



**University of Michigan
Department of Statistics
Faculty Guide**

2008-2009

WELCOME TO THE DEPARTMENT OF STATISTICS!

This handbook is intended to serve as a quick reference for administrative, instructional, and research policies and resources within the Department and University. Department staff will be glad to assist you with any additional questions.

RESOURCES:

Department Main Office: 734-763-3519

Department Fax: 734-763-4676

Department U.S. Mailing Address:
439 West Hall, 1085 South University
Ann Arbor, MI 48109-1107

University of Michigan <http://directory.umich.edu>

Online Directory (UMOD) The online directory allows you to:

- Search for people and groups at the University using names & unignames
- Create email groups - for example, stat-all@umich.edu includes all faculty, staff, and graduate students in the Department of Statistics.
- Update your own UMOD information - for example, you may need to enter a new phone number or address.

Department Homepage www.lsa.stat.umich.edu

LS&A Homepage www.lsa.umich.edu

Faculty Handbook www.provost.umich.edu/faculty/handbook

LSA Handbook for Faculty &
Instructional Staff Handbook www.lsa.umich.edu/lsa/facultystaff/saa/facultyhandbook

STATISTICS EMAIL GROUPS (Extension@umich.edu i.e. stat-all@umich.edu)

stat-all	Statistics faculty, staff and graduate students
stat-regfac	Statistics tenured & tenure-track faculty
stat-tfac	Statistics teaching faculty (tenure-track faculty & lecturers)
stat-affac	Faculty affiliated with Statistics Dept
stat-faculty	All statistics faculty (regfac, tfac, affac)
statstudentservices	Statistics office/administrative staff
stat-support	Statistics computing support
stat-staff	All statistics staff (office/computing)
stat-sysann	Statistics computer users (stat-tfac, stat-staff, stat-grad)
stat-postdoc	Statistics post-docs
stat-alum	Statistics alumni (graduate and undergraduate)

STUDENT EMAIL GROUPS

stat-phd	Statistics PhD students
stat-ma	Statistics masters students
stat-grad	Statistics PhD & Masters students
stat-majors	Statistics undergraduate concentrators/majors
stat-minors	Statistics undergraduate minors
stat-ugrad	Statistics undergraduates (concentrators and minors)

Department Office: Hours of Operation

- The Department office hours are 8:00 AM to 5:00 PM; the office is closed for lunch from 12:00 noon until 12:30 PM.
- The voice-mail system records messages when the office is closed or when staff are unavailable.
- During the spring and summer months, the Department office may be open for reduced hours in accordance with College policy.

STAFF

Name	Hours	Title	Address	Phone	Uniqname
Lu Ann Custer	8:00-4:30 pm	Program Assistant	439 WH	763-3520	lac
Suleman Diwan	M 9:00-5:00 pm T-F 9:30-5:30 pm	IT Support	432 WH	764-9983	stat-support
Meghan Genovese	9:00-6:00 pm	Academic Program Manager – Informatics Concentration	439 WH	615-3789	meghang
Shannon Halbedel	7:30-4:00 pm	Student Services Coordinator Chair’s Assistant	439 WH	647-8192	shalbede
Mary Ann King	9:00-5:30 pm	Department Assistant	439 WH	763-3519	making
Amy Rundquist	8:30-5:00 pm	Department Administrator	439 WH	764-5294	amyjr

Staff Duties

Lu Ann Custer, Graduate Program Assistant

Provides support for Graduate Program; graduate student admissions; student financials (GSI and fellowship appointments). Textbook ordering, student recommendation letters.

Suleman Diwan, IT Support

Provides support to faculty, staff and graduate students for research and instructional computing needs.

Meghan Genovese, Academic Program Manager

Manages the interdisciplinary undergraduate concentration in Informatics, including curriculum development, marketing, communications, recruitment, enrollment, etc.

Shannon Halbedel, Administrative Coordinator

Provides support for the undergraduate and graduate student programs including overrides, course time schedule, classroom scheduling, curriculum changes, Qualifying Reviews, masters and candidacy requirements, dissertation defenses, and manages graduate student files. Also serves as Department Chair’s Assistant: coordinate meetings, event planning, alumni relations, and assist with faculty searches and promotions.

Mary Ann King, Department Assistant

Provides secretarial services for the faculty, technical typing, department seminar, mail processing, copying needs, and ordering supplies. Provides support for room scheduling, assistance with large service course exam preparation. Updates to department website.

Amy Rundquist, Department Administrator

Assists the Chair with departmental fiscal and administrative matters, and manages support services. This includes faculty appointments, promotions, and searches, personnel and visa matters, equipment, reimbursements, management of research grants, gifts and general funds, preparation of budgets and grant proposals, curriculum matters, course time schedule, and facilities management.

UPON YOUR ARRIVAL

For International Faculty and Visitors:

If you are joining us from abroad on a J-1 Visa, **you are required to check in with the International Center at the University upon arrival.** The International Center is your main resource for visa questions and requirements for travel.

<http://www.umich.edu/~icenter/>

Email: icenter@umich.edu

Office	Location	Phone	Fax
Student/Research Scholar Office (J Visas)	603 East Madison	734-764-9310	734-647-2181
Faculty/Staff Office (H1B Visas)	Lower Level Pierpont Commons, 2101 Bonisteel	734-936-4180	734-763-0375

Banking Information

The following pages contain information about local banking institutions in the Ann Arbor area. More banking information can be found at:

http://www.umich.edu/~info/moneyMatters.html#anchor_banks

<http://www.internationalcenter.umich.edu/life/banking.html#banks>

Benefits Information

Employees of the University of Michigan are entitled to participate in various health insurance programs. Information about the various programs can be found through the Benefits Office at <http://www.umich.edu/~benefits/> or contact the Benefits office by phone 866-647-7657 (phone) or email benefits.office@umich.edu.

Note: Non-Resident Aliens:

You will automatically be enrolled in a health insurance program through the UM International Center due to legal requirements. For more information about the International Center health insurance policy please visit the following website: <http://internationalcenter.umich.edu/healthins/>. Once your appointment is active, you may elect to change your coverage to options that are available to you through the University. This may be a less costly way of securing health insurance coverage. If you do decide to elect coverage through the University your enrollment in the International Center health plan will automatically be canceled. Please direct all inquiries regarding your health benefits to the Benefits office or the International Center.

Emergency Alert System <http://www.umemergencyalert.umich.edu/>

UM Emergency Alert is a mass, urgent notification system, comprised of a variety of methods by which the University can notify students, post-docs, faculty and staff of an active, major campus emergency. In order to receive these urgent notification alert messages, faculty, staff, post-docs and students may register two telephone or cell phone numbers and a device to receive text messages. Additionally, the University automatically will register all faculty, staff, post-docs and student umich email addresses. To register go to Wolverine Access (under employee business).

IDCard (MCard)

A photo ID card is required and can be obtained at the Student Activities Building, (Room 100 in the basement level). This card also serves as your Library card, and you can receive discounts at some local bookstores and businesses.

Parking Permits

Employees may purchase a parking permit that entitles them to use University parking lots or structures. Rates vary depending on the type of permit you choose. Detailed information on the location of sites, etc. may be obtained at <http://pts.umich.edu/>. See the Department Administrator for paperwork before going to the parking office.

Payroll Schedules & Tax Treaty Information

Faculty and visiting professors at the University of Michigan are paid on a monthly basis (on the last day of the month).

Paycheck Distribution

The preferred method of payment for most University employees is by direct deposit, which may be arranged through the Wolverine Access web site, <https://wolverineaccess.umich.edu/> under Employee Business option. Direct deposit is available for most financial institutions throughout the country. Employees who elect to have their pay direct deposited can view and/or print their direct deposit pay stub detail from Wolverine Access.

Social Security Card

A social security number is required for tax purposes. If you are not a U.S. citizen, you will need to submit an application for a social security card. You can download the application from the following website: <http://www.payroll.umich.edu/formreq.html>.

To apply for a Social Security number, go to the Social Security Administration office located at 3971 Research Park Drive, Ann Arbor, MI 48108. You will need to bring the following documents:

- A completed Application for a Social Security Card (form SS-5)
- Passport
- I-94 card (and two copies with legible entry stamps)
- I-20 form (and two copies with legible entry stamps) (*for F-1 visa holders only*)
- DS-2019 form (and two copies with legible entry stamps) (*for J-1 visa holders only*)
- H-1B petition approval notice (and two copies) (*for H-1B visa holders only*)
- Proof of employment eligibility (*for F-1 and J-1 visa holders only*)

Office hours are Monday through Friday, 9 A.M. – 5 P.M. For a map and directions please refer to this website: <http://ssa.gov/>. The Social Security office is accessible by public bus (AATA), take Bus #6 (free with M-Card) to Stop 513. (West Ellsworth Road at South Research Park Drive). The AATA web site describes the stop.

If you are from abroad and your country of permanent residence (not citizenship) has a tax treaty with the U.S. government, then you qualify for exemption from FICA taxes for the amount of years stipulated in the treaty. Additional tax documents must be completed to claim the exemption and can be obtained from the Department Administrator.

OFFICE SERVICES AND PROCEDURES

Computing

All eligible faculty can receive an account with access to university computing resources. The account can be obtained from the Department Administrator. If you have special computing needs, consult with the Chair. The University provides networked file storage for faculty, visiting scholars, staff, graduate students, and some undergraduate students. You are encouraged to store vital data on these network file servers; in the event of a computer malfunction, theft, or damage from water or fire, files stored on the network would be retrievable.

Computers for general use are available in room 429 (computer lab), rooms 436 & 437 (student offices), and room 443. Machines on individual student desks are not for general use.

Printers

Printers are available in rooms 429 and 440. They are indicated by names such as, “Printer in Room 443”. The names under Linux are printer429 and printer440. Since these are general use printers, please break up huge jobs into smaller chunks to allow other people to print in between.

Color printer

There is also a color laser printer available in the computing lab (room 429). The name under Linux is colorprinter.

Computation on Linux machines

There are linux servers and desktops that can be used for computation. Their names are of the form *machinename.stat.lsa.umich.edu*, e.g. spirit.stat.lsa.umich.edu. The machines are:

- pluto (general use login server)
- charon, mars, phobos, bayes0, bayes1, bayes2, bayes3, (compute servers)
- magellan, cassini, Huygens (lab linux machines)
- bayes0, bayes1, bayes2, bayes3, (compute servers are available upon request only)

Common University Web Resources <https://weblogin.umich.edu>

You can find a number of common resources for you to use through this website. It includes links to your university e-mail (mail.umich.edu), Wolverine Access services (wolverineaccess.umich.edu), web-based home directory access (mfile.umich.edu), among other things. Most of the links mentioned below appear here as well.

Email Accounts <http://mail.umich.edu>

Email is used regularly to conduct departmental business, so please check your University email account regularly. You can access your mail by logging in at the address above.

Wolverine Access <http://wolverineaccess.umich.edu>

Wolverine Access is a web-based interface to the University administrative systems which allows you to view and manage several aspects of your position at the university such as paystubs, tax information, etc.

CTools <https://ctools.umich.edu/>

CTools is UM’s online system for research, projects, and course management. It is used as the course website to post lecture notes, assignments, etc. for your courses. The ctools site is also useful for collaborating on projects.

ITCS main page <http://www.its.umich.edu>

Your one stop access to various things related to your account and general computing at the University, including documentation, quotas, etc.

Synchronizing or changing your password <https://accounts.its.umich.edu>

To use the department Windows resources you will need to synchronize your passwords at this website.

Go to the “Windows Active Directory” tab and change your password to match your regular Umich password (this one is under the kpasswd tab).

In addition, if at any time you need to change your password you should go to this website. You will need to change your kpasswd as well as Windows Active Directory passwords when you do so.

Good security practices

Passwords

- Make sure you keep your password to yourself.
- It should be a complicated sequence of at least 7 characters and consisting of lowercase, uppercase, numbers and punctuations.
- Change your password regularly, at least once a year (sooner if possible).

Locking a workstation and logging out

- **Always lock your workstation if you leave for a few minutes.**
- **Remember to always logout when you are done using the machine.**

Web-based Home Directory Access

These links can be used to access your home directories through the web.

<http://mfile.umich.edu> – To access your main Umich home directory

<https://dfs.lsa.umich.edu> – To access you LSA Windows home directory

Personal websites

There are two websites available. Umich website and the Statistics website. Their locations are:

~/Public/html – <http://www.umich.edu/~uniquename>

~/LSA-Files/Public/html – <http://www.stat.lsa.umich.edu/~uniquename>

~ - represents your Umich home directory.

uniquename – It is your unique name.

Wireless Access Available in the Department

Wireless access is available to anyone who has a Umich Kerberos unique name and password. To gain access, open the browser and authenticate using your umich login. If you run into any difficulties, please email the Statistics IT staff person at stat-support@umich.edu.

Clerical Assistance

Office staff are available to assist faculty with typing and duplicating. Every effort is made to complete requested work as soon as possible, but faculty should expect at least 24-hour turnaround time for all duplicating and typing.

Mail

The Department will cover regular/first class business-related mail charges. Mailboxes for faculty, staff, post-docs, and graduate students are located in Room 440. Incoming mail is normally sorted and placed into mailboxes by noon. Outgoing business mail deposited in the outgoing mail bin (in room 439) after 9:30 a.m. will be processed for pickup by University Mail Services the following day. Packages for business use will be mailed domestically according to U.S. Postal Regulations; faculty needing to mail packages internationally should consult with the Department Assistant. Under no circumstances will personal packages be mailed from the Department office. There is a US Post Office within walking distance (1214 South University Suite S104; 800-ASK-USPS). Due to the volume of mail received, it will be appreciated if your personal mail is sent to your home address.

Campus Mail

University campus mail envelopes are available from the department mail room 440. Envelopes can be retained for future use or returned to the department mailroom. Campus mail can take several days to travel a short distance.

Mail Forwarding

If a faculty member is away for a particular period of time (e.g., on sabbatical), all first class mail will be forwarded upon request by the Department Assistant. Third-class mail will not be forwarded or sent unless the faculty member requests it to be sent at his/her expense.

Express Mail

The department main office provides UPS express mail service for business-related mailings. Materials and assistance are available from the staff in the main office. Research-related mailings will be charged directly to a research account. Please inform the Department Assistant if the package is not research related.

Address Changes

Changes in home addresses and/or telephone numbers (even temporary) should be reported to the Department Administrator. Permanent changes also need to be updated in Wolverine Access on the “Employee Business” link at <https://wolverineaccess.umich.edu>.

Meeting Rooms

The department has two rooms in West Hall available for meetings: 450 and 443. Faculty, students, and staff must schedule the use of these rooms in advance through the department staff. Questions can also be directed to the staff. Contact the Department Assistant or the Student Services Coordinator if you need to reserve a room outside the Department resources.

Offices and Keys

Offices

Offices are assigned by the Department Chair. Regular faculty are typically assigned an office for their sole use; supplemental faculty may have to share offices, particularly if they hold less than a 100% appointment. Desks, chairs, bookcases, and filing cabinets are provided for each office. The Department budget does not normally allow for purchases of additional furniture, but faculty with furniture needs should consult with the Department Administrator.

Keys

Faculty, graduate students, GSIs, and staff receive keys to their offices upon arrival in the Department. Faculty and staff are provided with their initial keys free of charge; graduate students and GSIs pay a \$5.00 deposit. Replacing lost keys may require a \$5.00 deposit from all individuals. See the Department Administrator for questions regarding keys.

Supplies and Equipment

Office Supplies

Basic office supplies (stationery, pens, pencils, etc.) are provided by the Department and are available in the mail/supply room - 440. A heavy duty stapler, 3-hole punch, paper cutter, shredder, and other equipment are available in the main office, 439. When a supply is low, depleted or if you have special needs, see the Department Assistant. Research related supplies are to be purchased from research funds.

Projector

The Department has a projector available for short term loan. Priority is given for course work. Equipment must be signed out and checked in through the Department Assistant.

LSA Instructional Support Services (ISS) www.lsa.umich.edu/iss

ISS has many types of audiovisual equipment available for use. Equipment can be picked up as needed, although it is better to make reservations ahead of time. Requests to reserve equipment from ISS can be done thru the Department Assistant.

Photocopying / Scanner

The Department copy machine / scanner is located in 440. The Department Assistant is the key operator for the machine, assigns copy codes, and assists with problems with the machines or instructions for use. If you have large copying needs (i.e., more than 200 copies needed), please let the Department Assistant know as far in advance as possible so the copying request can be sent to LS&A Offices Services.

In addition to the photocopier/scanner described, the Department has a scanner available to be used primarily for instructional and research purposes; it is located in Room 429. See the Department Assistant for assistance.

Copyrighted Materials

The photocopying of copyrighted material is limited under law. Current interpretation of copyright law states that no more than 10% of any copyrighted document may be reproduced without obtaining proper permission from the copyright holder. See www.lib.umich.edu/copyright. Faculty members requiring more than 10% of a copyrighted document will need to utilize the services of Michigan Document Service or another company that specialize in seeking the necessary permissions. (See also Coursepacks.) Department office staff are available to help faculty with copying needs. Please provide originals and complete copy instructions to the Department Assistant on the Copy/Scan Request form. Please allow 24-48 hours to complete the job before your deadline.

Confidentiality

Faculty and staff are required to maintain confidentiality of sensitive information (such as documents containing term grades, UM IDs, social security information, CVs of candidates, etc). These documents should always be kept in a secure area. Old documents must be shredded and NOT RECYCLED. Smaller documents can be given to office staff for recycling. For bulk recycling, the college has a program to shred work-related material in bulk. Faculty will be notified each term about these dates. If you have other questions about confidentiality issues, please contact the Department Administrator

Fax Machine

A fax machine is available for all faculty, graduate students, and staff business use. All outgoing faxes are processed by the department staff. The Department will cover local/long distance charges for all business-related faxes. All faxes must be recorded in the log. As per University policy, faculty and staff must pay for personal long distance faxes. Incoming faxes are received electronically by the Department Assistant and will be forwarded via email to the receiver.

Telephones

Department phones have campus, local, long-distance, and international calling capabilities. For on-campus calls, dial the last five digits of the phone number. For off-campus calls, dial “9” plus the number. Except in emergencies, your phone should not be forwarded to the Department office. The department pays for all calls relating to department business. As per University policy, faculty and staff must pay for personal long distance calls. If you have one-time extenuating circumstances, such as preparations for a conference, see the Department Administrator.

Voice Mail

Private answering machine or voice mail is provided on department phones. Please check for messages regularly. For more information, consult with the Department Administrator.

Other Services & Procedures

Bus Services

The University transit buses are provided free of charge and are open to everyone. A schedule of routes can be found at http://www.transportation.umich.edu/transit/bus_routes/index.html. Additionally, all active faculty, staff, and students are able to ride all of Ann Arbor Transit Authority’s regularly scheduled fixed-route buses at any time of day, any day of the week without paying a fare. U-M passengers simply will show a valid Mcard ID to access the AATA’s Mride Program. Go to <http://www.theride.org/routes.asp> for route information.

Custodial Services

All restrooms, conference rooms, lobbies, kitchen areas, and stairwells are scheduled to be cleaned daily. Offices are scheduled to be cleaned bi-weekly. Trash is scheduled to be picked up from offices weekly. If you have concerns regarding the custodial service, please notify the Department Assistant.

Holidays

The University observes seven official holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day following Thanksgiving, Christmas Day, and New Years Day. In addition, the University observes four seasonal days between Christmas and New Years.

Kitchen/Lounge

The department kitchen is located in room 440 West Hall. Coffee, hot chocolate, tea, and water are available throughout the day (Monday-Friday). The department lounge is located in 438 West Hall and the room is intended as an informal gathering place for students, post-docs, and faculty. Occasionally the room is reserved for special meetings and events.

Libraries

The University Library System has numerous facilities located around campus. A complete list of the University Library system libraries and major independent libraries affiliated with the University can be found at <http://www.lib.umich.edu/libinfo/>. MIRLYN is the University's computerized library catalog. (<http://www.lib.umich.edu/>)

747-FAST is a service provided by the University Libraries enabling faculty members to get books, journal articles and other reference materials delivered to them at their office. **7-FAST is free for all Faculty and Graduate Students.** When placing an order, include in the “Notes” field a statement that you are a member of the Department of Statistics. For more information, please go to <http://www.lib.umich.edu/7fast/>.

Notary Public

Documents requiring official signature verifications or other Notary Public assistance can be taken to one of the following locations:

	Location	Phone	Hours of Operation	Cost
Student Legal Services	2304 Michigan Union	734-763-9920	M-F 9am-12 pm 1-5 pm	Free to UM Students; small fee for others
LSA Dean’s Office	LSA Bldg	Consult with Dept Administrator to identify the appropriate individual	Need to set up appointment	Free

Seminar

The Department has a regular seminar series with seminars generally held on Friday’s at 11:30 am. Speakers from universities worldwide, industry, other UM departments and our own faculty and visitors are invited to present these seminars. The seminars range from elementary to advanced levels and cover a wide selection of topics. Announcements are sent via email and postings are placed on the Department bulletin board and the Department website. An informal “coffee hour” is held from 11:15-11:30 am in the lounge. The Department Assistant, along with a faculty member, coordinates the seminar.

Uniquely Michigan <http://www.hr.umich.edu/um/>

The University of Michigan is huge and offers access to extraordinary resources. The Uniquely Michigan website showcases those things that are Uniquely Michigan. The site offers a listing of discounts and perks that are offered to UM employees with MCards (UM photo IDs), entertainment, attractions, family friendly activities, and miscellaneous items.

WORKPLACE ISSUES

LS&A CONFLICT OF INTEREST POLICY (see attachment)

SAFETY

Access to West Hall is not controlled during normal office hours. To prevent possible theft of personal or University property, **ALWAYS** keep offices locked when they are unoccupied, even for brief periods of time. Many individuals have access to the building, and it is not wise to keep personal valuable in offices.

911 Fire, medical emergency, theft in progress, actual or immediately threatened violence (24 hours a day, 7 days a week)

9-911 Ann Arbor Police and Fire Department

763-1131 To report vandalism or theft, suspicious persons on the premises, or to request a security escort. If you are not in any immediate danger, stay on the phone until the security officer has collected all necessary information. Also notify the Department Administrator of any vandalism or theft.

In the event of a bomb threat, notify the Department of Public Safety and Security by calling 911 immediately. If you receive a bomb threat by telephone, listen carefully to the exact language of the caller; note any reference to the location of the bomb and the time of the alleged detonation. If you receive a bomb threat in the form of a note, preserve it for security personnel. Do not handle any objects that appear suspicious.

In the event of a facilities-related emergency (e.g., a person trapped in an elevator, loss of power, flooding, or loss of heat), contact the Department Administrator or **647-2059** UM Building Maintenance (for maintenance and repairs), when the office is closed.

S.A.F.E.Walk is the University's free nighttime walking service. A trained Student Assistant from the Department of Public Safety will walk or drive you to your destination. S.A.F.E.Walk is available FROM any central or north campus building/location TO any destination within a 20-minute walk or a 1-mile drive of the central/north campus diags. S.A.F.E.Walk is available 24 hours a day, 7 days a week. (call 763-9255, <http://www.umich.edu/~info/safewalk.html>)

Harassment and Discrimination

Complaints about incidents of harassment or discrimination may be brought informally to the Department Chair, or registered (either informally or formally) with representatives of the Office of Institutional Equity (<http://www.umich.edu/~hrraa/oie/index.htm>), Rackham Graduate School Dean's Office (graduate students only), Center for the Education of Women (<http://www.umich.edu/~cew/>), Department of Public Safety, or the appropriate Personnel Office. The person receiving a complaint will advise the complainant about the informal and formal resolution alternatives under University Policy. If the complainant so desires, the Chair may make arrangements for an informal inquiry into the reported incident and assist in resolving it. Under current University policy, the Chair is *required* to report all incidents to the Associate Dean of LS&A for Academic Appointments and the Affirmative Action Office (for statistical purposes and monitoring of compliance). Reports in which the complainant's and/or the accuser's names are not to be revealed may be reported generically to these offices.

The University's policies are set forth more completely in SPG [201.89-0 - Sexual Harassment](#), [201.89-1 - Interim Policy on Discriminatory Harassment](#), and [201.35 - Non-Discrimination](#).

Sexual Harassment

The University seeks to provide an academic and work environment in which all members of the University community are treated fairly and equitably and with the respect and dignity necessary to allow each member of this community to realize his or her full potential. Sexual harassment is contrary to this goal. Incidences of sexual harassment impede equal employment and educational opportunities, impede equal access to freedom of academic inquiry, diminish individual dignity, and present serious and unacceptable barriers to fulfilling the University's scholarly, research, educational, and service missions. Sexual harassment is a very serious matter with far-reaching effects on the lives and careers of individuals. It is therefore important that all faculty understand what is meant by sexual harassment, avoid engaging in conduct that constitutes sexual harassment, and be aware of University policies and resources for dealing with sexual harassment.

The University's Policy on Sexual Harassment, <http://spg.umich.edu/pdf/201.89-0.pdf>, proposes that relationships between faculty (including graduate student instructors) and students, even mutually consenting ones, are a basic violation of professional ethics *when the faculty member has any professional responsibility for the student's academic performance or professional future*. University policy precludes individuals evaluating the work performance of others with whom they have intimate familiar or close personal relationships, or from making hiring, salary, or similar financial decisions concerning such persons, without prior written approval. Thus, consensual romantic or sexual relationships between faculty or staff and students also require disclosure to the appropriate administrative supervisor so that arrangements can be made for fair and objective evaluation of the student.

The University's policies are set forth more completely in SPG [201.89-0 - Sexual Harassment](#), and the University's Faculty Handbook <http://www.provost.umich.edu/faculty/handbook/11/index.html>. Additional information can also be found at <http://www.umich.edu/~hrra/oi/index.htm>.

Discrimination

The University has a number of policies that relate to promoting diversity and preventing discrimination. Through University policies, as well as applicable state and federal laws, the University provides a supportive and inclusive environment in which members of this community can pursue their educational and professional objectives.

The University's policies are set forth more completely in SPG [201.89-1 - Interim Policy on Discriminatory Harassment](#), and [201.35 - Non-Discrimination](#). and the University's Faculty Handbook <http://www.provost.umich.edu/faculty/handbook/11/index.html>. Additional information can also be found at <http://www.umich.edu/~hrra/oi/index.htm>.

Sexual Assault Prevention and Awareness Center (SAPAC)

<http://www.umich.edu/~sapac/> 998-9368

SAPAC offers a number of services to the University of Michigan community, including education and training, advocacy, information and referral, crisis intervention, and special events. Professional staff provide confidential crisis intervention, information and referral services to survivors of sexual assault, dating/domestic violence, sexual harassment and stalking 24-hours-a-day via the Crisis Line.

Information and support is also available for the friends, partners, and family members of survivors. Crisis Line phone #: 936-3333. Their office is located at 715 N. University, Suite 202.

Counseling and Psychological Services

<http://www.umich.edu/~caps/> 764-8312

The University's Counseling and Psychological Services (CAPS) is committed to providing multicultural and multidisciplinary expert and caring therapeutic support for students who are survivors of sexual assault, dating/domestic violence, stalking or sexual harassment. They are also available for consultation and support for survivors, partners, family members, friends, and U of M staff or faculty members. CAPS staff is also available on an emergency walk-in basis for survivors, partners, friends or family members during our business hours. CAPS services are free, confidential, and available to currently enrolled students. This center is located at 3100 Michigan Union. After hours and for emergencies, call 936-5900 (UM Psychiatric Emergency Services).

Faculty and Staff Assistance Program (FASAP)

www.umich.edu/~fasap 734-936-8660

The Faculty and Staff Assistance Program (FASAP) offers help with crisis resolution, family/marital/partner concerns, child/adolescent development, alcohol and other drug use, stress related to tenure, work relationships, financial concerns, achievement anxiety, and other problems of concern to faculty and staff. Fully trained counselors are available to provide diagnostic evaluations and referral services. All active or retired faculty and staff members and their immediate family members are eligible for the resources of FASAP. For more information contact the Faculty and Staff Assistance Program (<http://www.umich.edu/~fasap/> or call 936-8660).

UM Mediation Services for Faculty & Staff

www.umich.edu/~mediate 734-615-4789

Mediation is a voluntary, non-legal process to prevent or resolve a dispute collaboratively. It allows two or more parties to communicate openly and honestly, in a safe and structured setting, about a disagreement. The professionally trained mediator assists parties to hear each other, to understand each other's perspective, and to develop constructive outcomes.

Work Life Resource Center

<http://www.hr.umich.edu/worklife/> 734-936-8894

The University's Work/Life Resource Center (WLRC) helps University of Michigan families achieve that balance through connections with campus and community resources that help you integrate your personal life and your work life. Among many programs and services, the center can assist with childcare, elder/dependent care, emergency back-up child care (Kids Care at Home), balancing work and personal responsibilities, and creating flexible work schedules. Other available services include individual consultations, seminars, workshops, and presentations, and other resources.

Drugs and Alcohol

College policy indicates that sanctions may be necessary when alcohol and other drug use are associated with problems such as poor work performance, poor attendance, destruction of property, injury to individuals, and unlawful possession, use, manufacture or distribution of alcohol and other drugs on University property or as part of University activities. Selling and/or serving alcohol at College events is not prohibited. However, decisions regarding the sale or serving of alcohol should incorporate principles of safety and health in order to reduce risk for both attendees and for the College. Faculty

with questions regarding the serving of alcohol at departmental functions should see the Department Administrator.

INSTRUCTIONAL

Academic Integrity

The College expects that all enrolled students will uphold standards of academic integrity and conduct. The College prohibits all forms of academic dishonesty, such as plagiarism, cheating, double submission of papers, aiding and abetting dishonesty, fabrication, falsification of records and official documents and unauthorized or malicious interference or tampering with computer property.

The College's Academic Judiciary has been established to adjudicate cases of alleged academic misconduct by students in the College. The judiciary acknowledges that it is the mutual responsibility of student and instructor to be clear on the community's standards of scholarship. All instructors have the responsibility to clearly define academic dishonesty and to help students understand the appropriate use of the work of others and under what conditions this is permitted. Many first- and second-year students have had little or no instruction in this area and faculty should not presume that students enter classes with an accurate understanding of the issues. The College suggests faculty make comments at the start of their courses about their particular view of what is sufficient documentation in papers.

While most students are honest in the way they complete their academic work, it is in the interests of the College to make official note of incidents of cheating. Repeat offenses indicate that the College must take strong punitive action, and the Office of the Assistant Dean of Student Academic Affairs is the only place in the College where any central records of such offenses are kept. Unreported incidents allow for repeated offenses without very serious consequences, a situation unfair to those students who play by the rules as well as to other faculty.

The Academic Judiciary Manual of Procedures is available in the Office of the Assistant Dean of Student Academic Affairs, 1228 Angell Hall and at <http://www.lsa.umich.edu/saa/standars/acadjudic.html>. This manual should be consulted if faculty have occasion to charge a student with academic dishonesty.

Any questions regarding alleged academic misconduct should be directed to the Department Chair.

Additional information can be found at the LSA Student Academic Affairs web site:
<http://www.lsa.umich.edu/ssa/dean/>.

Services for Students with Disabilities

Please contact the Office of Students with Disabilities for assistance. Shannon Halbedel (statstudentservices@umich.edu) can assist with this.

G664 Haven Hall
<http://www.umich.edu/~sswd/ssd>
Phone: 734-763-3000
Fax: 734-936-3947

Course Policies

Auditing courses

The University requires auditors to register officially for a course as a “Visitor” and to pay the corresponding tuition and fees. The decision to accept or reject a request to audit a course is left to the instructor, although audits must be approved by the Office of Academic Actions. Auditors must meet all established course requirements, and a grade of "VI" is recorded when the course is completed. For more information, contact the Academic Standards Board (1255 Angell Hall, 764-0311 or 764-0332, e-mail academic.standards@umich.edu).

Course evaluations

The Department requires that all courses be evaluated by students at end of the term. Evaluations can be of great value as diagnostic devices, helping faculty achieve their pedagogical aims. Course evaluations are also used for Departmental curriculum planning, in making staffing decisions, and as part of faculty evaluation in consideration of merit pay increases, promotion, and tenure. Standardized evaluations provided by the Office of Examinations and Evaluations (E&E) are used for this purpose. At a designated time each semester, students will complete online evaluation forms for each of their registered courses using the Teaching Evaluations tool in their CTools My Workspace. Instructors will then be able to view their own results in Wolverine Access under Faculty Center. The results will be presented in two reports: A summary report that tabulates all quantitative ratings on a single page, and a detailed report that displays individual student comments and associated ratings in multi-page format. The results will be available a few days after the final exam period ends.

Final examinations

The schedule of final examinations and regulations concerning the conduct of examinations can be found on the University’s Office of the Registrar web page under Schedule of Classes: <http://www.umich.edu/~regoff/>. The Final Examination Period and Study Days are determined by the University Calendar Committee and approved by the Regents. No allowance is made and no approval is given by the Final Examination Committee for final examinations prior to the Final Examination Schedule. Approval will not be given for any examinations during Study Days. Final examinations scheduled for one date and time within the Final Examination Period may not be moved to another date within the Final Examination Period without prior approval of the Final Examination Committee. Conflicts with regard to the published schedule will be reviewed by the Final Examination Committee. A written request is to be filed with the University Registrar, no later than two weeks prior to the beginning of the Final Examination Period. For more information, contact the Department Administrator. *It is permissible to give unit exams (exams equally weighted with other hourly exams) during the regular instructional period.*

Even if the students in a class are willing to take the final examination at a time different from that approved by the Regents, the instructor must still obtain permission to change the exam date from the Final Examination Committee via the Curriculum Committee of the College of Literature, Science, and the Arts. If permission is granted, the instructor may move the exam, but must still allow any student in the class to take the examination at the published time.

In the case of take-home exams, the following procedures are recommended by the LS&A Curriculum Committee:

1. The due date of the examination should normally be no earlier or later than the regularly scheduled examination date and time, as published by the Office of the Registrar. Exceptions must be approved by the Curriculum Committee.
2. State what penalty will be given if the take-home examination is submitted late.
3. Specify when the examination will be handed out, and where or to whom it must be returned.
4. Indicate the amount of time you expect a typical student to spend on the examination. State any lower or upper limits on the amount of writing that can be submitted in answer to each question.
5. Spell out rules on collaboration. (Is it permissible for students to discuss the examination? To work together on answers?) Also specify any limitations on resources which may be used in taking the examination (e.g., course texts, library materials, etc.).

IRB Approval for Class Assignments

Some classroom assignments are designed to involve questionnaires, interviews, or other interactions with individuals such as those commonly used in research methods courses. Review the link to clarify when class assignments should be reviewed by the Institutional Review Boards to ensure the protection of human subjects. <http://www.research.umich.edu/hrpp/classroomresearch.html>

Syllabi

It is expected that all faculty will provide students with a course syllabus at the beginning of the term. The syllabus should explain clearly the goals of the course, course requirements and your grading policies, your attendance policies, as well as inform them of standards of scholarship and conduct to be observed on assignments. Let them know the consequences that can follow from academic misconduct (i.e., cheating, plagiarism). It should also provide an outline of the class meetings and course readings, and indicate the times and locations for instructor and graduate student instructor office hours. See the LSA Handbook for Faculty & Instructional Staff (<http://www.lsa.umich.edu/lsa/facultystaff/saa/facultyhandbook/>) for additional information.

It is important that faculty include in each syllabus a statement asking students to inform them of any special needs to ensure that those needs are met in a timely manner. (See Students with Disabilities for more information.) It is essential that disability information be kept confidential. At no time should the class be informed that a student has a disability, except at the student's request. All information that a student gives to the faculty member is to be used specifically for arranging reasonable accommodations for the course of study. The Office of Services for Students with Disabilities recommends that students bring letters verifying their disabilities to faculty during office hours or by special appointment. At that time, arrangement of accommodations can be discussed in private. (See Students with Disabilities.) Faculty are required to provide the department office, at the onset of each term, with a current syllabus. These materials are retained by the office as a reference file.

New courses

Faculty interested in developing new courses should first discuss their interests with the Chair.

Office hours

You should schedule sufficient number of office hours per week (typically at least 2-3 hours) for consultation with students. You are expected to hold every scheduled class throughout the semester and to be present for the administration and grading of the final examination. Absences for illness or occasional attendance at professional meetings are permitted, but you must either find a substitute instructor or make up the class time at another time. However, it is usually difficult to find a mutually

convenient time for large classes. For multi-section courses, the best strategy is usually to arrange with another instructor to cover your class in exchange for your doing the same in return.

Grading

The evaluation of student work and the assignment of grades is the responsibility of faculty members. While GSIs and graders can assist the instructor in evaluating student work, questions about the evaluation of specific assignments or the calculation of final grades are the responsibility of the faculty member. Additional information on grading can be found in LSA's Handbook for Faculty & Instructional Staff located at <http://www.lsa.umich.edu/lsa/facultystaff/saa/facultyhandbook/>. If you need the assistance of an additional temporary grader, please forward contact the Department Administrator.

Most students today are very concerned about grades and grading schemes, so instructors should provide a detailed description of how you will evaluate their performance at the beginning of each course. This should include number of homework assignments, exams, projects, group assignments, etc. you plan to assign and how the results will be weighted. This will also protect you from later complaints that you graded unfairly or capriciously.

Regular assignment of problem sets is expected in all undergraduate courses. The decision as to how frequently the problems are collected and graded is up to the instructor, but it should be frequent enough so that you have confidence that the students comprehend the material. Typically, homework is assigned once a week for undergraduate courses. Problem sets are an important aspect of training in all courses, including advanced graduate courses. Homework should normally be returned within a week of submission. Even if you have a grader, you should grade enough of the papers yourself to be in touch with the students' comprehension and performance. Students learn a great deal from the comments made on the problem sets.

Depending on the nature and level of the course, undergraduate courses have one or two written examinations during the term and a final examination. All exams are to be graded by the faculty instructor with assistance of a GSI if one is assigned to you. Giving final examinations while classes are still in session is expressly not allowed. In the College of Literature, Science and the Arts, formal examinations are to be proctored; in the College of Engineering examinations are conducted on an honor system.

The instructor should not tell students that they must, or should, drop a course, or that they are sure to fail it. If the instructor feels that any of these are likely to be true, he/she should talk with the student about the possibilities and advise him/her to discuss this with an advisor. The advisor has additional data on students, their programs, and the conditions of their admission to the University, and must approve any course drop or reclassification of the student.

Grade books

Faculty should maintain accurate and detailed grade books, recording assignment and examination grades throughout the term, as well as the final course grades given. These records are needed in case there are grade appeals or other questions in later semesters. Instructors should retain this information as well as all grade books while they are on campus. Instructors who leave the University (even for temporary leave) faculty should give this information and grade books to the office staff for retention.

Grades (Web Grades)

Grades are due 72 hours after the final exam is given or 72 hours from the due date of the work submitted by the student(s) if there is no final exam. It is critical that instructors submit their grades on time; missing grades cause problems for graduating seniors and students needing grades posted for a variety of other reasons, including end-of-term review for academic standing. The instructor is responsible for approving and submitting all final grades. Instructors may assign a Proxy (e.g., GSI) to enter grades for a class section via Faculty Business in Wolverine Access. However, only the instructor will have access to approve and submit final grades, and it remains the instructor's responsibility to do so.

Resources for entering grades

Below are links regarding use of web Grades. When entering your grades, in order to submit them, you will need to select **Approved** in the selection box.

https://heprod.dsc.umich.edu/html/doc/eng/dftie/ljaa/htm/images/CU_SGRD_GradeEntry_SS.pdf

https://heprod.dsc.umich.edu/html/doc/eng/dftie/ljaa/htm/images/CU_SGRD_Review_SS.pdf

Information about submitting grades can be found at the Registrar's Office web page at:

https://heprod.dsc.umich.edu/html/doc/eng/dftie/ljaa/htm/sr_fb_graderoster.htm

Uploading grades from an excel file.

https://heprod.dsc.umich.edu/html/doc/eng/dftie/ljaa/htm/images/CU_SGRD_Upload_SS.pdf

Assigning a Proxy to enter grades

At the end of each term it is expected that the instructors will enter their own course grades. An exception to an instructor entering grades is to assign a proxy (primarily for the large services courses). Mary Ann King (making) can be designated a proxy for entering your grades if the instructor or GSI is unable to do so. If you designate Mary Ann to be a proxy for grade entry remember to select Approval status (however a proxy cannot approve the submission of grades only the instructor can do this).

https://heprod.dsc.umich.edu/html/doc/eng/dftie/ljaa/htm/images/CU_SGRD_Proxy_SS.pdf

With the web grade system students can view their grades online once they are posted. Final exams may be returned to students. Often students pick these up from the instructor directly. It is important not to post grades by name, social security number, or other identifying category or in an alphabetical list that permits identification of students, because to do so violates the student's right to privacy. *Federal law and University policy prohibits posting of grades using names or any part of a student (=social security) number.* Posting may be done using a private code supplied by the student. Because of the number of students involved, the Department Office does NOT dispense information about course grades. Exams not returned should be kept

on file for one year and you should keep a copy of your grading records for at least two years. If you leave the University, it is essential that you leave a copy of your records with the Department Office, as well as tests and finals you still have. This will greatly facilitate answering questions and resolving problems that may arise in your absence.

Grade categories

Letter grades are assigned in most courses. Normal grade symbols include A, B, C, D, E. Letter grade of "I" is to be used only when small amounts of unfinished work remain (see below). A letter grade of "X" is to be used to indicate the student has missed the final exam due to extenuating circumstances (physical health, etc.). A grade of "Y" is used to indicate the course extends beyond the published schedule. A grade of "NR" indicates the student is listed but did not attend the class. Grades of "P" (pass), "F" (fail), "S" (satisfactory), "U" (unsatisfactory), "CR" (credit), and "NC" (no credit) are used if the class is approved for this use.

Incomplete grades

An "incomplete" (denoted by I grade) may be reported only if the unfinished part of the student's work is small, the work is unfinished for reasons acceptable to the instructor, the student's standing in the courses is at least "C-" grade or higher, and the student has taken the final examination. Students who unavoidably miss the final examination are given a letter grade of X. When either X or I grades are reported, all incomplete work must be completed by the end of the fourth week of classes in the next full term in which the student is enrolled (unless an extension has been requested and approved). If the work is not completed and a grade is not submitted by the LSA deadline, an "I" lapses to an "E" on the student's transcript and counts as a failing grade in the GPA. When assigning incompletes, faculty and GSIs *are required to keep accurate records regarding completed work to be able to determine a final grade*. Refer to the LSA Handbook for Faculty & Instructional Staff for detailed information regarding the completion of unfinished course work.

Submitting Grade Changes

Once you have submitted a final grade, it cannot be changed except with the approval of the Academic Standards Board, and only "to correct an error" (Faculty Code). If you feel that the grade you submitted is incorrect, you can initiate a change by submitting a request online, but you must fill in the "remarks" section of this form explaining the reason(s) for the change. If there is no explanation provided, the Administrative Associate to the Academic Standards Board will email you asking for clarification.

https://heprod.dsc.umich.edu/html/doc/eng/dftie/lsaa/htm/images/CU_SGRD_GradeChange_SS.pdf

Grade Complaints

There is an increasing tendency for students to make official complaints about their grades. If informal efforts do not resolve the problem, there is a formal grievance procedure that starts with a moderated meeting between student and instructor and proceeds to a hearing before a panel of students and faculty, but it is very rare that things get this far. If a student does not find satisfaction in the department, he/she may also appeal to the LSA Office of Student Academic Affairs. In the most extreme case it has happened that a student will sue the University for alleged unfair grading. Your best defense in all of these forums is a good set of records. If you can show that grades were arrived at by a rational system, uniformly applied, most complaints will disappear.

Cheating

Unfortunately a regularly arising problem is that of student cheating, plagiarism, and the like. The College and the Department take a strong stand that these behaviors cannot be tolerated and must be punished. The rules of both the Colleges of LSA and Engineering are that such matters should be referred to the Academic Judiciary, and in many cases that may be the safest and easiest route. However, in less serious cases it may be desirable to settle the matter in a more informal way, and the Department Chair is your best resource for advice when cases arise.

Grade Appeal Procedure

The Departmental procedure for handling grade appeals by students is as follows. The first step is for the student to discuss his/her concerns with the instructor. If this does not lead to a satisfactory resolution, the student can submit a formal, written appeal to the Department Chair with all the necessary documentation to support the appeal. The Chair will set up an ad-hoc committee to review the case and make a recommendation. The Chair will discuss this recommendation with the instructor and student (one or both as appropriate) to find a resolution. Any final decision to change a grade requires the instructor's consent.

Grade Postings

Final course grades are available online to students and should not be posted. Grade lists for midterm exams during the course can be posted. Posted lists must be designed so that each student's right to privacy is protected; names and UMID's must be excluded, it is recommended to use the course Ctools site to posting exam grades. In order for an instructor to post grades or scores, they must either have the written permission of the students or use an identifier that is known only to the instructor and each individual student. Please refer to the Office of the Registrar web site at <http://www.umich.edu/~regoff/ferpafaq.html>. It should be noted that departmental staff are not permitted to give out grades to students.

Release of Information to Parents

Due to FERPA regulations faculty cannot release information to the parents of a student unless the student notifies the instructor in writing (hardcopy or email) that they give permission for the information to be released to their parents. <http://www.umich.edu/parents/ferpa/ferpa.html>.

Returning Papers and Exams

To protect student privacy, faculty are encouraged to distribute graded papers and exams in classes; papers and exams cannot be left in the hallway or outside of offices for pick-up. Retained papers or exams, **must** be kept for at least a year so that students have an opportunity to review them. (These materials can also prove useful in the event a grade grievance is filed.).

Collecting Assigned Work

Faculty are strongly encouraged to have students turn assignments in during class periods. If work must be collected at another time, the faculty member or GSI should make arrangements to have them submitted directly. Please do not ask office staff to collect assignments or have students fax or e-mail it to the office.

Class Scheduling, Registration, and Enrollments

Time Schedule

Each term, the University Registrar's Office publishes an on-line *Time Schedule*, www.umich.edu/~regoff, listing all course offerings, meeting times, room assignments, and staffing information. In addition to the *Time Schedule*, the Registrar's Office web site contains a calendar of events for the full academic year, a schedule of registration and laboratory fees, and a final examination schedule.

Deadlines for the Department's listings in the time schedule fall well in advance of actual registration: usually in late August for the following winter term, and in mid-January for the following spring and fall terms. Faculty preferences concerning teaching assignments, room assignments, and meeting times are thus requested close to a full year in advance (in the spring for the following winter term and in the fall for the following fall term).

Given the number of courses offered each term and the complexities of managing enrollments, not all faculty preferences can be accommodated. Thus, when the Department's submission to the *Time Schedule* is drafted, **it is important that all faculty review it carefully to insure that they are satisfied with the schedule.**

Faculty cooperation in submitting course scheduling preferences promptly upon request; providing special classroom needs; days/times, coordination scheduling requests; and in reviewing draft versions of the *Time Schedule* (often unavoidably on short notice) is central to insuring that the Department's listing of courses is accurate and that students will encounter the fewest possible difficulties at registration (see Registration, this section).

Minimum Enrollment

In the event of insufficient enrollments, the course may be cancelled. This decision will be made by the Department Chair in consultation with the assigned instructor.

Class Rosters

Web-based class rosters are available to faculty and GSIs on Wolverine Access at <https://wolverineaccess.umich.edu> under Faculty Business. Instructors may choose settings on the Class Roster Options page to show the students Academic Level and Academic Plans on the enrolled roster. Instructors may also choose to receive notification by e-mail whenever the class roster changes as students drop or add the course and/or section. Class rosters can also be provided by the Student Services Coordinator if you are unable to access the data; please request at least 24 hours in advance.

To view a class roster:

- Go to [Wolverine Access](#)
- Click Faculty Business (under faculty and staff)
- Select Faculty Center from the menu
- Click the Class Roster icon associated with a class in your Teaching Schedule
- Any discrepancies with the roster should be discussed with the student(s) involved and resolved early in the term.

Class Hours

Classes begin ten minutes after the hour and conclude on the hour or half-hour. If you become ill, please try to arrange with a colleague to take over your classes and always notify the Department Office (763-3519) who is covering your class for you.

Classrooms

Faculty are asked not to change classrooms on their own. This creates problems for the Registrar's Office; a room that appears empty may in fact be scheduled. Faculty are advised to verify room assignments with the office staff before classes begin.

Instructors for classes with special needs, such as audio/video equipment, may request a room or building with such specifications. Such requests should be made early, note, however, that due to shortages in rooms, the request may not always be accommodated. If faculty are unable to use their assigned room, they can request a room reassignment, indicating the reason for the request. The student services coordinator will request another LSA classroom. Note, however, that unappealing aesthetics, a lack of windows, an undesirable location are not adequate reasons for change of room.

Registration

Students register on-line for courses via Wolverine Access (<https://wolverinaccess.umich.edu>). See the Time Schedule for more information at <http://www.lsa.umich.edu/saa/publications/ts.html>.

Waitlists/Overrides

The majority of Statistics classes use electronic waitlisting once the class fills. Students seeking to enroll in an already full class can put their names on a waitlist through the on-line registration system (Wolverine Access). For courses which do not have an electronic waitlist set up, the instructor can e-mail override requests to statstudentservices@umich.edu with the following information:

Course number and section
Student name and ID

Staff will require two working days to process the override. An automated email response is sent to the student once the override has been processed in the system. Note, however, that over-ride requests from instructors may not always be granted as there are many other considerations in admissions (such as graduating seniors trying to fulfill concentration requirements, reciprocal arrangements with other departments, etc.) If there are exceptional cases, please contact the Student Services Coordinator or the Department Administrator.

Holidays

The University observes seven official holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day following Thanksgiving, Christmas Day, and New Years Day. In addition, the University observes four seasonal days between Christmas and New Years.

Faculty are asked to make an explicit effort to avoid scheduling examinations, quizzes, and assignment due dates on religious holidays. A religious holiday schedule is distributed at the beginning of the academic year and can be found at <http://www.provost.umich.edu/calendar/>. It has long been the University's policy that every reasonable effort should be made to help students avoid negative academic consequences when their religious obligations conflict with academic requirements. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who expect to miss classes,

examinations, or other assignments as a consequence of their religious observance shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent. Such notice must be given by the drop/add deadline of the given term. Students who are absent on days of examinations or class assignments shall be offered an opportunity to make up the work, without penalty, unless it can be demonstrated that a make-up opportunity would interfere unreasonably with the delivery of the course. Should disagreement arise over any aspect of this policy, the parties involved should contact the Department Chair, the Dean of the School, or the Ombudsperson. Final appeals will be resolved by the Provost.

Teaching Materials/Teaching Support and Instructional Services

Supplies

Teaching and office supplies are available in the cabinet in the department mail room 440 West Hall. These supplies are limited, so please take only what they immediately need. Large quantities or special orders have to be charged to a research account (see the Department Assistant).

Textbooks

If you are considering textbook changes, please consult the Department Chair. For core courses, the changes will typically have to be discussed by the Departments curriculum committees.

If you are teaching one of the multi-section introductory courses, you should consult the faculty member who is the coordinator of the course. The coordinator will provide you with the information you need for teaching one of the sections. The coordinator will hold weekly meetings with all section instructors to discuss upcoming lecture material and homework, to coordinate development, proctoring, and grading of exams, and to answer any questions you may have. As an instructor of such a course, you will be asked to share in the workload in terms of developing a few homeworks and exam questions, helping with the proctoring and grading of the exams, etc. The current coordinator for our two largest undergraduate courses Stat 100 is Tom Venable and Stat 350 is Brenda Gunderson bkg@umich.edu.

If you are teaching one of the more advanced courses, you should first consult first the course description on the department web page www.lsa.stat.umich.edu. There is also a course library available on the department ctools site that includes, in varying amounts, syllabi, exams and handouts from former instructors of the course and a selection of current textbooks.

Textbook Orders

Textbook orders should be submitted to the Program Assistant (Lu Ann Custer). Fall requests should be received by the end of June. Winter requests should be received by the end of September. Please include the following with your request:

- Title
- Author(s)
- Edition
- ISBN#
- Is a desk copy required

Course Packs

Several local firms are available to assist with coursepack preparation. In light of court rulings concerning copyright laws, instructors may need to submit coursepack materials approximately six weeks before classes actually begin in order for permissions to be requested from the publishers. Faculty need to request instructor copies for themselves and their GSIs when they place their order. There is *typically* no charge for instructor copies.

Book Reserve

Books and periodicals can be placed on reserve through the University Library. This means that students may check out materials for a limited amount of time, thus increasing student's access to your course readings. For information go to www.lib.umich.edu/libinfo/reserves.html. The Program Assistant (Lu Ann Custer) can also assist with book reserves.

Ctools – Course Sites

Ctools is the University's online system for course management. A Ctools site is required for all undergraduate courses and recommended for graduate courses. Faculty can use the system to post the course syllabus, notices to students, distribute lecture notes, assignments, solutions, etc. There is an option to utilize the system for a course email group. When setting up a course ctools site it is necessary to provide permission/access to the GSI/grader assigned to the course as well as the student services coordinator in the department (Shannon Halbedel). Information about setting up a Ctools site can be found at: <http://www.lsa.umich.edu/lsa/facultystaff/resources/ctools/>.

Center for Research on Learning and Teaching

The Center for Research on Learning and Teaching offers a series of instructional workshops for teaching faculty, dealing with topics such as effective lecturing, using visual aids, leading discussions, and offering oral and written feedback to students. New faculty and visitors, whose appointment is longer than one term, are encouraged to work with CRLT for feedback early in the term to determine what is going well and what can be improved. For more information, see www.crlt.umich.edu.

Faculty Exploratory

The Faculty Exploratory was designed specifically for faculty at the University of Michigan to enhance lecturing, research and publishing skills. The program offers tutorials and workshops for faculty on such topics as Ctools, UM Lessons, website development, etc. Additional information can be found at: <http://www.lib.umich.edu/exploratory/>

LS&A Instructional Support Services www.lsa.umich.edu/iss

ISS provides audio-visual and video equipment for instruction and special events on central campus. [CPS \(Classroom Projection Service\)](#) provides and delivers audio-visual and video equipment and provides limited computer support to instructors in LS&A classrooms. There are no fees for services that directly support instructional needs of scheduled LS&A classes.

[Equipment Loan Service](#) provides audio-visual and video equipment and a limited number of computers for loan.

[FPS \(Film Projection Service\)](#) staffs and operates audio-visual equipment and provides limited computer support in LS&A auditoria. For a fee, FPS also provides equipment delivery and some staffing for special events on central campus.

The Video Editing Facility provides facilities and consultation for video editing and production.

Other Resources As resources are available; Media Services also provides consultation and technical support to assist faculty, staff, and students in their individual efforts to utilize technology for research and teaching.

Quizdom

The student response systems or clickers is available for all undergraduate courses. The system offers faculty a means to give students a new way to engage with course material and simultaneously assess their level of understanding during class.

For additional information regarding the use of Quizdom in your class may be found at:

http://sitemaker.umich.edu/iss_instruction/qwizdom

Graduate Student Instructors and Graders

Faculty teaching courses with large enrollments and/or discussion sections are sometimes provided with Graduate Student Instructors (GSIs) or graders. GSIs for courses are assigned by the Department. The responsibilities of GSIs vary, please consult the Department Administrator if you have questions. Each term, the College provides funding for GSIs and graders based upon enrollments and a set of general practices, including the following:

All GSIs work under an agreement between the Graduate Employees Organization (GEO) and the University. The agreement, found at <http://www.vpcomm.umich.edu/gsi-sa/contract.html>, spells out in detail the working conditions required for GSIs and the time commitments expected for various employment fractions. A faculty member provided with a GSI *must* adhere to the agreed-upon time commitments. See the Program Assistant for more information.

Student Advising

LSA Advising

The Academic Advising Center of the College of Literature, Science, and the Arts (1255 Angell Hall; 764-0332) provides general advising services to undergraduates, including distribution requirements, language requirements, composition requirements, and the like.

Undergraduate Advising

Official undergraduate advising on matters pertaining to the concentration in the Department of Statistics is handled by the Department's undergraduate advisors: Brenda Gunderson and Kerby Shedden. These advisors help students understand departmental requirements for the concentration and approve course selection for students. Appointments take place in faculty offices. Students are able to sign up for 15-minute advising appointments through a web-based system and faculty are automatically notified of their appointments each week.

Honors Advising

Honors students in Statistics are advised by Mouli Banerjee and Ed Rothman. For more information on the program contact the Statistics Student Services Coordinator or one of the honors advisors.

Advising Appointments

Students schedule advising appointments Statistics Department advisors through the online appointment system at <https://www-a1.lsa.umich.edu/AdvAppts/AAStuSelfSvc1.aspx?ctgy=STATS>

QUESTIONS REGARDING	CONTACT	QUESTIONS REGARDING:	CONTACT:
Audiovisual Equipment	Mary Ann	Mailbox/ mail processing	Mary Ann
Benefits – Faculty/Post-docs	Amy	Maintenance requests	Mary Ann
Benefits – Grad Students	Lu Ann	Office Supplies	any staff
Computer assistance	Suleman	Office Supplies - special needs	Amy
Copier account/assistance with copiers	Mary Ann	Parking	Amy
Course library	Any staff	Permissions/overrides – Graduate	Lu Ann/Shannon
Custodial issues	any staff	Permission/overrides – Undergrad	Shannon
Curriculum changes	Shannon	Prelim/Dissertation paperwork	Shannon
Enrollments	Amy/Shannon	QR Exams	Shannon
Faculty searches	Amy/Shannon	Research/grant submissions	Amy
Fax	Mary Ann	Room scheduling - special needs	Mary Ann
Furniture repairs/needs	Amy	Salary payments - Faculty/Graders/GSRA	Amy
Grade changes	Shannon	Salary payments – GSI	Lu Ann
Grade submissions	Mary Ann	Scanner	Any staff
Graduate admissions information	Lu Ann	Seminar information	Mary Ann
GSI stipends or fellowships	Lu Ann	Student job search information	Shannon
GSRA financial information	Amy	Supplemental grade report	Shannon
Hosting reimbursements	Amy	Technical reports	Mary Ann
ID Card – Faculty	Amy	Telephone repairs	Mary Ann
ID Card – Grad	Lu Ann	Textbooks	Lu Ann
Keys – Faculty/Post-docs	Amy	Time schedule (courses)	Amy/Shannon
Keys – Grad Students	Lu Ann	Travel reimbursements	Amy/Mary Ann
Language testing	Lu Ann		