# New Faculty Information Guide

Welcome to SCU!

The information provided in this document is an attempt to answer various questions you may have related to your faculty appointment. Please review the information and adhere to the procedures in this document to ensure a smooth transition to your work at SCU.

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## GENERAL INFORMATION

### CALENDARS, SCHEDULES, AND LOCATION

- Academic Calendars
    - Undergraduate
    - Education and Counseling Psychology
    - Law
    - Jesuit School of Theology
    - Engineering (Graduate Programs)

- Please see your class schedule in Workday Student to verify ahead of time the classroom location where your class will meet. Learn how to find your schedule here.

- You can find an interactive campus map by going to http://www.scu.edu/map/.

### IMPORTANT REMINDERS (TO BE ADDRESSED BEFORE FIRST WEEK OF CLASS)

- **Sexual harassment educational training** is required to be completed within thirty (30) days of your hire date, and in every odd-numbered year thereafter. (see more below)
- **Submit your original signed letter of appointment** and all required HR paperwork to your Dean's Office by the contract deadline. This allows the activation of your faculty record in our HR system, "Workday."
- **Set up your SCU email address**, following the Workday prompts. You will need the Employee ID number and Claim Code found in your welcome email. You may do this as early as 30 days before your start date.
- You will need to get an **Access Card**. See Access Card section below for details on obtaining your card.

- Once you get your Access Card, someone from your department will need to program it so that you can access various rooms in the department.

## ACCESS CARDS

The ACCESS Credential is the official Santa Clara University ID, library and debit "card", and personalized "key" to hundreds of SCU facilities. The ACCESS Credential provides access to buildings and offices, as needed, as well as access to campus facilities like the Libraries, Computer Labs, and the Pat Malley Fitness Center.

To obtain your ACCESS Credential,
- **On or after your official hire date,** complete the ACCESS Credential Agreement Form which can be found under the "Onboarding" tile in Workday. Click on "New Employee Checklist"; the link for the Agreement form is at the bottom of the first page of the checklist.
- The ACCESS Office will respond within 24 business hours with an email that contains a link which allows you to submit your image online.
- Once you receive an email confirming your image is approved, you can pick up your ACCESS Credential during business hours. Any door access that was requested by your building or hiring manager will be encoded on your credential at pick up.
  - Location: Benson Center, First Floor, West Lobby, Room 106 (http://www.scu.edu/map/)
  - Hours of operation: scu.edu/hours
  - Contact information: 408-551-1647, access@scu.edu
  - Website: http://www.scu.edu/access

Please note:
- Effective 7/1/23, all faculty or staff who are returning after termination will need to request a new ACCESS Credential; this includes quarterly and adjunct professors.
- Before the first day of classes, it's a good idea to test that your ACCESS card works in the buildings you need to access (for department, office, classes, labs).

## REQUIRED SEXUAL HARASSMENT EDUCATIONAL TRAINING PROGRAM

- University Faculty in California are considered mandated reporters. As a condition of your appointment, you are **required** to complete the University's Sexual Harassment Educational Training Program within thirty (30) days of the effective date of your appointment. All Santa Clara University faculty and staff must retrain in every odd-numbered year thereafter. For more information, check out the Equal Opportunity & Title IX website.
- Any questions concerning this requirement may be directed to the Director of Equal Opportunity and Title IX Coordinator at titleixadmin@scu.edu.

## PAYCHECK INFORMATION

- The dates that paychecks are available are contingent upon the following:
  1. The dates on which the Dean's Office receives the signed ORIGINAL letter of appointment and all other employment documentation,
  2. The deadlines for payroll information to be submitted to the Human Resources Department (HR) via the Dean's office, and
  3. The pay periods established by HR.

- Direct deposit
  - Your paychecks will be live checks, unless you enroll in the direct deposit option through Workday.
  - For questions about direct deposit, please contact Human Resources at 408-554-4392.
  - Direct deposit notifications will be available in Workday.
- Picking up a paycheck
  - Paychecks are available at the Human Resources Service Desk, on the dates established by HR (https://www.scu.edu/hr/payroll/payroll-schedule/).
  - A photo-ID is required to pick up your paycheck
  - Any paychecks not picked up after four business days will be mailed to you at the address on record.

## PARKING

Parking permits for Faculty/Staff are available for purchase on eCampus. There is limited street parking near campus as well. The Santa Clara Caltrain station is also located adjacent to campus.

- Permit sales for faculty, staff and students will open on **Monday, August 21st** in eCampus.
- Parking permits will migrate from eCampus to a system called AIMS, possibly as soon as spring 2024 (this is a system the students are already using for their parking permits).

## TECHNOLOGY

## COMPUTING SUPPORT

- The Technology Help Desk is located on the first floor of the Learning Commons and Library (across from Benson Center. Here's a map: http://www.scu.edu/map/)
- Contact the Technology Help Desk for support with any computing or networking needs, such as Workday, computer support, password changes, and more. They can also help you set your personal laptop up to work on our campus WiFi (see below). It's a good idea to set your laptop up ahead of the first week of classes.
  - Email: techdesk@scu.edu
  - Phone number: (408) 554-5700

- o Websites:
    - ● [Computing Services & Support](#) (including online chat and [password reset](#))
    - ● [Technology](#) (with links to how-tos for equipment, networking, software, and campus systems)
    - ● [Information Services](#)

## EMAIL

The SCU email is the official means of communication on campus. Once your faculty account becomes active in Workday, you will receive an email from Information Technology (IT) to your personal email address with the subject line "New SCU Account Information." The email will contain instructions to create your SCU login credentials. This will allow you to access all of the applications in our Google Workspace (such as SCU Gmail, Google Calendar, etc.), as well as your Workday account (payroll, benefits, etc.) and other apps such as Camino (our Learning Management System or LMS), Workday Student (course rosters, grading documents), and Interfolio (for faculty activities reporting, evaluation and promotion).

## WORKDAY

- ● Logging in: Go to the [MySCU Portal login page](#) and enter your SCU username and password.  That will take you to a screen with tiles for the various software applications available to you, (e.g., Workday, Camino, and Google Workspace). Simply double click the Workday tile. In many cases, you will also need to verify your identity using Duo ([information about Duo](#)).

- ● If you are accessing Workday from off campus, you will need to first connect to the [SCU Virtual Private Network (VPN)](#) prior to logging into Workday. While you will still have limited access to Workday without VPN access, using the VPN will ensure that you have full access to the SCU tools and resources.

- ● The main Workday help site is here:  [https://www.scu.edu/hr/workdayatscu/](https://www.scu.edu/hr/workdayatscu/). There is also a [Workday for Faculty](#) page hosted by the Provost's Office with guides for faculty employment processes.

## WORKDAY STUDENT

From scheduling classes to awarding financial aid and checking student rosters, Workday Student will provide the community with updated processes and create a better experience for faculty, staff, and students. There is a tile to access Workday available from the MySCU Portal, our single sign-on (SSO) entry point for all our SCU apps.

Please click on the following links for Workday Student guidance:

- ● [Enter grades](#)

- [View my schedule](#)
- [General information on navigating Workday Student](#)
- Please note that most resources in Workday student are unavailable off campus, unless you have first connected to the [SCU VPN](#)

For additional information on Workday for HR, please contact Human Resources at 408-554-4392.

## WiFi

To access the SCU Wifi, you must log into eduroam and download the certificate. You will also need to install OnGuard software on your computer, and your computer will need to pass OnGuard's health checks, before you can successfully connect to eduroam. For instructions, visit the [Using Eduroam page](#). Contact the Technology Help Desk for support.

## Camino LMS

All faculty are expected to use Camino, SCU's branded instance of the Canvas Learning Management System (LMS), for both traditional and hybrid/online courses. Camino enables faculty to manage course materials and communicate easily with students. Camino also allows faculty to:

- Post course materials online, including course readings, syllabi, assignments, videos, audio, slide decks, etc.
- Build and manage a grade book for the course
- Administer surveys and assessments
- Receive, grade, and provide feedback on assignments
- Use Camino's inbox and announcements features to message students
- Establish and monitor discussion boards
- Create group spaces for discussions or for collaboration on projects
- Link to or embed audio and video materials, video recordings of classes, and podcasts

Using Camino:

- To log into Camino, navigate to [https://camino.instructure.com](https://camino.instructure.com) or use the tile on your [MySCU Portal login page](#).
  - o Note: your assigned courses will be automatically populated into your account.
- To request Course Combinations fill out the [course combination request form](#).
  - o If you teach multiple sections of the same course, they can be combined on Camino so that you post content once for multiple sections to view. It is important that your courses are empty of assignments, files, announcements, etc. before this merge happens. You can still differentiate assignments and quizzes by section.
  - o If you teach a course that is cross-listed in two or more departments, your sections will automatically be combined into one Camino course shell.

- For a list of upcoming Camino workshops on campus, please visit this [website](#).
- For any questions or help related to Camino please contact [caminosupport@scu.edu](mailto:caminosupport@scu.edu) or 408-551-3572.
- A detailed guide to using Camino can be found here: [https://guides.instructure.com/m/4152](https://guides.instructure.com/m/4152)

## Media Services

- If you experience issues with, or need training and support with your classroom technology please contact [Media Services](#) at 408-554-4520 or [mediaservices@scu.edu](mailto:mediaservices@scu.edu).
- Media Services can provide faculty with access to a number of technology resources for their classes, such as media presentation systems, digital cameras, DVD/VHS decks, digital audio recorders, sound systems, video streaming, web conferencing, class recording, and more. Please contact Media Services to submit a request.
- If you use the computers built into the classroom lecterns and need to use any special software for your classroom presentations, Media Services can help you get it loaded. It's a good idea to get this all set up before classes start to ensure that everything is working as expected.
- If you use your own laptop or tablet, Media Services can show you how to connect it to the audio/visual system in the classroom and walk you through using the equipment for your classes. It's recommended that you schedule this consultation before classes start.
- To see all available services from Media Services, please see their website: [http://www.scu.edu/mediaservices](http://www.scu.edu/mediaservices)

## Course policies and procedures

## Syllabus

- Faculty are expected to post their syllabus on [Camino](#). For more information, see the [Camino](#) section of this document.

- A full review of the SCU Teaching Expectations is [here](#).

- Faculty are encouraged to contact their students in advance of the first class meeting. Email addresses for students can be found in [Workday Student](#). Workday Student provides the most immediately up-to-date course roster information, but Camino is updated on an hourly basis.

- The university provides statements that faculty are expected to use or adapt for their syllabi regarding matters such as accessibility, academic integrity, mandated reporting in light of Title IX, etc. Please see the [Teaching Expectations site](#) for more information.

## Book Orders

- To order textbooks for your class, choose one of the below options:

  o Order online via the BNED tile found in your MySCU
    - Your submission will show online within 48 hours of submitting the request.
    - You can submit No Textbook Required Orders through the online portal.
    - AIP (BNED) keeps track of your order history, allowing future readoption of texts entered through the online portal.
    - AIP is part of your SSO (Single Sign On) and can be found in your MySCUPortal under the BNED tile
  o Please see this website for more information on reserving books: www.scu.edu/auxiliary-services/bookstore/faculty-textbook-ordering-/

- Copies of textbooks can be placed on reserve at the library for your students to use.
  o Please see this website for more information on course reserves: https://www.scu.edu/library/reserves/
  o For questions related to course reserves, please email libraryreserve@scu.edu or call 408-554-5240
  o No personal copies can be included in the course reserves, but if you would like to donate the book, the library can make it available.

- Desk copies can be made available to faculty upon request directly to the publisher, or with assistance from the department administrative staff. A desk copy is typically one free paper copy or electronic version of the book for the faculty member to use in preparing and teaching their course.

## CLASS ROSTERS

- You can find your class roster on Camino by logging in and going to the "**people**" tab or into your Workday Student account, overview here.

- Instructors should verify that all students registered for the course, based on the course roster, are in attendance during the first class meeting.

  o Students who do not attend the first day of a class are subject to administrative cancellation of their enrollment in that class in order to make space available to other students. A student who must miss the first day of a class and wishes to remain in the course should contact the instructor in advance. No student who misses the first day of a class should assume that they have been dropped from the course. Students are responsible for checking the status of their enrollment in all courses prior to the end of the late registration period.

    o   If an instructor would like to drop a student for non-attendance, they can send an email to registrar@scu.edu with the student's name, ID and the course (including section number).

## GRADING

- Grades should be submitted at the end of the quarter via Workday Student, overview here. Please ensure that you have taken all the proper steps outlined above to activate your account and that you meet the required deadlines to submit the grades.
- Questions on uploading grades can be answered by the Office of the Registrar at 408-554-4331.

## STUDENT EVALUATION OF TEACHING (SET)

The paperless student course evaluations are generated at the end of every course. Students will have a specific time frame to complete the evaluation (i.e., before finals week). If the evaluation is not completed within the timeframe specified, a delay will be placed on the student's account preventing them from viewing their grades online for an additional week after the original posting date. Instructors should encourage students to complete the online feedback form. Results of these forms are emailed to instructors after classes are complete and grades are posted. There are many other methods of evaluating teaching available to you. Contact the Collaborative for Teaching Innovation for more information. Please also check in with your department chair for any department-specific standards for conducting narrative end-of-quarter evaluations. For faculty who will undergo evaluation, the SETs and additional student evaluations you or your department use will become part of your evaluation portfolio.

SCU community members have access to past SET reports from the "Student Evaluations" tile on the MySCU single sign-on page, or directly from https://www.scu.edu/apps/evaluations/. While the version you will receive has numerical results and narrative comments, the version posted online has only the numerical results.

## ACCESSIBLE EDUCATION

The Office of Accessible Education (OAE) has been designated by the University to ensure disabled students have equitable access to all academic and University programs. Their goal is to support disabled college students to participate fully in campus life, its programs, and activities. They emphasize growth and individual achievement. They address this goal through the provision of academic accommodations, support services, and auxiliary aids.

SCU has two digital accessibility tools embedded within the Camino LMS:

- UDOIT (Universal Design Online Content Inspection Tool) is an accessibility checker that allows you to identify, understand, and fix accessibility issues directly within your Camino courses. For more information, see Instructional Technology's UDOIT page.

- Convert is a tool that allows you to convert a variety of documents into alternative formats. Convert is automatically installed in all Camino courses on the left hand navigation menu, and also can be accessed via the OAE website: https://www.scu.edu/oae/current-students/convert/.

For more information, please see their website at https://www.scu.edu/oae/.

Any student who requires accommodations should coordinate with *both* the Office of Accessible Education and their instructor. Please contact the Office of Accessible Education at 408-554-4109 or oae@scu.edu

## ADDITIONAL RESOURCES

### RESEARCH

For information about faculty funding opportunities, visit this site or contact Eric Tillman, Associate Provost of Research. Information about external grants can be found at the Sponsored Projects site or you can contact Mary-Ellen Fortini, Director of Sponsored Projects. Questions about Research Compliance and Integrity can be directed to Esther Pham, Director of ORCI.

### COVID-19

The University maintains a website, Prepared SCU, with all of the latest updates and resources about campus policies, procedures and protections related to the COVID-19 pandemic.

### GOVERNANCE AT SCU

All faculty with a 50% or more appointment, regardless of rank, are members of the Faculty Senate. While your department will elect one representative who can convey your concerns and vote on your behalf at monthly Faculty Senate Council meetings, Faculty Senate Council meetings are open to all members. They are held on the second Wednesday of the month from October through June.

In addition to the Faculty Senate, the collaborative governance system at the University encompasses policy and standing committees that draft and recommend policies in collaboration with administrators, and consult with stakeholders throughout the process.

See the University Governance website for information on the charge, current members, agendas and minutes for each committee, as well as information about various ad hoc task forces exploring particular issues this year.

Non-tenure-track faculty in the College of Arts and Sciences, the Leavey School of Business, the School of Education and Counseling Psychology, and the School of Engineering have elected to be represented by SEIU Local 1021, and are presently engaged in collective

bargaining for their first contract. SEIU Local 1021 will hold an orientation for its members after the new faculty orientation events conducted by Faculty Development.

For details about who is included and excluded from the bargaining unit, the progress of collective bargaining, and related issues, please see the faculty union website (https://www.scufacultyunited.org/) and the administration page on contract negotiations (https://www.scu.edu/provost/bargaining/).