submitted to the UA Registrar's office before the start of the next year.

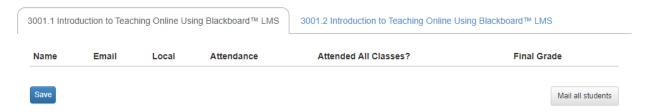### Document Uploads for ITP (DUE BY JULY 1, 2023)

On the ITF Faculty website (https://itfinstructor.uanet.org/), you can use the "Document Uploads" to have any paper materials printed for you for your time during ITP week. This must be completed by the due date to ensure delivery by ITP week.

Any printed instructional material you requested on the ITF faculty website will have been delivered to your classroom. Please check your classroom to verify your material was received. Please notify the UA Registrar's office in the Morris Lawrence building, Room 123 if you are missing material or have received material that you did not request.

Class Rosters

Class rosters for the Instructor Training Program are located at https://itfinstructor.uanet.org/ under the "Class Rosters" tab. If a student in your classroom is not on your roster here, then they are not registered for the course, and you should check the course and section number on their schedule/name tag. Any mistakes on your rosters should be reported to the UA Registrar's office in the Morris Lawrence building, Room 123.

Multiple sections (AM and PM) are shown at the top to click between, such as in the below example.

Attendance

Student attendance should be marked every day in the "Class Rosters" tab (above) by clicking on each student's name. If a student is absent, no grade should appear on the roster. If a student is absent, give an explanation in the comment box by clicking their name on the roster.

Student attendance is required at **ALL** course sessions.

Only those who attend **ALL** scheduled course sessions will earn college credit. Any exceptions to this are based on whether there are any extenuating circumstances (illness, accident, family emergency), a single absence may be excused, and a passing grade recorded – but this decision lies with the UA Director of Training and the UA Registrar's Office. Absences due to flight schedules or other travel-related plans are **NOT** excusable absences.

Grades

All students must receive a letter grade for each course. On the last day of the course, student grades are to be submitted in the "Class Roster" tab of the ITF Instructor website (https://itfinstructor.uanet.org/). It is of utmost importance that students are not automatically given As across the board and that they earn each grade through assessment.

The following classifications are to be used for all ITP courses:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and lower
N	No credit due to lack of attendance

Shirt Orders (DUE BY MAY 26, 2023)

On the ITF Faculty website (https://itfinstructor.uanet.org/), please use the "Shirt Orders" tab to complete orders for shirts during ITP week. This must be completed by the due date to ensure your ordered shirts are available for pick up on Saturday, August 12 in the Morris Lawrence building.

Visitors

Visitors _accompanied by a representative of the Instructor Training Program_ will be authorized to visit courses. United Association General Officers and members of the Training Department are entitled to visit all courses unattended.

Instructor Evaluations

Following their attendance at ITP, students are emailed a notification link for faculty evaluations. Please remind the students to participate honestly in the evaluations.

Conclusion of ITP

Immediately after your last course session on Thursday (AM) or Friday (PM), separate all leftover materials (printed materials, gang boxes, etc.) into four piles in the back of your classroom. Mark each pile accordingly:

a. Trash
b. Recycling
c. Storage
    i. Material you plan to store in the warehouse must be labeled (labels are available at the ML Building front desk).
    ii. Clearly write your course name and number on the item(s).
    iii. A complete inventory sheet for each box or container stored must be included.

d. Shipping
    i. Material you plan to ship must be boxed or crated.
    ii. Label the top and sides of the box/crate with shipping labels (labels are available at the ML Building front desk)
    iii. If you are shipping heavy equipment on loan from your local to and from the college, use the shipping form for freight available on the ITF Faculty website (https://itfinstructor.uanet.org/) under "Administrative Forms, titled "Equipment Shipping Request". Please contact the Certifications Manager with any shipping questions.

Revised April 28, 2023