

FACULTY HANDBOOK



**School of Business Administration
Portland State University
Portland, Oregon 97207**

Message From the Dean

Dear Colleague:

Welcome to the School of Business Administration at Portland State University. We are glad to have you join our distinguished and highly regarded faculty. You are an integral part of our School, and we are pleased to support your teaching efforts. Each lecturer brings a unique combination of education and experience to the classroom that truly enhances the students' learning experience.

This Faculty Handbook is provided for your information; it will answer many of the questions you may have. Your suggestions for improvement are welcomed. For your information, our SBA Vision and Values Statement appears below. Once again, welcome!

Sincerely,

Scott Dawson
School of Business Administration

OUR VISION

To be a nationally renowned urban School of Business Administration.

OUR MISSION

The mission of the School of Business is to *educate* students in business theory and practice, leadership, and the skills for life-long learning; to *engage* in scholarly research critical to the success of businesses and organizations; and to *collaborate* with both the urban and regional communities in the development and application of business knowledge.

OUR VALUES

- We believe in every person's capability and inherent desire to learn.
- We respond innovatively to our customers.
- We promote collaborative and cross-disciplinary relationships.
- We endeavor to enhance the social, environmental, and economic qualities of life in the communities we serve.
- We strive for excellence and integrity in all that we do.

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SBA ADMINISTRATIVE OFFICES

Dean's Office, School of Business Administration, Room 650 BA 725-3721
Scott Dawson, Dean 725-3757
Rodney Rogers, Associate Dean for Academic Affairs 725-8308
Richard Sapp, Associate Dean for Administration 725-3732
Joan Hayse, Business Manager 725-4764
Tracy Weber, Assistant to the Dean 725-4763

Student Services, Room 240 BA 725-3712
Maureen O'Connor, Director 725-4728
Pam Mitchell, Grad Program Admin. 725-4733
Brett McFarlane, Undergrad Program Admin. 725-5052
Dan Overbay, Undergrad Program Admin. 725-4745
Cindy Thomarer, Undergrad Program Admin. 725-4742
Lindsay Lewis, Public Service Rep. 725-4734
Jozette Hunzeker, Public Service Rep. 725-4744

Faculty Services, Room 560 BA FAX #503-725-5850 725-5099
Kathy Grove, Support Services Supervisor 725-3791
Marika Engelhardt, Office Specialist II 725-3666

EMBA, Room 374 BA 725-4822
Tom Luba, Director 725-4823
Andie Karinen, Office Coordinator 725-4822

Employer Relations/Career Services/Internships, Room 230 BA 725-8001
Lisa Stevens, Director, Career Services 725-3714
Fran Moga, Assistant Director, Career Services 725-3710
Becky Einhoff, Coordinator, Internship Program 725-3699
Jessica Nelson, Administrator, Business Internship Program 725-3746
John Stoeckmann, Office Specialist 725-8083

Master Of International Management, Room 540 BA FAX #725-2290 725-2275
Sully Taylor, Director 725-3761
Jeff Millard, Assistant Director 725-2291
Brenda Gilbert, Office Specialist 725-2276

Information Tech/Network Services (ITNS) Room 332 BA (Labs – 360/370 BA) 725-8003
Glen Pullen, Faculty/Staff Network Administrator 725-5748
Corey Tigner, Computer Lab Network Administrator 725-3724
SBA Help Line 725-8033

Business Outreach Program, Room 330 BA 725-3705
Brad Robertson, Director 725-3705
Gary Brown, Counselor, NE Center 280-0884
Cody Gray, Counselor, NE Center 280-0884

Food Industry Leadership Center/SBA Development Office, Room 260 BA 725-8352
Tom Gillpatrick, Executive Director 725-3775
Molly Deady, Assistant Director 725-8352
Jennifer Koberman, Administrative Assistant 725-8184

External Relations, Room 660D BA
Trina Robertson, Director 725-3758
Kristin Mihalko, Program Coordinator 725-3766

Mailing Address: P.O Box 751, Portland, OR 97207-0751
Street Address: 631 SW Harrison, Portland, OR 97201

University Mail Code: SBA
Area Code 503

ABSENCE FROM CLASS/ILLNESS

If a class must be cancelled unexpectedly, or if you will be late, contact Faculty Services (503-725-5099), giving as much advance notice as possible (before 4:30 pm for evening classes) so the cancellation of class or late notice can be posted on the classroom door.

ADMISSION TO THE SCHOOL OF BUSINESS ADMINISTRATION

See School of Business Administration Undergraduate programs package (green cover) or Graduate Programs package (cream cover) for information about formal admission procedures for the School of Business Administration. Please note that 400-level classes require admission to the UG business program, and graduate courses require formal admission to the MBA program. For additional information, contact Student Services Office, 503-725-3712, or Maureen O'Connor at 503-725-4728.

ADVISING

Students may ask you for advice on course curriculum, program content, or career paths. These are appropriate areas of faculty advising. If interested in career or elective advising, Student Services will recommend a faculty member in the student's area of interest. Students needing "requirements" advising should attend an orientation session or schedule appointments in the Student Services Office, Room 240 BA. Requirements advising covers such questions as "how many more hours do I need in the Science distribution area" or "how do I meet the upper division requirement for graduation?"

AUDIO-VISUAL SERVICES (Overheads, Screens, Projectors) (Educational Media Services)

To schedule an overhead, TV, or slide projector for non-SBA rooms, call Audio-Visual (Educational Media) Services (5-4514) at least 24 hours in advance. They will need to know the course, building, room, times, index code (budget number) and your social security number. Be sure to ask if the room has a screen. They also require a minimum 24-hour notice for delivery cancellation. If you teach in a School of Business classroom, obtain a key to the podium (overhead projectors are housed inside the podium) from the Dean's office, room 650 SBA. If you need an Infocus projector or laptop, check with the SBA computer lab on the third floor (503-725-3717).

BAD WEATHER POLICY

In the event of a closure or a delay in the opening of the University, a message informing employees will be pre-recorded on the central University switchboard number 725-3000 and on Audix voice mail. Every effort will also be made to have announcements carried on radio stations KEX, KGW, KPAM, KKFM, KVAM, KLLB, KMJK, KQFM, KINK, KGON, KJIB, KLLB, KGNR, KWJJ, KYTE, KUPL, KXL, KYXI, KRDR, KUIK.

BOOK ORDERS

Book orders are due several weeks before classes actually begin and may be processed on the Bookstore web site at <http://www.portlandstatebookstore.com/outerweb/requisition.asp> or by contacting Sara Bachenberg and 725-3780. Please order by the deadline to avoid delays. Faculty can request desk and examination copies of texts and related material directly with the publisher rep. (See Textbooks and Bookstore, p. 7)

BRANFORD PRICE MILLAR LIBRARY

The campus Library is located facing the Park Blocks across from the Smith Memorial Center. If you have material to be taken to the Reserve Library, Faculty Services will deliver it as time permits. Normally delivery will take place within 24 hours. (See Reserve Library)

CALENDAR

Important events and dates for the school year are provided at <http://www.ess.pdx.edu/adm/sched/>.

CLASS CANCELLATIONS

There are no minimum student figures for assurance of class continuation. Occasionally, a section may be cancelled or combined with another when enrollment is low. Therefore, the University reserves the right to cancel one or all of the classes listed, should enrollment, in the judgment of the University, be insufficient. The University will play a pro rata amount for the number of classes held before cancellation and will pay for one class meeting if the cancellation occurs before the first such meeting (refer to your contract letter sent to you prior each term you are scheduled to teach).

CLASS LISTS

Class lists are available through the University Faculty Web Center web site at <http://www.pdx.edu> (instructions are at the end of this packet). In order to access the Faculty Web Center, **your payroll forms must be on file with the University** (see Payroll, p. 5). (See Student Class Lists, pg. 6). Class lists indicate registered students (RE) and waitlist students (WL). If you have room for students on the waitlist, take them in sequence order.

CLASSROOM CHANGES

Review your class schedule and inspect classrooms **well** before the term begins. If a different classroom is needed, contact Marika Engelhardt (Room 560, 5-3666). Classroom space is at a premium, so it may not always be possible to switch classrooms, especially as it gets closer to the beginning of each term.

COPYRIGHTED MATERIAL

Under no circumstances will we copy or retype copyrighted material without copyright permission from the publisher. The University Reserve Library will not put copies of copyrighted material on reserve without copyright permission. To make copyrighted materials available to your students, work with a copy center such as clean copy or Kinko's who will obtain the necessary permissions and include any charges on their copy costs.

COURSE DESCRIPTIONS FOR TOPICS CLASSES

If you teach a topics class (407/507/410/510), please provide a course description to Student Services and Faculty Services. Students often request this information when deciding which classes to take. Student Services makes this information available by request and Faculty Service puts the information into the SBA website.

COURSES OFFERED FOR EITHER GRADUATE OR UNDERGRADUATE CREDIT

PSU offers some 400/500 numbered courses for either graduate or undergraduate credit. If you are teaching such a course, consult your class list to determine which students have enrolled for the 500-level and will receive graduate credit. It is your obligation to assign such students additional graduate-quality work. Ordinarily, the instructor has considerable latitude in determining the nature of the additional work; however, you should consult your area coordinator or Associate Dean for guidelines.

CONFERENCE ROOM SCHEDULING

Two SBA general use conference rooms seating 12 people (590, 690) can be reserved through Faculty Services (Rm 560, 503-725-5099). These are high use rooms so we ask that you limit your stay to two hours per use no more than twice per week. The Donald Parker conference room (Rm 270) is used for special purpose meetings, seats up to 15 people and can also be reserved through Faculty Services (Marika Engelhardt @ 503-725-3666).

FACULTY SERVICES (Rm 560, 725-5099)

The mailroom, fax, photocopy machines, and copy service access are all located in Faculty Services as well as assistance with preparation of your classroom material, correspondence, research, and web pages. Please fill out a work order form (available in Faculty Services and the mail-room) and leave assignments with Kathy Grove or in her mailbox in the mailroom. Lead time depends on the time of the term and the length of the project. Check with Kathy for an estimate. NOTE: No more than 10 copies of any one paper should be photocopied on the in-house copiers. Longer runs will be sent to the Copy Center (see Photocopying, p. 5).

FACULTY/STAFF (FIFTH FLOOR) LOUNGE

Room 550 is available for faculty and staff and includes a refrigerator and microwave. Please remember to remove items from the refrigerator, clean the microwave after each use, and take your dishes with you. Each individual user is responsible for clean up. **The Lounge should not be used as a place to meet students or give exams.** If meeting space is needed, you can reserve one of the conference rooms through Faculty Services.

FINAL EXAMINATIONS

Faculty are expected to administer a final exam for each course. It is required that classes meet during the scheduled time (**not regular class time, see final exam schedule in the Schedule of Class at <http://www.ess.pdx.edu/adm/sched/>**) during final exam week whether or not an exam is administered. Final exams **should not** be scheduled at times differing from the University's published schedule. Should changes be absolutely necessary, first obtain written approval by the appropriate dean (i.e., undergraduate dean for any undergraduate class, etc.). A secret ballot by the class, (with no dissenting votes), must be taken and the request and vote results must be filed with Tracy Weber in the Dean's office, Rm 650. Faculty members are responsible for monitoring any make-up examinations they agree to with a student. **The staff do not administer exams.**

GRADES & GRADING ROSTERS

Grades are filed electronically through the University Faculty Web Center at <http://banweb.pdx.edu/facweb.htm>. **The deadline is the Monday after finals week.** If this deadline is not met, some students (through no fault of their own) may lose scholarships, financial aid, student visas, and miss graduation deadlines.

The University is very concerned about student privacy in relation to grades. Students wishing to receive graded material should provide you with a self-addressed, stamped envelope. **Faculty Services cannot be responsible for returning any graded materials (term papers, exams, etc.). Federal law prohibits posting of grades.**

Supplementary Grade Reports

Supplementary grade reports (SGR) are available in Student Services and Faculty Services. The completed form should be sent to Student Services (SBA/SSO) where it will be logged, sent on for any necessary approval signatures, and then sent to the Registrar's Office. The yellow copy will be returned to you after the change is posted. SGR's will not be given to students; if you need one, you must request it personally.

Definitions of Grades

A = Excellent	P = Pass
B = Superior	NP = No Pass
C = Average	I = Incomplete
D = Inferior	W = Withdrawal
F = Fail	X = No basis for grade/no grade received

The following is the four-point scale, which was approved by the Faculty Senate in 1991:

<u>Points</u>	<u>Points</u>
A = 4.00	C = 2.00
A- = 3.67	C- = 1.67
B+ = 3.33	D+ = 1.33
B = 3.00	D = 1.00
B- = 2.67	D- = 0.67
C+ = 2.33	F = 0.00

A requirement for passing all courses is academic honesty and integrity. **Failing to demonstrate honesty and integrity will result in a grade of F for each assignment in which the dishonesty occurred.** This statement should be included on your course syllabus.

INTERSHIPS AND BY-ARRANGEMENTS

Full-time faculty may be requested to sponsor students for internships, independent study, or other research projects. For questions regarding these arrangements, please contact the internship office (503-725-3699) or Student Services (503-725-3712). Adjunct faculty are not eligible to supervise internships or by-arrangements, as those duties are outside the teaching contract.

LISTSERV

The Student Services Office maintains a listserv for general announcements about the SBA, important deadlines, advising updates and similar information. Please encourage students to sign up for the Listserv and let Student Services at info@sba.pdx.edu know if you would like to post an announcement.

MAIL

Mailboxes are located in rm. 560A and are accessible through Faculty Services or the lounge during business hours or through the lounge (rm. 550) after hours. A lounge key may be ordered through Joan Hayse. You will need to submit a key request form and pick up your key in the Facilities Office (202 University Services Building across the street from the SBA). UPS Express is available for emergency use with approval from the Dean. Faculty Services can assist you with your mailing needs.

OFFICE SUPPLIES

Basic office supplies are available in the cabinet in rm. 560A. Supplies are ordered through Faculty Services. If you don't find what you're looking for, please ask.

PARKING

Parking structures require a permit. Permit prices vary and are available on a monthly basis. Carpool permits and discounted tri-Met passes are also available; contact the Parking Office in the lobby of Neuberger Hall (503-725-3442). Coin-operated meters are also available in the parking structure. City-owned meters are available on the streets surrounding campus. **Guest parking** is available on a limited basis for guests of the University such as special speakers and members of the business community visiting the SBA for meetings. Permits are available from Joan (503-725-4764). Faculty are responsible for securing parking arrangements.

PHOTOCOPYING

Photocopy machines are available in Faculty Services (rm. 560, 8 am to 5 pm only) and through the lounge in the room by the sink (accessible with a lounge key at all hours). See Faculty Services for an authorization code to use these machines. If you need more than 10 copies of an item, please submit it for duplicating. Our contract provides for pickup and delivery to the School of Business twice a day, approx. 9:30 am and 2:30 pm. All material to be duplicated must be routed through Faculty Services. Items will be available 24 hours after pickup.

PAYROLL

Each Faculty member, upon initial hiring, must complete employment forms through the Deans' office. **You will not be able to receive a paycheck (or get class lists) until these forms are submitted.** Two options are available for your paycheck: 1) deposited in your bank account automatically (direct deposit) or 2) placed in your mailbox in Faculty Services. Paychecks are available on the last working day of each month. Part-time lecturers will be compensated by a proportionate division of their total contract so four payments are received each term.

PREREQUISITES/REGISTRATION

The PSU computerized registration system screens students for class standing, admitted status and prerequisites. Check the PSU Bulletin or schedule of classes or call the Students Services Office at 503-725-3712 for specific registration restrictions on the class(es) you are teaching. Occasionally students who are eligible to register for a class are unable to do so electronically (examples: all transfer classes not yet processed, or a visiting student who has received special permission). In these cases, the student must submit an approved Special Registration Form. Before the first day of class, Student Services is able to approve these as appropriate. After the first class meets, the instructor must sign Special Registration Forms. This policy is in place to guarantee that the number of students registered for the class does not exceed the designated maximum. Student Services does not monitor the number of students in a class once faculty start signing students into classes. If you allow a student to take your class without the computer prerequisite check, the student may lose credit for the prerequisite class if those prerequisites have not been taken. Please contact Student Services (503-725-3712) for assistance in determining registration eligibility.

RESERVE LIBRARY

The Reserve Book Room is located on the main floor of the Branford Price Miller Library. It contains a study section and several copying machines. Instructors may place books, articles, manuals, pamphlets or other materials on reserve for student use by making arrangements at the Reserve Library Circulation Desk. **Copies** of copyrighted material **will not be accepted** unless accompanied by permission from the Publisher. Copyrighted materials must be **originals**. Materials are checked out by students for two-hour intervals or overnight through use of a valid PSU identification card. Please allow six-week turnaround time for materials needed during the first two weeks of class and a one-week interval from the time you place the materials on reserve until assigning it to your students later in the term.

ROOMING SPECIAL EVENTS

To schedule rooms 130, 140, 160, 170, 190, 270, 290, 490, or the lobby for a meeting or special event call Marika (rm. 560, 725-3666).

SPECIAL SITUATIONS

Faculty should consult with an area coordinator, associate dean or the Director of Student Services regarding procedures relating to student records, grading policies, or situations involving student rights.

STUDENT CLASS LIST/WAITING LISTS

Class lists and wait lists are available on the University Faculty Web Center web site at <http://www.pdx.edu> (see Class Lists, p. 3). These lists (two separate lists) are used to verify class enrollment. If demand for your course exceeds the maximum size assigned to your section, a “wait list” will be started. Students choosing to be on the wait list will be assigned a sequence number. The lowest sequence number is the student first assigned to the wait list. Admit students from the wait list in the order the student was placed on the list. Most wait list limits are set to 15 people for a section; however, some sections do have higher wait lists. Once the maximum number assigned to your course is reached and the wait list started, no more students will be registered for the section. If a student drops your section after it has closed, there will be a “vacancy” to be filled from the wait list. **Students seeking permission for admission to your class who can not computer register should be told to attend the first class to see if space is still available and not be placed in a higher priority than students who are on the computer wait list.** If students do not attend class the first week or notify the instructor, their space may be given to students on the wait list (through a Special Registration Form). It is the absent student’s responsibility to drop the class. If you have questions, please contact Faculty Services (room 560, 503-725-5099).

Faculty with Banner or Web access get up-to-the-minute course section information at their desks. If you have a question about Banner or Web access, contact Kathy (503-725-3791) in Faculty Services for a demonstration. A computer is available for part-time faculty without web access in Faculty Services.

STUDENT EVALUATION OF TEACHING PERFORMANCE

Instructors are required to have students evaluate their teaching performance at the close of each term. Evaluation forms will be distributed to your mailbox approximately two weeks prior to finals week. Instructions will be included; please follow them carefully. The result of these evaluations will be provided to you after the end of the quarter. Questions regarding this procedure should be directed to the associate dean.

STUDENT PICKUP OF CLASSROOM MATERIALS

If you must leave **non-graded** material for someone to pick up, place the material in an envelope with the individual’s name on it and deliver it to Faculty Services. If someone needs to deliver something to your mailbox, it can be left in the box on the counter of Faculty Services. **The staff will not take responsibility for collecting, dating, time stamping, or returning term papers or other graded assignments.**

SYLLABI

All faculty should file a copy of their syllabus in Faculty Services no later than the first class. Faculty Services will keep syllabi on file for one calendar year. Student Services provides syllabi for student access; Faculty Services will forward a copy of your syllabus to Student Services unless you indicate you have already done so. Key information to be included is: textbooks required, office hours, office phone, and a required statement referring to academic honesty and integrity. For accreditation purposes all syllabi should be prepared in a standard format. A sample is included at the end of this booklet. As a convenience to students, your syllabi can be posted on your web page for access through the Internet (see Web Pages, p. 7).

TELEPHONES

If you have questions about your telephone or if it needs repair, contact Kathy (503-725-3791).

TELEVISION SERVICES

If you plan on using Television Services in a course, please notify your area coordinator when the course is being scheduled so an appropriate classroom can be requested. After the term begins, contact Television Services at 503-725-3537 to make arrangements.

TEXTBOOKS AND BOOKSTORE

The Bookstore is located on the corner of 6th and Montgomery Street (telephone 503-725-3780) and is open from 8:00-7:00 M-Th, 8:00-5:00 F, 9:00-5:00 Sat (hours are extended to 8:00 pm for the first week of the term). Choice of textbooks should be made in consultation with either the course coordinator or the area coordinator. Textbooks are to be ordered 10-12 weeks before classes start through the Bookstore web site (see Book Orders on page 2). Supplemental teaching materials may be ordered directly from the publisher.

TYPING

When you have materials for Faculty Services to prepare (type, copy, etc.) please fill out a work request form (available under the counter in rm. 560 or the hot file in the mail room) and submit it to Kathy in Faculty Services. (See Faculty Services, p. 3.)

VOICE-MAIL GREETING

All Faculty with a University telephone should review their telephone greeting. Each greeting should contain your name, office hours, and instruction to “dial zero” to reach someone in Faculty Services if necessary. If you need an instruction booklet for Audix (voice mail system) ask Kathy (503-725-3791).

WEB PAGES

Faculty are encouraged to have a presence on the SBA web pages. Faculty web pages are listed on the Faculty and Staff Directory at <http://www.sba.pdx.edu/faculty/directory/>. Please contact Kathy in Faculty Services (560 SBA, 503-725-3791) for more information.

WITHDRAWALS

University regulations provide a student registered in a course may, at the student’s discretion, withdraw from a class through the fourth week of a term. After the fourth week and through the eighth week, students may withdraw only with the instructor’s signature. After week eight, withdrawals from a registered course are only by petition to the Deadline Appeals Committee. Call Student Services at 503-725-3712 for information.